



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

January 5, 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 – December 15, 2025
- IV. Finance Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Chief King to present the Police Dept. Report
 - B. Steve Hamilton to present the Assessing Report
- VI. Correspondence
 - A. Thomas Bacon Letter: Off Lovell Road – Right of Way Access
 - B. E-Bikes in Stratham Hill Park – Letter Kyle Hollasch
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the month)
- X. New Business and Action Items
 - A. 2026 Select Board Schedule
 - B. 2026 Preliminary Budget, CIP, Estimated Tax Impact Review
 - C. Wilcox and Barton Ground Water Monitoring Proposal
 - D. Winnicutt Subdivision Road names
 - E. Zoning Board of Adjustment Rules of Procedure and fee schedule update
- XI. Town Administrator Report

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



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- A. Employee Review Process
- B. Employee Manual Update
- C. Website Launch

- XII. Informational Items
 - A. 2025 Audit Completion

- XIII. Reservations, Event Requests & Permits
 - A. Request from New Life Baptist Church to continue to use the Sewall Room on Sundays for a reduced rate

- XIV. Review of Recent or Upcoming Board & Commissions Agendas

- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments for consideration
 - 1. Mike Lamb - EMD Director Position
 - 2. June Sawyer -EMD Deputy Director Position

 - B. Appointments to be voted on

- XVI. Miscellaneous & Old Business
 - A. Lane Property Closing
 - a. Tax Abatement
 - b. Walk through
 - c. Collectors Eye Lease
 - d. Rental Inquiry

- XVII. Adjournment

MINUTES OF THE DECEMBER 15, 2025 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Allison Knab, Joe Anderson

ALSO PRESENT: Town Administrator Tim Roache, Finance Administrator Lori Ruest, Planning and Building Director Vanessa Price

Mr. Houghton asked for a motion on the draft minutes. Ms. Knab motioned to approve the minutes of the December 1, 2025 Select Board meeting. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton moved to Ms. Ruest for financial reports. Ms. Ruest had nothing new to report.

Mr. Houghton invited Ms. Price to present her department report. Ms. Price stated she is working with the Planning Board on eight proposed zoning amendments, most of which are technical. Two amendments relate to residential open space cluster development, including removal of the array housing provision and potential elimination of density bonuses. The Board is also considering strengthening zoning within the Route 33 Legacy Highway Heritage District.

Ms. Price reported that the Building Coordinator has spent the past year researching online permitting options. The previous vendor, Brightly, was unsuccessful, and staff are seeking a more effective system that would allow online submissions and provide permit tracking. Fire and DPW may also benefit from such a system. Current data is housed in Avitar, which lacks online permitting capability, and would need to be migrated to any new platform. Quotes received to date are as high as \$60,000. The Administrative Coordinator continues to research options.

Ms. Knab emphasized the need for a thorough, cross-departmental evaluation process—including Finance—to avoid repeating past issues and cautioned against rushing the decision. Mr. Houghton noted the topic has not been before the Board for some time and stressed the importance of reviewing RFPs and allowing Board engagement before moving forward. Mr. Anderson inquired about funding; Mr. Roache stated that while there is a CIP line, no funds are proposed for 2026, though \$10,000 remains from 2020.

Ms. Price said that, if the Board is open to pursuing the project, staff will continue refining vendor specifications. She noted that few applicants currently request online applications. Mr. Houghton, speaking from his experience as a contractor, observed that Stratham is one of the few Seacoast communities without online permitting and that such a system would improve efficiency and data accessibility. Mr. Roache asked whether he might have recommendations; Mr. Houghton said his staff could provide input. Ms. Price added that systems used by larger communities can cost upwards of \$150,000, though increased permitting fees may help offset implementation costs.

Ms. Price provided an update on impact fees, noting that the Planning Board is divided on whether they should be incorporated into the zoning ordinance. She informed the Board that the Rockingham Planning Commission will give a presentation on January 7 and invited members to attend.

She reported that the Planning Department will soon request a bond release for the Rollins Hill Development. The ZBA has updated its Rules of Procedure, and the Planning Board will update its own Rules of Procedure at its next meeting.

Ms. Price reviewed current Planning Board activity, noting no active open projects. A design request off Stoney Brook Drive will be reviewed by the Conservation Commission. She also provided updates on five conditionally approved projects:

- 217 Portsmouth Avenue has submitted its final plan.
- 80–80R Winnicutt Road, a 48-unit residential open space cluster subdivision, is going before the ZBA tomorrow.
- No progress has been made on 41 Portsmouth Avenue (KIA dealership).
- Lindt will extend its fire lane per the Fire Chief's recommendation.
- A condominium lot for an existing duplex has been approved.

She noted five additional projects approved by the Planning Board, including 89–91 Portsmouth Avenue, Windsong Place (under development), Aberdeen West cooperative solar, and a small ground-mounted solar installation at 11 Squamscott Road.

Ms. Price reported that Mr. Durrance is conducting a groundwater reclassification, which occurs periodically for certain residential and commercial properties.

She expressed interest in obtaining a credit card machine for her department and is working with Finance, noting increased public requests for this option.

Ms. Price concluded with an update on building permits, reporting that permit volume is down by approximately 150 from last year, with 890 permits issued to date compared to 1,049 in 2024. School improvement projects have generated an increase in fees.

Ms. Knab asked about the status of the road names previously reviewed by the Conservation Commission. Ms. Price reported that the applicant did not agree with the proposed names and has submitted alternatives, which she is now reviewing with E911.

At 7:44pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A, II(a) personnel. Mr. Anderson seconded the motion. Roll call: Houghton-yes; Knab-yes, Anderson-yes. At 7:42pm Mr. Houghton motioned to exit the non-public session. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton noted the Lane Property closing documents were received today and suggested the other Board members read them.

Mr. Roache said there was a request for a vacation payout of 40 hours from Chief King. He said our policy is to allow staff to carry over 80 hours and anything beyond that is paid out at 50% by default unless a request is made in writing by December 1 to the Select Board to have up to 40 hours paid at 100% which is what Chief King did. Ms. Knab motioned to authorize the Finance Administrator to pay out Chief King for his 40 hours of vacation time. Mr. Anderson seconded the motion. All voted in favor.

Next they discussed the referral bonus payout for Mike Blake referring Ken Lundberg. Mr. Lundberg began employment as a seasonal part-time, but has transitioned to a permanent part-time.

Mr. Roache continued his report, noting ongoing discussions with Ms. Ruest regarding internal finance controls. Ms. Ruest has proposed new controls aimed at improving efficiency and accuracy, ensuring revenues and expenses are recorded correctly in their intended accounts. They have identified instances where journal entries were billed and posted to incorrect accounts, likely due to transitions between Finance Administrators. Ms. Ruest is also working with Ms. Bakie to streamline the posting of tax payments. Mr. Anderson motioned to approve the internal control procedures of payroll and accounts payable funds as outlined in this week's packet. Ms. Knab seconded the motion. All voted in favor.

Mr. Roache referenced a legal engagement letter from DTC regarding representation for tax abatement cases, noting that the recommendation came from Town Counsel. In response to Mr. Houghton's question, he confirmed that Mr. Hamilton of Whitney Consulting participated in the discussion with counsel. Mr. Houghton asked Mr. Roache to confirm whether Mr. Hamilton will continue working with any of the three abatement cases.

Mr. Houghton moved to accept the DTC engagement letter and authorize the Town Administrator to sign it. Mr. Anderson seconded the motion. All voted in favor.

Mr. Roache then provided an update on the Fire Tower project, referencing a report from HEB Engineers. Two proposals were received from the 2023 RFP—one for \$205,000 and one for \$45,000. HEB advised that the scope of work is significantly greater than the lower estimate. The Board discussed two options: requesting an updated proposal from the higher-priced vendor or issuing a new RFP.

Mr. Houghton suggested presenting the project to voters as a warrant article, proposing full rehabilitation of the Fire Tower at a cost up to \$250,000, based on engineering assessments and prior RFP results. Mr. Anderson asked about funding, and Mr. Houghton confirmed it would be tax-funded. Ms. Knab expressed concern about moving forward without sufficient information and asked what would happen if the article were voted down.

Mr. Anderson recommended issuing a new RFP while also placing the project on the warrant to obtain a more accurate cost estimate. Ms. Ruest suggested issuing an RFQ instead, noting that a less burdensome process might attract more responses. The Board discussed the higher-priced vendor's qualifications. Ms. Knab asked whether the work could be completed in phases.

The Board ultimately agreed to issue a new RFP.

Mr. Roache reported that a parcel of land has become available, with details provided in a memo from Mr. Hickey included in the packet. Ms. Knab recommended that the matter be reviewed first by the Conservation Commission, noting that acquisitions are typically funded through the Land Conservation Fund, which currently holds approximately \$1 million, with \$500,000 encumbered. She explained that the parcel is landlocked and, given the Town's acquisition of the Ross Brothers property, development of the area is now more difficult. She noted that assessments tend to be low and that the Town's past practice has been to offer twice the assessed value. She expressed concern that the owners could restrict access to an existing trail if the Town does not act. Ms. Knab supported acquiring the parcel at twice the assessed value. Mr. Houghton agreed, stating the request should go to the Conservation Commission for a recommendation before following established practices. Ms. Knab also mentioned prior discussions with the Southeast Land Trust regarding conserving woodlot parcels to prevent future development.

Mr. Roache then addressed the Town's ISO rating related to water supply and the Fire Department's response capabilities, including water capacity, response times, and apparatus availability. Fire Chief Denton is working to address identified issues and improve the rating. Mr. Anderson asked whether the rating is broken down into components; Mr. Roache confirmed that it is and provided a general explanation. He commended Chief Denton for documenting cistern locations and noted that staff will continue working collaboratively.

Mr. Roache also provided an update on a small orphaned parcel with unclear ownership. Mr. Blaine has been attempting to determine ownership for years. When Portsmouth Avenue was shifted south, a small piece of land was left isolated. Mr. Blaine and Ms. Richard reviewed meeting minutes from 1961–1963 but found no reference to the parcel. He is now seeking information from DOT. Mr. Houghton noted that Copley Properties is pursuing development in the area and may have relevant information. He asked Mr. Roache to follow up with Ms. Price.

Mr. Roache reported that the Animal Control Officer has submitted his resignation. Ms. Knab expressed regret, noting he has done an excellent job. Mr. Roache agreed, stating he has heard only positive feedback about his work. Mr. Anderson motioned to accept the resignation of Ryan Guerette from the position of Community Service Officer effective December 19, 2025. Ms. Knab seconded the motion. All voted in favor. Mr. Houghton asked if we are pursuing a replacement. Mr. Roache said he will be meeting with Chief King on Wednesday morning.

They reviewed the annual holiday schedule.

Mr. Anderson noted that the November invoice from Town Counsel exceeded \$7,500, against an annual attorney-fee budget of \$40,000. He acknowledged that the Lane property contributed to the increase but also observed significant interaction between Town Counsel, Ms. Price, and Paramedic Van Lubin. He asked whether a process should be in place before staff contact Town Counsel directly.

Mr. Roache agreed the legal costs were high and stated that staff should make greater use of alternative resources, such as NHMA, peer communities, or RPC for land-use matters. He will remind staff to be more selective in seeking legal guidance. He also noted that he proposed the \$40,000 budget before learning of the engagement letter with DTC. The Board agreed that a formal process for contacting Town Counsel is needed.

Mr. Roache gave an informational update on Aquarian noting the purchase is on hold by the Connecticut Public Utilities Regulatory Authority.

They discussed the request from the New Baptist church to continue to use the Sewall Room on Sundays. Decision was held pending additional information.

Ms. Knab motioned to appoint Casey Jurvich to the Recreation Commission for a three year term to end at town meeting 2026. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton led a discussion on the future planning process for Stratham Hill Park, noting significant community interest and the need for broader input. He recommended pausing current efforts and convening a cross-section of representatives from Town committees and interested stakeholders to develop a long-term vision for the park. Once a unified vision is established, an expert could be engaged to refine the plan. He emphasized that the process should be commissioned by the Select Board, which has authority over Town properties, and should include the Conservation Commission, Heritage Commission, and Recreation Commission.

Mr. Anderson noted that the discussion originated from the Stratham Hill Park Association's (SHPA) request for a park budget, and the Board's response that a long-range plan was needed first. Ms. Knab added that when SHPA presented their proposal to her, she advised that a broader, multi-group conversation was necessary. She did not support SHPA's current \$75,000 proposal and felt community outreach was essential. The Board discussed the possibility of a charrette, potentially facilitated by the Rockingham Planning Commission, followed by a public hearing for community input. Mr. Houghton also supported addressing necessary maintenance items at the park.

Ms. Knab expressed concern that SHPA has been making decisions independently, without DPW leadership or coordination with other stakeholders. Mr. Houghton agreed, noting the importance of ensuring all voices are heard and that DPW acts only under the direction of the Town Administrator and Select Board. He reiterated that proposals from any Board or Commission should be routed through the Town Administrator and Select Board for approval.

The Board discussed SHPA's status, noting it is not a Town committee. Ms. Knab raised concerns about SHPA's proposed tree orchard, which conflicts with the existing forestry management plan. Mr. Roache will attend the next SHPA meeting to convey the Board's guidance and clarify that the Select Board is the authority over park decisions. Ms. Knab also noted that the Heritage Commission is exploring designation of the park as a historic site, though support for that effort is uncertain.

The Board agreed to place a temporary "time out" on park projects while a coordinated planning process is established. Mr. Anderson will share SHPA's 1993 bylaws with the Board and Mr. Roache.

Mr. Roache reviewed the CIP using the updated format. He noted a long list of workstation replacements but stated that sufficient funds remain in the 2025 CIP, so no additional funding is requested for 2026. Mr. Houghton reiterated his earlier request for information on how many computers have been replaced and how many remain. Mr. Anderson added that each employee should have either a desktop or a laptop, not both. Mr. Houghton emphasized the need for a clear annual computer-replacement plan. Other technology items reviewed included network switch upgrades, network and software updates, and a police server upgrade to support body-worn cameras.

Regarding online permitting, Mr. Roache stated that the project will not be ready for 2026 and may be more appropriate for 2027. Staff will wait until the end of budget discussions before making a recommendation.

A new police cruiser will be funded through the Detail Fund, though a long-term cruiser replacement program is still needed. Municipal Center improvements include Sewall Room bathroom upgrades and LED lighting. Binette Field improvements total \$23,000; with \$14,000 already available, only \$10,000 needs to be appropriated. Stevens Park continues to use previously allocated CIP funds.

Stratham Hill Park includes \$7,000 for various maintenance items, including picnic tables, barn roof work, and bathroom repairs. No funding is proposed for Fire Tower rehabilitation in 2026. Mr. Houghton reiterated that only items supported through a collaborative process should be included in the CIP.

Road reconstruction funding—partially supported by the State—was discussed, with consideration of reducing the 2026 allocation from \$350,000 to \$320,000.

Mr. Roache provided an update on PFAS remediation. Wilcox & Barton conduct groundwater testing, while Aquatects installs filtration systems. Current quotes range from \$175,000 to \$177,000. Additional money will be needed to cover expected monitoring and testing. All grant funding has been exhausted, and future costs will fall entirely on the Town.

On property revaluation, Mr. Roache reported that cyclical inspections were scheduled to begin in Fall 2025. We have a contract, but it was unclear if or how much of the work has been done. No invoice has been received yet. The Board discussed assessing services and will review the contract to determine the appropriate CIP allocation.

The Board discussed the Building and Maintenance Trust. Mr. Houghton advocated reducing the annual allocation, while Ms. Knab disagreed, emphasizing the importance of maintaining a reserve for emergencies. They reviewed anticipated repairs at the Police and Fire Stations buildings. Ms. Knab reiterated the need for a financial buffer, while Mr. Houghton felt most major needs had already been addressed and future requirements could be anticipated.

Mr. Roache reported that implementing a building access control system would cost approximately \$90,000 for the Municipal Center and \$25,000 for the Police Station, with the Fire Station bringing the total to an estimated \$150,000–\$200,000. Mr. Houghton asked Ms. Ruest to research expenditures from the trust over the past three years and report back. Ms. Knab noted that the Town has a policy regarding minimum balances, and Ms. Ruest agreed that a threshold should be maintained.

Mr. Anderson raised concerns about the Fire Department's request for two truck replacements in 2028, suggesting shifting one to 2029 and removing the ladder truck planned for 2031. It was noted that only Lindt would require a ladder truck, and Exeter would respond to that facility. He also questioned the DPW's scheduled truck replacements in 2027–2029, asking for clarification on what is being replaced and whether the timing is appropriate.

Mr. Houghton called for a workshop with Department Heads to collaboratively build the capital spreadsheet and ensure alignment. He hopes to begin the process earlier next year, ideally in the summer. The first BAC meeting is scheduled for January 8, and he emphasized the need for a final draft before that meeting. Ms. Knab noted a significant increase in capital needs from 2026 to 2027 and encouraged efforts to smooth the spike.

The Board discussed the transfer station redesign and which funding source should be used. They reviewed the intended purpose of each fund, and Mr. Houghton supported Ms. Ruest's suggestion of establishing thresholds for each account. The swap shop redesign is planned for 2026, with construction in 2027. Several projects are currently assigned to the Building and Maintenance Trust, and the Board questioned whether some should instead be funded through the CIP. Ms. Ruest agreed that decisions should be made case-by-case throughout the year based on established thresholds.

Ms. Knab noted that CIP items can be less visible to the public and suggested providing examples of what CIP funds support. She also expressed concern that relying too heavily on the Building and Maintenance Trust leads to losing track of its intended purpose.

Regarding the transfer station redesign, Mr. Anderson commented that the current layout is very inefficient, though he deferred to others with more expertise.

The Board reviewed the Fire Department budget. Mr. Houghton questioned whether defibrillator equipment should be funded through the EMS Ambulance Fund rather than the Capital Reserve Fund. Mr. Anderson expressed concern that the Fire Chief may be overestimating training stipends given current vacancies and unfilled shifts. He supported providing Fire/EMS staff with the standard COLA received by other Town employees and recommended adjusting pay to reflect differences between single- and dual-certified personnel. He also suggested maintaining a 3% increase for medics and aligning night-shift differentials with day-shift rates, noting that these adjustments would reduce the overall payroll request.

Ms. Knab asked whether it was problematic to budget for all shifts and positions when some are unfilled. Ms. Ruest explained that it is permissible, but if positions are filled unexpectedly, funds must be available elsewhere. She noted the same issue exists within DPW, where positions remain vacant despite being fully budgeted. Mr. Houghton felt maintaining the 2025 budget level would be acceptable, while Ms. Knab cautioned that filling positions later could create a significant payroll increase. Mr. Anderson believed the 2026 budget may be overestimated. The Board continued discussing DPW vacancies.

The group reviewed electricity and fuel costs and explored potential areas for reductions. Ms. Ruest walked through the revenue spreadsheet, emphasizing that revenues should never be overestimated.

The Board also discussed the Collector's Eye building and the potential work required to bring the units up to rental standards.

At 10:40pm Ms. Knab motioned to adjourn. Mr. Houghton seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard

Recording Secretary

Thomas Bacon
Timothy L. Bacon
44 Lovell Road
Stratham, NH 03885

December 16, 2025

To: Board of Selectmen Town of Stratham 10 Bunker Hill Avenue Stratham, NH 03885

Cc: William Hart, Jr - Legal Counsel Town of Stratham

Subject: Deeded Right-of-Way – Request for Recognition and Enforcement

Dear Members of the Board and Counsel,

I am writing to formally address the Town's refusal to recognize the deeded right-of-way associated with my property located **off Lovell Road Tax Map 19, Lot 22 (old Map 16-5-3)**. This right-of-way is clearly established in the recorded deed and has been a matter of public record with the Rockingham County Registry of Deeds. Despite this, the Town has failed to acknowledge or honor the legal access provided therein.

The right-of-way is not discretionary; it is a vested property interest conveyed through deed and protected under New Hampshire law. By disregarding this right, the Town is impeding lawful access and infringing upon property rights that are fundamental to ownership. Such action (or inaction) exposes the Town to potential liability and creates unnecessary conflict between municipal authority and private citizens.

I respectfully request that the Board of Selectmen and Town Counsel:


1. **Formally recognize the deeded right-of-way** as recorded and binding.
2. **Cease any actions or policies** that obstruct or deny its use.
3. **Provide written confirmation** of the Town's recognition of this right within thirty (30) days of receipt of this letter.

Should the Town continue to disregard this legally established right, I will be compelled to pursue all remedies available under New Hampshire law, including but not limited to filing a petition in Superior Court to enforce the deeded easement and seek damages for interference with property rights.

I trust that the Town will act in good faith to resolve this matter promptly and avoid unnecessary litigation. Please direct all correspondence regarding this issue to me at the address above.

Thank you for your immediate attention to this matter.

Respectfully,


Thomas Bacon

Attachments: Deeds Bacon to Tessier Book 2357 Page 1035,
Tessier to Oak Lawn Associates Book 2723 Page 2531
Plan D-6960
Plan D-9807

BK2357 P1035

Know all Men by these Presents:

THAT THEODORE R. BACON and JACQUELYN E. BACON, both

of Stratham, County of Rockingham and State of New Hampshire

for consideration paid, grant to ROBERT L. TESSIER and IRENE L. TESSIER,

of Portsmouth Avenue, Stratham, New Hampshire 03883

with warranty covenants to the said ROBERT L. TESSIER and IRENE L. TESSIER, as JOINT TENANTS, with rights of survivorship and not as tenants-in-common, the survivor and his or her heirs and assigns:

A certain parcel of land on the Southwesterly side of Lovell Road in Stratham, County of Rockingham and State of New Hampshire, bounded and described as follows:

Beginning at the Easterly corner of the granted premises at a pipe in the ground on the Southwesterly side of Lovell Road, at land now or formerly of Theodore Bacon, shown as Lot 1 on a Plan of Subdivision of Land for Theodore Bacon dated June 13, 1977 recorded as Plan B 6960; thence running South thirty-nine degrees forty-five minutes ten seconds West by said Lot 1 four hundred (400.00) feet to a pipe at other land of Bacon; thence turning and running South forty-seven degrees thirty-three minutes thirty seconds West by other land of Bacon to land of Robert L. Tessier and Irene L. Tessier; thence turning and running North thirty-nine degrees fifty-one minutes thirty seconds West fifty and two-hundredths (50.02) feet to an iron pipe at other land of Bacon; thence turning and running North forty-seven degrees thirty-three minutes thirty seconds East by land of Bacon; thence turning and running North thirty-nine degrees forty-five minutes ten seconds East by land of Bacon three hundred seventy-nine and ninety-six hundredths (379.96) feet to a pipe at Lovell Road; thence turning and running South sixty-eight degrees thirty-nine minutes East by Lovell Road fifty-two and sixty-nine hundredths (52.69) feet to the point of beginning.

All as shown on a Plan Subdivision of Land for Robert L. and Irene L. Tessier of the Bacon Estates, Stratham, N.H. dated December 18, 1979 by Bruce L. Pohopek, RLS.

The intent of this conveyance is to grant a fifty (50) feet wide parcel of land to Robert L. Tessier and Irene L. Tessier from Lovell Road across the Bacon parcel to their boundary wherever it may be.

Reserving to the grantors, their heirs and assigns a right-of-way over the granted premises, and also reserving the right to continue to use the well located on the granted premises to serve grantors' home, until such time, if ever, as an adequate substitute well is supplied or a public water supply becomes available to grantors' home on their retained land.

Also subject to such rights to use said well as the grantors have given by recorded deeds to others.

And We, Theodore R. Bacon and Jacquelyn E. Bacon, husband and wife,

~~XXXXXX~~ ~~(initials)~~ said grantors release to said grantees all rights of

(dower and homestead and other interests therein,
(curtesy

1000000

Witness our hands and seal s this 16th day of January, 1980.

WITNESS:

E. Robinson
to wit

Theodore R. Bacon
Theodore R. Bacon
Jacquelyn E. Bacon
Jacquelyn E. Bacon

STATE OF NEW HAMPSHIRE

COUNTY OF ROCKINGHAM

On this the 16th day of January, 1980, before me, Eva Robinson
the undersigned officer, personally appeared Theodore R. Bacon and Jacquelyn E. Bacon

known to me (or satisfactorily proven) to be the person s whose name s are subscribed to the within instrument and acknowledged that the y executed the same for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.

E. Robinson

Justice of the Peace.

01538

JAN 23 1 56 PM '80

REC'D ROCKINGHAM CNTY
REGISTRY OF DEEDS

STATE OF NEW HAMPSHIRE
TAX ON TRANSFER
OF REAL PROPERTY
COMMISSION
12.50
JAN 23 1980
FEL 10685

BK2357 P1035

Know all Men by these Presents:

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of Portsmouth Avenue, Stratham, New Hampshire 03883

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Reserving to the grantors, their heirs and assigns a right-of-way over the granted premises, and also reserving the right to continue to use the well located on the granted premises to serve grantors' home, until such time, if ever, as an adequate substitute well is supplied or a public water supply becomes available to grantors' home on their retained land.

Also subject to such rights to use said well as the grantors have given by recorded deeds to others.

And We, Theodore R. Bacon and Jacquelyn E. Bacon, husband and wife,

~~xxx~~ said grantors release to said grantees all rights of

(dower and homestead and other interests therein,
(curtesy

L 0 0 0 0 0

Witness our hands and seal s this 16th day of January, 1980.

WITNESS:

Eva Robinson
to wit

Theodore R. Bacon
Theodore R. Bacon
Jacquelyn E. Bacon
Jacquelyn E. Bacon

STATE OF NEW HAMPSHIRE

COUNTY OF ROCKINGHAM

On this the 16th day of January, 1980, before me, Eva Robinson
the undersigned officer, personally appeared Theodore R. Bacon and Jacquelyn E. Bacon

known to me (or satisfactorily proven) to be the person s whose name s are subscribed to the within instrument and acknowledged that the y executed the same for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.

Eva Robinson

Justice of the Peace.

01538

JAN 23 1 56 PM '80

REC'D ROCKINGHAM CNTY
REGISTRY OF DEEDS

STATE OF NEW HAMPSHIRE
TAX ON TRANSFER
COMMISSION
OF REAL PROPERTY
JAN 23 1980
10515

BK2723 P2531

of P. O. Box 901, Exeter, in the County of Rockingham and State of New Hampshire,
with warranty covenants to the said Oak Lawn Associates, a New Hampshire General Partnership,

Beginning at the Southwesterly corner of the granted premises at a pin set at the end of a stone wall at land now or formerly of George Gowen and Mary Gowen, thence running by land now or formerly of George Gowen by the following three courses: North 55° East 117' by a stone wall, North 50° 30' East 206.7 feet by a stone wall, North 51° 30' East 174.4 feet to a pile of stones at the edge of a woods road at land now or formerly of Ernest Wiggin and Eleanor Wiggin; thence turning and running by said Wiggin land North 53° East 379 feet to the edge of the New Hampshire Electric Company Easement, and continuing on the same bearing 137 feet to a blazed birch and pin at land now or formerly of R. Scamman; thence turning and running North 35° West by said Scamman land 349 feet to a pipe at Parcel 2 described below; thence ~~turning and~~ running Northwesterly by Parcel 2, 50.03 feet to a pipe at land now or formerly of Theodore Bacon and Jacquelyn Bacon; thence turning and running by said land of Bacon and land now or formerly of Ronald Stadig by the following eight courses: (1) North 35° 30' West 144.3 feet to a large blazed oak, (2) North 33° West by the remains of a stone wall 186.3 feet, (3) North 29° 30' West 136.7 feet to a hemlock, (4) North 49° West 74 feet, (5) North 26° 15' West 127 feet, (6) North 43° 30' West 211 feet to a large birch, (7) North 36° 30' West 147.4 feet (8) North 33° 30' West 196.4 feet to a blazed birch and a pipe at land now or formerly of John R. Gifford and Norma Gifford, courses (3) through (8) being by a fence; thence by said Gifford land and by a fence by the following fourteen courses: (see attachment)

Witness our hands and seals this 13th day of January, 19 88.

Robert L. Tessler
Irene L. Tessler

David Sinden
Justice of the Peace

Warranty Deed--Robert L. Tessier and Irene L. Tessier to
Oak Lawn Associates

M2723 P2532

(1) South 20° East 39.5 feet (2) South 13° West 101.4 feet to an elm stump (3) South 22° West 94 feet to a maple (4) South 31° West 91.8 feet to a maple (5) South 58° 30' West 115.3 feet (6) South 59° West 86.4 feet to a pine (7) South 48° West 78.9 feet (8) South 4° East 31.3 feet to a white birch (9) South 31° 30' East 76 feet (10) South 22° 30' West 94 feet, crossing the New Hampshire Electric Company Easement (11) South 55° West 105.2 feet to a pile of stones at the edge of a woods road (12) South 63° 30' West 200 feet (13) South 57° West 146 feet South 63° West 62.6 feet to a blazed beech tree and pin at land now or formerly of Douglas Ross and Nancy Ross; thence turning and running South 40° 45' East by said Ross land and land of Gowen 1334 feet to the point of beginning.

All of said distances being more or less.

All as shown on a certain survey of Land for Robert and Irene Tessier dated June 27, 1980 by Bruce L. Pohopek, Surveyor, recorded in Rockingham County Registry of Deeds as Plan D10406 containing thirty-three (33) acres more or less. Subject to a certain New Hampshire Electric Company Easement 100 feet in width. Also conveying but not warranting all our rights in any existing rights of way appurtenant to said premises.

Also a second parcel of land being a fifty (50) foot strip extending from Parcel 1 to Lovell Road, bounded and described as follows:

Beginning at the Easterly corner of the granted premises at a pipe in the ground on the Southwesterly side of Lovell Road, at land now or formerly of Theodore Bacon, shown as Lot No. 1 on a Plan of Subdivision of Land of Theodore Bacon dated June 13, 1977, recorded as Plan B 6960; thence running South 39° 45' 10" West by Lot No. 1 four hundred (400) feet to a pipe at other land of Bacon; thence turning and running South 47° 33' 30" West by other land of Bacon a distance of 394.90 feet to a set pipe, thence running South 49° 06' 30" West a distance of 206.68 feet to a set pipe at land of Robert L. Tessier and Irene L. Tessier; thence turning and running North 39° 51' 30" West 50.02 feet to a iron pipe at other land of Bacon; thence turning and running North 49° 06' 30" East a distance of 205.13 feet to a stake; thence running North 47° 33' 30" East 390.81 feet by land of Bacon to a corner; thence turning and running North 39° 45' 10" East by land of Bacon 379.96 feet to a pipe at Lovell Road; thence turning and running South 68° 39' East by Lovell Road 52.69 feet to the point of beginning.

All as shown on a Plan Subdivision of Land for Robert L. Tessier and Irene L. Tessier of the Bacon Estates, Stratham, N. H. dated December 18, 1979 by Bruce L. Pohpek, RLS, recorded as No. D-9807.

Being the same premises conveyed to the Grantors by ded of Oliver Glenn Smith, dated September 29, 1976 and recorded in Rockingham County Registry of Deeds, Book 2267, Page 466. See Deed of Theodore R. Bacon and Jacquelyn E. Bacon, dated January 16, 1980 and recorded in said Registry, Book 2357, Page 1035.



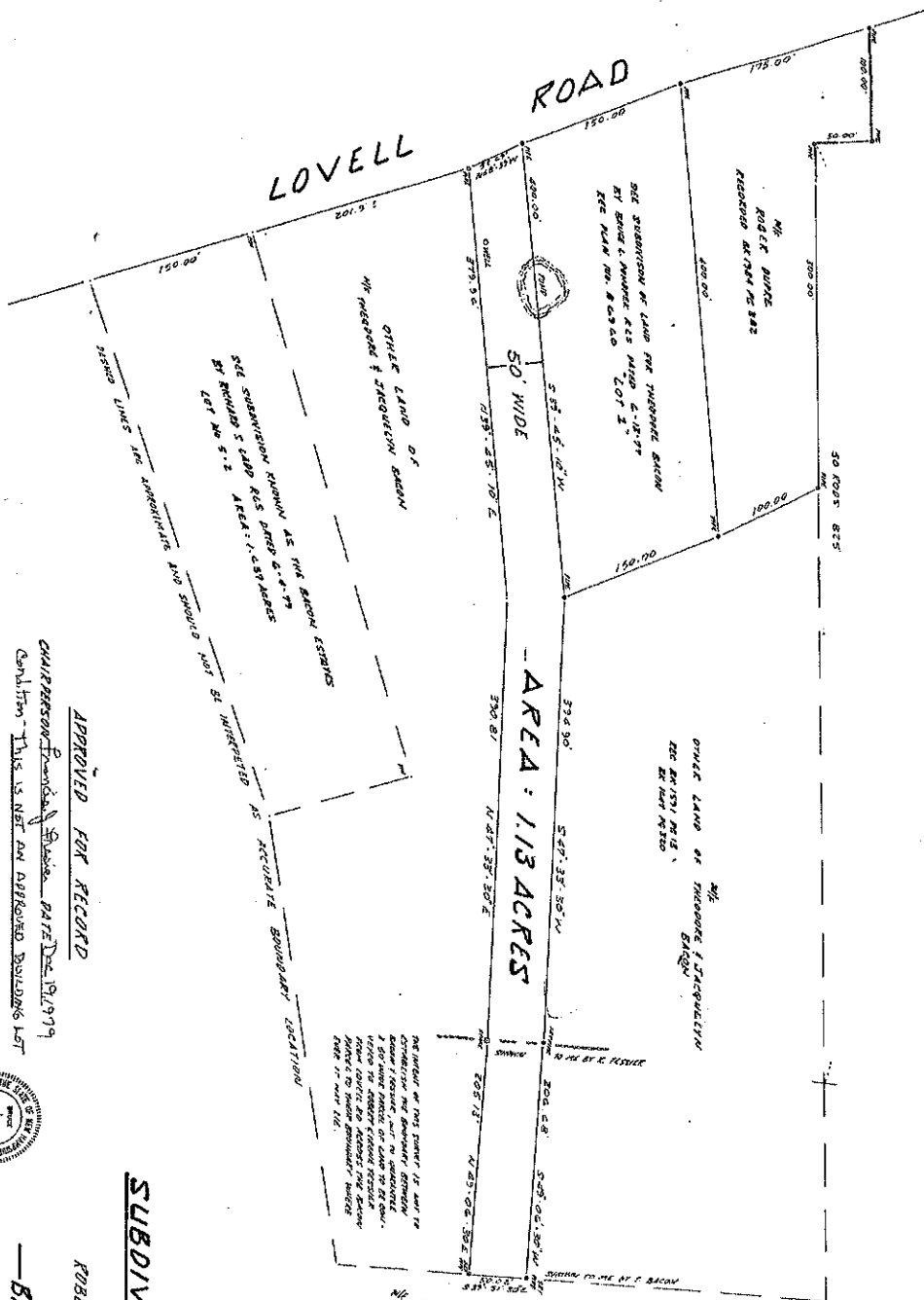
80 OCT 20 P:19

80 OCT 20 P:19
REC'D REG DEPT
COUNTY OF ROCKINGHAM

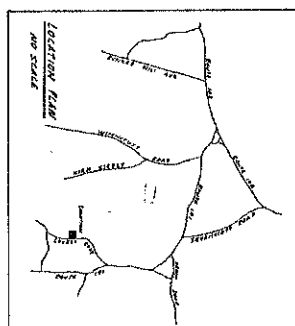
25590

FILE 133-791 PG 13 PG 53
FILE 26-17 PG 3 PG 103

D9807



MR. ROBERT L. & IRENE L. TESSIER
REC. BK. 2269 PG. 466



APPROVED FOR RECORD

CHARLES W. FARMER, JR., DATE 12/19/79

Condition: This is NOT AN APPROVED BUILDING LOT

STRAHAM PLANNING BOARD

SUBDIVISION OF LAND

FOR ROBERT L. & IRENE L. TESSIER

OF THE

BACON ESTATES—

IN

STRAHAM, N.H.

SCALE 1" = 50' DECEMBER 18, 1979

PREPARED BY

BRUCE L. BOWDOK, LAND SURVEYOR
224 TOLLENS ROAD, DORSET, N.H.

APPROVED 12/19/79

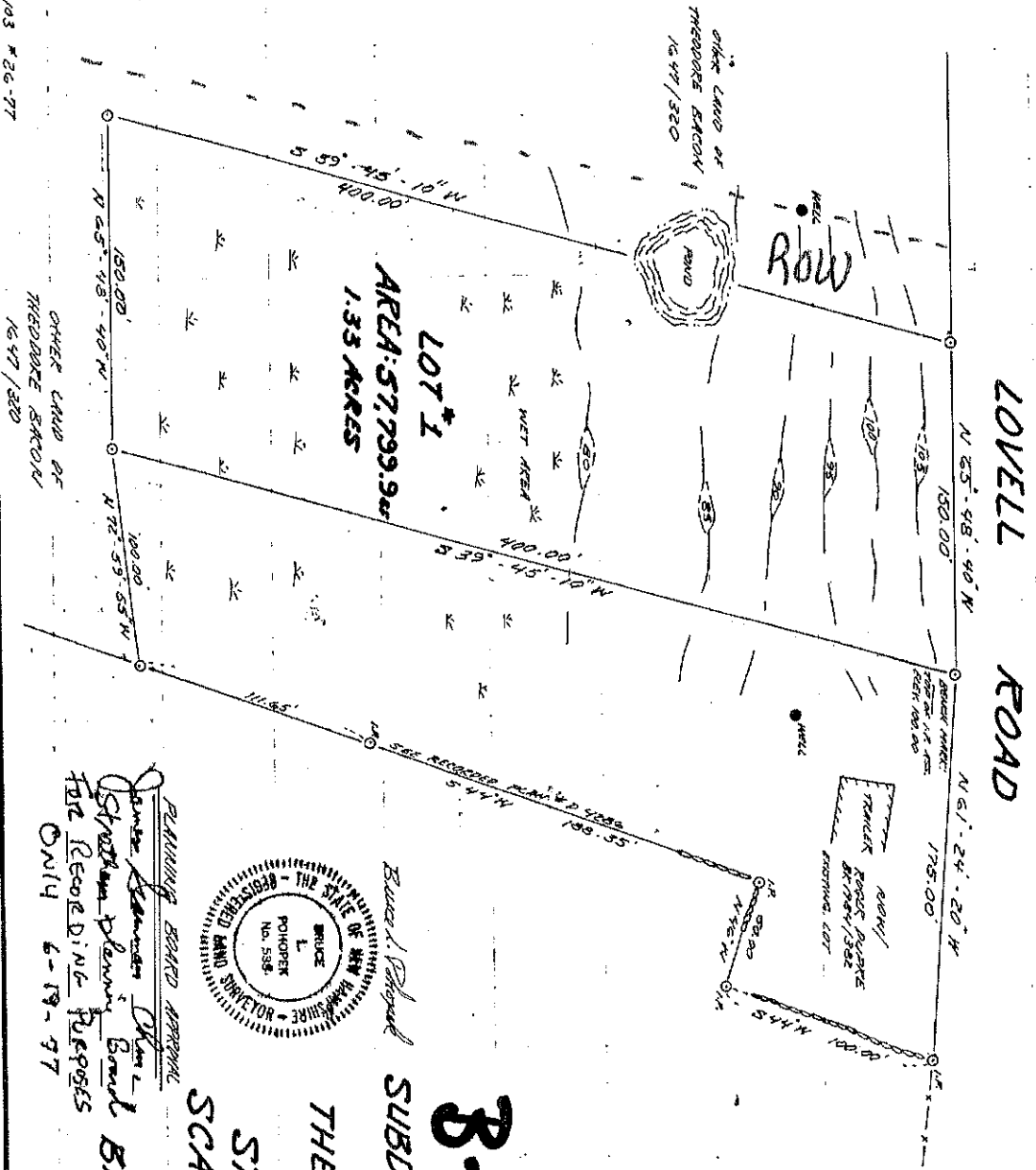
77 JUN 20 12:56

REG'D ROCKINGHAM COUNTY
REGISTRY OF DEEDS

15779

Order 5 D

1585 RE 103 126-77



Bruce L. Popper

8-6960

SUBDIVISION OF LAND

FOR

THEODORE BACON

IN

STRATHAM, N.H.

SCALE 1"=50' 6-13-77

BY

PLANNING BOARD APPROVAL
Dorcas, Eleanor, John
Stratham Planning Board
Bruce L. Popper R.L.S.

FOR RECORDING PURPOSES
ONLY 6-19-77
DOVER N.H.
REVISED - 6-15-77 B.L.P.

Town of Stratham

[Print Now](#)

Parcel ID: 000019 000022 000000 (CARD 1 of 1)
 Owner: BACON, THOMAS
 BACON, TIMOTHY L. & JACQUELYN E.
 Location: OFF LOVELL ROAD
 Acres: 5.000

General

Valuation		Listing History	
Building Value:	\$0	<u>List Date</u>	<u>Lister</u>
Features:	\$0	09/30/2013	JJUL
Taxable Land:	\$132,000	08/14/2001	THRV
Card Value:	\$132,000		
Parcel Value:	\$132,000		
Review Property Taxes Online			

Notes: (OLD MAP 16-5-3) PLAN D-6960; SEP PARCEL FROM LOT 5 EST. AC. - QUESTIONABLE ACCESS - 2019 4 SALE \$95,000

History Of Taxable Values

Tax Year	Building	Features	Land	Value Method	Total Taxable ^
2024	\$0	\$0	\$132,000	Cost Valuation	\$132,000
2023	\$0	\$0	\$71,200	Cost Valuation	\$71,200
2022	\$0	\$0	\$71,200	Cost Valuation	\$71,200
2021	\$0	\$0	\$71,200	Cost Valuation	\$71,200
2020	\$0	\$0	\$71,200	Cost Valuation	\$71,200
2019	\$0	\$0	\$71,200	Cost Valuation	\$71,200
2018	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2017	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2016	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2015	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2014	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2013	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2012	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2011	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2010	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2009	\$0	\$0	\$56,800	Cost Valuation	\$56,800
2008	\$0	\$0	\$49,000	Cost Valuation	\$49,000
2007	\$0	\$0	\$49,000	Cost Valuation	\$49,000
2006	\$0	\$0	\$49,000	Cost Valuation	\$49,000

Sales

December 27, 2025

Dear Members of the Select Board,

Introduction

As a resident and frequent user of Stratham Hill Park, I was concerned to learn from the minutes of the October 23rd Conservation Commission meeting, published on December 9th, that a blanket ban on e-bikes is being proposed. Because this topic was not identified on the meeting agenda, it received limited public attention at the time. Although such a ban would not affect me personally (at least not yet), it would significantly limit access for many older residents who rely on e-bikes to remain active and enjoy outdoor recreation. I immediately reached out to Seth Hickey to better understand the rationale, and I appreciate his thoughtful and candid responses; however, it became clear that this issue, and the manner in which it is addressed, will have important implications for recreation and connectivity within Stratham and warrants a more detailed and careful response.

Executive Summary

- **Context:** A blanket ban on e-bikes is being proposed for Stratham Hill Park with limited public discussion to date, despite its broad implications for access and enforcement.
- **Definitions:** “E-bike” covers very different vehicles, from moped-style electric bikes to pedal-assist bicycles, which differ substantially in form and suitability for shared-use trails.
- **Trail Impacts:** Research and land-management experience show that Class 1 pedal-assist e-mountain bikes do not cause greater trail wear or increased riding speeds compared to traditional mountain bikes.
- **Management Consensus:** Consistent with this evidence and their growing popularity among older riders, major federal land-management agencies and neighboring state park systems generally allow Class 1 e-bikes where bicycles are permitted.
- **Enforcement:** A blanket ban misdirects limited enforcement resources; moped-style, throttle-driven bikes are visually obvious and enforceable, while bike-like e-mountain bikes are indistinguishable without inspections, and are best managed through behavior-based rules.
- **Governance & Consistency:** Inconsistent rules across adjacent lands commonly known as Stratham Hill Park would create confusion and undermine compliance. A uniform, targeted policy permitting bike-like e-bikes while prohibiting moped-style vehicles better supports our shared values of access, recreation, and connectivity.

Background

The Conservation Commission and the Trail Management Advisory Committee routinely grapple with difficult questions and tradeoffs - balancing the desires of different park users, and the perennial tension between recreation, development, and environmental stewardship. While it's impossible to make everyone happy, both committees should be applauded for their generally open and deliberate approach to decision-making. It is with this context in mind that I express some concern about the current state of the discussion surrounding e-bike use within the collection of adjacent lands commonly known as Stratham Hill Park, and the manner in which the recommendation evolved.

My understanding is that the Conservation Commission is recommending a complete prohibition on all types of "e-bikes" within Stratham Hill Park, with the Park Association in agreement and the TMAC having followed suit. The TMAC initially proposed allowing certain categories of e-bikes based on expert testimony, hands-on experience with the bikes, and familiarity with trail design, maintenance, and mountain biking advocacy. As the discussion was brought to other bodies with different perspectives and priorities, the recommendation shifted toward a blanket prohibition. My concern is that this shift appears to reflect a desire to reconcile differing comfort levels rather than a change driven by new evidence or first-hand experience, and that this rationale merits closer review by the Select Board. It's also apparent that this proposal has, to date, proceeded without the degree of broad community feedback that has typically characterized such decisions.

E-bike Definitions

I understand that the current recommendation is based on two related assumptions:

- that e-bikes, including Class 1 pedal-assist bicycles, cause harm to trails and/or threaten harmony among park users, and
- that a blanket prohibition is necessary to make enforcement practical.

I would respectfully suggest that neither assumption is well supported by available evidence or experience. Before addressing them directly, however, it is important to clarify what is meant by the term "e-bike."

In common usage, "e-bike" is often applied to a wide range of electric vehicles: moped-style bikes used for commuting, electric motorbikes ridden by teenagers, and high-powered electric assist mountain bikes designed for advanced thrill seekers. None of these belong in Stratham Hill Park. They would pose safety concerns for other users and risk damage to trails, and there appears to be broad agreement on this point.

There is, however, a distinct and legally defined category known as Class 1 pedal-assist bicycles. These provide only a modest assist, and only while pedaling. They have become increasingly popular among older riders and those managing joint issues, back problems, or other age-related limitations, allowing them to remain active and enjoy outdoor recreation. For many of these riders, a Class 1 e-bike is not an alternative bike, but their only bike, and the only

practical way they are able to ride at all. A blanket ban would therefore have the effect of closing Stratham Hill Park to this group entirely.

The Management Consensus

A substantial and growing body of research has found that Class 1 pedal-assist e-bikes cause no more trail wear than conventional mountain bikes and do not meaningfully increase average riding speeds. As a result, a broad scientific and land-management consensus has emerged that Class 1 e-bikes can be integrated into trail networks without any impacts beyond what already occurs with traditional bicycle use.

This consensus is reflected in national and state-level land-management policy. Nearly all major federal agencies - including the National Park Service, U.S. Forest Service, Bureau of Land Management, and U.S. Fish & Wildlife Service - have formally evaluated and approved Class 1 e-bikes for use where traditional bicycles are permitted. Closer to home, Class 1 e-mountain bikes are allowed in New Hampshire State Parks and Maine State Parks, and Vermont is actively moving in the same direction, as summarized in Appendix A.

Addressing Change

It is natural to be wary of change, and there is no doubt that e-bikes challenge traditional definitions of passive, non-motorized recreation. However, research and land-management experience show that much of the tension surrounding e-bikes reflects differing expectations about a place's character and intended use, rather than documented safety issues or environmental impacts. Keeping this distinction in mind allows e-bikes to be evaluated based on evidence rather than reflexive opposition.

I understand the apprehension associated with the growing role of mountain biking at Stratham Hill Park, but prohibiting Class 1 e-bikes does little to address that broader concern. Instead, it rests on the assumption that their presence would worsen existing tensions - an assumption that has not borne out in other parks where Class 1 e-bikes are permitted alongside traditional bicycles.

Enforcement Realities

It has been suggested that the difficulty in distinguishing between various classes of e-bikes justifies a blanket ban. This rationale ignores current best practices in trail management and fails to acknowledge that, among the many different types of e-bikes, prohibiting the truly problematic ones is in fact feasible.

Because e-mountain bikes look and ride almost exactly like traditional mountain bikes, most agencies have concluded that attempting to distinguish between them in the field is neither practical nor an effective use of limited enforcement resources. As a result, enforcement efforts typically emphasize education and rider behavior - speed, safety, and trail etiquette - rather than detailed equipment classifications that are difficult to verify without an intrusive physical inspection. When trail conflict arises, it's driven primarily by rider behavior, not by the type of equipment being used.

At the same time, the electric vehicles that communities are most often concerned about - moped-style bikes typically ridden by teenagers - are visually obvious and readily identifiable from a distance. These vehicles typically feature bench seats, small fat tires, and a very different design aesthetic than traditional mountain bikes, making them far more practical to regulate without technical inspections. For illustrative examples, see Appendix B.

Taken together, this suggests that a blanket prohibition, which includes Class 1 e-bikes, misdirects enforcement. The Town's limited resources are better directed toward addressing vehicles and behaviors that are visibly and demonstrably problematic (such as mopeds) than toward e-bikes that look and act like traditional bicycles.

Policy Outcomes and Public Trust

Laws that are difficult to enforce, or are enforced inconsistently, can erode public trust and create conflict. In practice, those inclined to follow the rules will comply and abstain from riding, while those inclined to ignore them will remain on the trails. A blanket prohibition risks producing exactly that outcome.

Every decision we make as a town reflects our underlying values. As Stratham works to become more accommodating to pedestrians and cyclists - as explicitly identified in our Master Plan and forthcoming Open Spaces and Connectivity Plan - banning a popular innovation in personal mobility and longevity from the town's primary recreational hub would be counterproductive and inconsistent with our shared commitment to accessibility and inclusion.

I respectfully ask the Select Board to reject a blanket prohibition on e-bikes. Further deliberation should strongly consider permitting categories of e-bikes that function and present as traditional bicycles, while continuing to prohibit moped-style vehicles and addressing unsafe behavior through rules, education, and signage. This approach aligns with established land-management practice and focuses limited enforcement resources where they are most effective.

Additionally, any policy ultimately adopted should apply uniformly across all lands commonly understood by residents to be Stratham Hill Park, regardless of underlying jurisdiction or ownership. Fragmented rules - where similar activities are permitted in one area and prohibited in another - create confusion while making compliance difficult and enforcement impractical. The current patchwork of leash requirements for dogs across park and conservation lands illustrates this challenge clearly. We should avoid replicating that outcome with e-bikes. I recognize that the Select Board does not have full jurisdiction over every part of the park; however, by permitting e-bikes that function as traditional bicycles where it does have jurisdiction, the Board can set a clear and consistent example grounded in evidence and sound policy.

Thank you for your time and consideration.

Respectfully submitted,

Kyle Hollasch
Stratham, NH

Appendix A

Selected References on E-Bike Trail Impact and Land-Management Policy

Trail Impact and Speed

International Mountain Bicycling Association (IMBA) / University-Affiliated Field Studies

Multiple controlled field studies comparing Class 1 e-mountain bikes and traditional mountain bikes have found no statistically significant differences in soil displacement, trail wear, or tread disturbance when used under comparable conditions. These findings underpin the widespread acceptance of Class 1 e-mountain bikes within existing trail networks.

PeopleForBikes — Research Summaries

PeopleForBikes compiles peer-reviewed research showing that pedal-assist e-mountain bikes do not meaningfully increase trail impacts or average riding speeds relative to conventional mountain bikes, supporting their inclusion alongside traditional bicycles on shared-use trails.

Federal and State Land-Management Policy

National Park Service (NPS)

The National Park Service recognizes e-bikes as a form of bicycle use and allows Class 1 e-bikes in locations where traditional bicycles are permitted, integrating them into park recreation systems across the country.

U.S. Forest Service (USFS)

The U.S. Forest Service permits e-bike use within its recreation framework and manages them as a legitimate form of bicycle access, with the stated goal of expanding recreation opportunities while protecting natural and cultural resources.

Bureau of Land Management (BLM)

The Bureau of Land Management authorizes e-bike use on public lands and treats pedal-assist e-bikes as compatible with existing recreation uses, incorporating them into its broader trail and travel management policies.

U.S. Fish & Wildlife Service (USFWS)

The U.S. Fish & Wildlife Service allows e-bike use within the National Wildlife Refuge System where bicycles are permitted, recognizing Class 1 e-bikes as a means of expanding access to public lands.

New Hampshire State Parks

New Hampshire State Parks allow Class 1 e-bikes in areas open to traditional bicycles, reflecting their integration into the state's recreational trail system.

Maine Bureau of Parks and Lands

Maine permits pedal-assist e-bikes where bicycles are allowed, treating them as a normal extension of bicycle access on public lands.

Appendix B: Illustrative Examples of Different Vehicle Types



Traditional mountain bike



Pedal-assist e-mountain bike



Moped-style electric bike

2026 SELECT BOARD MEETING SCHEDULE¹

Adopted by the Select Board on

<u>Date of Meeting²</u>	<u>Department to Report³</u>
Monday, January 5, 2026	Police, Assessing
Tuesday, January 20, 2026	Planning, Legislative Delegation
Monday, February 2, 2026 ⁴	Library, Public Hearing on Budget/Warrant
Tuesday, February 17, 2026	Town Meeting Preparations
Monday, March 2, 2026	Parks & Recreation
Saturday, March 14, 2026	Town Meeting (Second Session)
Monday, March 16, 2026	Public Works
Monday, April 6, 2026	Treasurer Report and Fire, Building
Monday, April 20, 2026	Assessing, Planning
Monday, May 4, 2026	Police
Monday, May 18, 2026	Parks & Recreation
Monday, June 1, 2026	Library, Legislative Delegation
Monday, June 15, 2026	Public Works
Monday, July 6, 2026	Fire
Monday, July 20, 2026	Planning & Building
Monday, August 3, 2026	Parks & Recreation, Public Works
Monday, August 17, 2026	<i>Tentative – only if needed</i>
Tuesday, September 8, 2026	Library
Monday, September 21, 2026	Police
Monday, October 5, 2026	Audit Presentation, Treasurer Report, Building
Monday, October 19, 2026	Assessing, Planning & Building
Monday, November 2, 2026	Police, Fire
Monday, November 16, 2026	Parks & Recreation
Monday, December 7, 2026	Public Works
Monday, December 21, 2026	Fire, Planning & Building

¹ For reference only, school vacation weeks are Feb. 23-27, 2026 and April 27 to May 1, 2026

² Items for Select Board signature are gathered 4:00 p.m. on Wednesdays through Thursday morning.

³ Departments appearances to be confirmed prior to each meeting, call Town Administrator's office to confirm the Friday before the meeting (603) 772-7391 ext 187.

⁴ In accordance with NH RSAs as summarized by NH Municipal Association, the last day to hold a public hearing on the budget is Feb. 2, 2026. This date is subject to finalization.

Town of Stratham Preliminary Budget	2026	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	
GENERAL GOVERNMENT							
Select Board/Administration		249,240	255,217.39	256,790	198,765.32	276,820	7.24%
ELECTION & REGISTRATION		27,950	23,114.99	14,100	9,470.07	26,300	46.39%
FINANCIAL ADMIN		208,800	193,524.60	216,125	180,922.19	224,650	3.79%
ASSESSING		101,385	74,472.60	79,795	59,364.97	67,870	-17.57%
Town Clerk/Tax Collector		169,880	175,692.04	196,862	183,979.69	209,060	5.83%
COMPUTER SERVICES		112,800	126,947.24	123,000	118,624.27	126,000	2.38%
LEGAL EXPENSES		40,000	35,847.88	40,000	38,364.04	40,000	0.00%
PERSONNEL ADMINISTRATION		1,417,560	1,273,025.63	1,504,574	1,103,751.04	1,596,687	5.77%
PLANNING		145,450	127,342.85	129,780	119,878.33	140,590	7.69%
		149,285	132,004.83	132,050	113,232.39	138,952	4.97%
BLDG INSPECTOR/CODE ENFORCEMENT							
GENERAL GOVT. BUILDINGS		185,100	192,504.80	187,068	160,354.33	235,251	20.48%
CEMETERIES		40,260	33,103.82	59,250	35,254.82	15,350	-285.99%
INSURANCE		136,273	136,273.00	149,097	149,097.00	191,780	22.26%
OTHER GEN. GOVT.		6,000	458,005.33	5,000	40,599.35	1,000	-400.00%
TOTAL GENERAL GOVERNMENT		2,989,983	3,237,077.00	3,093,491	2,511,657.81	3,290,310	5.98%

PUBLIC SAFETY

POLICE	1,385,700	1,334,688.04	1,448,966	1,274,038.23	1,442,170	-0.47%
FIRE DEPARTMENT	563,665	574,837.92	810,375	608,615.74	812,500	0.26%
EMERGENCY MANAGEMENT	9,500	4,598.63	9,500	3,071.18	9,500	0.00%
DISPATCH SERVICES	1,000	2,588.93	3,000	2,718.52	3,600	16.67%
TOTAL PUBLIC SAFETY	1,959,865	1,916,713.52	2,271,841	1,888,443.67	2,267,770	-0.18%

PUBLIC WORKS

HIGHWAY/STREET LIGHTS	769,111	737,208.40	737,450	631,071.78	788,300	6.45%
SANITATION	1,061,200	1,071,542.62	1,096,500	923,726.72	1,162,000	5.64%
OTHER	1	-	1	-	1	0.00%
TOTAL PUBLIC WORKS	1,830,312	1,808,751.02	1,833,951	1,554,798.50	1,950,301	12.09%

OTHER

ANIMAL CONTROL	600	-	600	-	600	0.00%
PEST CONTROL	50,000	47,750.00	50,000	50,600.00	50,600	1.19%
PUBLIC SERVICE AGENCIES	38,700	38,700.00	39,200	-	38,400	-2.08%
DIRECT ASSISTANCE	10,000	5,394.49	9,500	16,365.96	10,800	12.04%
PARKS	155,400	202,666.41	179,505	155,265.37	182,372	1.57%
RECREATION	195,010	206,173.18	204,650	211,624.14	247,552	17.33%
LIBRARY	584,130	551,116.94	604,544	531,284.96	626,160	3.45%
PATRIOTIC PURPOSES	1,750	2,789.02	2,700	2,142.32	2,700	0.00%
CONSERVATION	5,000	2,714.03	5,000	525.00	1,000	-400.00%
HERITAGE	5,700	6,832.32	5,700	2,166.17	5,700	0.00%
ENERGY	1,200	-	1,200	300.00	1,200	0.00%
PRIN/INT DEBT	654,510	654,510.00	391,803	391,477.50	378,429	-3.53%
TOTAL OTHER	1,702,000	1,718,646.39	1,494,402	1,361,751.42	1,545,513	3.31%

TOTAL OPERATING BUDGET	8,482,160	8,681,188	8,693,685	7,316,651	9,053,894	3.98%
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	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
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GENERAL GOVERNMENT

EXECUTIVE

Select Board

100 4130 01 101 Select Board Stipends	12,000.00	12,000.00	12,000.00	0.00	12,000	0.00%
Administration						
100 4130 02 102 Town Administration Payroll	184,440.00	188,205.05	191,140.00	134,311.55	212,400	10.01%
100 4130 02 103 Added by Import	0.00	0.00	0.00	0.00	0	
100 4130 02 201 Supplies	4,000.00	2,800.44	3,000.00	2,832.21	3,000	
100 4130 02 204 Association Dues	9,500.00	9,736.25	9,500.00	19,482.10	10,000	Munic Managers, ICMA, NHMA, Welfare
100 4130 02 208 Contracted services	1,000.00	0.00	1,000.00	5,500.00	1,000	MRI
100 4130 02 209 Workshops & Training	4,000.00	606.00	2,500.00	1,305.00	2,000	
100 4130 02 216 Advertising	1,000.00	1,439.46	1,500.00	7,039.10	1,500	
100 4130 02 224 Meetings & Meals	6,850.00	9,553.50	7,500.00	980.21	6,000	
100 4130 02 225 Mileage	500.00	293.46	500.00	204.00	500	
100 4130 02 230 Fed-Ex	250.00	0.00	150.00	0.00	100	
100 4130 02 231 Postage	13,000.00	16,020.65	14,000.00	11,391.65	13,000	
100 4130 02 262 Town Report	3,200.00	3,310.38	3,500.00	3,570.00	3,750	
100 4130 02 317 Service Contract (copier)	8,000.00	10,455.20	9,500.00	11,095.00	10,570	\$795 + \$89 per month x 60 months
100 4130 02 319 Background Checks	500.00	797.00	500.00	1,054.50	500	
100 4130 02 328 Town Meeting	1,000.00	0.00	500.00	0.00	500	
TOTAL EXPENSES	249,240.00	255,217.39	256,790.00	198,765.32	276,820	7.24%
ELECTION & REGISTRATION						
100 4140 01 201 Supplies	7,000.00	3,916.38	3,000.00	2,258.70	7,500	(3) Elections in 2026
100 4140 01 219 Ballot Clerks	9,000.00	9,100.00	2,500.00	2,075.00	6,500	(3) Elections in 2026
100 4140 01 220 Moderator/Asst. Moderator	3,600.00	2,700.00	900.00	0.00	2,700	
100 4140 01 221 Meals	4,000.00	2,848.61	1,000.00	936.37	3,500	
100 4140 01 301 Supervisors of the checklist	3,600.00	3,600.00	3,600.00	3,600.00	4,500	Increase due to new mandates
100 4140 01 308 Workshops & Training	100.00	250.00	100.00	0.00	100	
100 4140 01 317 Equipment Maintenance	650.00	700.00	3,000.00	600.00	1,500	
TOTAL EXPENSES	27,950.00	23,114.99	14,100.00	9,470.07	26,300	46.39%

2

expense to be posted December

It appears we paid 2026 NHMA in November- Lo

reduced

Reduced

includes SB stipends

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
PLANNING							
100 4191 01 120 Planning Department Payroll	122,000.00	107,842.51	107,180.00	75,928.98	118,680	Full-time Director of Planning & Building IN FY 25 & part-time Planning Assistant of @20 hours	1.50
100 4191 01 201 Supplies	2,000.00	359.37	1,000.00	250.22	1,000	Adequate budget	
100 4191 01 203 Legal Ads	4,000.00	2,312.23	3,000.00	549.83	1,500	Reduction in costs is due to RSA requirements for paper posting not being required, and we have updated our regulations	
100 4191 01 204 Dues & Memberships	500.00	0.00	500.00	751.00	800	Proposed increase due to active membership in APA, and membership price increases	
100 4191 01 266 Reference Materials	500.00	396.00	500.00	396.00	750	Increase in cost due to RSA books & Printing Professional Regulatory Documents	
100 4191 01 270 Rockingham Conservation District	0.00	0.00	0.00	0.00	0	Previously used as a resource for Planning Projects. Would like to consider them in future projects. These projects have not yet been identified	
100 4191 01 271 Rock. Planning Commission	7,900.00	8,071.00	8,000.00	8,382.00	8,610	Annual Membership Increase in cost.	
100 4191 01 276 Special Projects	2,500.00	2,265.57	2,500.00	1,392.00	2,500	Current expenditures were paid out for a Project. Placeholder in case of contracted town engineer is needed. Future projects anticipated include: Master Plan (Need to put on CIP) MS4, RPC overage.)	
100 4191 01 306 Software License & Training	4,000.00	5,445.99	5,500.00	2,370.33	4,500	Adequate Budget. No big purchases planned for. Shared Plotter/copier maintenance if applicable	
100 4191 01 308 Training	1,000.00	465.00	1,000.00	1,118.96	1,000	Increase training opportunities	
100 4191 01 318 Equipment	950.00	81.74	500.00	319.97	1,000	Proposal for new office furniture that is falling apart: new desks, table, and possible plotter maintenance.	
100 4191 01 319 Gas - Mileage	100.00	103.44	100.00	252.74	250	Proposed increase due to more in person trainings and conferences. Travel to trainings and meetings.	
100 4191 01 401 Contracted Services	0.00	0.00	0.00	28,166.30	0	Contracted Planner before new staff came on board. Budget in FY26 will be soliciting for new projects. (see special projects for notes.)	
TOTAL EXPENSES	145,450.00	127,342.85	129,780.00	119,878.33	140,590	7.69%	

removed

Reduced

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
BUILDING INSPECTOR/CODE ENFORCEMENT							
100 4191 02 122 BI / CEO Department Payroll	138,535.00	124,474.75	124,000.00	105,102.90	128,102	Current Salary of staff	2.00
100 4191 02 201 Supplies	2,000.00	1,290.42	1,500.00	1,218.32	1,500	Adequate budget	
100 4191 02 235 Fire Inspection Fees	500.00	0.00	250.00	0.00	250	Placeholder in case a professional review is needed. No engineer on staff.	
100 4191 02 260 Plan Review	0.00	0	0.00	0.00	250	Placeholder in case a professional review is needed. No engineer on staff.	
100 4191 02 266 Reference Materials	1,000.00	888.75	1,000.00	588.76	1,500	Proposed increase due to the need for the purchase of New Code Books due to a new cycle being published in FY26.	
100 4191 02 306 Software License & Training	3,000.00	2,714.00	3,000.00	4,091.22	4,100	Researching the high increase of this year, proposal to keep it at \$4,100.	
100 4191 02 308 Workshops & Training	1,500.00	895.00	800.00	966.00	1,500	Proposed increase due to ICC & NH Building officials, health officers, professional development. This includes Mileage.	
100 4191 02 316 Cell Phone	1,000.00	742.76	500.00	256.59	500	Surface pro tablet fee & monthly phone fee	
100 4191 02 318 Equipment	1,000.00	251.17	500.00	359.96	500	Adequate Budget. No big purchases planned for. Shared Plotter/copier maintenance if applicable.	
100 4191 02 376 Vehicle Maintenance	750.00	747.98	500.00	648.64	750	Proposed increase as the vehicle needs annual maintenance. 2019 Chevy Colorado. Mileage @30,000 miles. (DPW checking	
TOTAL EXPENSES	149,285.00	132,004.83	132,050.00	113,232.39	138,952	4.97%	
TOTAL LAND USE EXPENSES	294,735.00	259,347.68	261,830.00	233,110.72	279,542	6.34%	

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
GENERAL GOVT. BUILDINGS							
100 4194 01 104 Facilities Payroll	81,400.00	81,217.55	83,125.00	75,983.88	134,108	3 Facilities Employees	2.5
100 4194 01 222 MC Supplies	6,000.00	8,348.10	6,000.00	5,334.10	6,000	Increase to accommodate cost increases and average spending	reduced
100 4194 01 314 MC Electricity	27,000.00	30,070.50	28,500.00	24,397.34	28,500	Can remain the same if rates are not changing	
100 4194 01 315 MC Heat	12,000.00	12,196.16	10,000.00	7,771.66	10,000	Can remain the same if rates are not changing	
100 4194 01 316 MC Telephone	8,500.00	8,762.16	9,000.00	10,591.97	11,000	Should be increased to accommodate rate increases	
100 4194 01 318 MC Equipment	3,500.00	9,688.60	3,500.00	2,014.43	3,500	Keep the same as previous budget	
100 4194 01 375 MC Building Maintenance/Repairs	30,000.00	17,647.05	30,000.00	22,152.86	25,000	Keep the same as previous budget	
100 4194 02 375 Rental Property Maintenance	6,000.00	16,336.73	8,000.00	3,727.53	8,000	Double to take on additional property at Stratham Circle	
100 4194 04 314 Historical Soc. Electricity	1,400.00	1,788.39	1,643.00	1,371.51	1,643	Can remain the same if rates are not changing	
100 4194 04 315 Historical Soc. Heat	4,800.00	4,301.52	4,800.00	4,151.12	5,000	Should be increased to accommodate rate	
100 4194 04 375 Historical Building Maint/Repairs	2,500.00	2,125.93	2,500.00	857.93	2,500	Keep the same as previous budget	
100 4194 06 240 Smyk Landscape Maintenance	2,000.00	22.11	0.00	2,000.00	0	Keep the same as previous budget	
TOTAL EXPENSES	185,100.00	192,504.80	187,068.00	160,354.33	235,251	20.48%	
CEMETERIES							
100 4195 01 141 Cemetery Payroll	26,210.00	20,786.82	43,200.00	23,293.66	0	50% (grounds laborers)	1
100 4195 01 222 Supplies	2,000.00	1,898.16	2,000.00	881.46	2,000	Keep the same as previous budget	
100 4195 01 240 Ground Maintenance	8,000.00	7,270.39	10,000.00	8,574.98	9,000	Keep the same as previous budget	
100 4195 01 306 Computer Maintenance	250.00	0.00	250.00	0.00	250	Have a few ideas for software implementation	
100 4195 01 317 Equipment Maintenance	2,000.00	1,922.11	2,000.00	943.72	2,000	Keep the same as previous budget	
100 4195 01 318 Equipment	300.00	588.84	300.00	0.00	300	Keep the same as previous budget	
100 4195 01 401 Contracted Services	1,500.00	637.50	1,500.00	1,561.00	1,800	For digging 2 full graves if needed	
TOTAL EXPENSES	40,260.00	33,103.82	59,250.00	35,254.82	15,350	-285.99%	
INSURANCE							
100 4196 01 190 Workers' Compensation	55,952.00	55,952.00	61,547.00	61,547.00	69,480	CAP Discontinued	
100 4196 01 248 Property & Liability Insurance	80,321.00	80,321.00	87,550.00	87,550.00	122,300	CAP Discontinued	
TOTAL EXPENSES	136,273.00	136,273.00	149,097.00	149,097.00	191,780	22.26%	
OTHER GEN. GOVT.							
100 4199 01 243 Town Ctr Water Contamination Exp	6,000.00	6,721.23	5,000.00	12.60	1,000		Not sure of need - Bottled water? Should have been posted to CIP
100 4199 01 250 PFAS Remediation Grant Expenses	0.00	32,385.25	0.00	3,631.00	0		
100 4199 01 252 PFAS Long Term Alternatives Grant Exp	0.00	13,870.95	0.00	36,128.75	0		
100 4199 01 268 Refunds: M.V./Misc	0.00	0.00	0.00	827.00	0		
100 4199 01 289 Overlay	0.00	0.00	0.00	0.00	0		
100 4199 01 999 ARPA applied costs	0.00	405,027.90	0.00	0.00	0		
Total Other Gen. Government	6,000.00	458,005.33	5,000.00	40,599.35	1,000		
TOTAL GENERAL GOVERNMENT	2,989,983.00	3,237,077.00	3,093,491.00	2,511,657.81	3,290,310	5.98%	

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
<u>PUBLIC SAFTEY</u>							14
<u>POLICE</u>							
PD Payroll							Taser = 37000
100 4210 01 130 Police Full Time Payroll	1,014,000.00	939,778.49	1,065,658.00	902,716.13	1,112,650	includes fitness, certs, etc, Addition of 13th officer COPS Grant (see budget form)	
100 4210 01 133 Police-Holiday pay	32,000.00	28,457.81	33,658.00	1,485.40	35,135	Increase with addition of 13th officer	
100 4210 01 134 Prosecutor Payroll	16,500.00	16,505.28	16,975.00	15,110.76	17,485		
100 4210 01 135 Police Overtime	96,500.00	121,522.30	100,775.00	81,168.43	90,000	\$10,775 savings towards COP Match	
100 4210 01 136 Police - PT & ACO	55,000.00	26,290.52	55,000.00	12,968.38	25,000	\$30,000 savings towards COPS Match with Town COLA adjustment for CSO and PT officer recommendation 3%	
Total Payroll	1,214,000.00	1,132,554.40	1,272,066.00	1,013,449.10	1,280,270	1%	
PD Operation							
100 4210 02 201 PD Office Supplies	8,000.00	8,765.49	8,000.00	5,770.78	9,000	1000 Increase	
100 4210 02 226 Community Service Program	1,000.00	373.77	2,000.00	1,262.16	1,000	1000 Decrease	
100 4210 02 278 Special Response Team (SERT)	2,500.00	2,500.00	2,900.00	2,500.00	5,000	2100 Increase 5000 is yearly cost with no officer on team	
100 4210 02 279 Donation Funded Expenses	12,000.00	17,278.62	12,000.00	23,274.60	0		
100 4210 02 305 Technical Support	25,500.00	22,544.77	25,500.00	11,291.37	23,000	2500 Decrease	
100 4210 02 308 Training & Dues	22,000.00	9,592.56	23,000.00	14,455.52	20,000	3000 Decrease	
100 4210 02 310 Uniforms	15,500.00	19,543.81	20,000.00	15,393.34	20,000	No change	
100 4210 02 317 Equipment Repairs	3,000.00	2,121.70	2,500.00	1,105.76	2,000	500 Decrease	
100 4210 02 318 New Equipment	8,000.00	5,062.81	7,000.00	41,418.83	5,000	2000 Decrease	
100 4210 02 319 Gas & Oil	22,000.00	21,725.36	22,000.00	15,968.22	22,000	PD does not see these cost as billed to Town	
100 4210 02 376 Vehicle Maintenance	21,500.00	19,500.18	22,500.00	18,060.72	24,000	1500 Increase	
100 4210 02 800 PD Reimb. Expenditures	0.00	4,500.00	0.00	0.00	0		
100 4210 02 888 PD Grant Paid Expenditures	0.00	30,435.10	0.00	84,350.76	0		
Total PD Operations	141,000.00	163,944.17	147,400.00	234,852.06	131,000	-12.52%	
BUILDING							
100 4210 03 314 Electricity	8,500.00	12,701.24	8,500.00	6,364.95	8,500		
100 4210 03 315 Heating	5,200.00	2,643.98	3,000.00	2,694.80	3,500		
100 4210 03 316 Telephone	3,000.00	3,632.70	4,000.00	4,044.50	4,900		
100 4210 03 375 PD Building Maintenance	14,000.00	19,211.55	14,000.00	12,632.82	14,000	No change	
Total PD Building	30,700.00	38,189.47	29,500.00	25,737.07	30,900	4.53%	
TOTAL Police Department EXPENSES	1,385,700.00	1,334,688.04	1,448,966.00	1,274,038.23	1,442,170	-0.47%	

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
FIRE DEPARTMENT							
FD Operations			100.00	0.00	0		
100 4220 01 100 Fire Dept. Payroll	319,165.00	337,400.70	604,275.00	413,808.27	613,000	Recommendation \$667,000; see write up for explanation	3
100 4220 01 130 FD Detail	5,000.00	7,562.00	5,000.00	6,550.00	5,000		
100 4220 01 204 Dues	6,500.00	5,354.00	6,500.00	8,646.60	8,000	dues increase and NFPA	
100 4220 01 222 Supplies	4,000.00	2,581.37	4,500.00	4,416.68	4,500		
100 4220 01 228 EMS Supplies	0.00	614.19	0.00	0.00	0		
100 4220 01 236 Fire Prevention	3,000.00	4,080.09	3,000.00	2,638.07	3,000		
100 4220 01 243 Haz-Mat Start Team	0.00	0.00	0.00	0.00	0		
100 4220 01 ??? Hydrant Maintenance	0.00	0.00	0.00	0.00	0		
100 4220 01 245 Insurance	0.00	0.00	0.00	0.00	0		
100 4220 01 279 FD Donation Funded Expenses	0.00	0.00	0.00	11,577.00		matching incoming donation account	
100 4220 01 308 Training & Conferences	8,000.00	4,490.00	8,000.00	3,676.50	8,000		
100 4220 01 310 Uniforms	5,000.00	1,408.89	5,000.00	120.00	5,000	will double if not put into the EMS side	
100 4220 01 311 Gear	30,000.00	17,591.86	48,000.00	17,145.68	24,000	5 sets of gear	
100 4220 01 ??? Gear Leasing	0.00	0.00	0.00	0.00	3,000	2-4 sets	
100 4220 01 316 Equipment Maintenance	16,000.00	18,694.39	9,000.00	5,579.78	9,000		
100 4220 01 317 MV Maintenance	30,000.00	46,771.36	20,000.00	37,560.58	25,000	average spending at 25,000 last few years	
100 4220 01 318 New Equipment	30,000.00	19,621.48	20,000.00	11,223.91	20,000	will need to add hose quote amount	
100 4220 01 319 Gas & Oil	7,000.00	11,429.20	4,500.00	4,609.48	4,500		
100 4220 01 323 Billing Expenses	13,000.00	15,803.46	0.00	1,296.01	0		
100 4220 01 999 COVID expenses	0.00	0.00	0.00	0.00	0		
Total FD Operations	476,665.00	493,402.99	737,875.00	528,848.56	732,000	-0.80%	
Building							
100 4220 02 240 Landscape Maintenance	1,000.00	150.00	0.00	0.00	0		
100 4220 02 246 Internet/IT Charges	22,000.00	11,208.33	10,000.00	9,934.61	10,000		
100 4220 02 314 Electricity	21,000.00	23,008.49	21,000.00	20,287.89	24,000		
100 4220 02 315 Heat	20,000.00	14,467.56	15,000.00	11,963.36	15,000		
100 4220 02 316 Telephone	7,000.00	6,626.33	6,500.00	5,218.41	6,500		
100 4220 02 375 Building Maintenance & Repairs	16,000.00	25,974.22	20,000.00	32,362.91	25,000	average spending at 25,000 last few years	
TOTAL FD Building	87,000.00	81,434.93	72,500.00	79,767.18	80,500	9.94%	
Total Fire Department	563,665.00	574,837.92	810,375.00	608,615.74	812,500	0.26%	
EMERGENCY MANAGEMENT							
100 4290 01 227 Emergency Management Expenses	9,500.00	4,598.63	9,500.00	3,071.18	9,500		
Total Emergency Management	9,500.00	4,598.63	9,500.00	3,071.18	9,500	0.00%	
DISPATCH SERVICES							
100 4299 01 316 Dispatch Phone Expense	1,000.00	2,588.93	3,000.00	2,718.52	3,600	16.67%	
TOTAL PUBLIC SAFTEY	1,959,865.00	1,916,713.52	2,271,841.00	1,888,443.67	2,267,770	-0.18%	

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE	
Public Works								
HIGHWAY								
100 4312 01 140 Highway Payroll	312,000.00	232,106.06	329,250.00	250,194.38	383,000		7.25	
100 4312 01 141 Highway Overtime	25,000.00	26,449.09	25,000.00	22,340.79	25,000	Keep the same as previous budget		
100 4312 01 142 Temporary Plow Drivers	0.00	(752.00)	0.00	0.00	0	covered with overtime		
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	32,791.29	0.00	0.00	0	lease concluded		
100 4312 01 211 Drainage	8,000.00	8,602.23	8,000.00	5,582.50	8,000	Keep the same as previous budget		
100 4312 01 222 Supplies	6,000.00	8,772.08	8,500.00	5,993.01	8,500	Keep the same as previous budget		
100 4312 01 224 Meals	1,500.00	877.50	1,500.00	1,448.29	2,000	Rising food cost and coverage when plowing		
100 4312 01 279 Substance Abuse Testing	1,200.00	1,463.50	1,500.00	1,262.34	1,500	New company switched at the beginning of 2025		
100 4312 01 303 Rented Equipment	7,000.00	11,535.50	7,000.00	8,929.00	9,000	7,000 for roadside mower plus other small equipment		
100 4312 01 306 Computer Software Maintenance	500.00	1,175.00	1,200.00	1,175.00	3,800	For Fuel Master and add Esri license for field data collection		
100 4312 01 308 Training	1,500.00	1,606.50	1,500.00	1,699.00	1,500	Keep the same as previous budget		
100 4312 01 310 Uniforms	6,000.00	6,961.09	6,000.00	5,917.46	6,000	Keep the same as previous budget		
100 4312 01 314 Electricity	11,000.00	12,027.20	12,000.00	8,799.45	11,000	Adjusting for usage and rates		
100 4312 01 315 Heating	2,500.00	1,627.45	2,000.00	2,467.79	2,500	Adjusting for usage and rates		
100 4312 01 316 Telephone	3,000.00	3,569.60	3,500.00	4,163.83	5,000	Adjusting for usage and rates		
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	55,252.01	50,000.00	40,624.77	50,000	Keep the same as previous budget		
100 4312 01 318 New Equipment & Signs	9,000.00	54,043.39	10,000.00	21,268.64	10,000	Keep the same as previous budget		
100 4312 01 319 Gas & Oil	35,000.00	24,675.18	39,000.00	28,916.67	35,000	Keep the same as previous budget		
100 4312 01 320 Road Paint	12,000.00	10,437.93	12,000.00	23,465.47	12,000	Keep the same as previous budget		
100 4312 01 321 Salt	55,000.00	45,986.55	50,000.00	48,244.49	45,000	Reduce by \$5,000		
100 4312 01 322 Aggregate	8,500.00	7,840.61	8,500.00	1,198.96	8,500	Keep the same as previous budget		
100 4312 01 325 Paving & Road Reconstruction	150,000.00	150,000.00	125,000.00	125,000.00	125,000	Keep the same as previous budget		
100 4312 01 375 Building Maintenance	20,000.00	27,839.05	20,000.00	14,056.98	20,000	Keep the same as previous budget		
100 4312 01 376 Vehicle Maintenance	250.00	3,549.85	2,000.00	500.28	2,000	Keep the same as previous budget		
100 4312 01 378 Town Wide MV Maintenance	0.00	0.00	2,000.00	689.00	2,000	Keep the same as previous budget		
100 4312 01 401 Contracted Services	2,000.00	0.00	2,000.00	406.25	2,000	Keep the same as previous budget		
TOTAL EXPENSES	760,111.00	728,436.66	727,450.00	624,344.35	778,300	6.53%		
STREET LIGHTING								
100 4316 01 314 Street Lighting	9,000.00	8,771.74	10,000.00	6,727.43	10,000	Keep the same as previous budget		
TOTAL HIGHWAY & STREETS	769,111.00	737,208.40	737,450.00	631,071.78	788,300	6.45%		

Revised based on discussion with SB and DPW st

reduced

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
SANITATION							0.25
100 4323 01 142 Sanitation Payroll	48,000.00	36,850.82	60,000.00	52,150.73	12,500		
100 4323 01 212 MSW/Recycling Coll. & Disposal	900,000.00	914,769.00	915,000.00	778,873.47	1,030,000	per Casella and Waste Management	
100 4323 01 242 Hazardous Waste Collection	6,400.00	5,034.08	5,000.00	0.00	5,000	Keep the same as previous budget	
100 4323 01 247 Landfill Closure Costs	12,000.00	8,665.86	12,000.00	3,684.56	10,000	CMA	
100 4323 01 309 Transfer Station Expenses	90,000.00	100,941.82	100,000.00	87,308.72	100,000	Keep the same as previous budget	
100 4323 01 314 Electricity	800.00	1,348.82	1,500.00	754.81	1,500	Internet and Outdoor lighting needed	
100 4323 01 317 Materials & Supplies	4,000.00	3,932.22	3,000.00	954.43	3,000	Keep the same as previous budget	
TOTAL Sanitation	1,061,200.00	1,071,542.62	1,096,500.00	923,726.72	1,162,000	5.64%	
PUBLIC WORKS (OTHER)							
100 4339 01 327 Public Works Commission	1.00	0.00	1.00	0.00	1	0.00%	
HEALTH							
ANIMAL CONTROL							
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	600.00	0.00	600	0.00%	
PEST CONTROL							
100 4414 02 326 Pest Control Contracted Services	50,000.00	47,750.00	50,000.00	50,600.00	50,600	1.19%	
PUBLIC SERVICE AGENCIES							
100 4415 01 000 Annie's Angels	2,500.00	2,500.00	2,500.00	0.00	2,500		
100 4415 01 001 American Red Cross	800.00	800.00	800.00	0.00	0	Opted out for 2026	
100 4415 01 351 Seacoast Mental Health Ctr.	3,500.00	3,500.00	3,500.00	0.00	3,500		
100 4415 01 352 Waypoint	6,700.00	6,700.00	6,700.00	0.00	6,700		
100 4415 01 353 Haven	4,250.00	4,250.00	4,250.00	0.00	4,250		
100 4415 01 354 Big Brother & Big Sister	1,000.00	1,000.00	1,000.00	0.00	1,000		
100 4415 01 355 Community Action Prog.	4,500.00	4,500.00	4,500.00	0.00	4,500		
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	500.00	1,000.00	0.00	1,000		
100 4415 01 357 Richie McFarland Children's Center	0.00	0.00	0.00	0.00	0		
100 4415 01 359 AIDS Response of the Seacoast	1,000.00	1,000.00	1,000.00	0.00	1,000		
100 4415 01 360 Rockingham County Nutrition	4,000.00	4,000.00	4,000.00	0.00	4,000		
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	200.00	200.00	0.00	200		
100 4415 01 362 Crossroads House	1,000.00	1,000.00	1,000.00	0.00	1,000		
100 4415 01 366 Child Advocacy Center	1,250.00	1,250.00	1,250.00	0.00	1,250		
100 4415 01 368 Families First	2,500.00	2,500.00	2,500.00	0.00	2,500		
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	2,000.00	2,000.00	0.00	2,000		
100 4415 01 370 Transport Assist Seacoast Citizens	3,000.00	3,000.00	3,000.00	0.00	3,000		
TOTAL EXPENSES	38,700.00	38,700.00	39,200.00	0.00	38,400	-2.08%	
TOTAL HEALTH	89,300.00	86,450.00	89,800.00	50,600.00	89,600	-0.22%	

Just transfer attendant
pays processed December

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
DIRECT ASSISTANCE							Reduced from 10K
100 4445 01 314 Public Asst. Electricity	700.00	0.00	700.00	0.00	700		
100 4445 01 340 Public Asst. Food	150.00	0.00	150.00	0.00	150		
100 4445 01 341 Public Asst. Heat	1,200.00	365.46	1,200.00	1,819.43	1,500		
100 4445 01 343 Public Asst. Medical-Pharmacy	100.00	9.00	100.00	0.00	100		
100 4445 01 344 Public Asst. Rent-Mortgage	7,000.00	5,020.03	6,500.00	14,506.53	7,500	see 9/29/2025 memo	
100 4445 01 345 Public Asst. Misc. Assistance	850.00	0.00	850.00	40.00	850		
TOTAL Direct Assistance	10,000.00	5,394.49	9,500.00	16,365.96	10,800	12.04%	
CULTURE & RECREATION							
PARKS							1.5
100 4520 01 144 Parks Payroll	78,500.00	98,750.06	68,905.00	69,884.36	70,972		see also line 4155
100 4520 01 201 Supplies	1,500.00	969.00	1,500.00	1,333.83	1,800	Should be increased to accommodate cost increases and maintenance level	
100 4520 01 240 Grounds Maintenance	42,000.00	68,769.08	70,000.00	55,296.53	70,000	Should be increased to accommodate cost increases and maintenance level	
100 4520 01 308 Training	350.00	0.00	350.00	180.00	350	Keep the same as previous budget	
100 4520 01 310 Uniforms	750.00	1,142.70	750.00	646.41	750	Keep the same as previous budget	
100 4520 01 314 Electricity	8,000.00	9,048.53	9,000.00	8,466.39	9,000	Can remain the same if rates are not changing	
100 4520 01 316 Cellphone Reimbursement	0.00	0.00	0.00	0.00			
100 4520 01 317 Equipment Maintenance	4,500.00	4,226.67	4,500.00	2,885.56	4,500	Keep the same as previous budget	
100 4520 01 330 Park Maintenance Supplies	5,800.00	2,578.65	10,000.00	5,830.20	10,000	Keep the same as previous budget	
100 4520 01 376 Park Vehicle Maintenance	5,000.00	6,321.54	5,000.00	1,212.60	5,000	Keep the same as previous budget	
100 4520 01 377 All Other Park Building Maintenance	9,000.00	10,860.18	9,500.00	9,529.49	10,000	Increase to cover maintenance costs	
TOTAL EXPENSES	155,400.00	202,666.41	179,505.00	155,265.37	182,372	1.57%	
RECREATION							3
100 4520 02 145 Recreation Payroll	163,610.00	174,294.10	173,150.00	182,616.32	211,800	Recommendation \$193,500; **off setting revenue	includes cola and Teen Coordinator
100 4520 02 201 Office Expenses	1,200.00	2,360.14	1,200.00	205.14	1,200		flat see also line 4155 Flat
100 4520 02 204 Memberships	50.00	11.99	50.00	0.00	0		
100 4520 02 273 Seniors Programming	25,000.00	25,158.30	25,000.00	25,586.30	25,000	More programming	
100 4520 02 316 Cellphone Reimbursement	0.00	162.68	0.00	0.00	1,302		
100 4520 02 319 Gas-Mileage	650.00	836.24	750.00	1,011.52	750		
100 4520 02 324 Brochures/Newsletters	1,500.00	125.77	1,500.00	43.18	1,500	Two community flyers	
100 4520 02 328 Special Events	3,000.00	3,223.96	3,000.00	2,161.68	6,000	Thursday nights at the Park	
TOTAL EXPENSES	195,010.00	206,173.18	204,650.00	211,624.14	247,552	17.33%	No reductions As requested by Library For discussion?
TOTAL PARKS & RECREATION	350,410.00	408,839.59	384,155.00	366,889.51	429,924	10.65%	
LIBRARY							
100 4550 01 147 Library Payroll	470,000.00	436,986.94	487,000.00	413,740.96	501,610		No reductions As requested by Library For discussion?
100 4550 01 249 Non-salary expenses	114,130.00	114,130.00	117,544.00	117,544.00	124,550	see breakdown spreadsheet	
TOTAL EXPENSES	584,130.00	551,116.94	604,544.00	531,284.96	626,160	3.45%	

	Budget 2024	Actual 2024	Budget 2025	YTD 11/30/25 Actual 2025	Projected Budget 2026	Department Notes	Head Count/FTE
PATRIOTIC PURPOSES							
100 4583 01 238 Flags	1,000.00	1,600.00	1,500.00	1,026.00	1,500		
100 4583 01 277 Patriotic Misc.	750.00	1,189.02	1,200.00	1,116.32	1,200		
TOTAL EXPENSES	1,750.00	2,789.02	2,700.00	2,142.32	2,700	0.00%	
CONSERVATION							
100 4611 01 207 Conservation Commission	5,000.00	2,714.03	5,000.00	525.00	1,000	-400.00%	
HERITAGE COMMISSION							
100 4619 01 215 Heritage Administrative Expenses	400.00	225.00	400.00	291.17	400		
100 4619 01 302 Survey/Software-Heritage	5,000.00	5,750.00	5,000.00	1,875.00	5,000	\$1,200 added for Storymaps (historical timeline/resources with RPC)	
100 4619 01 308 Training/Conferences	100.00	0.00	100.00	0.00	100		
100 4619 01 313 Veterans/Engraving	200.00	857.32	200.00	0.00	200		
TOTAL EXPENSES	5,700.00	6,832.32	5,700.00	2,166.17	5,700	0.00%	
ECONOMIC DEV. COMM. TOWN CENTER REVITALIZATION ENERGY COMMISSION							
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	1,200.00	300.00	1,200		
TOTAL EXPENSES	1,200.00	0.00	1,200.00	300.00	1,200	0.00%	
DEBT SERVICE PRINCIPLE - LONG TERM							
100 4711 00 400 Debt Service Principal	570,000.00	570,000.00	325,000.00	325,000.00	325,000	2018 Series B Matures 2028; 2012 Series D Matures 2033	
INTEREST - LONG TERM							
100 4721 00 401 Debt Service Interest	84,510.00	84,510.00	66,803.00	66,477.50	53,429		
TOTAL Debt Service	654,510.00	654,510.00	391,803.00	391,477.50	378,429	-3.53%	
TOTAL OPERATING BUDGET							
	8,482,160.00	8,681,187.93	8,693,685.00	7,316,651.40	9,053,894	3.98%	

Flat

Revenue (w/o property tax)
November 30, 2025

NOV 30 2025

General Fund Revenues	FY2023 Budget	FY2024 Budget	FY2025 Budget	YTD FY2025 Actual	FY2026 Estimated Budget
100 3110 00 000 Property Tax abatements	-	-	-	-10,289.94	-
100 3185 01 000 Yield Tax Revenue	500	500	500	0.00	250.00
100 3189 01 000 Railroad Tax	-	150	150	592.72	150.00
100 3190 00 000 Interest & Penalties on Tax	30,500	32,000	40,000	30,316.30	30,000.00
100 3190 26 000 Tax Redemption Interest	-	250	250	0.00	100.00
100 3210 01 000 UCC Filings & Certificates	2,500	1,800	2,000	5,402.00	3,000.00
100 3210 02 000 Cemetery Lot Excavation	750	900	2,500	2,400.00	2,500.00
100 3210 03 000 Municipal Agent Fees	30,000	26,000	26,000	28,040.20	27,000.00
100 3210 05 000 Titles	3,200	3,200	3,200	4,925.00	3,500.00
100 3210 06 000 Vital Records	2,000	2,000	2,500	2,177.00	2,000.00
100 3210 07 000 Filing Fees	50	450	450	5.00	50.00
100 3210 08 000 Boat Agent Fees	1,600	1,600	1,600	1,728.00	1,600.00
100 3210 09 000 Misc Town Clerk Fees	2	2	2	0.00	10.00
100 3210 10 000 TC Mailing Fees	2,750	2,100	2,100	1,948.00	1,900.00
100 3210 11 000 Cremation Lot Excavations	4,750	3,000	2,000	1,050.00	1,000.00
100 3210 12 000 Fish & Game Municipal Agent Fees	600	3,500	6,000	30,305.00	300.00
100 3220 01 000 Motor Vehicle Permit Fees	2,156,058	2,150,000	2,150,000	2,155,156.79	2,335,000.00
100 3220 02 000 Boat Fees - Town	6,200	6,000	6,000	6,526.01	6,000.00
100 3230 01 000 All Building Permits	175,000	165,000	155,000	145,122.88	150,000.00
100 3290 01 000 Dog Licenses	7,700	7,600	7,600	7,385.00	7,500.00
100 3290 02 000 Dog License Fines	650	750	750	739.50	750.00
100 3290 03 000 PD-Gun Permits	300	400	1,500	220.00	500.00
100 3290 04 000 Bad Check Fees	200	350	350	175.00	200.00
100 3309 01 000 Misc. Revenue from Federal Government	-	-	-	7,500.00	-
100 3309 01 002 Federal ARPA PFAS Grant	-	-	-	44,615.55	-
100 3350 01 000 Rooms & Meals	735,211	760,387	760,387	0.00	761,000.00
100 3353 01 000 Highway Block Grant	178,818	181,572	181,572	186,978.75	182,000.00
100 3359 02 000 OEM Drill Reimbursements	9,126	9,000	9,000	4,250.00	8,500.00
100 3359 09 000 Police Dept Grants Received	-	-	-	108,164.95	-
100 3359 15 001 Other State Revenue for Public Safety	-	-	-	4,778.27	-
100 3401 01 000 PD-Parking Tickets	100	100	100	700.00	500.00
100 3401 02 000 PD-Alarms	300	100	500	1,119.75	750.00
100 3401 03 000 PD-Incident	500	500	500	201.50	250.00
100 3401 04 000 Planning Board	2,000	7,250	6,750	8,663.00	7,000.00
100 3401 05 000 Zoning Board Of Adjustment	350	1,500	1,500	4,123.00	3,000.00
100 3401 06 000 Scrap Metal Recycling	5,500	3,000	3,000	1,592.35	1,500.00
100 3401 07 000 Plan Review	50	75	75	0.00	75.00
100 3401 08 000 Fire Inspections	800	900	900	3,477.00	3,000.00
100 3401 09 000 PD - Witness Fees	25	25	25	0.00	25.00
100 3401 10 000 PD Court Fees	75	50	50	0.00	50.00
100 3401 13 000 Recreation Year-End Fees	1,000	20,000	20,000	0.00	20,000.00

100 3401 15 000 PD -Motor Vehicle Reports	2,750	2,500	2,500	2,130.00	2,000.00
100 3401 16 000 PD -Hawkers/Peddlers Lic.	150	150	150	0.00	150.00
100 3401 17 000 PD-School Resource Officer	71,385	72,000	30,000	41,683.20	80,000.00
100 3404 01 000 Transfer Station Permits	7,850	8,625	8,625	6,682.00	6,500.00
100 3404 02 000 Transfer Station Fees	63,500	60,000	65,000	70,974.00	70,000.00
100 3409 01 000 Franchise Cable Fee	173,000	165,000	165,000	141,381.88	140,000.00
100 3501 01 000 Sale of Recycling Bins	800	50	50	1,025.00	100.00
100 3501 03 000 Copies	2,000	1,000	1,000	217.00	500.00
100 3501 04 000 Sale of Cemetery Lots	650	2,500	4,000	4,500.00	4,000.00
100 3501 05 000 Sale of Town Vehicles-Property	-	3,750	250	0.00	250.00
100 3501 08 000 Sale of Cremation Lots	4,000	3,000	1,500	700.00	700.00
100 3502 02 000 Investment Interest	-	320,000	250,000	229,138.73	275,000.00
100 3503 01 000 Gifford House Rent (17 Jack Rabbit)	275,000	25,200	25,200	21,210.00	26,460.00
100 3503 02 000 Park Cottage Rent (270 Portsmouth)	27,000	11,400	11,400	10,635.00	12,540.00
100 3503 03 000 Municipal Center Rent	11,400	1,200	1,500	2,048.00	2,000.00
100 3503 04 000 Foss Property Rent (28 Bunker Hill)	1,600	21,600	21,600	18,090.00	22,680.00
100 3503 05 000 Lane Property Rent (132 Portsmouth)	22,000	-	-	-	72,000.00
100 3508 01 000 PD Donations Received	-	-	-	12,509.00	-
100 3508 02 000 FD Donations Received	-	-	1,000	19,319.59	1,000.00
100 3509 01 000 Miscellaneous Revenue	2,100	1,000	-	20,044.38	-
100 3509 02 000 Reimbursement for Insurance Claims	700	-	2,250	-	-
100 3509 05 000 Fire Department Details	-	2,250	36,500	-	27,500.00
100 3912 01 000 Transfer from Cemetery Common Fund	-	36,500	4,022,336	3,392,376.36	4,304,340.00
Total Revenues	4,025,050	4,129,736	4,022,336	3,392,376.36	8,608,680.00

Town of Stratham
FY2026 Proposed Budget
Estimated Tax Impact

Town of Stratham
FY2026 Draft Preliminary Budget - December 30, 2025
Estimated Tax Impact

as of 12/15/25 SB

Article #	Description	2025 Budget	Art #	2026 Draft Budget	\$ Change	Tax
	Operating Budget Appropriations MS-636	\$8,693,185		9,053,894	\$360,709	\$3.51
	Capital Improvements Program (CIP)	\$727,000		746,000	\$19,000	\$0.29
	Special Article for Stevens Park	\$625,000		\$0	(\$625,000)	\$0.00
	Special Article for Firetower	\$0		\$250,000	\$250,000	\$0.10
	Special Article for Building Access Systems			\$175,000	\$175,000	\$0.07
	Capital Reserve Funds	\$386,000		\$400,000	\$14,000	\$0.15
	EMS Special Revenue Fund	\$176,000		\$115,500	(\$60,500)	\$0.04
	Total Appropriations MS-232	\$10,607,185		\$10,740,394	\$133,209	\$4.16
	minus					
	Estimated revenues	\$0		0	\$0	\$ -
	EMS Special Revenue Fund				\$0	\$ -
	Revised Revenues MS-434R	(\$4,247,693)		(\$4,247,693)	\$0	\$ (1.65)
	Anticipated Use of Fund Balance	(\$437,000)		(\$600,000)	(\$163,000)	(\$0.23)
	Use of Fund balance to offset CRF Article	(\$150,000)		(\$150,000)	0	(\$0.06)
	Use of Fund balance to offset Stevens Park Article	(\$625,000)		\$0	\$625,000	\$0.00
	Use of Fund balance to offset Building Access			(\$175,000)	(\$175,000)	(\$0.07)
	equals					\$0.00
	Net Appropriations	\$5,147,492		\$5,567,701	\$420,209	\$2.16
	adjust by					
	Overlay	\$34,830		\$60,000	\$25,170	\$0.02
	Funding of Veterans Credits MS-1	\$354,000		\$354,000	\$0	\$0.14
	Municipal Tax Effort	\$5,536,322		\$5,981,701	\$445,379	\$2.32

Assessment Valuation w/ utilities MS-1	2,580,760,474		2,580,760,474	\$	-
(Estimated)Tax Impact	\$2.15		\$2.32	\$	0.17

**2026 Town Meeting
Capital Improvement Plan (Art. XX)
Capital Reserve Funds (Art. XX)**

Select Board Adopted:

(amounts listed in \$1,000s)

PROJECT CATEGORY & TITLE		2025 CIP	2026	2027	2028	2029	2030	2031	Balance (2021- 2025) est. as of 11-30-25	Balance + Proposed 2026
EQUIPMENT & VEHICLES										
100 4902 20 901	Town-wide Workstation Replacements	15	0	11	11	12	12	12	12	12
100 4902 22 901	Town-wide Technology and Website	50	31	20	20	20	20	20	10	41
100 4902 21 900	Online permitting software & electronic storage	0	0	75	0	0	0	0	10	10
	Library website update	0	0	0	0	0	0	0	15	15
	Ballot Machine Replacements	0	0	0	0	0	0	0	14	14
100 4902 24 900	Traffic Control Program	0	0	5	5	5	5	5	9	9
100 4902 26 901	Police Cruiser Replacement Program	0	0	47	49	51	53	53	25	25
<i>Total Equipment & Vehicles</i>		65	31	158	85	88	90	90	95	126
BUILDINGS										
100 4903 30 901	Library Improvements	50	0	0	0	0	0	0	2	2
100 4903 31 901	Municipal Center and Fire HVAC Replacements	0	0	75	75	0	0	0	0	0
100 4903 31 901	Municipal Center Lower Improvements	0	55	10	10	10	10	10	4	59
100 4903 31 901	Building Security Upgrades - Access Control	0	0	0	0	0	0	0	0	0
<i>Total Buildings</i>		50	55	85	85	10	10	10	6	61
OTHER INFRASTRUCTURE										
100 4909 40 900	Cemetery Improvements	0	0	5	5	5	5	5	1	1
100 4909 50 901	Town-wide Parks & Recreation Improvements (non-SHP)	0	10	10	10	10	10	10	14	24
100 4909 50 900	Stevens Park Pavilion & Facility Improvements	0	0	0	0	0	0	0	142	142
	Parks Parking Lot & Roadway Imps. (non-SHP)	0	0	40	0	0	0	0	0	0
	Open Space & Connectivity Plan Implementation	0	0	5	5	5	5	0	10	10
<i>Total Other Infrastructure</i>		0	10	60	20	20	20	15	167	177
STRATHAM HILL PARK										
100 4909 60 900/901	SHP Park-wide Facilities & Playing Field Improvements (SHP)	0	0	7	7	7	7	7	47	47
100 4909 60 901	Picnic tables	0	14	0	0	0	0	14	0	14
100 4909 60 901	Park Barn Roofs	0	40	50	50	0	0	0	0	40
100 4909 60 900	Basketball court resurfacing	12	0	0	0	0	0	0	0	0
100 4909 60 900/901	Park Bathrooms	20	61	40	40	0	0	0	0	61
100 4909 60 900	Firetower Rehabilitation	0	0	50	50	50	50	0	0	0
100 4909 60 900/901	Stratham Hill Park Area Plan & Implementation	0	15	0	0	0	0	0	0	15

**2026 Town Meeting
Capital Improvement Plan (Art. XX)
Capital Reserve Funds (Art. XX)**

Select Board Adopted:

(amounts listed in \$1,000s)

SHP Road Paving		0	0	0	0	50	0	0	0	0
Total Stratham Hill Park		32	130	147	147	157	177	161	47	177
PROJECT CATEGORY & TITLE		2025 CIP	2026	2027	2028	2029	2030	2031	Balance (2021- 2025) est. as of 11-30-25	Balance + Proposed 2026
TRANSPORTATION/ROADWAYS										
100 4909 71 900/901	Town Parking Lots	0	0	0	0	0	0	0	5	0
101 4909 72 900	Road Reconstruction/Paving Program	350	350	370	370	370	370	370	38	388
102 4909 74 900	Bike and Pedestrian Transportation System	0	0	5	5	5	5	5	10	10
103 4909 75 900	State Roadway/Intersection Capital Projects Participation	0	0	50	50	50	50	50	40	40
Total Transportation/Roadways		350	350	425	425	425	425	425	93	438
ENVIRONMENTAL & PLANNING										
100 4909 81 900	Stormwater Planning & Grant Match	0	0	8	8	8	8	8	24	24
100 4909 92 900/901	PFAS Response and Remediation	190	120	75	75	75	75	75	65	185
100 4909 91 900/901	Property Revaluation Expenses	35	45	35	35	35	35	35	51	96
100 4909 99 900/901	Master Plan Update & Related Studies	5	5	5	10	5	5	5	6	11
Total Environmental & Planning		230	170	123	128	123	123	123	146	316
Total CIP Projects		727	746	998	890	823	845	824	554	1,295
CAPITAL FUND TRANSFERS									Est. year end '25	
Conservation Land Fund		0	0	0	0	0	0	0	947	947
Heritage Preservation Fund		0	0	0	0	0	0	0	275	275
Fire Department Capital Reserve Fund		125	150	125	125	125	125	125	348	498
Radio Communications Capital Reserve Fund		0	0	15	15	15	15	15	45	45
Highway Department Capital Reserve Fund		125	150	125	125	125	125	125	473	623
Town Buildings & Grounds Maint. Exp. Trust Fund		0	100	100	100	100	100	100	316	416
Total Capital Fund Transfers		250	400	365	365	365	365	365	2,404	2,804
GRAND TOTAL CIP & CFR		977	1,146	1,363	1,255	1,188	1,210	1,189	2,958	4,099

Capital Improvement Plan

Total 2025 Appropriations	Total 2026 Appropriations
\$ 727,000.00	\$ 747,000.00

100 4902	Machine, Equipment, Vehicle CIP Expenses	2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4902 20 900	Town-wide Computer Replacement - <i>prior</i>	\$ 2,817.78	\$ (2,817.78)	\$ -	
100 4902 20 901	Town-wide Computer Replacement - <i>current</i>	\$ 15,000.00	\$ (3,366.41)	\$ 11,633.59	\$ -
	Computer Replacements				\$ (11,500.00)
	Starting Balance:				\$ 11,633.59
	Expenses:				\$ (11,500.00)
	Ending Balance:				\$ 133.59
100 4902 21 900	Permitting Software/Digital Storage - <i>prior</i>	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
	Online Permitting - Multi-department				
	Starting Balance:				\$ 10,000.00
	Expenses:				\$ -
	Ending Balance:				\$ 10,000.00
100 4902 22 900	Town-wide Technology - <i>prior</i>	\$ 15,000.00	\$ (15,000.00)	\$ -	
100 4902 22 901	Town-wide Technology - <i>current</i>	\$ 50,000.00	\$ (40,362.06)	\$ 9,637.94	\$ 31,000.00
	HyperV Conversion				\$ (10,000.00)
	Network Switch Upgrades All Dept.				\$ (19,000.00)
	DPW Network Upgrade				
	Wireless Internet Access Upgrades				
	FD ATT First Net Cell Internet back up				
	PD Camera Server				\$ (11,000.00)
	Starting Balance:				\$ 40,637.94
	Expenses:				\$ (40,000.00)
	Ending Balance:				\$ 637.94
100 4902 24 900	Traffic Control Program - prior	\$ 8,999.00	\$ -	\$ 8,999.00	\$ -
	Starting Balance:				\$ 8,999.00
	Expenses:				\$ -
	Ending Balance:				\$ 8,999.00
100 4902 26 901	PD Cruiser Replacement - current	\$ 25,000.00	\$ (25,000.00)	\$ -	\$ -
	Next Patrol Curiser				
	Starting Balance:				\$ -
	Expenses:				\$ -
	Ending Balance:				\$ -

Building CIP Expenses	2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4903 30 900	Library Interior Improvement - <i>prior</i>	\$ 18,251.00	\$ (18,251.00)	\$ -

100 4903 30 901	Library Interior Improvement - <i>current</i>	\$ 50,000.00	\$ (42,594.00)	\$ 7,406.00	\$ -
	Bathrooms and Misc Improvments				\$ -
	Starting Balance:				\$ 7,406.00
	Expenses:				\$ -
	Ending Balance:				\$ 7,406.00
100 4903 31 900	Municipal Center Improvements - <i>prior</i>	\$ -	\$ -		
100 4903 31 901	Municipal Center Improvements - Current	\$ 14,189.00	\$ (10,121.96)	\$ 4,067.04	\$ 55,000.00
	Lower Bathroom Renovations				\$ (49,000.00)
	LED Lighting Conversion				\$ (10,000.00)
	Phased - Building Access				\$ -
	Starting Balance:				\$ 59,067.04
	Expenses:				\$ (59,000.00)
	Ending Balance:				\$ 67.04

All Other / Non-Building CIP Expenses		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 40 900	Cemetery Improvements - <i>prior</i>	\$ 1,050.00	\$ -	\$ 1,050.00	
100 4909 40 900	Cemetery Improvements - current	\$ -	\$ -	\$ -	\$ -
	Tree Trimming/Grass Seed			\$ -	\$ (1,000.00)
	Recurring Tree Trimming				
	Starting Balance:				\$ 1,050.00
	Expenses:				\$ (1,000.00)
	Ending Balance:				\$ 50.00
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 50 900	Parks Facilities Improvements - <i>prior</i>	\$ 156,000.00	\$ (14,881.72)	\$ 141,118.28	
100 4909 50 901	Parks Facilities Improvements - <i>current</i>	0	\$ -		\$ 10,000.00
	Stevens Park Pavilion and Facilities Improvements				\$ (125,000.00)
	Binette Field Dug Outs				\$ (20,000.00)
	Picnic Tables				
	Kiosks				\$ (3,000.00)
	Starting Balance:				\$ 151,118.28
	Expenses:				\$ (148,000.00)
	Ending Balance:				\$ 3,118.28
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 60 900	SHP Facilities & Fields Improvments - <i>prior</i>	\$ 53,000.00	\$ (30,339.45)	\$ 22,660.55	
100 4909 60 901	SHP Facilities & Fields Improvments - <i>current</i>	\$ 32,000.00	\$ (7,690.29)	\$ 24,309.71	\$ 115,000.00
	General Improvements				\$ (7,000.00)
	4H Roof				\$ (40,000.00)
	4H Bathrooms				\$ (100,000.00)
	Ranger Hut Tear Down and Reseed				
	Fire Tower				
	New Park Entrance				
	DPW Garage at SHP Roof Replacement				
	Picnic Tables				\$ (14,000.00)
	Upgrade Electrical Service				
	Scammon Barn Roof and Bathrooms				
	One Cattle Barn Roof				
	Playground Upgrade				
	Front Bathroom Upgrade				
	Basketball Court Resurfacing (2025) Done				
	SHP Road Paving				
	Starting Balance:				\$ 161,970.26
	Expenses:				\$ (161,000.00)
	Ending Balance:				\$ 970.26
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 69 900	SHP Area Plan - <i>prior</i>	\$ -	\$ -	\$ -	\$ 15,000.00

	Developing Master Plan with UNH				\$ (15,000.00)
	Starting Balance:			\$ -	\$ 15,000.00
	Expenses:				\$ (15,000.00)
	Ending Balance:				\$ -

		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 71 900	Town-wide Parking Lots Paving - <i>prior</i>	\$ 4,625.32	\$ -	\$ 4,625.32	\$ 8,000.00
	SHP Parking Lot				
	Municipal Center Parking Lot				
	DPW Parking Lot				
	Starting Balance:				\$ 12,625.32
	Expenses:				\$ -
	Ending Balance:				\$ 12,625.32
100 4909 71 901	Town-wide Parking Lots Paving - <i>current</i>	\$ -	\$ (141,905.16)	\$ (141,905.16)	\$ -
	Crack Sealing				
	Starting Balance:				\$ (141,905.16)
	Expenses:				\$ -
	Ending Balance:				\$ (141,905.16)
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 72 901	Road Reconstruction Program - <i>current</i>	\$ 350,000.00	\$ (170,634.44)	\$ 179,365.56	\$ 185,000.00
	NH Highway Block Grant Aid				\$ 166,000.00
	Yearly Paving Program				\$ (325,000.00)
	Starting Balance:				\$ 364,365.56
	Expenses:				\$ (159,000.00)
	Ending Balance:				\$ 205,365.56
100 4909 59 901	Parks-Open Space Connectivity Plan - <i>current</i>	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
	Starting Balance:				\$ 10,000.00
	Expenses:				\$ -
	Ending Balance:				\$ 10,000.00
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 91 900	Revaluation Expenses - <i>prior</i>	\$ 15,582.00	\$ -	\$ 15,582.00	
100 4909 91 901	Revaluation Expenses - <i>current</i>	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 45,000.00
	Cyclical Inspections				\$ (57,000.00)
	Revaluation				
	Starting Balance:				\$ 95,582.00
	Expenses:				\$ (57,000.00)
	Ending Balance:				\$ 38,582.00
		2025 CIP Budget	Expected 2025 Expenditures	Balance as of 11/30/25	2026 Appropriations
100 4909 92 901	PFAS Response & Remediation - <i>current</i>	\$ 190,000.00	\$ (124,819.76)	\$ 61,500.00	\$ 120,000.00
	Wilcox And Barton				\$ (53,000.00)
	Aqua Tech Testing				\$ (124,983.00)
	Starting Balance:				\$ 181,500.00
	Expenses:				\$ (177,983.00)

	Ending Balance:				\$ 3,517.00
100 4909 99 900	Master Plan Update - <i>prior</i>	\$ 6,579.55	\$ -	\$ 6,579.55	
100 4909 99 901	Master Plan Update - <i>current</i>	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
	Full Update of Master Plan				
	Starting Balance:				\$ 16,579.55
	Expenses:				\$ -
	Ending Balance:				\$ 16,579.55

Fire Department Capital Reserve FundPublic Works Capital Reserve Fund

Capital Reserve Funds - Town Building Projects

Y:\CIP\2026 CIP\CIP and CRF Work Book Working Version TR

October 27, 2025



Mr. Tim Roache, Town Administrator
Town of Stratham
10 Bunker Hill Road
Stratham, New Hampshire 03885

**RE: On-going Environmental Services – 2026 Groundwater Management Permit
4 Winnicutt Road Area, Stratham, New Hampshire
NHDES Site No. 199507007**

Dear Mr. Roache:

Wilcox & Barton, Inc. is pleased to present this proposal to provide on-going environmental services for the property located at 4 Winnicutt Road in Stratham, New Hampshire (the site).

The New Hampshire Department of Environmental Services (NHDES) has issued Groundwater Management Permit (GMP) Number GWP-199507007-S-001 for the site. The permit is issued for 5 years and is for the monitoring of groundwater and drinking water impacted with per- and polyfluoroalkyl substances (PFAS).

This letter briefly details the 2026 GMP sampling program and presents the proposed budget. Wilcox & Barton, Inc. will complete the following services in accordance with the permit.

- Coordinate and manage requirements of GMP Number GWP-199507007-S-001.
- April and September of each year, Wilcox & Barton, Inc. will collect drinking water samples from selected private drinking water wells located within or adjacent to the Groundwater Management Zone (GMZ) for laboratory analysis of PFAS by Method 537.1. Results will be transmitted to each homeowner within 45 days of each sampling event. Copies of the homeowner letters, as well as the laboratory analytical reports from April and September will be submitted to the client and NHDES in the Groundwater Summary Data Transmittal or combined Annual Summary Report and GMP Renewal Application. Note, the Groundwater Management Permit is up for renewal in 2026.
- April and September of each year, Wilcox & Barton, Inc. will collect groundwater samples from selected monitoring wells for laboratory analysis of PFAS by isotope dilution. Copies of the laboratory analytical reports from April and September will be submitted to the client and NHDES in the Groundwater Summary Data Transmittal or combined Annual Summary Report and GMP Renewal Application.
- Wilcox & Barton, Inc will coordinate with Advanced Radon Mitigation (ARM; The Water Techs) and manage all laboratory analytical reports and homeowner letters associated with the sampling of installed Point of Entry Treatment Systems. Data

transmitted to Wilcox & Barton, Inc. from ARM will be provided to both the homeowners and the NHDES in accordance with the GMP.

- Analytical data will be formatted into the applicable Electronic Data Deliverable and uploaded with their Station IDs to the NHDES PFAS Environmental Monitoring Database (EMD).

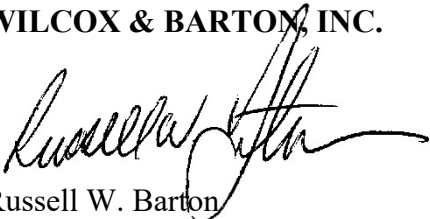
3.0 FEE

Wilcox & Barton, Inc. will perform the above-described scope of services on a time and materials, not-to-exceed fee of \$52,997.38. This fee includes a 10% contingency for possible additional services requested by NHDES following their review of each of the deliverables described above. No additional out-of-scope work will be conducted without your approval.

We truly appreciate the opportunity to continue assisting you with this matter. As always, if you have any questions or need additional information, please do not hesitate to contact me directly.

Very truly yours,

WILCOX & BARTON, INC.



Russell W. Barton
SVP - Principal Geologist

Attachments: Customer Acceptance
Executed Agreements



Customer Acceptance

Proposal: On-going Environmental Services
 4 Winnicutt Road Area, Stratham, New Hampshire
 NHDES Site No. 199507007

Proposal Date: October 27, 2025

Please indicate your acceptance of this proposal by signing below, which will serve as our authorization to proceed. In signing this proposal, the Client authorizes Wilcox & Barton, Inc. to complete the professional services outlined above.

Accepted By:

Authorized Representative of the Client

(Print Name & Title)

(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: Select Board

FROM: Vanessa Price, Director of Planning & Building

DATE: December 31, 2025

RE: 80 & 80R Winnicutt – Subdivision Public and Private Road Names

At a regularly scheduled and duly noticed meeting of the Stratham Planning Board on September 17, 2025, the Board conditionally approved the subdivision plan of a Residential Open Space Cluster Subdivision containing 33 lots with 48 single-family homes, located at 80 and 80R Winnicutt Road, Tax Map 14, Lots 56 and 57, in the Residential/Agricultural Zoning District. The approval of the road names by the Select Board is part of the conditional approval.

The request for the naming of the series of road networks through the proposed subdivision was provided by the applicant, Mr. Drew Copley, with Copley Properties. E911, in coordination with Stratham's Fire Chief and Police Chief, reviewed the proposals and noted changes. The Select Board didn't agree with the proposed name changes by Copley Properties at their October 2025 meetings and deferred to the Historic Commission and the Conservation Commission to comment.

On November 11, 2025, the Heritage Commission came up with a listing of road names, and the list was provided to the Conservation Commission, and discussed at their December 4, 2025, meeting. There was a general consensus that Gallant Place is an appropriate name for the main road into the development, given that it is the name of long-term property owners.

There was a discussion on other prominent past owners of the property. The house was built by Stephen Scammon, but we already have a Stephen Drive and a Scamman Road in town. The barn was built by James Stockbridge. So, if Gallant is used for the main roadway, it was recommended to use Stockbridge for the street leading over to the array houses.

As for the three small private roads leading off the cul-de-sac to the array of homes, suggest using names that are relevant to Stratham and/or this property's history. They include names of grasses or soil type names, and asked Copley Properties to pick names from the listing:

1. Boxford
2. Buxton
3. Charlton
4. Chatfield
5. Eldridge
6. Hoosic
7. Paxton
8. Ridgebury
9. Windsor

10. Fescue
11. Alfalfa
12. Bluestem

Copley Properties notified Planning & Building department staff on December 10, 2025, that he didn't agree with any of the road names presented. They wanted to coordinate with the Historic Commission Chair for commentary. Copley Properties did discuss potential names with the Historic Commission chair, and the Chair didn't represent the Historic Commission as a whole, but saw no issue with the following:

1. Gallant Circle (Main Rd)
 2. Wildflower Circle (Array home street, though no houses will have this address)
- Array home streets:
3. Sunflower Drive
 4. Daisy Drive
 5. Aster Drive

These were not presented at the associated commission meetings after the email received from Mr. Copley on December 10, 2025.

The use of proper names is highly discouraged by the Town and the Division of Emergency Services & Communications. However, the commentary for E911 purposes, the road names presented above have no addressing issues. Fire, Police and Building & Planning Departments didn't have issue with the road names other than Gallant Circle to be considered Gallant Place.

For the January 5, 2026, Select Board meeting, the consideration of the following names before the Board are noted on the enclosed site plan:

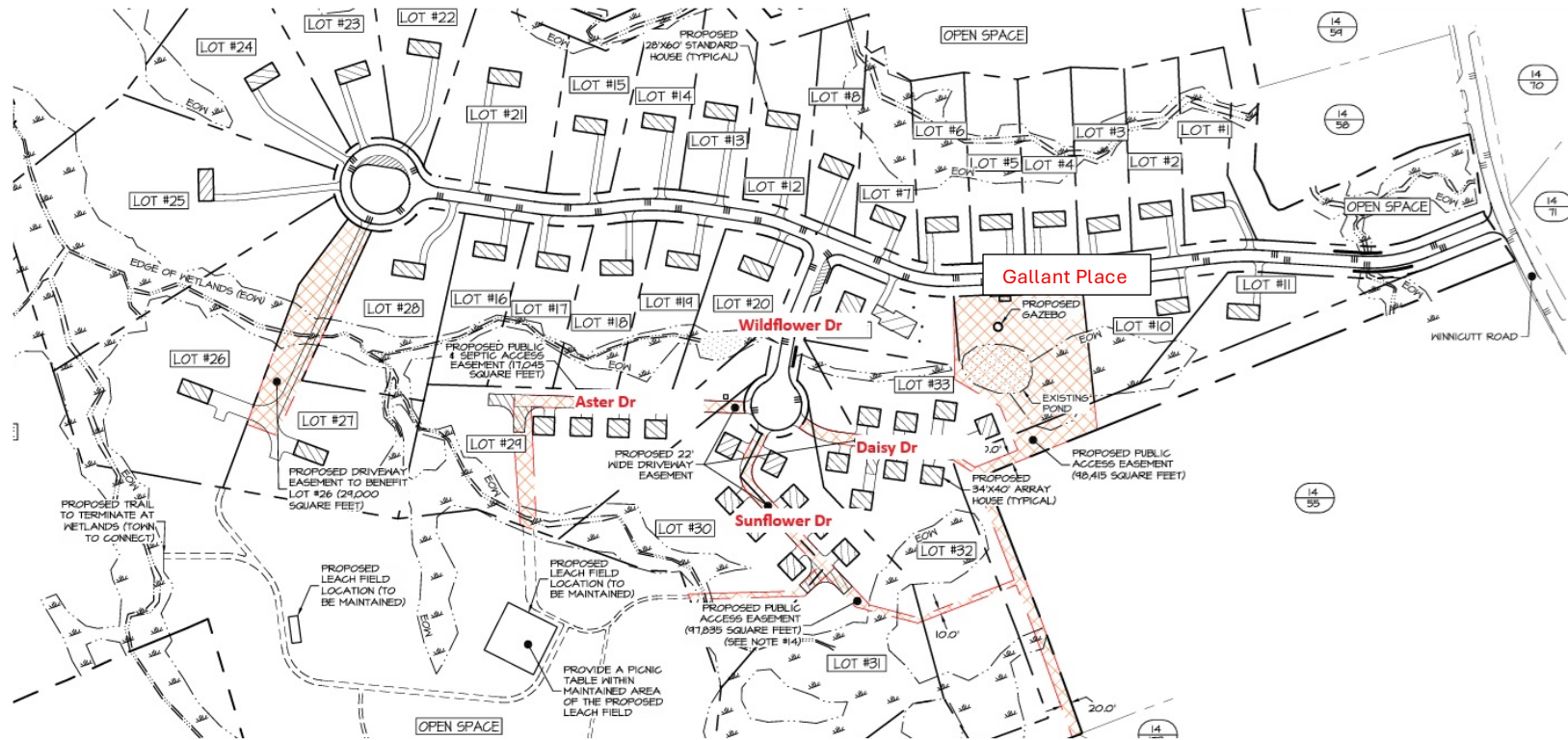
1. Gallant Circle (Main Rd)
2. Wildflower Circle (Array home street, though no houses will have this address)
3. Sunflower Drive
4. Daisy Drive
5. Aster Drive

I had reached out to Mr. Copley to confirm the road names for the proposed subdivision on December 30, 2025, with which he concurred with those names on that date.

Enclosure:

- Site Plan

Enclosure #1: 80 & 80R Winnicutt – Subdivision Public and Private Road Names





TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

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Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

TO: Select Board

FROM: Vanessa Price, Director of Planning & Building

DATE: December 31, 2025

RE: Zoning Board of Adjustment Rules of Procedure & Fee Adoption

At a regularly scheduled and duly noticed meeting of the Stratham Zoning Board of Adjustment (ZBA) on December 16, 2025, the Board adopted their 2025 ZBA Rules of Procedure. The ZBA Rules of Procedure provide guidelines for how a local board conducts its internal operations and public hearings regarding zoning variances, special permits, and appeals. These rules cover various aspects, including the election of officers, quorum requirements, and meeting conduct such as the order of business and the submission of evidence. They also address decision-making procedures, including the need for majority votes and the timing of decisions.

The updates included guidelines and process and updated fee structure as follows:

1. The fees and payable for each application are as follows:
 - a. Application Fees:
 - \$100.00 per variance request
 - \$100.00 per Special Exception
 - \$100.00 per Appeal from Administrative Decisions
 - \$100.00 per Equitable Waiver of Dimensional Requirements
 - b. Public Notice Fee: \$150.00.
 - c. Certified Mail Fee: \$10.00, to be sent to each applicant, agent, attorney, abutter, and interested party entitled to notice under New Hampshire Law.
 - d. Notice of Decision to include certified mailing fee of \$10.00.
2. The applicant shall pay for all additional fees for public notice and certified mail resulting from the following, except as provided in sections 4 and 5 below:
 - a. A rehearing being granted on an application, regardless of who requests the rehearing, and/or
 - b. Any other hearing on the application which requires additional public notice because of an appeal to the superior court or any other intervening litigation, or for any other reason.
3. Failure of the applicant to pay for all additional fees for public notice and certified mail required by section 2 above shall result in the Board taking whatever action, including but not limited to revocation of the approval, as it deems just and reasonable under the circumstances.
4. If the need for additional notice under section 2 above is due entirely to the fault of the Board, the Board shall pay for the additional notice.

5. If the Select Board is seeking the rehearing or is otherwise primarily responsible for the requirement for additional fees for public notice or otherwise, then the town, and not the applicant, shall pay for all such notice fees.

The updated fee schedule will be posted following the approval at the January 5, 2026, Select Board Meeting, as the Notice of Land Use Board Fees Under RSA 673:16, III (as amended).

Enclosure:

- Stratham Zoning Board of Adjustment Rules of Procedure dated December 16, 2025.



ZONING BOARD OF ADJUSTMENT RULES OF PROCEDURE

AUTHORITY:

These rules of procedure are adopted under the authority of the New Hampshire Revised Statutes Annotated, 1983; Chapter 676:1, as amended in the most recent edition of the New Hampshire Statutes.

OFFICERS:

1. A **Chair** shall be elected annually by a majority vote of the Board in the month of April or at the first meeting after the annual Town Election, whichever is sooner. The Chair shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall affix a signature in the name of the Board.
2. A **Vice Chair** shall be elected annually by a majority vote of the Board in the month of April or at the first meeting after the annual Town Election, whichever is sooner. The Vice Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters which come before the Board during the absence of the Chair.

MEMBERS AND ALTERNATES:

1. The Board shall consist of five (5) members who shall be appointed by the Select Board. Members must reside in Stratham. They are expected to attend each meeting of the Board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair and Code Enforcement Officer as soon as possible. Members, including the Chair and the other officers of the Board, shall participate in the decision-making process and vote to approve or disapprove all motions under consideration.
2. Up to three (3) alternate members may be appointed by the Select Board. The alternates shall attend all meetings to familiarize themselves with the workings of the Board. They shall be ready to serve as a voting member of the Board whenever a regular member of the Board is unable to fulfill required responsibilities.

MEETINGS:

1. Meetings may be held at the request of the Chair provided public notice and notice to each of the members and alternates are given in accordance with RSA 91-A:2, II.
2. Public Hearing Meetings: Public hearings will generally be held at the Municipal Center, at 7:00p.m. on the first Tuesday of each month. If the first Tuesday of the month falls on a holiday or if the Municipal Center is unavailable to hold the public hearing on the first Tuesday, the public hearing will be scheduled to occur at a date, time and place as determined by the Chair, after consultation with the Code Enforcement Officer or Director of Planning and Building.

Public hearings will be scheduled only when there is business to conduct.

If a public hearing is scheduled and subsequently cancelled, a notice of cancellation shall be posted at the Municipal Center and, if practical, on the Town's website and elsewhere as determined by the Chair.

3. **Quorum.** A quorum for all meetings of the Board shall be three members, including alternates sitting in the place of members. The Board will make every effort to ensure that a five-member Board is present for the consideration of any appeal. If any regular Board member is absent from any meeting or hearing, or requests disqualification from sitting on a particular case, the Chair shall designate one of the alternate members to sit in place of the absent or disqualified member, and such alternate shall be in all respects a full member of the Board while so sitting for an entire case or for an entire meeting.

A vote of three members voting in the affirmative, regardless of the number of members in attendance, is required to approve an application. In the event that fewer than five members are anticipated for a public hearing, the applicant shall be afforded the opportunity to postpone the public hearing at least one time to a future meeting date.

4. **Disqualification.** If any member requests disqualification from sitting in a particular case, as provided in RSA 673:14, the member shall notify the Chair as soon as possible so that an alternate may be requested to sit in the member's place. When there is uncertainty as to whether a member should be disqualified to act in a particular application, that member or another member of the Board may request the Board to vote on the question of disqualification. Any such request shall be made before the public hearing gets underway. The vote shall be advisory and non-binding. The disqualified member shall refrain from sitting at the Board table during the public hearing and during all deliberation on the case.
5. **Order of Business.** The order of business for meetings shall be as follows:
 - a. Call to order.
 - b. Roll call by the Chair.
 - c. Adoption of minutes of previous meeting.
 - d. Open public hearing.
 - e. New cases(s).
 - f. Unfinished business/old case(s).
 - g. Communications and miscellaneous.
 - h. Other Board business.
 - i. Adjournment.
6. **Meeting Schedule.** The annual meeting schedule will be voted on no later than December 1 of the preceding year and will consist of a minimum of one meeting per month.
7. **Site Walk.** Whenever a majority of board members believe it would be helpful, a site walk of the subject property shall be scheduled. The site walk shall be conducted at such other time as the Board shall agree. The time, date and place of the site walk shall be given as part of the public notice for the application, appeal or action. Board members intending to sit on the Board during the determination of a particular case are strongly encouraged to attend the site walk.

During the site walk, the applicant shall identify key aspects of the property that the applicant deems important for consideration by the Board. The site walk is not the appropriate venue for taking testimony, and the Chair should restrict any attempts by persons to testify during the site walk. The Chair should direct all such persons to attend the public hearing to offer testimony at the appropriate time.

8. **Continuations of Public Hearings.** A public hearing may be continued for any of the following reasons:
 - a. Upon written request of the applicant (if prior to a hearing) or upon oral request at the time of the hearing.
 - b. Upon reaching 9:30 p.m. all cases may be discussed and decided on the following Thursday at 7:00 pm.
 - c. Upon the membership falling below five members.
 - d. Upon the Board resolving that additional information or evidence is necessary, or for any other good cause.
9. **Cancellations.** If a public hearing is scheduled and subsequently canceled, a notice of cancellation shall be posted at Town Hall and, if practical, on the Town's website and elsewhere as determined by the Chair. This may include a lack of quorum or an inclement weather situation. If there is no quorum present and the Town Staff Member cannot reach the board members, then staff and board members present will wait 15 minutes before determining the meeting cancellation.

JOINT MEETINGS AND HEARING:

1. RSA 676:2 provides that the Board may hold joint meetings or hearings with other "land use boards", including the Planning Board, the Heritage Commission, and Conservation Commission, and that each board shall have discretion as to whether or not to hold a joint meeting with any other land use board.
2. Joint business meetings with any other land use board may be held at any time when called jointly by the Chair of the two Boards.
3. A public hearing on any appeal to the Board of Adjustment will be held jointly with another board only under the following conditions:
 - a. The joint public hearing must be a formal public hearing on appeals to both Boards regarding the same subject matter; and
 - b. If the other Board is the Planning Board, RSA 676:2 requires that the Planning Board Chair shall chair the joint hearing. If the other board is not the Planning Board, then the Zoning Board of Adjustment Chair shall chair the joint hearing; and
 - c. The provisions covering the conduct of public hearings set forth in these rules, together with such additional provisions as may be required by the other board, shall be followed; and
 - d. The other board shall concur in these conditions.

NONPUBLIC SESSIONS:

The decision to hold a nonpublic session must be included in the minutes of the open session. Minutes must be kept of the nonpublic session. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes of nonpublic sessions shall include the names of members, persons appearing before the Board, and a brief description of the subject matter discussed and final decisions. Refer to RSA 91-A:3, III as amended.

APPLICATION/DECISION:

1. Applications.

- a. Prior to filing an application with the Board, the applicant must first make application to the Building / Code Enforcement Department for a determination of need for relief. Should it be necessary, the applicant will be denied a building permit or obtain a written denial for the proposed activity from the Code Enforcement Officer. An application before the Board will only be accepted and processed after the issuance of a denial letter.
- b. Each application for a hearing before the Board shall be made on forms provided by the Board and administered by the Building or Planning staff.
- c. When an application involves the Wetlands Conservation District, the Shoreland Protection District, or a vegetated non-disturbance buffer area, it shall be forwarded by Town staff to the Conservation Commission for an advisory opinion prior to the Board hearing the case. Additionally, the Zoning Board may request an advisory opinion of the Conservation Commission for any application pending before the Board.
- d. Applications must be received by the Building / Code Enforcement and/or Planning Department twenty-eight (28) days prior to the next regularly scheduled meeting.
- e. Appeals from an administrative decision taken under RSA 676:5 shall be filed within 30 days of the decision.
- f. All forms and revisions prescribed shall be adopted by resolution of the Board and shall become part of these rules of procedure.
- g. The Code Enforcement Officer will review applications for technical completeness, and notice the Board of that. Any written report on the merits of the case will be presented with a copy to the applicant no less than three (3) business days before the meeting.

2. Public Notice.

- a. Public notice of public hearings on each application shall be given in a local newspaper and shall be posted at several locations within the Stratham Municipal Center not less than five (5) business days before the date fixed for the hearing not including the date the notice is posted or the date of the public hearing. Notice shall include the name of the applicant, description of the property including tax map identification, action desired by the applicant, provisions of the zoning ordinance concerned, the type of appeal being made, and the date, time and place of the hearing.
- b. Personal notice shall be made by certified mail and regular first class mail to the applicant and every abutter and holders of conservation, preservation, or agricultural preservation restrictions not less than five days before the date of the hearing. Notice shall also be given to the Planning

Board, Town Clerk, Board of Selectmen, and other parties deemed by the Board to have special interest. Said notice shall contain the same information as the public notice.

- c. The applicant shall pay for all required notice costs in advance.

3. Public Hearing.

- a. The Chair shall introduce the first case or ask the Town staff representative to present the first case.
- b. If queried by a member of the Board, the Town staff representative shall provide a description of the application and report on how the public notice and personal notice were given.
- c. The applicant, or the applicant's representative, shall be responsible to present and describe the application.
- d. Members of the Board may ask questions at any point during the testimony. Alternates may ask questions at any point during the testimony, as well as any member of the audience. All questions and comments shall be posed through the Chair.
- e. All persons who appear shall be required to state their name and address and indicate whether they are a party to the case or an agent or counsel of a party to the case.
- f. Any member or alternate of the Board, through the Chair, may request any party to the case to speak a second time.
- g. Any party to the case who wants to ask a question of another party to the case must do so through the Chair.
- h. All those in attendance at the public hearing shall be permitted to speak. Written correspondence related to the application and received by 4:00 pm on the night of the public hearing shall be read into the record. The Chair, at his or her discretion, may provide the applicant or other parties, the opportunity to speak in rebuttal to comments made. The Chair, at his or her discretion, may limit comments from those in attendance to a specific duration in order to ensure a timely and efficient public hearing process.
- i. The Board will hear any evidence that pertains to the facts of the case or how the facts relate to the provisions of the Zoning Ordinance and state land use law.
- j. Public comment ends at the close of the public hearing.
- k. Board deliberation begins after close of the public hearing. The Board may postpone a public hearing, provided the date of the next public hearing is announced at the first hearing.
- l. At any juncture during the public hearing and deliberative process, the Board may call upon Town Staff for administrative, regulatory, and/or technical guidance on the application.

4. Decisions.

The Board shall decide all cases during the public hearing or within 30 days of the close of the public hearing and after all final application materials have been submitted by the applicant. The Board shall approve, approve with conditions, or deny the application.

FEES:

1. The fees and payable for each application are as follows:
 - a. Application Fees:
 - \$100.00 per variance request
 - \$100.00 per Special Exception
 - \$100.00 per Appeal from Administrative Decisions
 - \$100.00 per Equitable Waiver of Dimensional Requirements
 - b. Public Notice Fee: \$150.00.
 - c. Certified Mail Fee: \$10.00, to be sent to each applicant, agent, attorney, abutter, and interested party entitled to notice under New Hampshire Law.
 - d. Notice of Decision to include certified mailing fee of \$10.00.
2. The applicant shall pay for all additional fees for public notice and certified mail resulting from the following, except as provided in sections 4 and 5 below:
 - a. A rehearing being granted on an application, regardless of who requests the rehearing, and/or
 - b. Any other hearing on the application which requires additional public notice because of an appeal to the superior court or any other intervening litigation, or for any other reason.
3. Failure of the applicant to pay for all additional fees for public notice and certified mail required by section 2 above shall result in the Board taking whatever action, including but not limited to revocation of the approval, as it deems just and reasonable under the circumstances.
4. If the need for additional notice under section 2 above is due entirely to the fault of the Board, the Board shall pay for the additional notice.
5. If the Select Board is seeking the rehearing or is otherwise primarily responsible for the requirement for additional fees for public notice or otherwise, then the town, and not the applicant, shall pay for all such notice fees.

RECORDS:

1. The records of the Board shall be kept by Town staff and made available for public inspection at the Town Hall in accordance with RSA 676:17.
2. Final written decisions will be included in the minutes of the meeting and will be made available for public inspection within five (5) business days after the decision is made. RSA 676:3
3. Minutes of all meetings including names of Board members, persons appearing before the Board, and a brief description of the subject matter shall be open to the public for inspection within five (5) business days of the public meeting. Approval of the minutes of meeting will take place at a regularly scheduled meeting of the Board.
4. Meetings are audio recorded for the purpose of preparing meeting minutes. Barring any unforeseen

technological issues, recordings will be provided to the public upon request up to 60 days from the date of the meeting.

PROCEDURE FOR TOWN COUNSEL OPINIONS

Should a question arise at hearing related to any issue, including any issue related to a pending application, the Board may vote to continue the meeting to consult with Town Counsel or request an opinion from Town Counsel before continuing taking evidence or deliberating. In such event, the Board shall continue the matter for reasonable time to allow for receipt of the legal opinion.

All communication with Town Counsel shall be made through the Director of Planning and Building or the Code Enforcement Officer (CEO), unless Town Counsel is present at a particular public hearing or is present at a closed meeting for purposes of attorney client communication. Upon receipt of an opinion, the Director of Planning and Building or CEO shall provide copies of the opinion to the Board at the ZBA Board meeting for the board members to review, and the Director of Planning and Building or CEO shall collect the documents at the meeting end.

AMENDMENTS:

These rules of procedure may be amended by a majority vote of the members of the Board provided that such amendment is read at a regular meeting, immediately preceding the meeting at which vote is to be taken. This version of the Rules was adopted on December 16, 2025.

WAIVERS:

Any portion of these rules of procedure may be waived in such cases where, in the opinion of the Board, strict conformity would pose a practical difficulty to the applicant and waiver would not be contrary to the spirit and intent of the rules.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

TO: Select Board

FROM: Karen Richard

DATE: December 29, 2025

RE: New Life Baptist Church Sewall Room Request

The request from Pastor Tommy Oliver to continue to use the Sewall Room on Sundays was before you at your December 1st meeting. You had questions, therefore no decision was made. Below is my attempt to address all your questions.

1. The New Life Baptist church has been requesting use of the Sewall Room on Sundays for a reduced rate in exchange for mopping/sweeping every year at least since 2015. The Select Board meeting minutes where you approved this are attached. They've paid \$325 every quarter. They have always left the room in excellent condition.
2. There is no "form" to be filled out for requests to use the Sewall Room. Unlike the pavilions where an online reservation can be made, all Sewall Room reservations must go through me. This makes it easier to manage because it is only available to Stratham residents. I have not yet put in their reservation because you have not yet approved it.

Please let me know if you have any other questions. Pastor Tommy has let me know that he would be happy to come to a Select Board meeting if you wish.

Thank you for your consideration of his request.



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: Michael Lamb, Deputy Director of Emergency Management
DATE: 1/5/2026
RE: Appointment of Director of Emergency Management and Deputy Director Transition

Dear Select Board,

I am writing to inform you of an important staffing update within our Emergency Management Department.

The position of **Director of Emergency Management** is currently vacant and needs to be filled to ensure continued leadership and preparedness for our town's emergency response efforts. After careful consideration and in alignment with our department's goals and continuity planning, I am formally expressing my interest in stepping into the role of **Director of Emergency Management**.

In conjunction with this transition, **June Sawyer** has expressed her interest in assuming the role of **Deputy Director of Emergency Management**. June brings a wealth of experience and dedication to our emergency preparedness initiatives, and I am confident in her ability to support the department in this new capacity.

These proposed changes are intended to maintain strong leadership and ensure a seamless transition as we continue to serve and protect our community. I welcome any questions or feedback you may have regarding this transition and look forward to working with all of you in our continued efforts to enhance emergency management operations.

Thank you for your support.

Sincerely,
Michael Lamb
Deputy Director of Emergency Management

NOTICE OF ABATEMENT REFUND / CREDIT APPLIED*

(RSA 76:17-d)

Revised form 4/26/2016

Date: 1/2/2026

TOWN OF STRATHAM

Abatement

2025-2

By vote of the Board of Selectmen upon the application of:

Name: TOWN OF STRATHAMAddress: 132 Portsmouth Avenue
Stratham, NH 03885

We have abated the amount of: \$9,788.00 plus interest.

on Map 17 Lot 3 Sub Located at 132 PORTSMOUTH AVEor other tax by type real estate for tax year 2025Reason for Abatement: Property is now town owned

RECOMENDATION				ASSESSED VALUE			
X	GRANT		DENY	Original	\$1,327,700	Revised	\$1,327,700

STRATHAM BOARD OF SELECTMENMichael Houghton, ChairmanAllison KnabJoseph Anderson JrDate May 2024

The abatement refund will be applied to your outstanding taxes pursuant to RSA 76:17-d as follows:

Date taxes paid: Tax collector's initials: Abatement amount plus interest: \$ 9,796.58

Please contact the tax collector's office to determine any remaining outstanding balances of taxes due.

* RSA 76:16, III (h) says in part. "Any interest paid to the applicant must be reported by the municipality to the United States Internal Revenue Service, in accordance with federal law. Prior to payment of an abatement with interest, the taxpayer shall provide the municipality with the applicant's social security number or federal tax identification number. Municipalities shall treat social security or federal tax identification information as confidential and exempt from a public information request under RSA 91-A."

Copies to: Taxpayer, Tax Collector, and Finance Office