MINUTES OF THE AUGUST 3, 2026 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Director of Parks & Recreation Seth Hickey

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,

Karen Richard
Recording Secretary