



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

August 17, 2026

7:00 pm

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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – 8/3/26
- IV. Finance Report
 - a. MS-434 Review
- V. Department Reports & Presentations
 - a. Trevor Batchelder, Director of Public Works
 - b. Police Gun Safety Committee Presentation
- VI. Correspondence and Informational Items
 - a. Communication Committee Update
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. New Business and Action Items
 - a. Curbside Collection Request for Proposals
 - b. Mailbox Replacement Policy update
 - c. 170 Portsmouth Road Names
- X. Old Business
 - a. Stratham Hill Park Association Committee Charge
 - b. Lane Property Update
- XI. Town Administrator Report
- XII. Reservations, Event Requests & Permits
 - a. Cornerstone School request to hold cross country meet at SHP 9/22/26

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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b. Life Connections Specialize Support requesting use of the Front Pavilion 9/15/26 and have the fee waived.

XIII. Review of Recent or Upcoming Board & Commissions Agendas

XIV. Boards and Commissions Nominations & Appointments

A. Appointments for consideration

a. Matthew Malone to the Zoning Board of Adjustment

B. Appointments to be voted on

a. Jameson Paine to the Planning Board for a 3 year term to expire at Town Meeting 2029

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

XVI. RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

XVII. Adjournment

MINUTES OF THE AUGUST 3, 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 Planning & Building Vanessa Price

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the minutes. Mr. Anderson said that he had two corrections to the July 20th minutes. Mr. Anderson then motioned to approve the July 20, 2026 minutes with the amendments. Mr. Tramaloni seconded the motion. Ms. Knab abstained as she was absent from the meeting. Motion passed.

Ms. Knab introduced the Finance Report. Mr. Anderson explained that the MS-535 provides a straightforward snapshot of the prior year's actuals. The auditor will review the document, and the State will issue final approval. The Board requested additional time to review the report before signing. Mr. Anderson noted that revenues are slightly ahead of projections, while expenditures remain just under budget, leaving limited financial cushion.

Ms. Knab recognized Mr. Hickey for his department report. Senior programming is increasing, and the summer barbecue is scheduled for August 28 at noon, with the Board invited. Senior programs continue to sell out quickly.

The Recreation Commission is in urgent need of additional soccer board members and a Commission Chair; Ms. Knab has been assisting. TMAC is updating trail maps and kiosk boards, with a workday planned this month for the trail leading to the school. Mr. Hickey asked about next steps for e-bikes and dogs; Ms. Knab noted that the Select Board must make a decision. Mr. Hickey is still awaiting RPC feedback on the Stratham Hill Park survey. Bike races have resumed.

Mr. Hickey reported that the Summerfest Committee met to debrief. Feedback from residents and the committee was positive. The group discussed possibly moving the softball game or shifting Summerfest to the fall. The Board observed that the softball game was well attended, likely due to its alignment with Thursday Night Food Trucks, the militia demonstration, and fireworks. The Summerfest Committee consists of John Cushing (Chair), June Sawyer, Dan Crow, Geri Denton, Lt. David Pierce, Caitlin from 4-H, and Mr. Hickey.

Mr. Hickey then addressed Stevens Park. He spoke with Mr. Roache regarding next steps, noting that additional staff discussion is needed given the funding allocation and project scope. The fields were rented frequently this summer to outside groups, and Town programming was also held there. Residents have asked about reinstalling wind screens on the courts; he explained that insurance claims were required after the screens damaged the fencing, and they will not be reinstalled.

He also provided updates on work at the municipal center field and remaining summer programming. The search for a teen coordinator has not yet been successful and will continue.

Mr. Anderson asked for Mr. Hickey's thoughts on the Stratham Hill Park Association becoming a Town committee. Mr. Hickey felt Mr. Roache developed a strong outline for the group's structure. He noted that SHPA is currently an informal group with limited membership and engages in various projects, such as the ice rink. He appreciates their willingness to support additional programming at the Park. Ms. Knab emphasized that SHPA should fully understand the responsibilities associated with becoming a Town committee.

Mr. Roache explained the Land Use Tax Bills should've been an informational item.

Ms. Knab introduced the memo regarding the bond release for 20 Portsmouth Avenue. The bond work has been completed, but the release has not yet been issued. Mr. Tramaloni noted that the matter was discussed at the Planning Board meeting, and all the requirements have been met. No concerns were identified. Mr. Tramaloni motioned to release the performance guarantee in the amount of \$134,250 issued by Platte River Insurance Company, Policy Number 41414258 dated June 16, 2020, for the construction of Chipotle Restaurant and the associated sidewalk. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab introduced the 217 Portsmouth Avenue matter. Mr. Roache reported that the interim Building Inspector is reluctant to issue building permits without a surety bond. Town Counsel advised that this interpretation is not supported by Town regulations or state law. Because a bond was not required in the Planning Board's Notice of Decision, the Town cannot request one retroactively. Counsel recommended that the Board sign the permits as soon as possible, as withholding them would not be defensible legally.

As Planning Board liaison, Mr. Tramaloni expressed concern about the process and noted that the Planning Board should have required a bond at the time of subdivision approval. Mr. Roache explained that it was not the Board's practice at that time. He added that Ms. Price is preparing a modification to require bonds going forward. The Board agreed the permits should be signed. Mr. Roache clarified that the permits requested are foundation-only permits. He also noted additional issues: the plans do not show required access and egress under building code. The developer stated he has never been required to include this, while the Building Inspector advised that the plans could be marked up. Ms. Knab observed that the code language appears clear that these elements are required.

Mr. Roache stated that the permits could be signed with the condition that no work beyond the foundation may proceed until compliant access and egress plans are submitted and stamped. Mr. Anderson added that the plans must be stamped by a professional engineer, noting two deficiencies: (1) the plans provided are presentation-only and not engineered, and (2) emergency escape and rescue openings are not shown. He supported approving the foundation permits with the condition that framing cannot begin until both deficiencies are corrected. Mr. Anderson motioned to issue the requested foundation-only building permits, with the condition that prior to framing, the applicant shall submit an as-built survey plan signed and stamped by the appropriate licensed professional, in other words, PE, to the Stratham Building Department for their review and approval. Ms. Knab seconded the motion. All voted in favor.

Mr. Roache provided updates on several facility and maintenance projects. Installation of the keyless access system is underway. Repairs to plumbing and heating at the Lane House have been completed, and plumbing work at the Tannery House is scheduled to begin this week. Propane conversions and installation of mini-splits are expected to start within the next few weeks.

Mr. Roache reported on progress with the CIP and capital reserve process. Ms. Fowle developed a capital project form and transitioned it to a fillable online platform that automatically populates a spreadsheet. She is scheduling meetings with department heads to gather input on capital needs and further develop both the CIP and capital reserve ahead of budget season. The Town will establish clearer criteria for defining capital items. Mr. Roache noted that the process is more comprehensive and better structured than in prior years.

Mr. Anderson moved to the Community Service Officer position, noting that interviews are underway again due to high turnover. He requested additional discussion at a future meeting. Mr. Tramaloni observed that if the amended ordinances under consideration are adopted, the CSO will need additional hours dedicated to park patrol.

RESERVATIONS

Mr. Tramaloni asked whether anyone renting the pavilion could request a fee waiver. Ms. Knab clarified that waivers are granted only to non-profit organizations, and many users pay the standard fee. Mr. Anderson noted that while non-profits use Town facilities at no charge, the Town does not have a DPW detail policy. He suggested that requiring non-profits to remove their trash and return the picnic tables to their original location could be included as a condition of fee waiver approval. Ms. Knab questioned the extent of issues related to users not cleaning up after themselves.

Ms. Knab motioned to approve the UNH Institute on Disability to use the Front Pavilion on August 13 and waive the fee. The Board continued its discussion of pavilion approval language. Mr. Roache noted that the most significant cost associated with pavilion use is pumping the septic tanks. Mr. Tramaloni seconded the motion under consideration. Mr. Anderson requested adding language stating that users must leave the pavilion in the same condition in which they found it. Motion passed.

Mr. Tramaloni motioned to approve the request of Waypoint to use the Scamman Pavilion on September 12 and waive the associated fee. Ms. Knab seconded the motion. Motion passed.

APPOINTMENT

Jameson Paine is on the agenda for consideration to the Planning Board.

Mr. Anderson noted upcoming scheduling conflicts and initiated discussion on the next Select Board meetings. The Board agreed to meet on August 24, with DPW providing the department report, and on September 9, with the Library scheduled for its department report. Ms. Knab asked Mr. Roache to invite Chief King to the August 24 meeting to present on gun replacement.

Ms. Knab reported that a news reporter reached out regarding the fire tower. Mr. Roache stated he had already spoken with her.

At 7:47pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91A:3, II(b) and II(a) – Personnel and Hiring. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

At 8:31pm Ms. Knab motioned to come out of the non-public session and seal the minutes, noting failure to do so may render the proposed action ineffective. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

At 8:32pm Mr. Tramaloni motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MS434 Estimated Revenue Revenue (w/o property tax) Report										8/13/2026
General Fund Revenues		FY2023 Budget		FY2024 Budget		FY2025 Budget	YTD FY2025 Actual	FY2026 Budget	Through 7/31/2026	FY2027 Estimated Budget
TC/TC	100 3110 00 000 Property Tax abatements	-	(420,461.67)	-	(4,495.42)	-	(10,289.94)	-	(58,476.51)	
TC/TC	100 3110 00 999 Tax Collector Abatements	-	0.00	-	55,547.33	-	0.00	0	0	0
TC/TC	100 3185 01 000 Yield Tax Revenue	500	0.00	500	0.00	500	0.00	250.00	0.00	-
TC/TC	100 3189 01 000 Railroad Tax	-	126.44	150	0.00	150	592.72	150.00	328.94	300.00
TC/TC	100 3190 00 000 Interest & Penalties on Tax	30,500	26,345.15	32,000	41,658.53	40,000	33,536.78	31,500.00	19,854.08	32,000.00
TC/TC	100 3190 01 000 2008 Tax Redemption Interest	-	-	-	-	-	-	-	17.26	-
TC/TC	100 3190 26 000 Tax Redemption Interest	-	-	250	0.00	250	0.00	100.00	0.00	-
TC/TC	100 3210 01 000 UCC Filings & Certificates	2,500	2,085.00	1,800	2,572.52	2,000	5,402.00	3,000.00	1,337.00	2,500.00
TC/TC	100 3210 02 000 Cemetery Lot Excavation	750	823.00	900	2,287.00	2,500	2,400.00	2,500.00	75.00	750.00
TC/TC	100 3210 03 000 Municipal Agent Fees	30,000	29,608.20	26,000	29,148.00	26,000	30,752.20	29,000.00	17,262.00	29,500.00
TC/TC	100 3210 05 000 Titles	3,200	3,398.00	3,200	3,472.00	3,200	5,177.00	3,500.00	1,880.00	3,200.00
TC/TC	100 3210 06 000 Vital Records	2,000	2,079.00	2,000	2,520.00	2,500	2,313.00	2,000.00	1,186.00	2,000.00
TC/TC	100 3210 07 000 Filing Fees	50	459.00	450	12.00	450	5.00	50.00	16.00	50.00
TC/TC	100 3210 08 000 Boat Agent Fees	1,600	1,631.00	1,600	1,425.00	1,600	1,748.00	1,600.00	1,375.00	1,600.00
TC/TC	100 3210 09 000 Misc Town Clerk Fees	2	200.00	2	13.01	2	0.00	10.00	2.00	10.00
TC/TC	100 3210 10 000 TC Mailing Fees	2,750	2,128.00	2,100	2,073.00	2,100	2,065.00	1,900.00	1,457.00	2,000.00
TC/TC	100 3210 11 000 Cremation Lot Excavations	4,750	5,050.00	3,000	1,500.00	2,000	1,050.00	1,000.00	1,050.00	1,800.00
TC/TC	100 3210 12 000 Fish & Game Municipal Agent Fees	600	(1,657.00)	3,500	(3,074.50)	6,000	552.00	300.00	210.00	300.00
TC/TC	100 3220 01 000 Motor Vehicle Permit Fees	2,156,058	2,122,162.90	2,150,000	2,228,091.79	2,150,000	2,403,212.39	2,475,000.00	1,313,365.61	2,300,000.00
TC/TC	100 3220 02 000 Boat Fees - Town	6,200	6,661.83	6,000	5,813.60	6,000	6,526.01	6,000.00	5,216.17	6,000.00
BI	100 3230 01 000 All Building Permits	175,000	263,138.30	165,000	148,106.32	155,000	181,537.43	165,000.00	114,207.11	185,000.00
TC/TC	100 3290 01 000 Dog Licenses	7,700	7,628.94	7,600	7,513.00	7,600	7,412.50	7,500.00	6,801.00	7,500.00
TC/TC	100 3290 02 000 Dog License Fines	650	340.00	750	738.00	750	744.50	750.00	814.00	800.00
PD	100 3290 03 000 PD-Gun Permits	300	310.00	400	3,904.65	1,500	230.00	500.00	110.00	250.00
ALL	100 3290 04 000 Bad Check Fees	200	125.00	350	300.00	350	175.00	200.00	100.00	200.00
	100 3309 01 000 Misc. Revenue from Federal Government	-	735,211.10	-	0.00	-	7,500.00	-	0	-
	100 3309 01 002 Federal ARPA PFAS Grant	-	-	-	5,384.15	-	44,615.55	-	0	-
STATE	100 3350 01 000 Rooms & Meals	735,211	178,795.10	760,387	763,318.91	760,387	778,620.89	761,000.00	0.00	761,000.00
STATE	100 3353 01 000 Highway Block Grant	178,818	50,494.54	181,572	181,571.99	181,572	186,978.75	187,000.00	131,737.33	185,000.00
EM	100 3359 02 000 OEM Drill Reimbursements	9,126	8,500.00	9,000	8,500.00	9,000	4,250.00	8,500.00	8,920.00	8,500.00
FIRE	100 3359 06 000 SVFD Training Reimbursement	-	-	-	-	-	-	-	2,822.50	-
PD	100 3359 09 000 Police Dept Grants Received	-	24,313.52	-	32,786.21	-	108,260.97	-	129,228.62	-
PD	100 3359 15 001 Other State Revenue for Public Safety	-	40,525.00	-	3,500.00	-	4,778.27	-	78,161.00	-
DPW	100 3359 16 000 DPW Grants Received	-	-	-	-	-	-	-	53,350.00	-
DPW	100 3359 17 000 Solid Waste Surcharge Reimbursement	-	-	-	-	-	-	-	-	5,100.00
PD	100 3401 01 000 PD-Parking Tickets	100	1,675.00	100	105.00	100	800.00	700.00	355.00	500.00
PD	100 3401 02 000 PD-Alarms	300	60.00	100	723.00	500	1,219.75	750.00	152.00	500.00
PD	100 3401 03 000 PD-Incident	500	658.50	500	258.25	500	213.00	250.00	123.50	250.00
LANDUSE	100 3401 04 000 Planning Board	2,000	8,205.00	7,250	11,113.00	6,750	8,933.00	8,000.00	8,549.00	8,000.00
LANDUSE	100 3401 05 000 Zoning Board Of Adjustment	350	2,075.00	1,500	1,625.00	1,500	4,123.00	4,000.00	1,800.00	3,000.00
PW	100 3401 06 000 Scrap Metal Recycling	5,500	1,508.42	3,000	2,895.66	3,000	1,856.37	1,500.00	279.41	1,000.00
LANDUSE	100 3401 07 000 Plan Review	50	75.00	75	0.00	75	0.00	75.00	0.00	50.00
FD	100 3401 08 000 Fire Inspections	800	975.00	900	500.00	900	3,477.00	3,000.00	(3,225.00)	1,000.00
PD	100 3401 09 000 PD - Witness Fees	25	35.00	25	0.00	25	0.00	25.00	0.00	25.00
PD	100 3401 10 000 PD Court Fees	75	0.00	50	49.46	50	0.00	50.00	0.00	50.00
RecRev	100 3401 13 000 Recreation Year-End Fees	1,000	0.00	20,000	20,000.00	20,000	0.00	20,000.00	0.00	20,000.00
PD	100 3401 15 000 PD -Motor Vehicle Reports	2,750	2,545.00	2,500	2,532.00	2,500	2,400.00	2,000.00	1,170.00	2,000.00
PD	100 3401 16 000 PD -Hawkers/Peddlers Lic.	150	200.00	150	40.00	150	40.00	150.00	0.00	50.00
PD	100 3401 17 000 PD-School Resource Officer	71,385	74,110.10	72,000	73,691.54	30,000	41,683.20	80,000.00	41,683.20	84,000.00
PW	100 3404 01 000 Transfer Station Permits	7,850	8,760.00	8,625	8,530.00	8,625	6,852.00	6,500.00	9,234.60	7,500.00
PW	100 3404 02 000 Transfer Station Fees	63,500	63,757.00	60,000	67,449.00	65,000	73,990.00	72,500.00	37,357.00	70,000.00
	100 3409 01 000 Franchise Cable Fee	173,000	164,447.34	165,000	153,212.13	165,000	141,381.88	140,000.00	63,998.50	120,000.00
PW	100 3501 01 000 Sale of Recycling Bins	800	1,889.63	50	10.00	50	1,025.00	100.00	10.00	25.00
	100 3501 03 000 Copies	2,000	10.00	1,000	775.50	1,000	225.00	500.00	204.72	400.00
	100 3501 04 000 Sale of Cemetery Lots	650	793.75	2,500	6,000.00	4,000	5,600.00	5,000.00	3,000.00	4,500.00
	100 3501 05 000 Sale of Town Vehicles-Property	-	48.00	3,750	3,732.12	250	13,520.00	250.00	16,740.36	1,000.00
	100 3501 08 000 Sale of Cremation Lots	4,000	1,534.00	3,000	700.00	1,500	1,495.60	1,000.00	0.00	1,050.00
	100 3501 09 000 Sale of Renewable Energy Credits	-	-	-	-	-	-	-	-	1,200.00
	100 3502 02 000 Investment Interest	275,000	256,576.95	320,000	340,724.83	250,000	236,319.05	275,000.00	115,102.52	275,000.00
	100 3503 01 000 Gifford House Rent (17 Jack Rabbit)	27,000	25,200.00	25,200	27,300.00	25,200	23,415.00	26,460.00	15,435.00	26,460.00
	100 3503 02 000 Park Cottage Rent (270 Portsmouth)	11,400	11,248.00	11,400	11,400.00	11,400	11,675.00	12,540.00	7,320.00	12,540.00
	100 3503 03 000 Municipal Center Rent	1,600	1,307.55	1,200	1,642.00	1,500	2,048.00	2,000.00	1,350.00	2,000.00
	100 3503 04 000 Foss Property Rent (28 Bunker Hill)	22,000	22,550.00	21,600	21,600.00	21,600	21,870.00	22,680.00	11,340.00	22,680.00
	100 3503 05 000 Cobble House (Lane Prop) Rent (132 Ports)	-	-	-	-	-	-	72,000.00	16,300.00	28,800.00
	100 3503 06 000 Barn Rent (Lane Prop) (132 Ports)	-	-	-	-	-	0	-	25,500.00	51,000.00
PD	100 3508 01 000 PD Donations Received	-	30,586.00	-	47,961.07	-	30,770.00	-	(1,526.94)	-
FD	100 3508 02 000 FD Donations Received	-	59,295.00	-	3,000.00	-	18,411.00	-	39,585.50	-
	100 3509 01 000 Miscellaneous Revenue	2,100	1,258.63	1,000	(1,632.88)	1,000	19,319.59	1,000.00	5,977.39	1,000.00
	100 3509 02 000 Reimbursement for Insurance Claims	700	2,692.50	-	58,938.70	-	20,044.38	-	10,496.28	-
	100 3509 03 000 Reimb from Agencies	-	0.00	-	650.00	-	-	-	0	-
FD	100 3509 05 000 Fire Department Details	-	80,000.00	2,250	4,350.00	2,250.00	0	-	1,950.00	750.00
	100 3509 10 000 Misc Rev - Direct Assistance Lien		620,000.00				12,980.96	-	703.00	-
TTF	100 3912 01 000 Transfer from Cemetery Common Fund	-	-	36,500	18,279.96	36,500	0.00	27,500.00	0.00	-
	Total Revenues	4,025,050	4,534,097	4,129,736	4,412,342	4,022,336	4,515,833.80	4,473,840.00	2,263,372.15	4,281,690.00

\$ (192,150)



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

76 Portsmouth Avenue, Stratham, NH 03885

(603) 778-9691 – FAX (603) 778-6183

Executive Summary-SIG SAUER P320

Stratham Police Department Duty Weapon Study – Sig Sauer P320 Evaluation

Prepared by Sgt. Michael Doucette

The Stratham Police Department conducted a review of its current duty weapon, the Sig Sauer P320, which was adopted in 2020. The review examined the pistol's operational history, documented safety concerns, litigation, officer feedback, and potential replacement options.

Since 2017, the P320 platform has been the subject of widespread scrutiny following reports that some pistols discharged without trigger manipulation. Although Sig Sauer implemented a voluntary upgrade program to address initial drop-fire concerns, reports of uncommanded discharges have continued among civilian users, law enforcement agencies, and military personnel. Numerous police departments across the country have documented incidents involving holstered P320 pistols firing without intentional trigger activation, raising ongoing concerns regarding officer safety.

The review also identified significant legal activity surrounding the platform, including lawsuits filed in multiple states alleging design defects. In June 2024, a Georgia jury found the P320 defectively designed and awarded damages to a plaintiff who was injured when his holstered pistol discharged. Additionally, a 2024 incident involving the Michigan State Police prompted testing by the FBI Ballistic Research Facility. While the FBI could not definitively replicate an uncommanded discharge under all conditions, testing demonstrated circumstances in which internal safety mechanisms could be rendered ineffective if sear engagement was lost, warranting further safety evaluation.

An anonymous survey of Stratham Police officers revealed substantial concern regarding continued use of the P320. Of six responses received, five officers are uncomfortable carrying the Sig Sauer P320 and the sixth response indicated they would prefer an alternative platform if given the option. Feedback from neighboring agencies indicates a growing trend of departments transitioning away from the P320 due to safety concerns and limited trade-in value.

Based on the committee's research, the committee recommends evaluating replacement duty weapon platforms, specifically the Glock 47 and Walther PDP. Both systems have established track records with law enforcement and have undergone extensive testing. Transitioning to a new platform would require replacement holsters, potential weapon light upgrades, and additional training and qualification time. Estimated replacement costs range from approximately \$750 to \$1,200 per officer, partially offset by an anticipated trade-in value of \$150 to \$250 per P320. With 19 P320 pistols currently in inventory, projected trade-in credits range from approximately \$2,850 to \$4,750. Having spoken with the gun dealer, they would be willing to take existing holsters/lights etc... in trade as well, including any firearms turned over to SPD by citizens.

The study concludes that the combination of documented safety concerns, ongoing litigation, FBI findings, officer confidence issues, and declining market value supports consideration of a transition to a different duty weapon platform to enhance officer safety, reduce liability exposure, and maintain confidence in departmental equipment.



STRATHAM POLICE DEPT. DUTY WEAPON STUDY

Sgt. Michael Doucette, Sgt. Steven
Janvrin, Ofc. Eric Knight, Ofc. Colton Robertson

Stratham Police Dept.



Overview of our current Sig Sauer
P320

Sig Sauer P320 concerns

Current litigation

Stratham Officer Feedback-
Anonymous

Recommended solution

Overview of the Sig Sauer P-320

- ◆ Development began in 2011 and the weapon was launched at Shot Show January of 2014.
- ◆ Initially marketed as a striker fired pistol, suitable for law enforcement. The pistol gained substantial popularity in both the civilian and law enforcement markets. Sig Sauer later released the M17&M18(military version of the P320) in 2017.
- ◆ The Stratham Police Dept. adopted the Sig Sauer P320 chambered in 9mm in 2020. The dept. previously carried Glock 22/23 pistols chambered in .40 caliber.
- ◆ Duty pistols have typical life cycle of 5-6 years before they are traded in/retired.

Sig Sauer P320 Concerns

- ◆ First reported issues arose around 2017. These issues pertained to the pistol firing when it was dropped without the trigger being manipulated. In August of 2017 Sig Sauer launch a voluntary upgrade program to address the issues. Sig Sauer states on their website the program would be an alternate design that reduces the physical weight of the trigger, sear, and striker while additionally adding a mechanical disconnect.
- ◆ It should be noted that this program was voluntary and not a recall on the firearm.
- ◆ No other main-stream striker fired pistols are on the market without some form of trigger-safety.

Sig Sauer P320 Concerns cont.

- ◆ In 2017-2018 issues of uncommanded discharges arose, with some reports dating into 2016.
- ◆ Since then, there have been numerous reports from law enforcement agencies, members of the military and civilians that the P320 pistol could fire while inside holsters, with no manipulation of the trigger.
- ◆ Sig Sauer has not taken any additional action since the initial voluntary upgrade program regarding the safety concerns and multiple reports of uncommanded discharges.

Sig Sauer P320 LE Uncommanded Discharges

- ◆ Roscommon County Sheriff's Department – MI 2016
- ◆ Stamford Police Department – CT 2017
- ◆ Milwaukee Police Department – WI 2020
- ◆ SEPTA Police Department – PA 2020
- ◆ Troy Police Department – NY 2021
- ◆ Cambridge Police Department – MA 2021
- ◆ Somerset County Sheriff's Department – ME 2022
- ◆ Indian River Sheriff's Department – FL 2023
- ◆ Montville Police Department – CT 2023

Sig Sauer P320 LE Uncommanded Discharges

- ◆ La Grange Police Department – TX 2024
- ◆ Marble Falls Police Department – TX 2024
- ◆ Basic Law Enforcement Academy – Spokane, WA 2024
- ◆ Kitsap County Sheriff's Office – WA 2024
- ◆ Ceres Police Department – CA June 24, 2025
- ◆ This list does not reflect every incident, just a sample of that shows it is a concern/problem across the country. It also does not reflect any reported military uncommanded discharges, of which span the U.S. Army, U.S. Marine Corps and the U.S. Air Force.

Civil Lawsuits

- ◆ Numerous civil suits from victims.
- ◆ State of New Jersey was the first state to sue Sig Sauer, alleging Sig Sauer sold defective P320s with unsafe, light, and un-safetied triggers that can fire on their own.
- ◆ Individuals in at least 23 states have filed lawsuits against Sig Sauer. These states include Arizona, California, Florida, Georgia, New Jersey, and Texas.
- ◆ June 2024 – Georgia jury ruled that the P320 was defectively designed, awarded victim \$2.35 million after he claimed his P320 fired inside the holster, striking him in the thigh.
- ◆ New Hampshire passed a bill after Sig Sauer asked for a bill protecting them by making it more difficult to sue them. Recently, Sig Sauer tried for similar legislation in Florida and donated over \$550,000.00 to Florida lawmakers and PAC's to push it through.

Michigan State Police Incident and Investigation by the FBI Research Facility

- ❖ Michigan State Troopers were issued the M18 version of the P320 in 2024.
- ❖ On July 31st, 2024 while in a squad area with other State Troopers. A holstered P320 fired uncommanded, without manipulation of the trigger.
- ❖ Reports are the trooper that was carrying the holstered weapon had objects in his hands at the time and were away from the weapon.
- ❖ That pistol was still inside the holster was later removed and sent to the FBI Ballistic Research Facility.



Figure 4- Firearm



Figure 5- Firearm

FBI Research Facility Conclusion

- ◇ “A reliable test could not be developed at the time of this document to test the effectiveness
- ◇ of the secondary sear notch. However, testing did indicate with movements representing
- ◇ those common to a law enforcement officer it is possible to render the Striker Safety Lock
- ◇ inoperable and ineffective at preventing the striker from impacting a chambered round if
- ◇ complete sear engagement is lost. It is important to note that the Striker Safety Lock, by
- ◇ design, is the last safety in line to prevent an unintended discharge as it is in place to protect
- ◇ against a secondary sear notch override.
- ◇ While examination of the subject weapon did not independently provide evidence of an
- ◇ uncommanded discharge it does indicate that it may be possible if sear engagement is lost.
- ◇ The disabling of the striker safety lock through movement and friction creates a condition
- ◇ which merits further exploration to fully assess potential risk.”

FBI Research Facility Conclusion

- ◆ In the FBI's report, specifically through pages 28-32. A test of the P320s striker safety lock, which included applying pressure to the frame of the pistol with the sear manually released from the primary notch. The purpose of this manipulation and pressure was to mimic what might occur to a holstered weapon during an officer's duties, i.e. running, jumping, climbing, fighting, pressing weapon against a vehicle or even obtaining a grip on the pistol before drawing from the holster. This test was completed 50 times and the P320 fired 9 times. The test was then done on a brand new M18(P320) and fired on the second attempt.

SIG SAUER P320 Operators Manual

- ◆ Sig Sauer released a revised owner's manual for the P320 that was removed very quickly from their website. This manual indicated the following: The most effective safety is to carry your pistol without a round in the chamber, and to load a round in the chamber only when ready to fire.
- ◆ This statement, for LE purposes is not realistic. Sig Sauer posted another revised manual, which is the current revision on their website. Their new verbiage states: Do not load a cartridge into the chamber until you are ready to use the firearm.

Conclusion

- ◆ Our current Safariland 7000 holsters have had reported issues with the large opening to accommodate weapon lights, potentially leading to an uncommanded discharge.
- ◆ Stratham officers were asked to fill out a general questionnaire on their comfort level with the P320. Those were done in an anonymous fashion and can be available upon request. Out of the 6 responses received, five of them do not feel comfortable carrying the Sig Sauer P320, with the outlier advising they would rather not carry the weapon if they had the choice.

Conclusion cont.

- ◆ Multiple other agencies in the seacoast have moved away from the Sig Sauer P320s. After speaking with those depts. I learned that vendors are very reluctant to take the P320 in as a trade. Two agencies that I spoke with received trade in ranges from \$150.00 to not accepting the trade at all. In the case of the Stratham Police Dept. our P320s were purchased with our patch laser engraved in the slide. Removing this laser engraving will cost money and the current trend is to have an optic plate cut into the slide in the location the laser engraving is. That milling of the slide costs on average: \$100.00-\$200.00.

Possible solutions/costs

- ◆ The Stratham Police Department would be conducting tests for replacements options. Those options have been narrowed down to two platforms: The Walther PDP and the Glock 47. Both platforms have been rigorously tested and would be sufficient. The Glock platform is the cheaper of the two options. Both platforms would require us to purchase new holsters, potentially new weapon lights and would need a larger initial training/qualification time. Cost estimates are from \$750-\$1200 depending on optic, weapon light and holster choice. Having spoken with a nearby gun dealer, who specializes in law enforcement sales the Town of Stratham could anticipate a potential trade in value of \$150-\$250 for each Sig Sauer P320. We currently have 19 P320's in inventory. Potential trade in credit between \$2850-4750.



Communications and Community Engagement Committee Community Feedback

Community Engagement Meetings

- 3 Focus groups and 3 key informant interviews, conducted in June & July.
- People under age 50 were difficult to reach. How can we do better?

Website

- Most negative feedback, across all resident feedback groups => **Biggest opportunity.**
- Requires expertise beyond the committee or current employees.
- Major focus to fix ASAP.
- Longer term, ongoing support.
- Need more website analytics, to determine what people are using.

Newsletter

- Very positively received by the community.
- Opportunity to expand distribution.
- Enhance the design / presentation.
- Re-brand as “Town of Stratham Newsletter” to reflect topics beyond governmental operations.

Social Media

- Town Facebook page should be the primary social media channel to communicate.
Town 1.8K followers. Police 5.3K, Fire 2.6K.
- Usage vs. other towns. Average 6 month posting frequency:
Stratham 3.7, Exeter 16.2 and Greenland 15.8.
- Establish an Instagram page.
- We need to make a quantum leap with social media. Reach more people and younger people.

Other channels

- Municipal Center lobby digital sign board.
- Broadcast of SB meetings on YouTube. Taking some time to start up.
- Outside electronic sign.
- Use the e-alert more (Examples => Drought level has changed. Roadside mowing today.)



TOWN OF STRATHAM

DEPARTMENT OF PUBLIC WORKS

Request for Proposal

RFP # 08-26-01

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

Documents Included

Request for Proposal

Project Details

Key Dates

Submitting Requirements

Evaluation Criteria

References

RFP Receipt Acknowledgement

Proposals Due by [Due Date and Time]



REQUEST FOR PROPOSAL

TOWN OF STRATHAM

DEPARTMENT OF PUBLIC WORKS

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

The Town of Stratham is requesting proposals from qualified contractors to provide automated curbside collection and transportation of residential municipal solid waste (MSW) and single-stream recyclable materials, together with collection services for designated municipal facilities located throughout the Town of Stratham, New Hampshire. The selected contractor shall furnish all labor, supervision, equipment, vehicles, materials, supplies, and other resources necessary to perform the services described in this Request for Proposal (RFP).

The Town's objective is to secure a qualified contractor capable of providing dependable, efficient, and customer-focused collection services while maintaining the high level of service currently provided to Stratham residents. The resulting contract will be for an initial term of five (5) years, with the option to extend the agreement upon mutual written agreement of both parties and approval by the Town.

This RFP establishes the minimum service requirements expected by the Town. Proposers may submit alternate proposals for the Town's consideration; however, each proposer shall submit a proposal fully meeting the minimum requirements contained herein. Alternate proposals shall not reduce the required frequency of residential municipal solid waste or recycling collection.

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 after the proposal's due date. This Request for Proposal, together with all addenda issued by the Town and the successful proposer's submission, shall become part of the resulting contract.

The RFP is available on our website at

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

Proposals will be evaluated in accordance with the Evaluation Criteria contained within this RFP. Award of the contract shall be made to the proposer offering the best overall value to the Town of Stratham and shall not necessarily be awarded to the lowest-priced proposal. In evaluating proposals, the Town may consider price, qualifications, municipal experience, technical approach, customer service, transition planning, references, and any other factors deemed to be in the best interest of the Town.

The Town reserves the right to reject any or all proposals, waive informalities or irregularities in any proposal, negotiate with one or more proposers, and accept the proposal determined to be in the best interest of the Town.



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 a PDF format provided via email to admincoordinator@strathamnh.gov or on a USB jump drive. The electronic file name should contain the project name and the submitting firm.

The sealed proposal package shall be plainly marked:

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services- RFP # 08-26-01

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 [due date], by [time], either by mail or personal delivery. Proposals received after that due date and time will not be considered.



PROJECT DETAILS

INTRODUCTION:

The Town of Stratham currently provides Town-funded curbside collection of municipal solid waste and single-stream recyclable materials to eligible residential properties utilizing an automated cart collection system.

Residential municipal solid waste and recycling are each collected once per week, with collection occurring on designated routes established by the contractor. The Town considers these collection frequencies to be the minimum acceptable level of service under this procurement. Proposals that reduce the frequency of residential collection will not be considered responsive to this RFP.

In addition to residential collection, the contractor shall provide collection services for designated municipal facilities identified by the Town. These locations include municipal buildings and other Town-owned facilities requiring dumpster collection service. A complete inventory of municipal collection locations, container sizes, and collection frequencies will be provided within this RFP and shall be incorporated into the resulting contract.

The Town has experienced continued residential growth since the previous procurement and anticipates additional growth during the term of the next contract. An updated inventory of eligible residential service locations will be provided prior to contract execution. The successful contractor shall accommodate normal residential growth throughout the contract term in accordance with the pricing structure contained within the proposal. The Town currently services approximately 3,300 eligible residential collection units. This number is provided for informational purposes only and may fluctuate during the contract term.

The Town is generally satisfied with the level of collection services currently being provided and seeks to maintain existing service standards while encouraging innovation, operational efficiencies, and value-added services that benefit the Town and its residents. Any alternate proposals submitted shall maintain, at a minimum, the required weekly collection frequencies for both municipal solid waste and single-stream recycling.

SCOPE OF SERVICES

The Contractor shall provide all labor, supervision, personnel, equipment, vehicles, collection carts, fuel, maintenance, transportation, and incidentals necessary to furnish complete residential municipal solid waste and single-stream recycling collection services for the Town of Stratham.

The scope of work shall include, but not be limited to, the following:

- Weekly automated curbside collection of residential municipal solid waste.
- Weekly automated curbside collection of single-stream recyclable materials.
- Furnishing, maintenance, repair, and replacement of contractor-owned collection carts maintained in the Town's inventory.
- Collection services for designated municipal facilities.



- Transportation and lawful disposal of municipal solid waste.
- Transportation and processing of recyclable materials.
- Collection of materials only from eligible service locations identified by the Town.
- Missed collection response.
- Holiday collection scheduling.
- Severe weather service coordination.
- Customer service and resident communication.
- Annual collection calendar preparation and distribution.
- Reporting and performance documentation.
- Coordination with the Town regarding new residences, service changes, and cart inventory.
- Transition planning and implementation upon contract commencement.

SPECIFIC WORK REQUIREMENTS:

The Contractor shall provide collection services in a manner that minimizes inconvenience to residents while maintaining safe, dependable, and efficient operations.

Unless otherwise authorized by the Town, all residential collection shall be performed using automated collection vehicles compatible with the collection carts provided under this contract.

The Contractor shall provide sufficient personnel and equipment to complete all scheduled collection routes on the designated collection day except where delays are caused by severe weather, emergencies, or other circumstances beyond the Contractor's reasonable control.

The Contractor shall immediately notify the Town whenever service interruptions are anticipated and shall provide a recovery plan for completing delayed collections.

Collection vehicles shall be maintained in safe operating condition and operated in accordance with all applicable federal, state, and local regulations.

The Contractor shall conduct operations in a manner that minimizes litter, noise, traffic disruption, and damage to public or private property. Any waste or recyclable material spilled during collection shall be immediately cleaned by the Contractor.

The Contractor shall be responsible for maintaining a dedicated customer service telephone number and email address for residents to report missed collections and other collection-related concerns. This contact information shall be prominently displayed on annual collection calendars, educational materials, and the Contractor's website.

Residents shall first contact the Contractor regarding collection-related service issues. The Contractor shall coordinate with the Town's Department of Public Works regarding replacement of damaged or defective contractor-owned collection carts maintained within the Town's inventory. Service matters not satisfactorily resolved by the Contractor may be referred to the Town for review.

The Contractor shall prepare an annual collection calendar covering the period of February 1 through January 31. A draft calendar shall be submitted to the Town for review and approval no



later than December 15 of each year. Following Town approval, the Contractor shall distribute the calendar to all customers and provide an electronic version suitable for posting on the Town's website no later than January 15. The approved calendar shall take effect on February 1.

SUMMARY OF REQUIREMENTS:

The following summarizes the minimum requirements of this procurement. Detailed technical specifications are provided throughout this Request for Proposal.

1. Provide weekly automated curbside collection of residential municipal solid waste.
2. Provide weekly automated curbside collection of single-stream recyclable materials.
3. Furnish, maintain, and replace contractor-owned collection carts utilized within the Town's collection program.
4. Provide collection services for designated municipal facilities in accordance with the schedules established by the Town.
5. Prepare, distribute, and maintain annual collection calendars and customer communication materials.
6. Maintain responsive customer service, including a dedicated telephone number and email address for collection-related concerns.
7. Coordinate with the Town regarding cart inventory, service changes, new residential development, municipal facilities, and contract administration.
8. Maintain sufficient staffing, vehicles, and equipment to ensure dependable collection services throughout the contract term.
9. Comply with all applicable federal, state, and local laws, regulations, licensing requirements, and occupational safety standards.
10. Submit a Transition Plan describing how uninterrupted collection services will be implemented upon commencement of the contract.

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 shall assume full responsibility for all services proposed, regardless of whether such services are performed directly by the firm or through approved subcontractors. The submitting firm shall remain solely responsible for the satisfactory performance of all work under the resulting contract.

The submitting firm shall designate a Project Manager who will serve as the Town's primary point of contact for all contractual, operational, administrative, and customer service matters throughout the term of the contract. The Project Manager shall have the authority to make decisions on behalf of the Contractor and shall be readily available to respond to Town inquiries.

The successful proposer shall demonstrate the personnel, equipment, financial capability, operational experience, and organizational resources necessary to provide uninterrupted residential municipal solid waste and single-stream recycling collection services throughout the contract term.

PROPOSAL FORMAT / EVALUATION CRITERIA

To facilitate a consistent and equitable evaluation process, proposals shall be organized in the order outlined below. Proposals should be clear, concise, and provide sufficient detail to demonstrate the firm's ability to successfully perform the services requested.

1. Cover Letter
 - a. Include:
 - i. Name of the submitting firm.
 - ii. Principal office address.
 - iii. Name, title, telephone number, and email address of the primary contact.
 - iv. A statement acknowledging receipt of all addenda.
 - v. Signature of an individual authorized to bind the firm.
2. Table of Contents
 - a. Provide a table of contents with page numbers corresponding to each section of the proposal.
3. Company Qualifications and Experience
 - a. Provide a description of the firm's history, ownership, organizational structure, and experience providing residential municipal solid waste and recycling collection services to include:
 - i. Years in business.
 - ii. Number of municipal collection contracts currently serviced.
 - iii. Description of comparable municipalities.
 - iv. Experience with automated collection programs.
 - v. Experience providing contractor-owned cart programs.
4. Equipment and Operational Capacity
 - a. Describe the equipment proposed for this contract and include:
 - i. Collection vehicle fleet.
 - ii. Reserve equipment available during breakdowns or emergencies.
 - iii. Maintenance program.
 - iv. Cart inventory management procedures.



- v. Facilities from which the operation will be dispatched.
- 5. Transition Plan
 - a. Provide a detailed Transition Plan describing how uninterrupted collection services will be implemented should your firm be selected. At a minimum, please address:
 - i. Contract start-up schedule.
 - ii. Staffing.
 - iii. Equipment deployment.
 - iv. Route implementation.
 - v. Cart inventory coordination.
 - vi. Resident communications.
 - vii. Coordination with the Town prior to service commencement.
- 6. Customer Service Plan
 - a. Describe the firm's approach to customer service and include:
 - i. Telephone and email support.
 - ii. Missed collection procedures.
 - iii. Complaint response process.
 - iv. Hours of operation.
 - v. Procedures for communicating service interruptions.
 - vi. Annual collection calendar preparation and distribution.
- 7. References
 - a. Provide a minimum of three (3) municipal references for contracts of similar size and scope utilizing the form included in this RFP.
- 8. Cost Proposal
 - a. Complete Appendices B and C and include any other relevant costs. The pricing proposal shall include:
 - i. Residential collection pricing for each contract year.
 - ii. Municipal dumpster collection pricing.
 - iii. Any optional alternate pricing requested by the proposer.
 - iv. Pricing shall remain valid for sixty (60) days following the proposal due date.
- 9. Exceptions
 - a. Clearly identify any exceptions, deviations, exclusions, or proposed modifications to the requirements contained within this Request for Proposal. Failure to identify exceptions shall be interpreted as acceptance of all requirements.
- 10. Subcontractors
 - a. Provide a list of all subcontractors proposed for use under this contract, including their anticipated responsibilities. If no subcontractors will be utilized, so state.



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:

1. Not award a contract for the requested services;
2. Waive any irregularities or informalities in any proposals;
3. Accept the proposal deemed to be the most beneficial to the public and the Town;
4. 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
5. 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 “Residential Municipal Solid Waste and Single-Stream Recycling Collection Services- RFP # 08-26-01”, 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

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

APPENDIX A:

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

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

APPENDIX B:

Automated Curbside Collection & Disposal Price Sheet

Indicate prices in whole dollar amounts for each of the services below.

The total estimated number of residential units to receive curbside collection is **3,300**.

Contract Year:	Annual Collection Costs*		Disposal Cost	
	Annual Residential MSW Collection Services	Annual Residential Recycling Collection Services	Price per Ton for Disposal of MSW	Price per Ton for Disposal of Recycling
Year 1: 2027				
Year 2: 2028				
Year 3: 2029				
Year 4: 2030				
Year 5: 2031				

** Collection costs shall include weekly automated collection and transportation of municipal solid waste and single-stream recycling together with the furnishing, maintenance, repair, and replacement of one (1) 96-gallon MSW cart and one (1) 96-gallon recycling cart for each eligible residential service location.*

Price for Additional Carts:

Indicate the yearly price to be charged for additional carts requested by a resident, including the impact of collection and disposal.

Cart Size	Annual Cost for Additional Cart
64 Gallon	
96 Gallon	



Town of Stratham Request for Proposal

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

APPENDIX C:

Bulk Container Disposal & Hauling Costs

All of the following to be hauled once per week.

Location	Container Size	Quantity	Material	Annual Collection Cost	Disposal Cost per Ton
Municipal Center 10 Bunker Hill Ave	4 YD	1	MSW		
Municipal Center 10 Bunker Hill Ave	96 Gal Cart	4	Co-Mingle		
Police Department 76 Portsmouth Ave	4 YD	1	MSW		
Fire Department 4 Winnicutt Road	4 YD	1	MSW		
Fire Department 4 Winnicutt Road	96 Gal Cart	1	Co-Mingle		
Dept of Public Works 70 Bunker Hill Ave	4 YD	1	MSW		
Stratham Hill Park 270 Portsmouth Ave	8 YD	1	MSW		
Stratham Hill Park 270 Portsmouth Ave	2 YD	1	MSW		
Steven Park 68 Bunker Hill Ave	2 YD	1	MSW		
Transfer Station 25 Union Rd	10 YD	2	MSW		

The following transfer station containers shall be serviced on an on-call basis at the request of the Town. Provide pricing for each haul and the applicable disposal cost.

Waste/Commodity:	Hauling per 30 Yard Container	Disposal Cost Per Ton or Unit
Co-Mingle Recycling		
C&D – Unsorted		
Mattresses		
Box Springs		



Town of Stratham Request for Proposal

Residential Municipal Solid Waste and Single-Stream Recycling Collection Services

APPENDIX D:

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
BOARD OF SELECTMEN

Mailbox Damage Repair and Replacement Policy 2026

Purpose

This policy establishes the procedures for repairing or replacing mailboxes damaged by the Town of Stratham Department of Public Works (DPW) or its contractors during snow removal or other DPW operations.

Policy

1. Mailboxes within the Town Right-of-Way

Mailboxes located within the Town right-of-way are placed there for the convenience of the property owner and are permitted at the owner's risk. The Town is not responsible for damage caused by snow discharged from a plow (snow windrow), normal snow removal operations, or other routine maintenance activities.

2. Damage Eligible for Repair or Replacement

The Town will repair or replace a mailbox only when it has been damaged by **direct physical contact** from a Town vehicle or equipment operated by the Town or its contractor.

3. Reporting Damage

Property owners must report alleged mailbox damage to the DPW within **five (5) business days** of the incident. Reports may be made by phone or email. The mailbox and post must remain available for inspection until the Town has completed its investigation. Claims submitted after five business days may be denied.

4. Repair or Replacement

If the Town determines that it is responsible for the damage:

- DPW will make a reasonable effort to repair the existing mailbox and post; or
- If repair is not practical, the Town will either:
 - install a standard mailbox mounted on a 4x4 post, or

- reimburse the property owner for replacement materials, up to a maximum of \$60, upon submission of an itemized receipt.

5. Limit of Responsibility

The Town's maximum responsibility is \$60 per mailbox, regardless of the original cost, style, size, or decorative features of the mailbox, post, or mounting hardware. Reimbursement is limited to the cost of replacement materials and will not include labor or upgrades beyond a standard mailbox installation. Any request for reimbursement must be supported by an itemized receipt for the replacement materials. No reimbursement will be issued without an itemized receipt.

Adopted/Reaffirmed: _____
date

Town of Stratham
By Its Selectmen

Allison Knab

Joe Anderson

Tedd Tramaloni



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 Members

FROM: Vanessa Price, Director of Planning & Building

FOR: August 17, 2026, Select Board Meeting

RE: 170 Portsmouth Private Road Names – Mighty Way

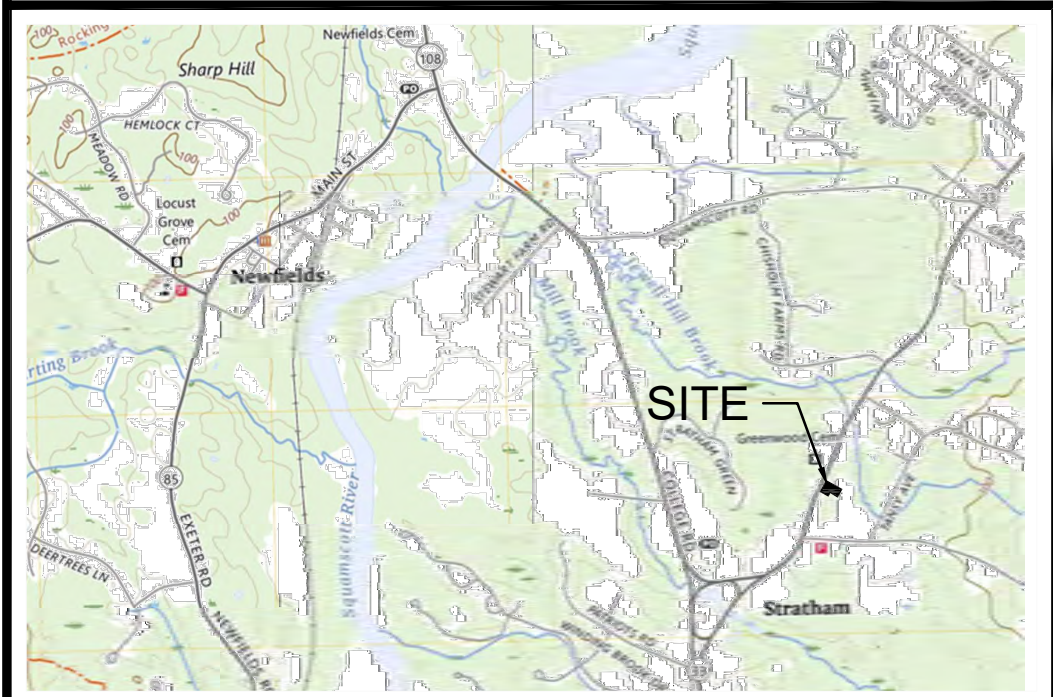
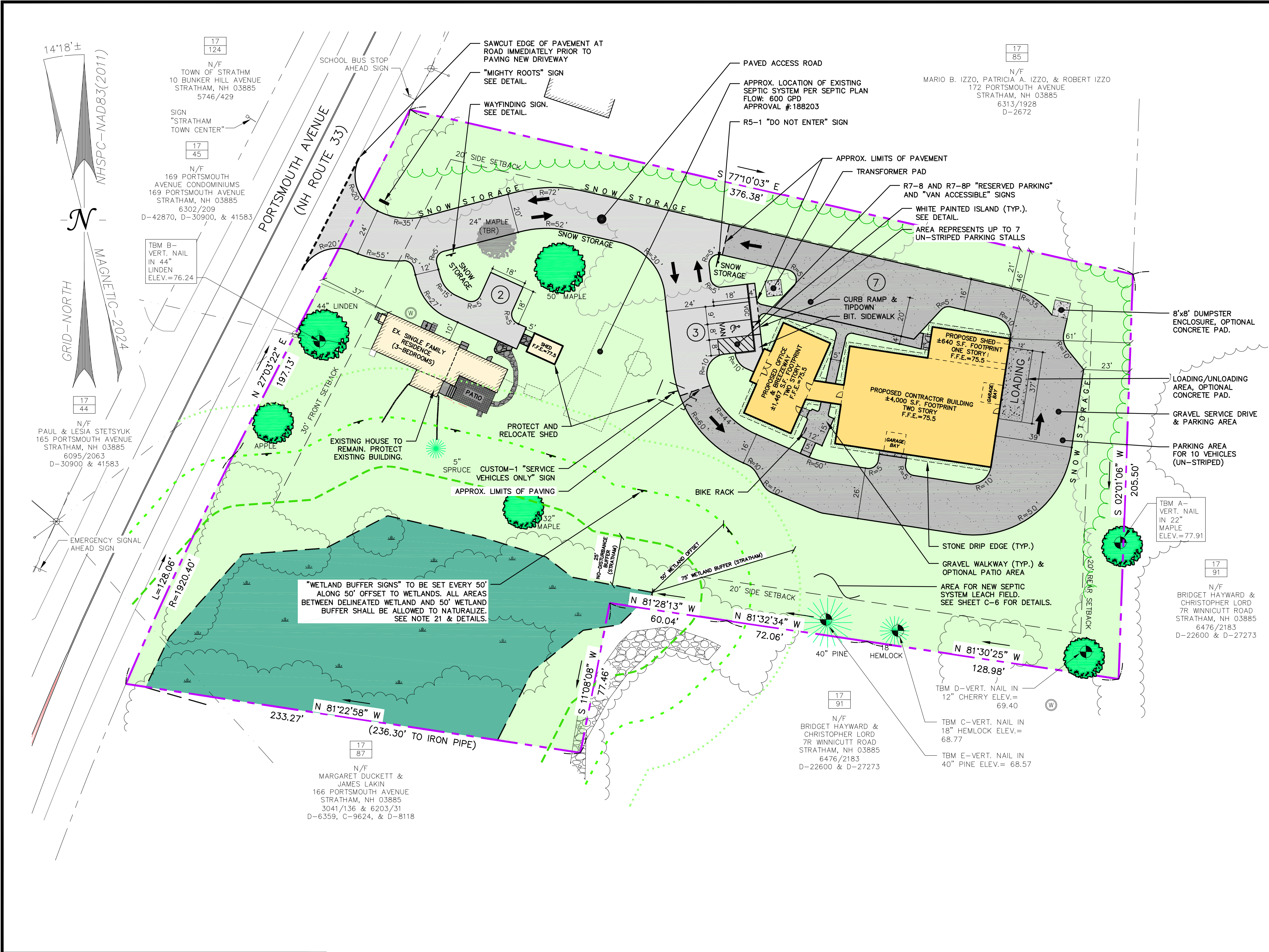
At a regularly scheduled and duly noticed meeting of the Stratham Planning Board on May 6, 2026, the Board conditionally approved the site plan for a mixed-use development to include light industry for the use of custom cabinet-making with a building footprint not to exceed 6,110 Square Feet. The location is at 170 Portsmouth Avenue (Tax Map 17, Lot 86) in the Route 33 Legacy Highway Heritage Zoning District. As part of their conditional approval, E911 addressing standards need to be met.

The request for the readdressing came from the New Hampshire Department of Safety, Division of Emergency Services & Communications, during the request for addressing process for the site plan. Correct addressing is required to pull building permits. In reviewing the surrounding parcels and the proposed width of the driveway, the recommendation from the state would be to name the drive and address both structures from the new road. This would provide the clearest approach for emergency response and allow for potential future development, particularly since there is limited flexibility for assigning additional Portsmouth Avenue addresses.

For consideration at the August 17, 2026, Select Board meeting, the Department of Planning & Building coordinated with the Division of Emergency Services & Communications (E-911), which reviewed, recommended, and approved the owner's proposed road name, Mighty Way. The Stratham Fire Chief and Police Chief were also consulted and concurred with E-911's recommendation.

Enclosure:

- Site Plan



LOCUS
NOT TO SCALE

TOWN OF STRATHAM PLANNING BOARD	
CHAIR	DATE

SITE NOTES

- DESIGN INTENT - THIS PLAN SET IS INTENDED TO DEPICT THE ADDITION OF A NEW OFFICE/SHOP BUILDING AND ASSOCIATED SITE IMPROVEMENTS.
- ALL CONDITIONS ON THIS PLAN SHALL REMAIN IN EFFECT IN PERPETUITY PURSUANT TO THE REQUIREMENTS OF THE SITE PLAN REVIEW REGULATIONS.
 - APPROXIMATE LOT AREA: 110,735 S.F. (±2.542 ACRES)
 - DIMENSIONAL REQUIREMENTS:**

	REQUIRED	PROPOSED
FRONT SETBACK:	±37'	±37'
SIDE SETBACK (BUILDING):	20'	±46'
SIDE SETBACK (PARKING):	20'	±21'
REAR SETBACK (BUILDING):	20'	±61'
REAR SETBACK (PARKING):	20'	±23'
MAX. BUILDING HEIGHT:	35'	35'
MAX. GROSS BUILDING FOOTPRINT:	10,000 S.F.	±7,700 S.F.
MAX. BUILDING COVERAGE:	20%	±7.0%
MIN. OPEN SPACE:	25'	±74.2%
NO-DISTURBANCE BUFFER:	75'	75'
WETLAND BUFFER:	75'	75'

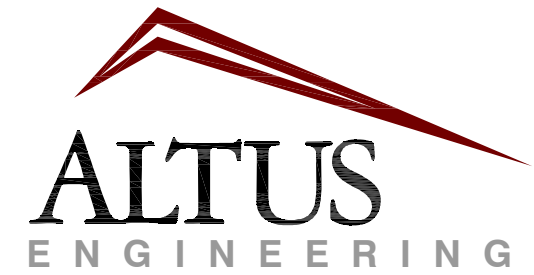
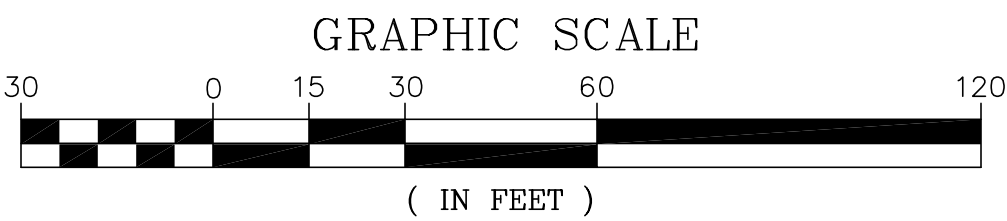
DIMENSIONAL REQUIREMENT NOTES:
1. STRUCTURES SHALL BE CONSISTENT WITH STRUCTURES ON ABUTTING PROPERTIES ON THE SAME SIDE OF THE STREET. FRONT SETBACK SHALL BE WITHIN 10' OF THE AVERAGE OF THE EXISTING SETBACKS ON ABUTTING PROPERTIES. IN NO CASE SHALL THE FRONT SETBACK BE REQUIRED TO BE MORE THAN 35'.
2. PARKING MUST MEET SIDE AND REAR SETBACK REQUIREMENTS.

MAXIMUM BUILDING COVERAGE: 20%
EXISTING BUILDING: ±1,360 S.F. (±1.2%)
PROPOSED BUILDING: ±6,110 S.F. (±5.5%)
TOTAL: 7,470 S.F. (±6.7%)

MINIMUM OPEN SPACE: 60%
EXISTING: ±105,667 S.F. (95.4%)
PROPOSED: ±82,174 S.F. (±74.2%)

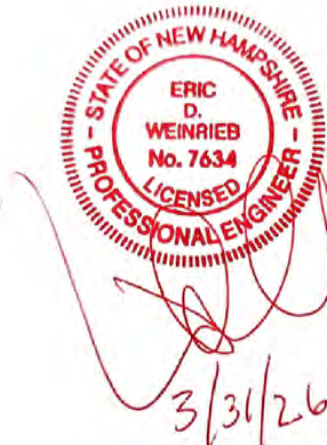
PARKING REQUIREMENTS:
SINGLE FAMILY RESIDENCE (EX. BUILDING): 2.0 SPACES PER DWELLING UNIT
SINGLE-FAMILY RESIDENCE: 1 D.U. X 2 SPACES/D.U. = 2.0 SPACES
PROVIDED: 2 PARKING SPACES

MANUFACTURING/LIGHT INDUSTRIAL (PROP. BUILDING): 1.5 PER 1,000 S.F. OF GROSS FLOOR AREA
MANUFACTURING: (6,107 S.F./1,000 S.F.) X 1.5 SPACES = 9.16 (~10) SPACES
PROVIDED: 3 STRIPED SPACES & 7 UN-STRIPED SPACES = 10 TOTAL PARKING SPACES
 - WAIVERS REQUESTED:**
 - SECTION 4.3.2.e. (SITE PLAN REVIEW REGULATIONS) - HIGH INTENSITY SOIL SURVEY (HISS). - WAIVER GRANTED 2/4/2026
 - PARCEL IS NOT IN A FLOOD HAZARD ZONE
 - ALL BONDS AND FEES SHALL BE PAID/POSTED PRIOR TO INITIATING CONSTRUCTION.
 - THE CONTRACTOR SHALL VERIFY ALL BENCHMARKS AND TOPOGRAPHY IN THE FIELD PRIOR TO CONSTRUCTION.
 - ALL CONSTRUCTION SHALL MEET THE MINIMUM STANDARDS OF THE TOWN OF STRATHAM & NHDOT'S STANDARD SPECIFICATION FOR ROAD & BRIDGE CONSTRUCTION, LATEST EDITIONS. THE MORE STRINGENT SPECIFICATION SHALL GOVERN.
 - OVERALL AREA OF DISTURBANCE UNDER 100,000 S.F., NHDES ALTERATION OF TERRAIN PERMIT NOT REQUIRED.
 - AREA OF DISTURBANCE OVER 43,560 SF, COVERAGE UNDER EPA NPDES PHASE II CONSTRUCTION GENERAL PERMIT REQUIRED (NOI TO BE PREPARED AND SUBMITTED BY CONTRACTOR, SWPPP AND INSPECTIONS TO BE PREPARED AND PERFORMED BY CONTRACTOR).
 - NHDOT EXCAVATION PERMIT SHALL BE OBTAINED PRIOR TO ANY WORK IN THE STATE RIGHT OF WAY.
 - WETLANDS WERE DELINEATED BY MARC E. JACOBS (NEW HAMPSHIRE LICENSED SOIL SCIENTIST #90) ON JULY 2024. FLAGS WERE LOCATED BY STAKE & STONES LAND SURVEYING, LLC.
 - THE CONTRACTOR SHALL VERIFY ALL BUILDING DIMENSIONS WITH THE ARCHITECTURAL AND STRUCTURAL PLANS PRIOR TO CONSTRUCTION. ALL DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ARCHITECT AND ENGINEER FOR RESOLUTION. VERIFY LATEST ARCHITECTURAL DRAWINGS PRIOR TO ANY CONSTRUCTION ACTIVITIES.
 - BUILDING AREA SHOWN IS BASED ON FOOTPRINT MEASURED TO THE EDGE OF FOUNDATIONS AND/OR SLABS. ACTUAL INTERIOR SPACE WILL DIFFER.
 - ALL PARKING LOT LIGHTS SHALL BE BUILDING MOUNTED & "DARK SKY COMPLIANT". WALKWAYS WILL BE ILLUMINATED WITH BOLLARD LIGHTS.
 - CLEAN AND COAT VERTICAL FACE OF EXISTING PAVEMENT AT SAWCUT LINES WITH RS-1 IMMEDIATELY PRIOR TO PLACING NEW BITUMINOUS CONCRETE.
 - PAVEMENT MARKINGS SHALL BE CONSTRUCTED USING WHITE, YELLOW OR BLUE TRAFFIC PAINT (WHERE SPECIFIED) MEETING THE REQUIREMENTS OF AASHTO M248, TYPE F OR EQUAL. PAINTED ISLANDS AND LOADING ZONES SHALL BE 4"-WIDE DIAGONAL WHITE LINES 3'-0" O.C. BORDERED BY 4"-WIDE WHITE LINES. PARKING STALLS SHALL BE SEPARATED BY 4"-WIDE WHITE LINES. SEE DETAILS FOR HANDICAP SYMBOLS, SIGNS AND SIGN DETAILS.
 - PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO THE REQUIREMENTS OF THE "MANUAL ON UNIFORM TRAFFIC DEVICES," "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS" AND THE AMERICANS WITH DISABILITIES ACT (ADA), LATEST EDITIONS.
 - SNOW SHALL BE STORED AT THE EDGE OF PAVEMENT, IN AREAS SHOWN HEREON, AND/OR TRUCKED OFF SITE AS APPROPRIATE. NO SAND SHALL BE USED FOR WINTER PARKING AREA MAINTENANCE. EXTERIOR SALT STORAGE IS PROHIBITED. WINTER MAINTENANCE CONTRACTOR SHALL BE NHDES GREEN SNOWPRO CERTIFIED.
 - "WETLAND BUFFER SIGNS" SHALL BE SET ALONG THE 50' WETLAND BUFFER OFFSET INSTEAD OF THE 75' OFFSET AS THE EXISTING HOME, EXISTING LEACHFIELD AND PROPOSED STORMWATER MANAGEMENT AREA ARE WITHIN THE 75' OFFSET FROM THE DELINEATED WETLAND. IT IS NEITHER PRACTICAL NOR REASONABLE TO INSTALL SIGNAGE IN THOSE AREAS.
 - APPLICATION OF FERTILIZERS, PESTICIDES OR HERBICIDES IN THE 75' WETLAND BUFFER SHALL BE PROHIBITED.
 - SEE SHEET C-1 FOR LEGEND.



133 Court Street
(603) 433-2335

Portsmouth, NH 03801
www.altus-eng.com



NOT FOR CONSTRUCTION

ISSUED FOR:

SITE PLAN REVIEW

ISSUE DATE:

MARCH 31, 2026

REVISIONS

NO.	DESCRIPTION	BY	DATE
0	PRELIMINARY REVIEW	RLH	09/03/25
1	CLIENT REVIEW	PMJ	01/07/26
2	REV. PER COMMENTS	PMJ	03/31/26

DRAWN BY: _____ RLH/PMJ

APPROVED BY: _____ EDW

DRAWING FILE: _____ 5613-SITE.DWG

SCALE:

22" x 34" - 1" = 30'

11" x 17" - 1" = 60'

OWNER/APPLICANT:

PACKER BROOK
HOLDINGS, LLC
13 ALDEN AVENUE
GREENLAND, NH 03840

PROJECT:

TAX MAP 17
LOT 86

MIGHTY ROOTS
170 PORTSMOUTH AVENUE
STRATHAM, NH 03850
BK 6538, PG 2720

WORLD
HEADQUARTERS
OFFICE/SHOP

TITLE:

SITE PLAN

SHEET NUMBER:

C-2

P5613

From: [Vanessa Price](#)
To: [Patrick Journeay](#)
Cc: [eric weinrieb](#); [Matthew Newton](#); [Chris Redmond](#); [Jeff Stacy](#); [Susan Connors](#)
Subject: RE: 170 Portsmouth addressing
Date: Thursday, August 13, 2026 12:54:00 PM
Attachments: [image002.png](#)

Good afternoon.

The Select Board's finalized agenda will be posted by tomorrow. I can send you a copy then.

Best Regards,

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

From: Patrick Journeay <pjourneay@altus-eng.com>
Sent: Thursday, August 13, 2026 11:32 AM
To: Vanessa Price <vprice@StrathamNH.gov>
Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>; Susan Connors <sconnors@StrathamNH.gov>
Subject: Re: 170 Portsmouth addressing

Hello Vanessa,

Our preference for a road name is Mighty Way.

What time is the Select Board meeting on Monday 8/17?

Thank you,
Pat

From: Vanessa Price <vprice@StrathamNH.gov>
Sent: Wednesday, August 12, 2026 10:19 AM
To: Patrick Journeay <pjourneay@altus-eng.com>
Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>; Susan Connors <sconnors@StrathamNH.gov>
Subject: RE: 170 Portsmouth addressing

Good morning.

For consideration at the August 17, 2026, Select Board meeting, the Division of Emergency Services & Communications recommends Ecological Way or Mighty Way as potential road names for the development. Do you have a preference for either name? I anticipate the Select Board will ask. Thank you for letting me know.

Best Regards,

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

From: Patrick Journeay <pjourneay@altus-eng.com>
Sent: Friday, August 7, 2026 12:45 PM
To: Susan Connors <sconnors@StrathamNH.gov>; Vanessa Price <vprice@StrathamNH.gov>
Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>
Subject: Re: 170 Portsmouth addressing

Hello Susan,

Our concern on this issue is that making this driveway a private road is only going to cause more confusion during an emergency. People know the name of Portsmouth Avenue and very few will remember the name of a private road, especially in an emergency. We reached out to the fire department, and they are in agreement that 168/170 makes sense but also noted that it is not their jurisdiction to make the call on this matter.

With that being said, if naming this driveway resolves this issue we will comply with the request.

Below are the names for consideration. Please let us know if we need to provide any additional information for the submission on Monday (8/10) so this is included in the next Select Board meeting.

1. Ecological Way
2. Greenwood Lane

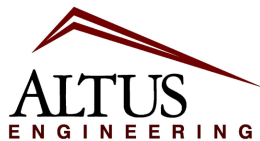
3. Willow Lane

4. Mighty Way

Patrick

Patrick Journeay

Project Engineer



Altus Engineering

133 Court Street

Portsmouth, NH 03801

(603) 433-2335

From: Susan Connors <sconnors@StrathamNH.gov>

Sent: Wednesday, August 5, 2026 3:41 PM

To: Patrick Journeay <pjourneay@altus-eng.com>; Vanessa Price <vprice@StrathamNH.gov>

Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>;
Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>

Subject: RE: 170 Portsmouth addressing

Hi Patrick,

The issue is that sequential numbers are viewed by emergency personnel as along a main road, not perpendicular to it. In the event of an emergency at the rear building, it can confuse emergency personnel as to how far to drive in from Portsmouth Ave, especially if the response is from neighboring towns. With the driveway having its own name, it will be clearer.

What is your concern with creating a name?

Thank you,
Susan

From: Susan Connors

Sent: Wednesday, August 5, 2026 3:28 PM

To: 'Patrick Journeay' <pjourneay@altus-eng.com>; Vanessa Price <yprice@StrathamNH.gov>

Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>

Subject: RE: 170 Portsmouth addressing

Hi Patrick,

I will discuss your request with Stratham's contact at the State.

Thank you,

Susan

Susan Connors

Planning Project Assistant

Town of Stratham

10 Bunker Hill Avenue

Stratham, NH 03885

603-772-7391, ext 184

From: Patrick Journeay <pjourneay@altus-eng.com>

Sent: Wednesday, August 5, 2026 3:05 PM

To: Vanessa Price <yprice@StrathamNH.gov>

Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Susan Connors <sconnors@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>

Subject: Re: 170 Portsmouth addressing

Hello Vanessa,

I respectfully disagree with you on this. We are not creating two parcels which is a requirement stated on the first page of the Town's Road Naming Policy.

We have had several recent projects in other Towns that have multiple buildings on the same shared parcel with individual address. Access to those lots is provided by driveways and not roads, some buildings even share driveways.

Based the Town's GIS, #166 is used by lot 17-087 and #172 is used by lot 17-085. Our current

lot is #170 and currently #168 is not being used by any lot on Portsmouth Avenue.

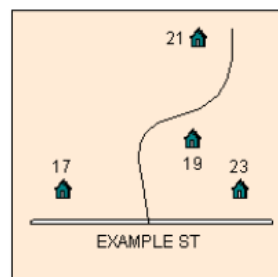
Attached is the Addressing Standards Guide from the State Website, see page 8 or image below. Based on the guidelines, the existing residential building should become #168 and the new commercial building should become #170. We have more frontage than either of the abutters adjacent to our lot and this numbering will not cause an issue with existing street numbering.

Driveways

Driveways are intended solely to communicate the location of addressable structures. Driveways do not have their own address ranges. Structures accessed from driveways should obtain their addresses from the street with which the driveway intersects. If only one structure is accessed from a driveway, that structure should derive its address from the increment where the driveway intersects the street. For each additional structure accessed from a driveway an additional address on the main street will be consumed, either above or below the point of intersection. These addresses will no longer be available for assignment to structures with road frontage. This could result in addressing conflicts between structures accessed from the driveway and structures accessed directly from the road.

- When the address range of a road is unable to support the number of structures that are accessed from it due to the presence of driveways with multiple addressable structures, the DESC recommends that the driveways be named and that the structures be addressed from the newly named road.

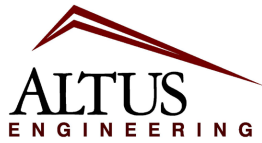
-
- Structures accessed from a driveway should be numbered with addresses increasing away from the intersecting street from which the addresses have been derived.



Patrick

Patrick Journeay

Project Engineer



Altus Engineering

133 Court Street

Portsmouth, NH 03801

(603) 433-2335

From: Vanessa Price <vprice@StrathamNH.gov>

Sent: Wednesday, August 5, 2026 2:12 PM

To: Patrick Journeay <pjourneay@altus-eng.com>

Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Susan Connors <sconnors@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>

Subject: RE: 170 Portsmouth addressing

Hi Patrick,

This is a state requirement of E911, and outside of our jurisdiction, a “road” name is needed for proper addressing. When we submitted the plan to the Division of Emergency Services & Communications, they made the determination. I apologize for any inconvenience this may have caused.

Best Regards,

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

From: Patrick Journeay <pjourneay@altus-eng.com>

Sent: Wednesday, August 5, 2026 2:03 PM

To: Vanessa Price <vprice@StrathamNH.gov>

Cc: eric weinrieb <eweinrieb@altus-eng.com>; Matthew Newton <mnewton@StrathamNH.gov>; Susan Connors <sconnors@StrathamNH.gov>; Chris Redmond <c.redmond@mightyroots.com>; Jeff Stacy <j.stacy@mightyroots.com>

Subject: Re: 170 Portsmouth addressing

Hello Vanessa,

Regarding the need for a "road name" below, this is a bit of a surprise to us. We are not proposing a new road public or private as part of this project, we are proposing a shared driveway that serves two buildings on the same parcel.

The document that you sent over states "Every road, public or private, **serving more than two parcels** of land shall have a name designated by the Stratham Select Board." At no time in this application process has it been brought up that we were subdividing this lot, it was always intended to remain intact as one lot. That was one of the reasons we applied for (and was approved for) a Conditional Use permit for a Mixed-Use lot.

At the TRC meeting, there was no mention of subdivision or that that the Town would want it named as a public/private road. Furthermore, when we submitted (and got approval) from NHDOT it was for a driveway permit not a new road.

Upon receiving the Conditions of Approval, we were under the impression that the buildings may need to be separately identified as 170 A/B or something to that nature, not a proposed road with new addresses.

I don't think that this project applies to the Stratham Road Naming Policy. Please advise if there is something in the regulations or meeting minutes that we are missing.

Thank you,
Patrick

Patrick Journeay

Project Engineer



Altus Engineering

133 Court Street

Portsmouth, NH 03801

(603) 433-2335

From: Vanessa Price <vprice@StrathamNH.gov>
Sent: Wednesday, August 5, 2026 1:16 PM
To: Patrick Journeay <pjourneay@altus-eng.com>
Cc: eric weinrieb <eweinrieb@altus-eng.com>
Subject: RE: 170 Portsmouth addressing

Good afternoon,

The Division of Emergency Services & Communications has requested that a new road name be selected for your proposed development. Attached is the Town of Stratham's Road Naming Policy for your reference.

In accordance with the policy, the applicant may submit up to three unique road name preferences, listed in priority order, that meet the criteria outlined in the policy. These names will be presented to the Select Board for consideration. The Select Board may choose a name from the applicant's submitted list or select a different name of its own choosing during a public meeting.

Once I receive your three preferred road names in priority order, I will begin the E-911 review process and prepare the request for the next Select Board meeting.

The next scheduled Select Board meeting is **Monday, August 24, 2026**. To meet our internal review and agenda deadlines, please submit your proposed road names no later than **Monday, August 10, 2026**.

If you have any questions, please don't hesitate to contact me.

Best Regards,

Vanessa Price

Director of Planning & Building

Town of Stratham

10 Bunker Hill Avenue

Stratham, NH 03885

603-772-7391, ext 147

From: Susan Connors <sconnors@StrathamNH.gov>

Sent: Wednesday, August 5, 2026 12:40 PM

To: Patrick Journeay <pjourneay@altus-eng.com>

Cc: Vanessa Price <vprice@StrathamNH.gov>; Matthew Newton <mnewton@StrathamNH.gov>; eric weinrieb <eweinrieb@altus-eng.com>

Subject: RE: 170 Portsmouth addressing

Hi Patrick,

It is recommended that a new street name be established for this property. Vanessa can work with you on that process. I will get numbers for the structures.

Regards,

Susan

From: Patrick Journeay <pjourneay@altus-eng.com>

Sent: Wednesday, August 5, 2026 12:08 PM

To: Susan Connors <sconnors@StrathamNH.gov>

Cc: Vanessa Price <vprice@StrathamNH.gov>; Matthew Newton <mnewton@StrathamNH.gov>; eric weinrieb <eweinrieb@altus-eng.com>

Subject: Re: 170 Portsmouth addressing

Hello Susan,

Thank you for following up. We are getting ready to re-submit for our Compliance Hearing, is this something that should be resolved prior to re-submitting or can it be completed concurrently?

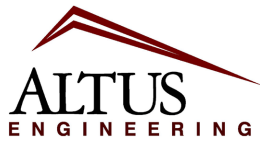
Attached is a draft of the site plan we intend to include in the re-submission.

Thank you,

Pat

Patrick Journeay

Project Engineer



Altus Engineering

133 Court Street

Portsmouth, NH 03801

(603) 433-2335

From: Susan Connors <sconnors@StrathamNH.gov>

Sent: Wednesday, August 5, 2026 11:40 AM

To: Patrick Journeay <pjourneay@altus-eng.com>

Cc: Vanessa Price <vprice@StrathamNH.gov>; Matthew Newton
<mnewton@StrathamNH.gov>

Subject: 170 Portsmouth addressing

Hi Patrick,

I'll work with you on the addressing for this project. I'll be back in touch after I send the site plan to the State for their comments.

Thank you,

Susan Connors

Planning Project Assistant

Town of Stratham

10 Bunker Hill Avenue

Stratham, NH 03885

603-772-7391, ext 184

-----Original Message-----

From: 3CX Communications System - Town of Stratham NH <noreply@3cx.net>

Sent: Wednesday, August 5, 2026 11:17 AM

To: Britt Fowle <bfowle@StrathamNH.gov>

Subject: New Voicemail from +16034332335 - [V]ALTUS ENG IN:Fire Department Primary

You have received a new voice mail from "+16034332335 - [V]ALTUS ENG IN:Fire Department Primary "

From: +16034332335

To: "411" - "Britt" "Fowle"

Received:"Wednesday, August 5, 2026 11:15:52 AM"

Duration:"00:00:31"

File:"vmail_+16034332335_411_20260805151552"

Transcription:

Hi, my name is Patrick Jernet.

I'm with Altus Engineering.

We're currently working on a project that's going through Planning Board approval at 170 Portsmouth Ave and one of the conditions of the approval has to do with E911 addressing for the final plans and wanted to coordinate with you to see what should be included on those plans.

If you could give me a call back at 603-433-2335.

Again, this is Patrick Jernet with Altus Engineering.

Thank you very much.

Bye.

From: [Jeff Denton](#)
To: [Anthony King](#)
Cc: [Vanessa Price](#)
Subject: Re: 170 Portsmouth Ave, Stratham project addressing
Date: Wednesday, August 12, 2026 10:28:05 AM

No issues from the FD. Thanks.

Jeff

Jeffrey M. Denton, Chief

Stratham Fire Department

Jdenton@strathamnh.gov

Fire Station: 603-772-9756

****CONFIDENTIAL COMMUNICATION****

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On Aug 12, 2026, at 09:54, Anthony King <aking@strathampd.gov> wrote:

No issues here.

From: Vanessa Price <vprice@StrathamNH.gov>
Sent: Wednesday, August 12, 2026 9:50 AM
To: Jeff Denton <jdenton@StrathamNH.gov>; Anthony King <aking@strathampd.gov>
Subject: FW: 170 Portsmouth Ave, Stratham project addressing

Good morning.

There is an existing residence on the parcel addressed as 170 Portsmouth Ave. A commercial building is being constructed in the rear of the property so it will be a mixed-use parcel that will be only 1 tenant/unit. The New Hampshire Department of Safety (E911) is requiring a new road name for the project site. They have stated that Ecological Way and Mighty Way don't have any potential conflicts.

Do either of you have issues with these proposed names? I am hoping to have this

on the next SB meeting agenda on Aug. 17, 2026. Thank you in advance for letting me know your feedback at your earliest opportunity.

Best Regards,

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

From: Susan Connors <sconnors@StrathamNH.gov>
Sent: Tuesday, August 11, 2026 8:42 AM
To: Vanessa Price <vprice@StrathamNH.gov>
Subject: FW: 170 Portsmouth Ave, Stratham project addressing

FYI.

From: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>
Sent: Tuesday, August 11, 2026 8:26 AM
To: Susan Connors <sconnors@StrathamNH.gov>
Cc: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: RE: 170 Portsmouth Ave, Stratham project addressing

Good morning,

Ecological Way and Mighty Way don't have any potential conflicts.

You have quite a few " ____woods", but nothing that sounds too much like Greenwood. You could use this one, but caution is recommended.

Willow Ln is not recommended due to Willowbrook Ave. However, Willowbrook also sounds like Winding Brook, so you may want to review that one anyway.

When I was reviewing these, I came across a few duplicate road names that the town should seriously consider changing. I'm adding those here, also.

1. Barker Ln / Barker Rd
2. Holmgren Ct / Holmgren Rd
3. Stratham Grn / Stratham Ln / Stratham Heights Rd

Please let me know if I can be of further assistance! Have a good Tuesday.
Steph

Stephanie C. Walterscheid
Community Relations Specialist
New Hampshire Department of Safety
Division of Emergency Services & Communications
603-527-9511 (office)
50 Communications Dr, Laconia, NH 03246

From: Susan Connors <sconnors@StrathamNH.gov>
Sent: Monday, August 10, 2026 3:17 PM
To: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>
Cc: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: RE: 170 Portsmouth Ave, Stratham project addressing

EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Executive Branch network. Do not open attachments or click on links unless you recognize the sender and are expecting the email. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages by clicking the Phish Alert button in your Outlook and if you did click or enter credentials by mistake, report it immediately to helpdesk@doit.nh.gov!

Hi Stephanie,

Here is a list of road names suggested by the Applicant. Can you please comment? I assume Willow will be nixed because of Willowbrook.

1. Ecological Way
2. Greenwood Lane
3. Willow Lane
4. Mighty Way

Thank you!
Susan

Susan Connors
Planning Project Assistant
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

603-772-7391, ext 184

From: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>
Sent: Wednesday, August 5, 2026 1:13 PM
To: Susan Connors <sconnors@StrathamNH.gov>
Cc: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: RE: 170 Portsmouth Ave, Stratham project addressing

These aren't super accurate because I'm measuring based on where I think the structure will go, but it will at least give you an idea.

If using 20-ft increments:

- 170 Portsmouth Ave -> 8 NEW ST
- New structure -> 28 NEW ST

If using 50-ft increments:

- 170 Portsmouth Ave -> 4 NEW ST
- New structure -> 12 NEW ST

These are also based on both structures being on the right side (even side) of the road. If the road around the new building puts it on the opposite side, it would just be an odd number instead of even. I'm not sure if your town uses 20 or 50 ft increments for your addresses. It's hard to tell by the map.

Stephanie C. Walterscheid
Community Relations Specialist
New Hampshire Department of Safety
Division of Emergency Services & Communications
603-527-9511 (office)
50 Communications Dr, Laconia, NH 03246

From: Susan Connors <sconnors@StrathamNH.gov>
Sent: Wednesday, August 5, 2026 12:41 PM
To: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>
Cc: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: RE: 170 Portsmouth Ave, Stratham project addressing

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Ok, will do! Can you suggest numbers for the structures?

-Susan

From: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>

Sent: Wednesday, August 5, 2026 12:26 PM

To: Susan Connors <sconnors@StrathamNH.gov>

Cc: Jim Joseph <JJoseph@StrathamNH.gov>

Subject: RE: 170 Portsmouth Ave, Stratham project addressing

Hi Susan,

This is an interesting one. There's not exactly a lot of room for expansion, and there are only two structures. In looking at the surrounding parcels and how wide this driveway will be, the recommendation would be to name the drive and address both structures off it. It's the safest bet considering potential future development, and it makes the most sense given that you don't have any real "room" for additional numbers. You could also readdress 170 Portsmouth off the new drive, and that would give you some additional numbers if the southern part of that parcel sub-divides or the parcels south and southeast of it ever change.

Let me know if that makes sense!

Stephanie C. Walterscheid
Community Relations Specialist
New Hampshire Department of Safety
Division of Emergency Services & Communications
603-527-9511 (office)
50 Communications Dr, Laconia, NH 03246

From: Susan Connors <sconnors@StrathamNH.gov>

Sent: Wednesday, August 5, 2026 11:50 AM

To: Walterscheid, Stephanie <stephanie.c.walterscheid@desc.nh.gov>

Cc: Jim Joseph <JJoseph@StrathamNH.gov>

Subject: 170 Portsmouth Ave, Stratham project addressing

EXTERNAL EMAIL WARNING! This email originated outside of the New Hampshire Executive Branch network. Do not open attachments or click on links unless you recognize the sender and are expecting the email. Do not enter your username and password on sites that you have reached through an email link. Forward suspicious and unexpected messages by clicking the Phish Alert button in your Outlook and if you did click or enter credentials by mistake, report it immediately to helpdesk@doit.nh.gov!

Hi Stephanie,

I'm seeking your help on addressing this project. There is an existing residence on the parcel addressed as 170 Portsmouth Ave. A commercial building is being constructed in the rear of the property so it will be a mixed-use parcel that will be only 1 tenant/unit. How would you address this? Attached are some plans showing the property.

Thank you,

Susan Connors
Planning Project Assistant
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885
603-772-7391, ext 184



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: August 24, 2026

Subject: Formation of STRATHAM HILL PARK ASSOCIATION COMMITTEE

STRATHAM HILL PARK ASSOCIATION COMMITTEE

CHARGE AND OPERATING PROCEDURES

Adopted by the Stratham Select Board Pursuant to RSA 41:8

I. PURPOSE

The Stratham Hill Park Association Committee ("Committee") is established by the Select Board pursuant to RSA 41:8 to serve in an advisory capacity regarding the stewardship, maintenance, improvement, programming, and long-term planning of Stratham Hill Park.

The Committee shall provide recommendations to the Select Board concerning the preservation and enhancement of Stratham Hill Park for the benefit of the residents of Stratham while balancing recreational use, environmental stewardship, historical resources, public safety, accessibility, and fiscal responsibility.

The Committee shall serve solely in an advisory capacity and shall possess no independent authority to expend funds, enter contracts, direct Town staff, regulate park use, or otherwise bind the Town.

II. DUTIES AND RESPONSIBILITIES

The Committee shall:

1. Collaborate with Town departments on matters relating to the operation, maintenance, and improvement of Stratham Hill Park.
2. Assist in identifying park maintenance needs, capital improvements, and long-range planning initiatives.
3. Working with Town departments and Committees review and make recommendations concerning:

- a. Park infrastructure and facilities (with DPW);
 - b. Recreational opportunities and public use (with Parks and Rec);
 - c. Trail development and maintenance (with TMAC input);
 - d. Environmental and conservation considerations (Conservation);
 - e. Historical and cultural resources within the park (Heritage);
 - f. Park rules, policies, and ordinances (Select Board).
4. Provide a forum for public input regarding park-related issues.
 5. Assist the Select Board and Town Administration in evaluating grant opportunities, donations, volunteer projects, and community partnerships related to the park.
 6. Recommend annual priorities and projects for consideration by the Select Board.
 7. Submit recommendations to the Select Board in writing or through meeting presentations as requested.

III. MEMBERSHIP

The Committee shall consist of **seven (7) voting members** appointed by the Select Board. Membership should, to the extent practicable, reflect a diversity of interests and experience including recreation, conservation, trails, historic preservation, community engagement, and park users. Up to two alternates may be appointed for one year terms.

The Select Board may appoint:

- One Select Board liaison;
- The Town Parks and Recreation Director or designee may serve as the staff liaison;

Liaisons may participate in discussions but shall not vote unless otherwise appointed as voting members.

Members shall serve staggered three-year terms. Initial appointments may be made for one-, two-, and three-year terms to establish staggered expiration dates. The seven voting members shall consist of:

- 2 three-year terms,
- 2 two-year terms and,
- 3 one-year terms.

Vacancies shall be filled by appointment of the Select Board for the remainder of the unexpired term.

IV. OFFICERS

The Committee shall annually elect from among its voting members:

- Chair
 - The Chair shall preside over meetings and coordinate agendas.

- Vice Chair
 - The Vice Chair shall perform the duties of the Chair in the Chair's absence.
- Secretary
 - The Secretary shall ensure minutes are prepared and submitted in accordance with Town procedures. The Secretary shall maintain membership terms and work with the staff liaison to ensure members remain current or are replaced when vacancies arise.
- Treasurer
 - The Treasurer will coordinate with Town staff to report back on fund balances and to expend funds for activities and projects recommended by the committee and approved by the Select Board.

V. MEETINGS

- Meetings will be held on the last Monday of odd months
- The Committee shall meet as necessary to accomplish its duties, but generally not less than quarterly.
- Special meetings may be called by the Chair or at the request of a majority of the Committee.
- All meetings shall comply with RSA 91-A, including public notice, public accessibility, and minutes.
- A majority of appointed voting members shall constitute a quorum.
- Recommendations shall be approved by a majority vote of members present and voting.

VI. REPORTING

- The Committee shall report directly to the Select Board.
- Committee recommendations shall be advisory only and shall be transmitted to the Select Board through approved meeting minutes, written reports, memoranda, or presentations.
- The Select Board retains final authority over all matters concerning Stratham Hill Park unless otherwise provided by law.

VII. STAFF SUPPORT

- The designates staff liaison may provide technical assistance, information, and project coordination but shall remain under the supervision of the Town Administrator and Select Board. Other Town staff may support the committee at the direction of the Town Administrator.

VIII. LIMITATIONS OF AUTHORITY

The Committee shall not:

1. Commit Town funds.
2. Direct Town employees.
3. Execute contracts or agreements.
4. Speak on behalf of the Town unless specifically authorized by the Select Board.
5. Undertake construction, maintenance, or operational activities without prior authorization.

IX. ANNUAL REVIEW

The Select Board shall periodically review the effectiveness, membership, and continued need for the Committee and may amend or dissolve the Committee at any time.

X. EFFECTIVE DATE

These Charge and Operating Procedures shall become effective upon adoption by vote of the Stratham Select Board and shall remain in effect until amended or rescinded by the Board.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

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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: Town Administrator

Date: August 17, 2016

Subject: Lane Property Update

Lane House

Significant progress has been made in repairing and restoring the Lane House. Water service has been restored, and repairs have been completed to address freeze damage to the plumbing and heating systems sustained during the past winter. The well water line has also been relocated and buried to prevent freezing in future winters.

Exterior work is underway. The porches on the north and east sides of the building have been demolished and removed, and repairs to the exterior of the main house are in progress. This work is being completed under the first contract and work phase authorized by the Select Board in the amount of **\$54,500**.

As work has progressed, the extent of rot, insect damage, and deterioration along the sill plate and other structural elements resulting from deferred maintenance has proven to be more extensive than originally anticipated. This has slowed the project, and the contractor is currently approximately one month behind schedule. The additional work and resulting delays are causing costs to exceed the originally authorized amount, although the contractor has indicated that the additional costs remain within the contingency identified at the outset of the project.

The shed structure near the pond and the pool have been removed by DPW staff.

The Tannery

Water service has been restored, and repairs have been completed to address freeze damage to the plumbing and heating systems from the past winter. The existing oil furnace has been removed and will be replaced with a mini-split system.

The hot water heater was removed from the crawl space and replaced with a new unit installed inside the building. The washer and dryer that were damaged over the winter have also been removed.

Interior improvements have included a new kitchen backsplash, fixtures, and flooring, as well as replacement of the bathroom fixtures and flooring. **All interior repairs and improvements have been completed by DPW staff.**

Next Steps: The Tannery

The primary goal remains getting the Tannery rented as soon as possible. The next priority is installation of the mini-split system to provide heating and air conditioning. Once this work is completed, staff should be able to prepare the space for rental.

Other necessary work, including exterior repairs, roof structural work, and septic replacement, can be completed whether the living space is occupied or vacant. This allows us to prioritize the work necessary to make the property rentable while continuing to address longer-term capital needs.

Next Steps: Lane House

Interior HVAC

As noted above, the plumbing and heating systems at the Lane House have been repaired. Staff's immediate priority is to ensure that the building is **weathertight and ready for the upcoming winter**.

Given the extensive exterior work that remains and the fact that no final decision has been made regarding the future use or interior layout of the Lane House, staff recommends maintaining the existing oil-fired furnace through at least the upcoming winter.

This approach will allow limited resources to be directed toward securing the exterior of the building and making it winter-ready. In addition, the eventual interior layout will influence decisions regarding heating zones and plumbing. Maintaining the existing furnace also avoids exposing a new propane heating system to construction dust and debris from the extensive work anticipated inside the building.

Maintaining the existing system is expected to **save approximately \$18,500 this year**, which can be redirected toward higher-priority exterior repairs and winterization.

Exterior Work

There is remaining exterior work to be completed under the first contract and work phase previously authorized by the Select Board. This work is expected to be completed within the next four to six weeks and is expected to exceed the currently authorized budget.

Additional exterior repairs will also be necessary through the late summer and early fall, including:

- Sill and structural repairs on the south and west sides and a portion of the north side;
- Masonry repairs to the granite steps and foundation; and
- Cleaning and repair of the gutters.

These additional repairs will require funding beyond the amount previously authorized.

Finances

The majority of the work completed to date has been funded through the **\$200,000 gift from Mr. Lane**.

As of August 3:

- **Expenditures:** \$43,744.23
- **Interest earned:** \$6,510.78

- **Approximate remaining balance:** \$162,766.55

The interest earned has helped offset some of the costs incurred to date.

Recommendations

Staff recommends that the Select Board consider the following:

1. Maintain the existing oil-fired furnace at the Lane House through the upcoming winter season, at an estimated cost of \$1,500.
2. Authorize Hall & Parlor to complete exterior repairs and structural roof repairs at the Tannery, at an estimated cost of \$13,000.
3. Authorize replacement of the septic system this fall, at an estimated cost of \$64,000.
4. Consider utilizing up to \$50,000 in Heritage Commission funds to complete exterior winterization of the Lane House and authorize the second phase of Hall & Parlor's exterior repairs.

The Heritage Commission has authorized up to \$50,000 to be used as a bridge or loan to expedite completion of the exterior work at the Lane Property. The Select Board may consider utilizing these funds to allow exterior work to continue through the fall and ensure the Lane House is secured and winter-ready.

The Heritage Commission funds could subsequently be repaid upon receipt of the second \$100,000 gift payment from Mr. Lane.

Bat Mitigation

Bat mitigation at the Lane House still needs to be addressed. Vendors capable of performing this work are generally small independent contractors, and several have been reluctant to contract directly with the Town.

Staff is exploring the option of reimbursing the tenant for the cost of completing the necessary bat mitigation work as a means of getting the work completed in a timely manner. This option would be subject to appropriate documentation and Select Board approval.

Conclusion

Based on the work completed to date and the remaining needs identified, staff believes it is feasible to complete the majority of the necessary repairs this year while remaining within the \$200,000 gift from Mr. Lane.

To preserve the Trust Fund balance and ensure sufficient resources are available to complete the current approved and recommended work, staff recommends delaying the bat mitigation and associated clean-up until the spring. This approach will allow the Town to maintain a positive balance in the Trust Fund while prioritizing the most immediate building and winterization needs.

However, completing the additional exterior repairs at the Lane House before January 1, however, will require utilizing the up to \$50,000 in Heritage Commission funds previously authorized by the Commission for this purpose. Using these funds as a bridge, with repayment anticipated upon receipt of

the second \$100,000 gift from Mr. Lane, would allow the Town to continue the exterior work through the fall and better position the property for the upcoming winter.

Lane Property Update

Actual So Far (8/13/26)	Trust Fund	Expenses
Donation	\$ 200,000.00	
Interest to Date	\$ 6,510.78	
Repair Burst Water Pipes/Electricity		\$ (7,405.00)
Equipment Rental - Remove Pool		\$ (650.00)
Porch and shed disposal		(4,548.05)
Septic Inspections & Pumping (3)		\$ (2,317.66)
Well water line relocate		\$ (892.87)
Foundation drill for water line		\$ (940.00)
Heating and plumbing Repairs		\$ (9,181.00)
Tannery Plumbing repairs		\$ (5,475.00)
Tannery Mini Splits first payment		\$ (7,028.00)
Hall & Parlor - Exterior to date		\$ (5,306.65)
Current Balance	\$ 162,766.55	

Work Remaining	Estimated Cost
Restore Existing Furnace	\$ 1,500.00
Tannery Mini Splits	\$ 7,028.00
Covert Cobble House to Propane	\$ 6,000.00
Septic Replacment	\$ 64,000.00
Tannery Exterior and Roof Structure	\$ 13,000.00
Bat Mitigation	\$ -
Bat clean up	\$ -
Hall and Palor -Approved Exterior	\$ 49,000.00
Hall and Palor -Additional Exterior Not approved	\$ -
Total	\$ 140,528.00
10% Contingency	\$ 14,052.80
Estimated additional interest	\$3,000
Heritage Commission Contribution	
Remaining funds	\$ 11,185.75

ESTIMATE

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

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



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

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

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

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

clapboards around east porch area, flanking around east window, and above bulkhead area to expose extent of water damage

- carefully inspect and remove exterior wall sheathing around ell window and bulkhead are to expose any repairs necessary to buildings studs, framing members, and sills
- carefully inspect and remove east window sash, window cap, backband, exterior casing, etc) and mill up replacements in kind to match original in shop
- make necessary repairs to buildings framing members, replace compromised sheathing
- insulate framing bays in Rockwool R15 insulation if insulation is currently not present in repaired area
- re-install in kind window casing, backband, window cap, etc and flash correctly
- flash necessary areas in either aluminum flashing or lead flashing
- install clear spruce pre-primed clapboards in kind to match existing
- paint repaired areas two coats finish paint to match existing

- This is with the expectation that the town of Stratham will be doing the majority of the demo of the east porch with machinery and putting debris in dumpster while H&P will focus on just the porch disconnect and exterior repairs to ell.

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

3.	Main House/Ell - Exterior south porch repairs	- carefully remove balustrade on south porch and bring back to shop for repairs - carefully inspect and remove clapboards, water table, porch decking and framing in southeast corner intersection of deck and main house - make necessary repairs to main house sills, framing, and sheathing - make necessary repairs or replace porch framing and tie back to main house - flash new framing correctly with new framing and install new porch flooring where necessary - carefully inspect and expose southeast corner of south ell porch - make necessary repairs to porch framing on remainder of porch footprint	1	\$25,000.00	\$25,000.00
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- replace porch flooring in kind (after further investigation of porch framing and flooring, it may make sense to completely replace all porch flooring with new Douglas Fir flooring)
- make all other necessary repairs to porch areas
- replace bottom and top rails of porch balustrades and reuse original balusters
- reuse balustrades from east porch and make new top and bottom rails to complete missing section of left balustrade
- mill up and turn any other missing porch balusters to complete all three sections
- reinstall all porch balustrades, paint all repaired areas around south porch two coats finish paint

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

4.	Exterior Masonry	C&C Masonry - Newfields, NH	1	\$15,000.00	\$15,000.00
		- rebuild and repoint granite and fieldstone foundation in areas where north and east ell addition porches were located - re-set original granite steps on east doorway of ell to match original layout - have top granite step removed from front doorway to expose foundation and rebuild/repoint brick section - re-set top granite step - (hoping the town of Stratham can help with machinery with forks) - do all necessary repointing of original granite and fieldstone foundation on east, south, west, and north elevations of the main house			
5.	Ell - Gutters	Colangelo's Home Services	1	\$4,320.00	\$4,320.00
		- clean out all gutters and make sure they all operate and are pitched correctly - Install aluminum white gutters along all three eaves of ell addition - install (2) downspouts located in the northeast and southeast corners of ell addition			
6.	Main House - Exterior repairs	- replace in kind any compromised clapboards, corner boards, water tables, and bottom of pilaster bases as necessary on remaining exterior of main house & Ell addition - (specific areas include clapboards on south side of main house, water tables	1	\$12,500.00	\$12,500.00

along west side (front) to left of front doorway, left pilaster base around front door

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

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

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

7.	15% Contingency	-15% contingency funds available for any unseen or unknown issues that arise with the buildings exterior envelope. Area's of concern are with exterior sills, girt beams, footings under south porch, reframing the entire south porch or replacing all the framing and flooring of south porch, necessary repairs to fascia boards prior to new gutter install, etc	1	\$12,948.00	\$12,948.00
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Total **\$99,268.00**

Note to customer

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

Accepted date

Accepted by

ESTIMATE

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

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



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

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

Estimate details
Estimate no.: 1079
Estimate date: 04/05/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/05/2026	Corn House - Exterior Repairs	- have town remove grade around small jog (two hole privy) to expose frame and repairs needed along its sill/frame - make necessary repairs to buildings frame, sheathing, clapboards, etc in kind - install new white oak threshold at door opening and make door operate Rough estimated costs with labor and materials between (\$4,000 - \$7,000)	1	\$5,500.00	\$5,500.00
2.		Corn House - Roof Framing Repairs	- investigate existing rafter and purlin beams in attic of Corn House - do necessary sistering or replacement of existing purlin beams Rough estimated costs with labor and materials between (\$2,500 - \$5,000)	1	\$3,750.00	\$3,750.00
3.		10% Contingency	20% extra funds available for unforeseen repairs to Corn House while existing work is underway (If necessary) - examples include sill work to Corn House on north side, west gable end of main block, foundation, etc	1	\$1,850.00	\$1,850.00
Total						\$11,100.00

Accepted date

Accepted by



TOWN OF STRATHAM

Incorporated 1716

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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: August 17, 2026

Subject: Town Administrator Report

The following report provides an update on Town operations, departmental initiatives, and ongoing projects. It is intended to keep the Select Board informed of significant developments and upcoming priorities.

Town Administration

Seabrook Drill and Emergency Management Director

- We are preparing for the Seabrook drill on September 23. Staff have addressed needs related to phones and fax accessibility. June Sawyer attended a meeting in Seabrook which provided guidance on necessary preparations.
- We have candidates interested in the Emergency Management Director Position. I will be looking for past practice for a selection process and would welcome input from the Select Board.

Keyless Access System

- Installation of the Town's keyless access system continues to progress. Hardware installation is completed for the Police Department and DPW. Both Systems are up and running. The Fire Department is expected to come online at the end of August followed closely by the Municipal Center and the Library.
- Re-key of the exterior doors to further enhance building security and complement the new access control system will follow.
- We are working on obtaining key FOBs in addition to cards as the first responders prefer the FOB on a key ring.

NHMA Legislative Policy Conference

- NHMA's 2027-2028 legislative policy process will culminate with the Legislative Policy Conference on September 11. The Policy Conference is each municipality's opportunity

to debate, discuss, and vote on the legislative policies and principles that will direct NHMA's advocacy over the upcoming biennium. Each municipality is entitled to register one voting delegate.

- Only one official from each municipality may serve as the voting delegate. If more than one local official from the same municipality registers as a delegate, NHMA will assign the delegate by honoring the following hierarchy:
 1. Select Board Chair
 2. Select Board Vice Chair
 3. Selectman
 4. Town Administrator

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

- Work has begun on updating the Town's Capital Improvement Program and Capital Reserve Fund planning documents
- We have begun holding meetings with Department heads to do the planning work needed for sound capital investment.
- Meetings will continue over the next two weeks followed by draft documents in time for budget discussions.

Policies and Procedures

- Several administrative policies have been reviewed and updated and will be presented to the Select Board for consideration at an upcoming meeting, including:
 - Fund Balance Policy
 - Purchasing Policy
 - Mailbox Replacement Policy
 - RSA 91-A Internal Procedures
- Staff continue to review additional policies and procedures and will coordinate updates, where appropriate, with the comprehensive revision of the Employee Manual.

Employee Manual Update

- Seth Hickey and Joe Anderson continue to make significant progress on updating the Employee Manual. The review of the entire manual has been completed, and revisions are now being refined to ensure consistency with current practices, policies, and applicable laws.

FY 2027 Budget and Town Meeting Preparation

- Key milestones and deadlines for the FY 2027 budget development process and the Town Meeting warrant have been established.

- Staff have begun implementing enhancements to the Town's budget spreadsheets to improve documentation, increase transparency, and reduce the potential for errors throughout the budget development process.

Stratham Hill Park

Town of Stratham

SHP - Front Pavilion, SHP - Scamman Pavilion, SHP - 4 H Pavilion

03267686
2026

*Requesting Fee waiver
200 Runners*

Cornerstone School Cross Country Meet

9/22/2026 8:00 AM

9/22/2026 9:00 PM

SHP - Front Pavilion: 200

SHP - Scamman Pavilion: 200

SHP - 4 H Pavilion: 200 people

1. SHP - Front Pavilion – 9/22/2026 8:00 AM – 9/22/2026 9:00 PM

Group Size: 200

2. SHP - Scamman Pavilion – 9/22/2026 8:00 AM – 9/22/2026 9:00 PM

Group Size: 200

3. SHP - 4 H Pavilion – 9/22/2026 8:00 AM – 9/22/2026 9:00 PM

Group Size: 200

Megan Henly

Cornerstone School

146 High Street

Stratham NH 03885

r

8/13/2026 12:34 PM

Karen Richard

From: Megan Henly <MHenly@strathamnh.gov>
Sent: Thursday, August 13, 2026 9:06 AM
To: Karen Richard
Subject: Re: Reserving Scamman Pavillion - Cornerstone
Attachments: StrathamHillParkXCmeet2miles.jpg

hi Karen,

I am reaching out to you again to ask about use of Stratham Hill Park for Cornerstone School's cross country season.

We would like to work with Cooperative Middle School to host a middle school cross country meet at the park on Tuesday, September 22nd (though we could be flexible to a different date this week). We would have about 200 runners using the park between 4-6pm. I'm attaching a map of our course. Can you please let me know if there is other information I can share? The last few years, this was approved routinely through the select board. *Will it be the same process this year?*

Thanks so much for your help.

If you have an opportunity, I'd like to reserve the Scamman Pavillion for us to use several times in September and October as well. If I can provide you with those dates, I can do so in a follow up message.

Thanks
Megan Henly
603-397-9728

On Wed, Aug 13, 2025 at 8:34 AM Karen Richard <KRichard@strathamnh.gov> wrote:

Excellent! Yes, the Select Board approved your request. Thank you.

From: Megan Henly
Sent: Tuesday, August 12, 2025 6:40 PM
To: Karen Richard <KRichard@StrathamNH.gov>
Subject: Re: Reserving Scamman Pavillion - Cornerstone

I reached out to Peggy and I'm on her calendar now.

Did the select board approve our request?

Stratham Hill Park

Town of Stratham

SHP - Front Pavilion

03254349
2026

Requesting fee waiver

Staff Appreciation Event

9/15/2026 7:00 AM
9/15/2026 9:00 PM

SHP - Front Pavilion: 75 people

1. SHP - Front Pavilion – 9/15/2026 7:00 AM – 9/15/2026 9:00 PM

Line Description: Staff Appreciation Event

Group Size: 75

Nicole Vareski
130 Water St

Exeter NH 03833

8/6/2026 1:22 PM

9/21

Karen Richard

From: Nicole Vareski <nic
Sent: Friday, August 7, 2026 1:41 PM
To: Karen Richard
Subject: Re: Front Pavilion

Hi Karen,

This is great, thank you. We are a 501(c)(3) nonprofit organization based in Hampton Falls, New Hampshire. We serve individuals with developmental disabilities throughout the state.

We are planning to host our annual **Direct Support Professional (DSP) Appreciation Event** this day! This event is dedicated to recognizing and celebrating our frontline staff who provide invaluable support to the individuals we serve every day.

I saw that you may waiver the fee because we are a nonprofit, so I wanted to inquire first. Thank you!

Nicole Vareski
Professional Development Coach &
Communications Manager



83 Lafayette Road Suite 37
Hampton Falls, NH 03844

603.758.8665 Phone

www.lifeconnectionsusa.org



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We empower people of all abilities to live meaningful, connected lives through innovative, community-based supports in the least restrictive environment.

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Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

LIFE CONNECTIONS SPECIALIZED SUPPORT
SERVICES INC
PO BOX 325
ORFORD, NH 03777-0325

OCT 10 2025

Date:
10/01/2025
Employer ID number:
39-4032970
Person to contact:
Name: G. Bowling
ID number: 0194126
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
August 25, 2025
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053661005845

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

_____ Communications & Community Engagement

_____ Recreation Commission

_____ Conservation Commission

_____ Stratham Community Garden

_____ Energy Commission

_____ Summerfest Committee

_____ Exeter Squamscott River Advisory Committee

☒ Zoning Board of Adjustment

_____ Heritage Commission

_____ Other _____

_____ Planning Board

Matthew Malone

Applicant Name (print)

Phone #

_____, Stratham NH

Address

Email

Registered Voter of Stratham? YES ☒ NO _____

Number of Years as a Resident 10

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

It's an honor to give back to my community and help make our town run smoother and more efficiently for everyone.

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

In my professional career, I worked with contracts and disputes on a daily basis. While I don't have a law degree, I'm very comfortable reviewing engineering plans and contracts.


Signature of Applicant

8/9/2029
Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

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COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

☐ Communications & Community Engagement	☐ Recreation Commission
☐ Conservation Commission	☐ Stratham Community Garden
☐ Energy Commission	☐ Summerfest Committee
☐ Exeter Squamscott River Advisory Committee	☐ Zoning Board of Adjustment
☐ Heritage Commission	☐ Other _____
☒ Planning Board	

Jameson Paine

Applicant Name (print)

Phone #

Address

Email

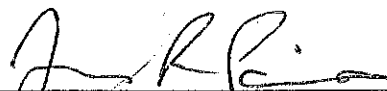
Registered Voter of Stratham? YES ☒ NO ☐ Number of Years as a Resident 19

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

I have a substantial interest in land planning and how it affects the thoughtful growth and character development of Stratham. My background provides deep insight into both short and long-term planning processes. I would appreciate the opportunity to help the Town grow in a manner that sets it up for a successful future, while maintaining connections to its heritage.

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

I have a Bachelors degree in Community Development from UNH (graduated 1994). I have over 30 years of land planning experience. I have worked in senior or executive roles for private land and environmental planning firms, a regional civil engineering firm, and served for eight years as the North American Director for KW Commercial's Government Services (KWGS) team. I am a member of the NH Planners Association. I was a member of NHPA's Legislative Committee for 10 years. I served for four years as the chair of the Pease Development's Restoration Advisory Board. I was previously on the Planning Board for 11 years, stepping down as the Vice Chairman.


Signature of Applicant

7/22/2026

Date