



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

September 9, 2026

7:00 pm

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

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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – 8/3/26
- IV. Finance Report
- V. Department Reports & Presentations
 - a. Library
- VI. Correspondence / Informational Items
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. New Business and Action Items
 - a. Property Tax Penalty Cases
 - b. Managed Information Technology RFP
 - c. NHDOT Sidewalk Agreement
 - d. Scrap Loader Bid Opening
- X. Old Business
 - a. Chapter 4-01-01 Stratham Hill Park Regulations ordinance update with regards to E-Bikes
 - b. Chapter 1-12-03 and 1-12-04 Animal Control at Stratham Hill Park Ordinance Update regarding commercial dog walking
 - c. Lane Property Update

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



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- XI. Town Administrator Report
- XII. Reservations, Event Requests & Permits
 - a. Stratham Republicans request to use the Sewall Room on 10/22 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. Anita Giulietti to the Zoning Board of Adjustment
 - B. Appointments to be voted on
 - a. Jameson Paine Planning Board Term Clarification
 - b. Matthew Malone to the Zoning Board of Adjustment
 - c. Melanie McGrail to the Stratham Hill Park Association Committee
 - d. Dan Crow to the Stratham Hill Park Association Committee
- XV. Non Public Sessions
 - a. RSA 91-A:3, II(b) The hiring of any person as a public employee.
 - b. 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.
 - c. RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed **by or against** this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.
- XVI. Adjournment

MINUTES OF THE AUGUST 17, 2026 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Finance Administrator Lori Ruest, Police Chief Anthony King, Sgt. Michael Doucette

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the minutes. Mr. Anderson motioned to approve the August 3, 2026 minutes. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab moved to the MS-434 review. Ms. Ruest explained that the 434 report provides estimated revenues for 2027, based on prior years and using a conservative approach. She noted that estimated revenues are \$192,000 lower than last year, largely due to a decrease in motor vehicle permit fees. Based on actual activity through July 31 and projecting for 12 months, the estimate is \$2,300,000.

She spoke with the Town Clerk, who also observed that motor vehicle revenue is down. While the cause is not entirely clear, last year saw higher activity from new car purchases, which is not occurring this year.

Other revenue lines are generally straightforward. A modest increase is anticipated in building permits, reflecting the new fee structure.

Ms. Ruest reported that last year's revenue included significant motor vehicle payments from UPS and another fleet. UPS revenue typically arrives in November, and the second fleet paid early—in December 2025—so those amounts are not reflected in 2026. She noted the Town Clerk could not estimate how much November revenue might exceed a typical month, though past reports could be reviewed to identify the registrations.

She added that any updated figures will be revisited with the DRA representative during tax rate setting. Rooms and meals and the highway block grant are generally level-funded; the rooms and meals number is received in October, and preliminary DOT figures show it is \$2,000 lower than last year. Ms. Ruest will check on a discrepancy in the 2023 rooms and meals actuals.

She highlighted a new revenue line for the solid waste surcharge reimbursement, representing three quarters of the year due to the program's start-up timing. Recreation year-end fees remain level, and she will confirm whether these reflect salary support revenue.

Revenue from renewable energy credits has begun, estimated at \$300–\$400 per quarter. Investment income remains unchanged, anticipating a full year of interest from CDs and the investment pool. Rental revenues will be updated once the October rate increase figures are available.

The MS-434 report is due to DRA on September 1, and Ms. Ruest will review updated activity through August 27–28 to capture any changes.

Mr. Batchelder reported that Emery Lane will be paved by late August or early September, followed by Benjamin Road. The church parking lot will also be paved, and there will be no expansion of Emery Lane. Milling depth will vary depending on underlying concrete conditions. After Benjamin Road receives a full top coat, work will move to the Jason Drive neighborhood for leveling. The Town is still awaiting confirmation on Academic Way regarding its portion of paving. Once paving is complete, a quote will be obtained from Industrial Traffic Lines for line striping, including stop bars and parking lots.

Roadside mowing is approximately 95% complete, delayed slightly due to Summerfest and equipment issues. On Union Road, Eastern Pipe has evaluated the culvert and is confident it can be lined; the Town is awaiting pricing and scheduling, with hopes to complete the work before cold weather.

Public Works will address several potholes in-house.

The summer intern, Quinlan, performed an impressive amount of work, completing a full inventory of catch basins, logging approximately 910 inlets, outlets, and basins into GIS (up from about 140 previously). He also logged cemetery data into the app before returning to school.

The department is awaiting upfitting of the new 5500 truck, expected in late October or early November. Staff continue maintenance at Town facilities and the Lane property. Heating and cooling work at the tannery is scheduled to begin this week. Mr. Roache will provide details separately.

Mr. Batchelder noted he has the John Deere loader bids ready for the Board's review.

Ms. Knab moved to the Police presentation. Chief King provided an overview of the department's evaluation of their sidearms, noting national and New Hampshire concerns regarding the SIG P320. A working group of officers conducted extensive research. Sgt. Doucette explained that although Stratham adopted the P320s in 2020, the model has been associated with uncommanded discharges, litigation, and design issues, including the lack of a trigger safety found on other manufacturers' duty pistols. Several officers reported they do not feel comfortable continuing to carry the weapon.

Trade-in options are limited due to engraving on the slides and market reluctance to accept P320s. White Birch Armory offered \$160 per pistol. Quotes for transitioning to the Walther PDP—the preferred alternative—range from \$23,000–\$24,000, including optics, lights, holsters, and required training. Additional range time and red-dot certification would be needed for qualification.

The department is nearing its annual qualification period, so some officers may qualify on the SIGs before transitioning. Ms. Knab raised concerns about where traded weapons may

ultimately be sold; Chief King emphasized due diligence and stated that, given officer safety concerns, he does not wish to retain the SIGs.

Ms. Knab asked whether traded SIG P320s could end up on the black market. Sgt. Doucette explained that White Birch Armory would handle all transfers, fully removing liability from the Town. The department would request immediate removal of the Town's patch from the slides, and White Birch—being federally regulated—would manage resale under stringent requirements. Chief King added that reputable vendors would not risk improper transfers.

Chief King noted that the golf fund currently holds \$41,000, with another \$30,000 anticipated from the fall tournament. With Board approval, he could purchase the new weapons—estimated at \$25,000–\$26,000—from that fund. This would allow acquisition before annual qualification. White Birch is also willing to take abandoned firearms held by the department in trade, as they are well past the statutory 180-day retrieval period.

Mr. Tramaloni asked for confirmation that the trigger mechanism on the Walther PDP would not compromise safety. Sgt. Doucette confirmed the design is safe and functions naturally. In response to Ms. Knab's question about quantity, Chief King stated the department would purchase 14–15 pistols to cover 13 full-time officers plus several spares. No additional ammunition would be required, and Sgt. Doucette anticipates a smooth transition.

Ms. Knab asked that the Board's appreciation be conveyed to the working group, noting their thorough research and due diligence.

Mr. Anderson motioned to authorize the Police Chief to expend up to \$26,000 from the First Responder Golf Fund for the purchase of new Walthers firearms. Mr. Tramaloni seconded the motion. All voted in favor.

At 7:32pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) to discuss employment matters. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

At 7:56pm Mr. Anderson motioned to come out of the non-public session. Ms. Knab seconded the motion and motioned to seal the minutes noting failure to do so may render a proposed action invalid. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Under Old Business, Ms. Knab reopened discussion on the Stratham Hill Park Association. Mr. Roache reviewed updates made since July, noting that the group met in early August to refine the draft charge. At the Association's request, the name was changed to the Stratham Hill Park Association Committee. The revised charge outlines seven voting members, two appointed liaisons (Select Board and Parks & Recreation Director), staggered terms, and a treasurer position.

Association members Dan Crow and Greg Blood supported the updated charge. Mr. Anderson requested additional language and membership changes, prompting discussion about whether Select Board liaisons should vote on committee matters that may later come before the Board.

Members noted that liaisons often abstain depending on the committee and issue. Ms. Knab emphasized the importance of collaboration on major Stratham Hill Park matters.

Further discussion addressed committee membership. The Board clarified that committee applications must be submitted. Mr. Roache agreed to incorporate requested edits, including seven voting members with the Select Board liaison included, revised staggered terms (two three-year, two two-year, two one-year), and allowing three alternates. He will add signature lines and a date and bring the updated charge back for review. Ms. Knab motioned adoption of the charge and operating procedures for the Stratham Hill Park Association Committee as amended. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab moved to the Lane property update. Mr. Roache reported significant progress on repairs and said the house should be rentable soon, with remaining work able to occur while occupied. He recommended keeping the existing oil furnace for now, noting it can be made functional for about \$1,500, avoiding an \$18,500 replacement this year and preventing exposure of a new system to construction debris.

He reviewed exterior work authorized at \$54,500 and noted additional structural and masonry repairs still needed. From the initial \$200,000 allocation, \$43,744 has been spent, \$6,510 earned, leaving \$162,766. His recommendation is to maintain the existing furnace, proceed with structural work on the tannery roof, complete septic replacements, and pause exterior work once the \$54,500 threshold is reached unless the Board chooses to use Heritage Commission funds. Discussion followed regarding Heritage Commission funding. Ms. Knab asked for clarification on the Commission's earlier commitment of \$50,000. Mr. Merrill confirmed the Commission voted to expend the funds, not loan them, but noted the Select Board must authorize use of the Capital Reserve Fund. Rental income currently goes to the general fund rather than the maintenance fund as originally envisioned.

Ms. Knab expressed concern about delaying bat mitigation due to potential biohazard issues. Mr. Roache noted mitigation and cleanup could total \$13,000–\$20,000, which would place the trust fund in a small deficit if done now. She also noted DPW has been contributing substantial labor and emphasized the need to establish a dedicated rental-income line for future maintenance.

Mr. Roache outlined recommended expenditures to stay within the initial \$200,000: repair the Lane furnace, convert the cobble house to propane, complete septic work, and authorize tannery repairs. Exterior work by Mr. Bedard will pause once the remaining \$15,000 of the approved \$54,500 is spent, unless Heritage funds are used to continue.

The Board agreed to authorize Mr. Roache to proceed with the items in his memo. Ms. Knab requested he obtain Ms. Ruest's opinion on the full proposal. Mr. Merrill asked to be notified of any additional questions before the Heritage Commission's September meeting.

Ms. Knab moved to the Communications and Community Engagement update. Mr. Anderson reported on resident feedback received through the committee's outreach. He noted that only one respondent was under age 40, while approximately 15 seniors participated. The most

significant negative feedback concerned the Town website. He, Mr. Hickey, and Ms. Richard have been working to address identified issues, though he feels the Town lacks the technical expertise needed for comprehensive fixes. He hopes a resident with website expertise may be able to provide guidance.

Mr. Anderson stated that the newsletter continues to be well-received and is a key source of information for residents. He identified the need for improvements in social media and suggested adding electronic message boards inside and outside the Municipal Center, broadcasting Select Board agendas, and using Alerts more frequently to enhance communication.

Mr. Roache provided background on the Curbside Collection RFP, noting that the Town's contract with Casella expires in November. The Board discussed service frequency and the pros and cons of recycling options.

Mr. Roache reported on updates to the Mailbox Damage Replacement Policy, noting it is consistent with surrounding towns. Mr. Anderson requested changing "Selectmen" to "Select Board," then moved to approve the policy as amended. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab moved to the road-naming item for 170 Portsmouth Avenue. After brief discussion, she motioned to authorize the use of Greenwood Lane. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Roache reported that Ms. Sawyer has been doing an excellent job. She and Mr. Hickey have addressed the phone issues. We will be ready for the drill. He will follow up with candidates for the Emergency Management Director volunteer position; the Board would like an informal conversation with candidates before appointments.

Mr. Roache reported progress continues on the keyless access system.

Mr. Roache provided an update on the CIP, stating that Ms. Fowle is doing a great job working with department heads to gather project information and dollar amounts. The Town will be ready for budget season. He explained that Stratham continues to handle CIP as a special article, and if they wanted to transition to a capital-reserve-fund model, it would require substantial research.

Mr. Anderson gave a brief update on the Employee Manual.

He requested a calendar of important dates leading up to Town Meeting. Mr. Roache said it is complete and will be distributed; he and Ms. Ruest have improved the spreadsheet.

Mr. Anderson asked about the status of the public hearings; September remains the target.

RESERVATIONS

Regarding the Cornerstone cross country meet. Ms. Knab motioned support for Cornerstone and the Cooperative Middle School using Stratham Hill Park for their cross country meet on Tuesday

September 22 and waiving the fee and asking them to coordinate with the Fire Department to ensure they have EMT personnel there. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the Life Connections Specialized Support Services to use the Front Pavilion on September 15, 2026 if they leave the pavilion in a neat and clean condition, remove all trash they created and return tables to the original arrangement. Mr. Tramaloni seconded the motion. All voted in favor.

APPOINTMENTS

Matthew Malone is up for consideration for the Zoning Board of Adjustment. The Board would like confirmation that he's attended a ZBA meeting and that the committee recommends him.

Regarding the Planning Board application, Mr. Anderson didn't think the term was correct. Mr. Tramaloni motioned to appoint Jameson Paine to the Planning Board. Mr. Anderson seconded the motion. All voted in favor.

At 9:39pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:a3, II(d). Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

At 9:50pm Ms. Knab motioned to come out of the non-public session and adjourn. Mr. Tramaloni seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MEMORANDUM

To: Town of Stratham Select Board

From: Tax Collector

Date: September 2, 2026

Re: Requests for Waiver of Property Tax Interest/Late Charges

The Tax Collector's Office has received requests to waive interest and/or late charges associated with the following properties:

- **10 Heron Way**
- **The Wingate Spa, 139 Portsmouth Avenue**
- **10 Long Hill**

Under **RSA 76:16(I)(a)**, the Select Board may abate a tax, including a portion of accrued interest, **for good cause shown**. RSA 76:13 further provides for an 8% interest charge on delinquent taxes and permits limited waiver of interest up to \$25 under the conditions specified in the statute.

The July 1 property tax bills were mailed on **May 18**. The Tax Collector's records indicate that **no tax bills were returned as undeliverable**. The Town therefore provided the tax notice to the addresses of record in advance of the July 1 due date. The Town's tax information also advises property owners that they remain responsible for ensuring taxes are paid and that closing attorneys or closing companies should verify the status of taxes at a real estate closing.

10 Long Hill: The taxpayer states that both payments were sent together and paper-clipped. The Tax Collector's Office has **no record or other evidence supporting the fact that the payment was received with the payment of 35 Stratham Green**. Without evidence of timely receipt, the office cannot substantiate that the tax was paid by the due date. *The taxpayer stated that the tax payment for 10 Long Hill did not clear the bank.*

10 Heron Way and The Wingate Spa: Both matters appear to involve circumstances associated with a **real estate closing**. The Town's position is that the closing attorney/title company should have identified and provided guidance regarding the outstanding tax obligation and applicable payment requirements. The Town's records do not indicate an administrative error in the mailing or delivery of the tax bills. Closing companies as a practice contact our office regarding the current status of property taxes.

August 28, 2026

To: Board of Selectman

From Jean Sullivan Smith and Mike Smith

I just received a notice stating I did not pay the TAX bill for Stratham Green at 35 Stratham Green Stratham. I own two properties in Stratham and personally dropped both bills w/ check for each property in one envelope. The checks were paper clipped to the bill. The check for 10 King Hill Rd was cashed but I just received notice I did not pay for Stratham Green - but I personally dropped both off and I did not want any issues with the mail and large checks.

I am requesting the interest I have been charged to be a credit against by

Dec 2026 bill

Please let me know.

Jim

Mobile 603 512 3006

From: [Jim Joseph](#)
To: [Karen Richard](#)
Subject: FW: Late Taxes on 139 Portsmouth Ave The Wingate Spa
Date: Monday, August 31, 2026 8:20:03 AM
Importance: High

FYI

See Below. As a note I would like to mention that the closing on the property happened right around the time of the tax bills being sent out and the bill should have been taken care of at closing as tax bills usually are.

Jim

From: guy@wingatespa.com <guy@wingatespa.com>
Sent: Monday, August 31, 2026 7:35 AM
To: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: Late Taxes on 139 Portsmouth Ave The Wingate Spa
Importance: High

Jim, thanks for taking the time to chat with me last week. Below is the note I would like passed down to the Selectman:

Good morning, we just closed on The Wingate Spa & Salon on 05/18/2026. Subsequently we just received our first tax bill that stated we were late in paying. However, this is the first tax bill we ever received, the mailing address never changed so it should have gone to us. I am looking for relief with the late fees; would you please waive any and all late fees associated with this tax bill please? I just paid the outstanding bill in full this am. Enjoy your day.

Best,
Guy

Guy A. Pronesti
Owner

The Wingate Spa
Spa 603-772-8400
Mobile 603-903-7555
<https://www.wingatespa.com/>

From: [Jim Joseph](#)
To: [Timothy Roache](#)
Subject: FW: Request for Review of Tax Penalty – 10 Heron Way
Date: Wednesday, September 2, 2026 9:57:34 AM

From: Christina Rippo <christina.ripp@gmail.com>
Sent: Tuesday, September 1, 2026 3:51 PM
To: Jim Joseph <JJoseph@StrathamNH.gov>
Subject: Request for Review of Tax Penalty – 10 Heron Way

Hi Jim,

I'm writing regarding the recent property tax bill for our home at 10 Heron Way and to respectfully request that our circumstances be submitted to the Select Board for review and consideration of a waiver of the associated late penalty.

We closed on the property on May 6 and moved into the home on May 12. Unfortunately, we never received the original tax bill in the mail and were unaware that a payment was due. I also reached out to the previous owner Deb and Jim Kelly to determine whether the bill may have been forwarded to them, but they confirmed that they had not received it either.

As soon as we received the invoice notifying us of the outstanding amount, we immediately contacted the Tax Collector's office to understand what had happened and paid the balance in full. We are now in good standing.

Given that this is our first tax bill as new homeowners in Stratham, and the missed payment was due to our not receiving the original bill rather than an intentional delay in payment, we are respectfully asking whether the Select Board would consider waiving the penalty fee as a one-time courtesy.

We now understand the Town's tax billing schedule and will make sure to proactively monitor for future bills so this does not happen again.

We appreciate your and the Select Board's consideration of our request. Please let me know if there is any additional information or documentation I can provide for their review.

Best,
Christina Lens
10 Heron Way

From: Seth Hickey

Date: September 4, 2026

Subject: Request for Authorization to Post RFPs for Managed IT Services and Telephone/Voice Support

The Town Administration respectfully requests authorization from the Select Board to formally post and distribute two Requests for Proposals (RFPs) relating to the Town's information technology and telephone service needs. These RFPs have been prepared in advance of the expiration of the Town's current three-year contract with Block5 on **November 1, 2026**.

Block5 has provided managed IT services and technology support to the Town under a contract initiated in 2023. As the contract nears its end date, the Town is required to initiate a competitive procurement process to ensure continuity of service and compliance with municipal purchasing requirements.

In addition, the Town has prepared a separate RFP seeking continued support of the Town's **3CX-based telephone and voice communication system**, which services multiple municipal departments.

Both RFPs have been drafted and are ready for release pending Select Board approval.

RFPs for Authorization

1. Managed Information Technology Services RFP

Proposals due September 30, 2026, at 3:00 PM.

This RFP solicits bids from qualified Managed Services Providers to perform system administration, cybersecurity, network management, desktop support, disaster recovery planning, and long-term technology planning for all Town departments.

2. Telephone and Voice Services RFP

Proposals due September 30, 2026, at 3:00 PM.

This document seeks proposals from firms experienced in maintaining and supporting 3CX-based telecommunications systems, including ongoing system monitoring, updates, technical support, and coordination with Town IT staff.

Request

Town Administration seeks a vote from the Select Board granting permission to:

- Post both RFPs on the Town website,
- Advertise them to potential vendors, and
- Begin the procurement timeline as outlined in the documents.

Once proposals are received and reviewed, Administration will return to the Select Board with recommendations for vendor selection.



TOWN OF STRATHAM

Administration

Request for Proposal

RFP # [09-26-02]

Telephone and Voice Services RFP

Documents Included

Request for Proposal

Project Details

Key Dates

Submitting Requirements

Evaluation Criteria

References

RFP Receipt Acknowledgement

Proposals Due by September 30, 2026 3PM



REQUEST FOR PROPOSAL

TOWN OF STRATHAM Administration

Telephone and Voice Services RFP

The Town of Stratham is requesting proposals from qualified contractors for proposals from qualified telecommunications providers to provide, maintain, monitor, and support the Town's existing **3CX-based telephone and voice communication system** at the Fire, Police, DPW, Library and Municipal Center, Stratham, NH 03885. The Town has already transitioned to a 3CX-based environment and is seeking a provider capable of delivering reliable service, proactive system monitoring, technical support, system administration, and ongoing maintenance.

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 solicitation will become an addendum to any resultant contract.

The RFP is available on our website at

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

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

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

Town of Stratham NH
Attn: Karen Richard, Administrative Assistant
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 krichard@strathamnh.gov or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by September 30th by 3:00 PM, 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 is requesting proposals from qualified telecommunications providers to provide ongoing service, maintenance, monitoring, technical support, and system administration for the Town's existing 3CX-based telephone and voice communication system serving the Fire Department, Police Department, Department of Public Works, Library, and Municipal Center in Stratham, New Hampshire.

The Town has already transitioned to a 3CX-based telephone environment and is seeking a qualified provider to support and maintain the existing system. The selected provider will be expected to provide reliable and responsive service, proactive system monitoring, technical support, troubleshooting, system administration, and ongoing maintenance to ensure the continued availability, security, and effective operation of the Town's voice communication system.

The Town's goal is to establish a dependable long-term service relationship with a provider that can effectively support the Town's existing 3CX environment and respond to the operational and technical needs of its municipal departments.

SCOPE OF SERVICES

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

The selected provider shall provide comprehensive support for the Town's existing 3CX telephone system.

SPECIFIC WORK REQUIREMENTS:

- Management and support of the Town's existing 3CX environment.
- Management of existing Direct Inward Dialing (DID) numbers.
- Hosted/cloud-based voice services.
- High-definition voice quality.
- Reliable and secure telephone service.
- Ability to use smartphones as extensions or desk phones.
- Voicemail-to-email with audio file attachments.
- Voicemail transcription.
- Find Me/Follow Me functionality.
- Call screening and call management features.
- Call coaching and administrative tools.
- User reporting and Call Detail Records (CDR).
- Unlimited domestic calling.
- User and extension management.
- New user/extension setup and configuration.
- Coordination with the Town's IT provider and other third-party vendors as necessary.

SUMMARY OF REQUIREMENTS:



The selected provider will provide ongoing administration, monitoring, maintenance, troubleshooting, and technical support for the Town of Stratham's existing 3CX telephone system serving all Town facilities. Services will include system configuration, updates and security, user and extension management, backups, emergency response, on-site support when necessary, and coordination with the Town's IT and telecommunications vendors. The provider will also serve as a technical resource to the Town, providing system documentation, recommendations, and guidance to ensure the reliability, security, and continued effective operation of the Town's telephone system.

1. During the course of the work, note any other problem areas that are found and provide recommendations for action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
2. Provide management services as required during the contract.
3. All products used shall comply with applicable laws, codes, standards, and manufacturer recommendations for their intended use.
4. All work performed, methods used, and equipment employed shall conform to applicable federal and state occupational safety requirements.

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

KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town's Website	September 11th
Current site visit	September 17th at 11 AM
Deadline for submissions of questions due via email to krichard@strathamnh.gov	September 21st
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	September 23rd
Proposals Due (via paper or electronically)	September 30th at 3 PM
Opening of Proposals	October 5th
Contract Execution	November 30th

MANDATORY SUBMITTING FIRM REQUIREMENTS

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

PROPOSAL FORMAT / EVALUATION CRITERIA

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



1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the scope of work and material specifications.
3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contact at each Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.

SELECTION CRITERIA

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

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

RESERVATION OF RIGHTS

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

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 “Telephone and Voice Services RFP” 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
Telephone and Voice Services RFP

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



Telephone and Voice Services RFP

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

Administration

Request for Proposal

RFP # [09-26-01]

MANAGED INFORMATION TECHNOLOGY SERVICES

Documents Included

Request for Proposal

Project Details

Key Dates

Submitting Requirements

Evaluation Criteria

References

RFP Receipt Acknowledgement

Proposals Due by September 30, 2026 3PM



REQUEST FOR PROPOSAL

TOWN OF STRATHAM Administration

MANAGED INFORMATION TECHNOLOGY SERVICES

The Town of Stratham is seeking proposals from qualified Managed Services Providers (MSPs) to provide comprehensive IT assessment, planning, management, maintenance, cybersecurity, and technical support services. The selected provider will serve as a long-term (3 year) technology partner to Town departments and employees and will provide proactive monitoring, responsive support, cybersecurity, technology planning, and vendor coordination at the Fire, Police, DPW, Library and Municipal Center in Stratham, NH 03885.

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 solicitation will become an addendum to any resultant contract.

The RFP is available on our website at

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

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

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

Town of Stratham NH
Attn: Karen Richard, Administrative Assistant
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 krichard@strathamnh.gov or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by September 30th by 3 PM, 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 is seeking proposals from qualified Managed Services Providers (MSPs) to provide comprehensive IT assessment, planning, management, maintenance, cybersecurity, and technical support services.

SCOPE OF SERVICES

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

IT Assessment & Planning – Conduct an initial assessment of the Town's infrastructure, servers, workstations, network, Microsoft 365/cloud systems, user accounts and permissions, cybersecurity, backup/disaster recovery, software, hardware, policies, and third-party technology services. Provide a written Technology Assessment and Action Plan identifying immediate needs, 12-month priorities, cybersecurity risks, recommended capital investments, lifecycle needs, long-term technology priorities, and estimated costs. Major implementation projects may be separately authorized by the Town.

Desktop & Helpdesk – Provide 24/7/365 monitoring and maintenance; unlimited on-site and remote support during business hours; hardware/software troubleshooting; cloud application and access management; third-party vendor assistance; malware/virus protection; printer/scanning support; security patches and software updates; system performance monitoring; and new equipment configuration and the like.

Server Management – Provide unlimited business-hour support and 24/7/365 monitoring; proactive alerts for critical conditions such as but not limited to CPU, disk, service, and Active Directory errors; security protection; patch management; backup monitoring and daily verification; disaster recovery planning/testing; performance monitoring; and system documentation.

Network Management – Provide unlimited business-hour support and 24/7/365 monitoring of firewalls, switches, wireless access points, routers, and related infrastructure; proactive alerts for network availability, bandwidth, errors, and equipment failures; performance reviews; firmware updates; security configuration management; and network documentation.

Microsoft 365 & Access Management – Provide management of Microsoft 365, email, domain/DNS, Teams, SharePoint, OneDrive, file permissions, user accounts, authentication, MFA, VPN, remote access, and security policy administration. Assist the Town with appropriate records access, retention, and security practices consistent with applicable New Hampshire requirements, including RSA 91-A.

Cybersecurity – Provide written risk and vulnerability assessments on a quarterly basis, endpoint protection/EDR, malware and ransomware protection, MFA, email/network/firewall security,



secure remote access, security monitoring, privileged-account controls, employee security awareness training, simulated phishing, recurring training modules, incident response planning, and cybersecurity incident assistance. Proposers shall identify services included in the base fee and additional costs that may arise.

Backup & Disaster Recovery – Monitor and verify on-site and/or cloud backups, identify failed backups, conduct restoration testing, maintain recovery procedures, develop disaster recovery plans, and identify recovery time and recovery point objectives.

Technology & Vendor Management – Maintain hardware/software inventories; provide hardware lifecycle planning, technology budgeting, purchasing assistance, ISP and domain management, third-party vendor coordination, technology recommendations, and quarterly provider/Town meetings.

Reporting & Documentation – Quarterly provide system health, helpdesk/ticket, response/resolution, SLA, software compliance, security, backup, and significant-change reporting. Maintain current documentation of network infrastructure, equipment, configurations, licenses, backups, firewalls, vendors, and policies. The Town shall have access to the helpdesk/ticketing information.

SPECIFIC WORK REQUIREMENTS:

Emergency Support: Available 24/7/365. Provider shall respond within one (1) hour, initiate triage and escalation as appropriate, and provide on-site response within four (4) hours when required.

Standard Support: Requests may be submitted by telephone, email, or helpdesk portal. Provider shall respond within 30 minutes and coordinate remote or on-site service based on urgency.

Proposers shall identify any exceptions to these requirements and provide their proposed service hours, escalation procedures, and primary/backup contacts.

Remote Management and support

The provider shall utilize secure helpdesk, remote monitoring and management (RMM), endpoint protection, patch management, and remote-access technologies. Proposers shall identify the platforms used and all associated licensing costs.

Municipal Experience and Security

Proposers shall demonstrate experience providing IT services to municipalities or public-sector organizations, with New Hampshire municipal experience strongly preferred. Proposals shall identify relevant public-record, cybersecurity, CJIS, and compliance experience; certifications of assigned personnel; and any subcontractors with access to Town systems or data.



SUMMARY OF REQUIREMENTS:

1. During the course of the contract, note any other problem areas that are found and provide recommendations for action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
2. All products used shall comply with applicable laws, codes, standards, and manufacturer recommendations for their intended use.
3. All work performed, methods used, and equipment employed shall conform to applicable federal and state occupational safety requirements.
4. The Town desires all work to be completed in a way that does not interfere with regular Town Operations when possible.

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

KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town's Website	September 11th
Current site visit	September 17th at 11 AM
Deadline for submissions of questions due via email to krichard@strathamnh.gov	September 21st
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	September 23rd
Proposals Due (via paper or electronically)	September 30th at 3 PM
Opening of Proposals	October 5th
Contract Execution	November 30th

MANDATORY SUBMITTING FIRM REQUIREMENTS

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

PROPOSAL FORMAT / EVALUATION CRITERIA

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

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



3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Pricing:
 - a) Initial IT assessment and technology plan.
 - b) Monthly managed services fee and number of users/devices covered.
 - c) Services included in the monthly fee.
 - d) Hourly, project, on-site, and emergency rates.
 - e) Hardware/software procurement charges or markups.
 - f) Third-party licensing.
 - g) Cybersecurity services.
 - h) Backup/disaster recovery costs.
 - i) All other recurring or material charges.
 - j) Any discounts for services outside the base contract.
5. Subcontractors: Provide a list (including name, address, contract information and principal contact at each Subcontractor) of any subcontractors you will use in performing the work for the Town.
6. Description of proposed managed services and service delivery model.
7. Approach and timeline for the initial IT assessment and technology plan.
8. Service levels and emergency response procedures.
9. Cybersecurity and disaster recovery capabilities.
10. Remote monitoring and management technology.

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

TRANSITION and TOWN OWNERSHIP

All Town data, documentation, configurations, credentials, inventories, and system information shall remain the property of the Town. The selected provider shall maintain current documentation and, upon termination, cooperate with the Town and any successor provider to facilitate an orderly transition.



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 Managed Information Technology Services. 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 insurance 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
Managed Information Technology Services

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



Managed Information Technology Services

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

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: September 9, 2026, Select Board Meeting
RE: NHDOT & Town of Stratham Sidewalk Agreement, Portsmouth Ave. (NH-108)

Stratham's Master Plan and planning efforts for NH Route 108 (Portsmouth Avenue) seek to balance the Town's agricultural heritage with commercial development in the Gateway Commercial Business District. A key goal is to improve the automobile-oriented corridor by creating a safer, more connected pedestrian and multimodal network.

Sidewalks along Route 108 are currently non-contiguous or missing in many areas. As properties are developed or redeveloped, the Planning Board requires sidewalk improvements where feasible. Most recently, the proposed redevelopment of 41 Portsmouth Avenue for a Kia dealership includes construction of a new sidewalk.

Because Route 108 is a State highway, coordination with NHDOT is necessary. NHDOT has provided the enclosed draft agreement addressing the Town's responsibility for existing and future sidewalks within State highway rights-of-way.

The agreement has not yet been reviewed by Town Counsel. Staff is seeking the Select Board's direction on whether to proceed. If supported, staff recommends legal review followed by consideration of the agreement at a future Select Board meeting. The agreement would further the Town's Master Plan and Zoning Ordinance goals for pedestrian connectivity and safety along Route 108.

**MUNICIPAL SIDEWALK AGREEMENT
FOR
TOWN OF STRATHAM**

BLANKET AGREEMENT FOR NH 108

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between the New Hampshire Department of Transportation, hereinafter called the “DEPARTMENT”, and the Town of Stratham, hereinafter called the “TOWN”.

WITNESSETH that,

WHEREAS, the limits of this agreement is generally described as both sides of NH 108, starting at Exeter town line and ending at Newfields town line; and

WHEREAS, there are existing sidewalks along NH 108 within the TOWN jurisdiction; and

WHEREAS, the TOWN has accepted responsibility for these existing and all future sidewalks along state highways within the TOWN limits; and

WHEREAS, sidewalks are of primary benefit to the community and adjoining neighborhoods; and

WHEREAS, the DEPARTMENT maintenance forces, by policy and practice, do not maintain sidewalks;

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

A. The TOWN shall provide or cause to provide for the maintenance of the sidewalks indicated above, including winter maintenance and snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133. Should operational adjustments be necessary, the TOWN agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.

B. The TOWN shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the TOWN or its subcontractors in the performance of this agreement. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the STATE or the DEPARTMENT, which immunity is hereby reserved.

C. The TOWN shall submit all necessary permits and receive approval prior to installing new or replacing existing sidewalk.

D. It is further understood and agreed between the DEPARTMENT and the TOWN that neither the DEPARTMENT, nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the TOWN under this Agreement.

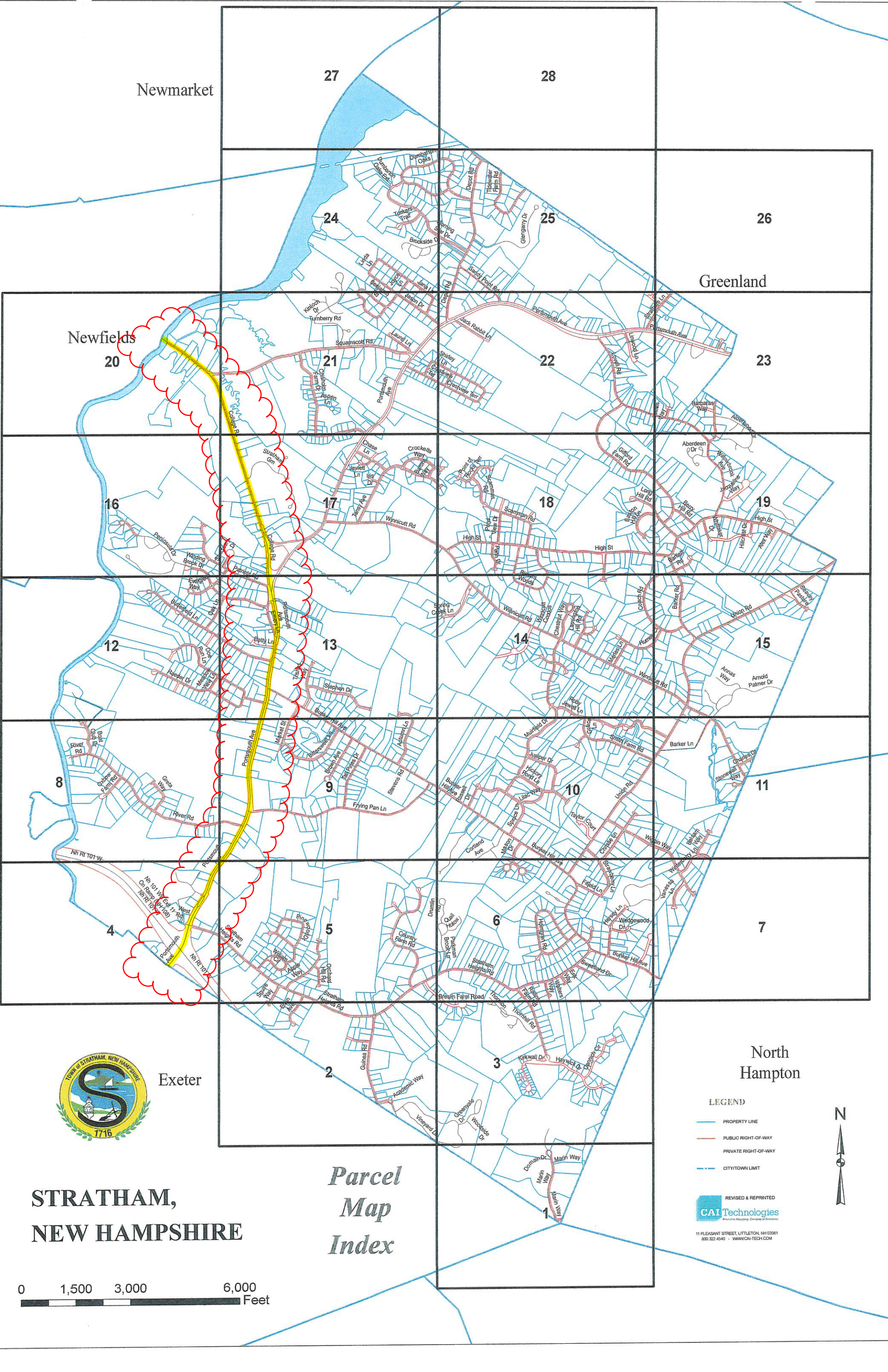
IN WITNESS WHEREOF, the parties here have affixed their signatures, the Town of Stratham, on this _____ day of _____, 2026, and the New Hampshire Department of Transportation on this _____ day of _____, 2026.

**NEW HAMPSHIRE DEPARTMENT OF
TRANSPORTATION**

By: _____
COMMISSIONER

TOWN OF STRATHAM

By: _____
TOWN ADMINISTRATOR



**STRATHAM,
NEW HAMPSHIRE**

*Parcel
Map
Index*

0 1,500 3,000 6,000
Feet

LEGEND

- PROPERTY LINE
- PUBLIC RIGHT-OF-WAY
- PRIVATE RIGHT-OF-WAY
- CITY/TOWN LIMIT

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TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

Memorandum

To: Stratham Select Board

From: Town Administrator

Date: September 9, 2026

Subject: Proposed Amendment to Stratham Hill Park Vehicle Ordinance

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

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

The proposed update Chapter 04-01-01 is as follows:

Mini-bikes, motorcycles, all classes of e-bikes, electric motorcycles, electric dirt bikes, electric motor-driven cycles, and any other gas or electrically powered motor vehicle, except as expressly authorized are prohibited in Stratham Hill Park and adjacent Town-owned properties including those lands shown and described on Town of Stratham, Tax Map 14, Lot 33, known and referred to as Stratham Hill Park and Noyes property, and Tax Map 5, Lot 19, known and referred to as the Gifford property, except for the paved driveway and parking lot, except for the paved driveway and paved parking lot.

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



TOWN OF STRATHAM

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10 Bunker Hill Avenue, Stratham NH 03885

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Fax (All Offices) 603-775-0517

Memorandum

To: Stratham Select Board

From: Town Administrator

Date: September 9, 2026

Subject: Proposed Amendments to Stratham Hill Park Dog Control Ordinance

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

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

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

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

Proposed Ordinance Amendments

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

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



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

To: Select Board

From: Town Administrator

Date: September 9, 2016

Subject: Lane Property Update

Lane House

East side exterior restoration is complete. Continuing to work towards wrapping up the north side repairs and the area around the south porch. At this time, we have exhausted the approved funding for phase 1 of the exterior repairs and will pause work until a decision is made on the use of Heritage Commission funds or the next gift of \$100,000 to continue with the exterior work.

The additional exterior repairs include:

- 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.

The existing oil furnace is repaired and operating. As previously discussed, this will allow us to work through the winter on the interior without exposing a new propane furnace to the construction dust. This also will allow decisions about the interior layout of the Lane house to be planned and designed in tandem with the heating system updates.

The Tannery

The mini split systems are installed and operating. The hot water heater was removed from the crawl space and replaced with a new unit installed inside the building. Consideration should be given to establishing a separate electric meter for the Tannery given the HVAC is electric powered. Any lease agreement should require the tenant be responsible for the electricity.

The structural roof work is currently underway and will be completed before the unit is rented. Exterior work will follow in the coming weeks.

Septic System

We are ready to move forward with the replacement of the septic system. The proposed contract (attached) with K.G Blood and Sons, LLC includes the design of an eight-bedroom septic system. We anticipate construction to be completed in September. Anticipated cost is \$64,000

Bat Mitigation

Bat mitigation at the Collectors Eye Barn still needs to be addressed. We are investigating working with the tenant to hire a contractor to complete the preventative measures. The Town will complete the clean up with a qualified vendor next spring.

Finances

Staff have consulted Town Counsel to summarize and confirm the responses received from the DRA regarding the use of Heritage Preservation Trust Fund \$50,000 contribution toward the rehabilitation of the Lane property, and the treatment of future rental income from the Lane property.

Use of \$50,000 from the Heritage Preservation Trust Fund

Question:

The Heritage Commission has made \$50,000 available from the Heritage Preservation Trust Fund to support rehabilitation of the Lane property. Can the Select Board treat this \$50,000 as a loan to the project and reimburse the Heritage Preservation Trust Fund when the next \$100,000 gift is received in January?

Response:

The Select Board is authorized to expend funds from the Heritage Preservation Trust Fund. However, the \$50,000 expenditure should not be treated as a loan to the Lane property or reimbursed to the Heritage Preservation Trust Fund from the future \$100,000 gift.

Under **RSA 31:19-a, IV**, privately donated funds must be accounted for separately and cannot be commingled with taxpayer-funded trust money. Therefore, any future gift from Mr. Lane must be handled separately in accordance with the statute.

Town Counsel has confirmed this response.

Deposit of Lane Property Rental Income into the Lane Property Trust Fund

Question:

Can rental income generated by the Lane property buildings be deposited directly into the Lane Property Trust Fund rather than being deposited into the General Fund, as is currently done with rental income from other Town properties?

Response:

Rental income from the Lane property may be deposited directly into the Lane Property Trust Fund. The Select Board may authorize the transfer of the rental income to the Trust Fund, with the appropriate accounting and reporting handled by the Finance Administrator and the Trustees of the Trust Fund.

Town Counsel has confirmed this response.

Bill Lane Visit

Bill Lane will be visiting Stratham for a brief tour of progress at the Lane Homestead on Monday 10/12 at 9:00 AM. I am coordinating with staff and contractors to make sure we are prepared to present the progress made to date and ensure the construction debris and cleared and the landscape is maintained.

K.G. Blood & Sons, LLC

"We Dig It"

248 Portsmouth Avenue
Stratham, NH 03885
603-778-7170

August 25, 2026

Town of Stratham
10 Bunkerhill Avenue
Stratham, NH 03885

JOB: 132 Portsmouth Avenue
Stratham, NH 03885

Contract For: New Septic System for all 3 Buildings

Dig for test pits

Engineer 8 bedroom septic system including county and state fees

Pump out and remove existing tanks and leach fields

Install new 1600/400, two compartment tank at Lane House

Install 1250/350, two compartment tank at Tannery House.

Install 1250/350, two compartment tank with pump chamber, with pump and alarm wired into house at Cobbie House.

All tanks to have risers to grade

Install 30x60 pipe and stone leach field

Repave driveway section

Landscape and seed all disturbed lawn areas

Total: \$64,000.00

Payment Plan As Follows:

Upfront - \$26,000.00

When Leach Field Ready for Inspection - \$26,000.00

When Job Complete - \$12,000.00

** All and any private lines need to be marked, waterline, irrigation, electrical, etc. There may be an additional charge if during the job an unmarked utility needs to be moved or taken care of in order to proceed with the job. If any unmarked utilities are damaged KG Blood and Sons, LLC is not liable to repair/replace.*

**This proposal is based on the assumption that a 30x60 stone and pipe leach field, will be designed for this property. Test pit data will dictate the size, location and type of septic system that can be designed. If test pits determine a different septic system the cost may change*

**If ledge is found while digging there will be an additional charge to remove ledge to install system.*

** There may be an additional charge if during the job an unmarked utility needs to be moved or taken care of in order to proceed with the job. If any unmarked utilities are damaged KG Blood and Sons, LLC is not liable to repair/replace.*

**Note All efforts will be made to ensure that the driveway is not damaged by trucks and equipment, however if damage does occur K.G. Blood and Sons, LLC is not responsible.*

**Signing this contract gives permission to K.G. Blood and Sons, LLC to be the representative to sign any documents needed with the State or Town, in order to complete this job*

**If irrigation is on the property, K.G. Blood and Sons, LLC will make best effort to not dig into the lines. If a line is broken we will try and repair, if we cannot repair, the broken line will be left out of the soil so that the irrigation company can repair. If that is needed K.G. Blood and Sons, LLC will not be responsible for that cost.*

**Once landscaped and seeded it is the customers responsibility to water the area every day to ensure optimal grass growth.*

Sincerely,
Greg Blood
K.G. Blood and Sons, LLC

Town of Stratham Representative
Printed Name: _____

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

To: Stratham Select Board

From: Tim Roache, Town Administrator

Date: September 9, 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

Planning and Building

- The Planning and Building Department is pleased to announce that we will return to full staffing beginning September 8, 2026, with the addition of our new Building Inspector and Office Coordinator. More information was provided in the 9/04/2026 SB newsletter.
- Excited to share the possibility of land use board members having a full Planning Board and ZBA Board!
- SHP report will be coming to a future SB meeting, presented by RPC.
- It's "construction crunch" time in Planning and Building. Over the next month, from the Planning Division, developer agreements and bond requests will be heard at future Select Board meetings for 41 Portsmouth Ave (Kia Dealership), Porsche expansion, and Lindt Fire Access Road.

Seabrook Drill and Emergency Management Director

- We are preparing for the Seabrook drill on September 23. Copper phone lines have been restored. Phone system is in working order for the drill.
- Meeting with EMD Candidates on 9/10/26.

Keyless Access System

- We have obtained key FOBs in addition to cards as the first responders prefer the FOB on a key ring.
- Installation of the Town's keyless access system has stalled. I have reached out demanding an updated firm schedule.
- Re-key of the exterior doors to further enhance building security and complement the new access control system will follow.

Stratham Hill Park Planning

- We received the summary report of the SHP Planning exercise. I recommend the RPC come and present the report and host a discussion of next steps at the first October meeting.

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 held meetings with Department heads to do the planning work needed for sound capital investment.
- Met to review draft documents on September 9. Work will continue to prepare the drafts for budget consideration.

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
 - Credit Card Policy
- 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.



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COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

_____ Communications & Community Engagement

_____ Conservation Commission

_____ Energy Commission

_____ Exeter Squamscott River Advisory Committee

_____ Heritage Commission

_____ Planning Board

_____ Recreation Commission

_____ Stratham Community Garden

_____ Summerfest Committee

☒ Zoning Board of Adjustment

_____ Other _____

Anita Giulietti

Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES ☒ NO _____ Number of Years as a Resident 25

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

Most residents agree Stratham is a convenient and pleasant hometown. Our family has lived here for 20-plus years and many parts of our town have evolved or changed. Balancing new opportunities for our town while maintaining our sense of community requires an ability to look at a subject via a number of viewpoints. I believe I possess that ability.

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

My work experience covering town government for various media outlets has provided me the insight into how teams and committees can work together to reach successful outcomes. Additionally, as a principle in a family business that includes a 200-plus unit senior community in Connecticut, I have extensive experience partnering with building, zoning and other municipal departments. I would be pleased to meet you in person to discuss the furtherance of my candidacy.

Anita Giulietti

Signature of Applicant

8/28/2026

Date



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Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Vanessa Price, Director of Planning & Building
FOR: September 9, 2026, Select Board Meeting
RE: Committee Appointment Applications

Currently, there is one vacancy for a regular member and two vacancies for alternate members on both the Planning Board and Zoning Board of Adjustment. Staff has recently received two committee appointment applications: one for the Planning Board and one for the Zoning Board of Adjustment.

Staff recommends that the Select Board appoint Mr. Paine and Mr. Malone as full members to their respective boards for the available terms. Planning Board and Zoning Board of Adjustment Members' terms are permanently fixed at three years and are intentionally staggered per NH RSA 673:5.III, which is the statutory term for all local land use board members. Whereas the terms themselves don't change, rather only the individuals serving in each seat do. Additional information regarding their meeting attendance and professional backgrounds are below.

Planning Board: Full Regular Member

Jameson Paine: Mr. Paine attended a Planning Board meeting on July 22, 2026. Mr. Paine has been a Stratham resident for 19 years and holds a Bachelor of Science in Community Development from UNH. He has more than 30 years of experience in land use planning, environmental planning, transportation, and real estate consulting, including leading multidisciplinary teams and assisting local, state, and federal governments with real estate planning and redevelopment. Mr. Paine previously served on the Stratham Planning Board for 11 years, including as Vice Chair, and has also served on the Zoning Board of Adjustment, Town Center Committee, Stormwater Committee, and Exeter-Squamscott River Local Advisory Committee. He also served for four years as Chair of the Pease Restoration Advisory Board, working with the U.S. Air Force and the public on PFAS/PFOA contamination and mitigation efforts. Mr. Paine expressed his willingness to bring his extensive professional and municipal experience back to the Town and assist wherever needed. The Planning Board members expressed their support for Mr. Paine joining the Board as a full member, filling the current vacancy and bringing the Board to its full five-member composition. Mr. Paine would fill the vacant three-year term that began in 2026, replacing Chris Zaremba, who moved, with a term expiring in 2029.

Zoning Board of Adjustment: Full Regular Member

Matt Malone: Mr. Malone attended the Zoning Board of Adjustment meetings on July 7, 2026, and August 4, 2026. He has lived in Stratham for approximately ten years and shared his background and interest in joining the Board. Throughout his career in the IT industry, Mr. Malone has worked extensively with architects and has experience reviewing plans and drawings, providing him with familiarity with the planning and design process. Mr. Malone recently participated in a ZBA matter as an abutter, and that experience prompted his interest in becoming more involved and giving back to the community. The ZBA members expressed their support for Mr. Malone joining the Board as a full member, filling the current vacancy and bringing the Board to its full five-member composition. Mr. Malone would fill the vacant three-year term that began in 2025 and expires in 2028.

Attached are the committee appointment applications.



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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

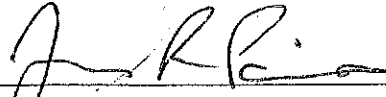
Registered Voter of Stratham? YES ☒ NO ☐ Number of Years as a Resident 19

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



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COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

_____ Communications & Community Engagement

_____ Conservation Commission

_____ Energy Commission

_____ Exeter Squamscott River Advisory Committee

_____ Heritage Commission

_____ Planning Board

_____ Recreation Commission

_____ Stratham Community Garden

_____ Summerfest Committee

☒ Zoning Board of Adjustment

_____ Other _____

Matthew Malone

Applicant Name (print)

Phone #

_____, Stratham NH

Address

Email

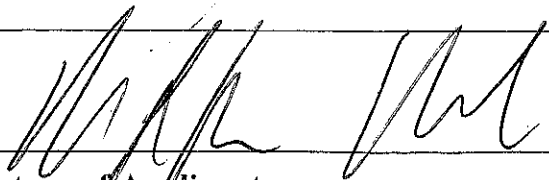
Registered Voter of Stratham? YES Y NO _____ Number of Years as a Resident 10

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



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COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

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

☐ Recreation Commission
☐ Stratham Community Garden
☐ Summerfest Committee
☐ Zoning Board of Adjustment
☒ Stratham Hill Park Assoc. Com
☐ Other _____

Mel McGrail
Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES ☒ NO ☐

Number of Years as a Resident 43

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

I am current secretary.
I love the park!

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

I am involved in the committee, been over see-er
of the Veterans Garden & Danielle Herman Garden for
30+ years.

Melanie McGrail
Signature of Applicant

Aug 24, 2026
Date



TOWN OF STRATHAM

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COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

☐ Communications & Community Engagement

☐ Conservation Commission

☐ Energy Commission

☐ Exeter Squamscott River Advisory Committee

☐ Heritage Commission

☐ Planning Board

☐ Recreation Commission

☐ Stratham Community Garden

☐ Summerfest Committee

☐ Zoning Board of Adjustment

☒ Stratham Hill Park Assoc. Com

☐ Other _____

Dan Crow
Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES ☒ NO ☐ Number of Years as a Resident 67

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

Continue the good work of the Park Assn.

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

Past Board member as President & Secretary

Dan Crow
Signature of Applicant

8-28-2026
Date