

MEMORANDUM

TO: Michael Houghton, Select Board Chair
Joseph Lovejoy, Select Board Vice-Chair
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: May 15, 2020

RE: Select Board Agenda and Materials for May 18th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for May 18, 2020.

III. Consideration of Minutes

The draft minutes from May 4 and May 11, 2020 are included in your packet for review.

IV. Department Reports & Presentations

The department report will be from Seth Hickey, Parks & Recreation Director.
The next departmental report (at your June 1st meeting) will be from Nate Mears, Public Works Director.

V. Correspondence

- A. Email from April Mason regarding SHP parking lot closure
- B. Thank you to Police and Fire from James Theisen

VI. Public Comment

VII. Public Hearings, Ordinances and/or Resolutions

None are scheduled or required for this meeting.

VIII. Discussion of Monthly Reports (second meeting of each month)

Department reports have been submitted directly for your review. On Monday, I intend to assemble these documents in one document that I will forward separately in advance of your meeting.

IX. New Business and Action Items

A. Stratham Hill Park Status of Parking Lot Closure (to be discussed under Departmental Report)

I anticipate action relative to this item will take place during the departmental report.

B. COVID-19 – Grant Acceptance and Related Actions

The Town's allocation of the \$32 million COVID-19 Municipal Relief Fund (MRF) is \$176,768. MRF funds are intended to reimburse the Town for COVID-19 related expenses that are not eligible for reimbursement from the Federal Emergency Management Agency (FEMA) or other federal programs.

Recommend Motion: to vote to accept and enter into the grant agreement for the COVID-19 Municipal Relief Fund (MRF) in an amount up to \$176,768

C. Memorial Day Observation

In accordance with our discussion at your May 4th meeting, the Memorial Day Parade is to be cancelled, however, alternative observance plans are being developed by volunteers who traditionally serve this role in coordination with the Town. I plan to discuss these with you at the meeting. I suggest we ensure an announcement relative to the Town's observance on Tuesday.

D. Outdoor Restaurants & Governor's Executive Order

Please find a memorandum from Building Inspector Shanti Wolph relative to the Governor's Executive Order "2.0" and restaurants. This memorandum and recommended permit form have been created to implement the Governor's guidance relative to providing opportunities for restaurants to operate in accordance with social distance guidelines during the pandemic.

Recommended motion: to vote to adopt and utilize the temporary outdoor seating permit request form as proposed.

E. Application for 79E Community Revitalization Tax Incentive – 82 Portsmouth Avenue

Please find a memorandum from Town Planner Tavis Austin regarding a recently completed application for the 79-E tax incentive program. The memo provides details about the application and the program as well as the required actions of the Board under the RSA. At this time, the Board only needs to make a determination of completeness, which begins a statutory timeline of required consideration of the application. In addition to assessing completeness, I would encourage sharing any other questions you may have

that I can seek to have answered prior to a public hearing that I also recommend the Board set in motion at your meeting.

Recommended motion: to make a determination the 79E Application as submitted and amended by the owners of 82 Portsmouth Avenue as complete. Further, to authorize the Town Administrator to schedule a public hearing within the required 60 day time-frame.

F. Discussion re: Preparations for Town Meeting

Under this item, the Board can continue to discuss preparations for the Town Meeting, which has been postponed to Saturday July 11th at 9:00 a.m. at the Stratham Memorial School.

X. Town Administrator Report

I plan to address additional issues and updates for the Board. If you have any items you want to ensure I address, please let me know.

Finance Administrator Dawna Duhamel will be present at the meeting. To review various information pertaining to Town finances including the Monthly Expenditure Report previously transmitted and included in this packet.

XI. Informational Items

- A. Monthly Expenditure Report – April
- B. Resolution of Subaru Letter of Credit

XII. Reservations, Event Requests & Permits

There are no requested reservations at this time.

XIII. Review of Recent or Upcoming Board & Commissions Agendas

XIV. Miscellaneous & Old Business

- A. Boards and Commissions Appointments – Planning Board, Rockingham Planning Commission
 - a. Rockingham Planning Commission Technical Advisory Committee Appointment
- B. PFAS in Town Center Update

XV. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

Select Board Agenda

May 18, 2020

Please note, this meeting will be held remotely. Please see call-in details below

Town of Stratham

Select Board

7:00 p.m.

Call Instructions

This meeting is taking place pursuant to authorization granted through a Governor's Emergency Order. Please note that there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the Emergency Order, the public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205 7349** and input **2254** when prompted for a user pin/code.

If at any time during the meeting you have difficulty, hearing the proceedings, please call 603 772-7391 ext. 187.

To access materials related to this meeting, please see this link:

<https://www.strathamnh.gov/home/events/50364>

To read more about conducting meetings pursuant to RSA 91-A during the current public health emergency please visit: www.strathamnh.gov/select-board/files/telemeetings

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – May 4, 2020 and May 11, 2020
- IV. Department Reports & Presentations – Parks & Recreation
- V. Correspondence
 - A. Email from April Mason regarding SHP parking lot closure
 - B. Thank you to Police and Fire for parade

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.



TOWN OF STRATHAM

INCORPORATED 1716

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

May 18th Agenda (continued)

- VI. Public Comment
- VII. Public Hearings, Ordinances and/or Resolutions
- VIII. Discussion of Monthly Reports (second meeting of each month)
- IX. New Business and Action Items
 - A. Stratham Hill Park Status of Parking Lot Closure and Recreation Facilities (to be discussed under Departmental Report)
 - B. COVID-19 - Grant Acceptance and Related Actions
 - C. Memorial Day Observation
 - D. Outdoor Restaurants & Governor's Executive Order
 - E. Application for 79E Community Revitalization Tax Incentive – 82 Portsmouth Avenue
 - F. Discussion re: Preparations for Town Meeting
- X. Town Administrator Report
 - A. Finance Report
- XI. Informational Items
- XII. Reservations, Event Requests & Permits
- XIII. Review of Recent or Upcoming Board & Commissions Agendas
- XIV. Miscellaneous & Old Business
 - A. Boards and Commissions Appointments
 - a. Rockingham Planning Commission Technical Advisory Committee Appointment
 - B. PFAS in Town Center Update
- XV. Adjournment

MINUTES OF THE MAY 4, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Finance Administrator Dawna Duhamel, Town Treasurer Tracy Abbott and Police Chief Anthony King. Town Administrator David Moore was on the call at the Municipal Center.

Dan Crow, Stratham Hill Park Association and one member of the public were also on the call.

The Board Chair opened the meeting at 7:00 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provide the information necessary information for accessing the meeting, including how to access the meeting via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if you have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

MINUTES

Mr. Lovejoy motioned to approve the minutes of 4/20/2020. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Mr. Houghton welcomed Ms. Abbott to her new role and thanked her for her willingness to serve the Town. He then directed attention to the first New Business item: the Town's Investment Policy. Ms. Duhamel reviewed GASB policies to ensure compliance. She and Ms. Abbott made suggested minor adjustments. Mr. Lovejoy motioned to adopt the Investment Policy as outlined by Ms. Duhamel and Ms. Abbott. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Next, Ms. Duhamel noted the Delegation of Deposit Authority has been in place to allow the Town Clerks and some Finance personnel to make deposits on a daily basis. There is no change to this policy. Mr. Lovejoy motioned to approve the Delegation of Deposit Authority provided that proper names were used on the list. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

POLICE

Police Chief Anthony King presented his department report. He reviewed the modifications he's made to his department in response to the Covid epidemic. He will gradually begin to resume routine practices that had been on hold because of the epidemic. He reported that scams have increased; his department is proactively trying to warn the public.

Chief King addressed the increase in request for “car cruises” or “parades” for birthday parties. He has been coordinating with Fire Chief Matt Larrabee. The feedback from the public has been phenomenal. All agreed that these were positive events for the community, especially during these difficult times. Chief King questioned the need for a permit; however the Board did not think that necessary. Chief King will maintain a list of requests and keep the Board aware.

TOWN ADMINISTRATION

Mr. Moore discussed the possibility of re-opening the parking lot at Stratham Hill Park to Stratham residents only. Mr. Crow agreed with the recommendation. Chief King, although supportive, felt enforcement would be challenging. Ms. Knab wanted to ensure alignment with state guidelines. She, along with Mr. Lovejoy, expressed caution regarding the timeline and increased strain on the police department to monitor the parking lot. Mr. Houghton agreed but wanted to have further discussions. It was decided to defer a decision to May 18.

Mr. Houghton drew attention to the correspondence item, a letter from the DRA. There were no comments from the Board or the public.

Memorial Day Ceremony

Mr. Moore and Jeff Gallagher, coordinator of the Memorial Day event have had discussions regarding the safety of holding the traditional Memorial Day events. In accordance with state guidelines, they felt it would not be prudent to move forward with the parade or ceremony. Mr. Moore and the Board felt it was important to recognize the holiday and to acknowledge the veterans who gave their lives. Mr. Moore will work with the Fire Department on an appropriate and safe way to observe the holiday.

Town Meeting

Mr. Moore has had conversations with David Emanuel, Town Moderator and many others regarding the Town Meeting. All agree that the May 16th date will need to be postponed. Mr. Moore suggested Saturday, July 11th. He discussed alternate locations that would allow for social distancing. Mr. Moore will contact Dr. Ryan, SAU Superintendent, on the possibility of using the Exeter High School facilities.

TIF District Communication

Mr. Moore has been monitoring social media in hopes of addressing residents’ questions and concerns surrounding the TIF District warrant article. He made several suggestions on strategies to re-engage residents on this major policy initiative. The Board wanted to reintroduce all the warrant articles when the notification about the Town Meeting postponement is made. They are eager to receive feedback and continue to have conversations regarding the Articles. They acknowledged that the proposed budget will be very different than the one originally brought forth in February. An amendment will have to be made, but the environment is still uncertain; much remains unknown.

Marin Way

Town Planner Tavis Austin submitted materials advising the Board that Lindt is moving forward with their project. As part of that, NH DOT is requiring improvements at the intersection of Marin Way (Town owned) and Rt. 111 (state owned). Lindt’s contribution still needs to be

negotiated. This is the beginning of a public works initiative which is being coordinated with the Planning department. Mr. Moore will obtain clarification from DOT as to process and timing and will put it before the Board at a later date. Mr. Houghton wanted to ensure cost sharing.

Mattress Fees

Public Works Director Nate Mears submitted a proposal to increase the fees charged for mattresses at the Transfer Station. The fee we charge does not cover the cost of disposal. Mr. Mears has located an agency that will recycle the mattresses for a lower cost than what we currently pay. However, the fee will still need to be adjusted. Mr. Lovejoy made a motion to increase the fee to \$20 per mattress and \$10 for a crib mattress. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

CDBG Contract Amendment

Mr. Moore reported that, on the recommendation of the REDC, the State of New Hampshire supports transitioning the 2018 CDBG grant from job creation to job retention. Mr. Lovejoy motioned to authorize the Board Chair to execute the contract amendment with the State of New Hampshire as recommended by the REDC. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Grant Opportunity – Warm Zone Equipment for Fire Department

Fire Chief Matt Larrabee had submitted a recommendation that he, along with the Town Administrator and Finance Administrator, apply for a Department of Homeland Security 2018 EMS Warm Zone Equipment grant (\$6,000). The purpose of the grant is to outfit our first responders with appropriate equipment to respond to “warm-zones”, such as active shooter situations. Mr. Houghton made a motion to authorize the Fire Chief, Finance Administrator and Town Administrator to apply for, accept, and expend a grant from Homeland Security in the amount of \$6,000 for warm-zone equipment. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Building Permit Fee Waiver Request – School Construction

Building Inspector/CEO Shanti Wolph submitted a memo to the Board detailing a request from Richard Wendell, Owners Representative for the C.M.S. renovation project for a 100% waiver from the \$47,864 in Building Permit Fees. RSA 41-9-a permits the SB to amend fees for issuance of a permit. Based on Mr. Wolph’s research, Mr. Moore described how other towns have handled this type of request. After some discussion, Mr. Lovejoy motioned to reduce the building permit fee for the C.M.S. renovation project by a prorated amount equal to the school population from Stratham (Stratham has 24% of the students in the SAU); this would equal a waiver of \$11,487 and a final permit amount of \$36,017. Mr. Houghton seconded the motion. Via roll call vote, all voted in favor.

TOWN ADMINISTRATION

Mr. Moore has been following State disbursement of the CARES Act money to municipalities. Our town is eligible for reimbursement of up to \$176,000 for Covid related expenses. These funds are not for revenue replacement, but can be used for expenses such as welfare costs, tele-remote operations, election costs if not funded by the federal government, legal fees, etc. FEMA is also offering funds, but a significantly less amount. All Covid related expenses continue to be

tracked. Mr. Moore reviewed the modification to the Governor's order and explained how it pertained to us as a municipality. When employees start coming back to the office to work, Mr. Moore suggested having an EMT take the temperature and screen employees at the beginning of each day. The Board was in support of this. In accordance with the State guidance, Mr. Moore recommended allowing the employees to continue to work remotely until the end of May, noting that it has been working well, with no disruption of service.

Town Clerk Joyce Charbonneau has requested a plexi-glass barrier be installed at their counter. Mr. Moore has requested Nate Mears work on this. The Board was supportive.

Mr. Moore received a request from a resident to grow crops on the Gifford Field at Stratham Hill Park. Not having had this request before, the Board raised many questions. This led to a discussion on community gardens. Policies and procedures would need to be initiated. They felt strongly that the Conservation Commission, Stratham Hill Park Association as well as the Parks & Recreation Department should be involved in the conversation. Given the current epidemic, it is unlikely this project would happen this year. Mr. Moore will follow up.

Mr. Moore spoke with Jim Ricker regarding the PFAS issue. He is putting together a proposal for testing we will be required to do. We are still waiting to hear back from the State on our submittal.

The owners of 82 Portsmouth Avenue submitted a 79D tax relief application which looks eligible and complete. Next, it would need to be accepted and a public hearing held. Mr. Moore will bring it before the Board on May 18 and make a referral to the Heritage Commission.

Mr. Houghton noted that the Heritage Commission is seeking to engrave the names of veterans of the Persian Gulf War on the fourth obelisk at the Veteran's Garden at Stratham Hill Park. He was supportive of allowing the Heritage Commission to spend the \$250, as it is previously allotted funds that can only be used on Heritage Commission projects. Mr. Moore clarified and confirmed that the Board would be supportive of projects whose funds have been allocated in prior budgets and can only be expended through those specific accounts.

At 9:27 pm Mr. Lovejoy made a motion to adjourn. Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MINUTES OF THE May 11, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Town Administrator David Moore.

The Board Chair opened the meeting at 1:00 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provide the information necessary information for accessing the meeting, including how to access the meeting via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if you have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

At 1:03 pm Mr. Houghton made a motion to go into a non-public session in accordance with RSA 91A:3, II(d); Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

The public session resumed at 1:46 p.m.

Ms. Knab moved to seal the minutes determining that failure to do so would render a proposed action ineffective; Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

Ms. Knab moved to adjourn the meeting at 1:47 p.m. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: [Town of Stratham NH] Stratham Hill Park (Sent by April Mason, Herseymason@comcast.net)
Date: Thursday, May 14, 2020 8:35:30 AM

Karen,

Please print this e-mail to .pdf and add it is Board's packet as an correspondance.

Thank you,

DM

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

From: Selectmen <selectmen@StrathamNH.gov>
Sent: Wednesday, May 13, 2020 8:33 AM
To: David Moore <dmoore@StrathamNH.gov>
Subject: FW: [Town of Stratham NH] Stratham Hill Park (Sent by April Mason, Herseymason@comcast.net)

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

From: cmsmailer@civicplus.com [<mailto:cmsmailer@civicplus.com>]
Sent: Wednesday, May 13, 2020 7:27 AM
To: Selectmen
Subject: [Town of Stratham NH] Stratham Hill Park (Sent by April Mason, Herseymason@comcast.net)

Hello Select Board,

April Mason (Herseymason@comcast.net) has sent you a message via your contact form (<https://www.strathamnh.gov/user/30/contact>) at Town of Stratham NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.strathamnh.gov/user/30/edit>.

Message:

Greetings,

I reached out to SHP on Facebook to inquire about reopening the SHP parking lot. They indicated they have a phased in plan that will be presented to the select board on Monday night . I'd like to advocate for the reopening for Stratham residents only. This limits volume and allows our residents/taxpayers to enjoy the Park safely. Appreciate all your efforts !

April Mason

Town of Stratham
10 Bunker Hill Road
Stratham, NH 03885

Attention: Town Administrator

May 13, 2020

Dear Mr. Moore,

I am writing on behalf of Peninsula at Winding Brook to thank Fire Chief M Larrabee and Lt David Pierce and all the volunteers who led a parade for us on Saturday May 9th.

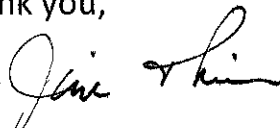
Our community wanted to show support to one of our neighbors who was going into Mass General for a month for a very serious and delicate procedure. Matt and Dave provided fire trucks and two cruisers to make the event upbeat and meaningful to Joe Green.

We can't thank them enough for their cooperation and assistance. They were responsive to our request and went over the top to make it special.

These two men represent the best in community service. We are fortunate to have them serving our community in such a thoughtful and sensitive manner.

Would you please make sure this note goes to the individuals who should be aware of their actions beyond what they are called upon to do each day?

Thank you,

A handwritten signature in black ink, appearing to read "Jim Theisen", written over the printed name.

James M Theisen

16 Peninsula Drive
Stratham, NH 03885



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Selectmen's Office/ Administration/ Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

May 18, 2020

TO: Select Board
David Moore, Town Administrator

FROM: Tavis Austin, AICP, Town Planner
Shanti Wolph, Building Inspector/CEO

RE: Outdoor Seating Permit

Select Board,

As the Board is likely aware, the Governor has issued a revised order that provides permissions for outdoor seating for restaurants. For certain outdoor seating arrangements, the Order calls for local review and authorization. Full documentation and authorization can be found within, Exhibit C to Governor Sununu's Emergency Order #40 dated May 01, 2020 (issued pursuant to Executive Order 2020-04 as extended and otherwise known as "Stay at Home 2.0").

In efforts to assist those businesses included in the above Order, Staff has prepared the attached application form, as reviewed and accepted by Town Counsel, as a mechanism for the Town to appropriately review such proposals guided by applicable statutes and regulations related to public safety. It can also be noted that this topic was discussed by the Planning Board at their May 06, 2020 meeting and the Planning Board members expressed support for Town efforts to enable compliance with the Governor's Order.

The intent of this memo is to make the Board aware of the Governor's Order and Staff's efforts to be responsive to both the public and the Order in a manner guided by all applicable regulations. We ask the Board motion to accept the application as presented. Of course we are available for any questions and appreciate any comments you may have.

Thank you.



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TEMPORARY OUTDOOR SEATING PERMIT REQUEST

Project Address: _____ Tax Map _____ Lot _____

Description of proposed outdoor seating:

Please include a sketch of the proposed seating arrangement.

By signing this application I(we) acknowledge the proposed changes are temporary and shall continue only so long as there is any order of Governor Sununu authorizing temporary outside seating for restaurants and other food service establishments in response to the COVID-19 pandemic. I(we) acknowledge that if granted, the approval shall be void upon the cessation of outside seating pursuant to the above referenced order (or any modification or extension thereof), or if my(our) operations do not conform with the conditions proposed in this application. If approved, I(we) agree that all business operations shall be in compliance with all applicable existing and future Orders of the Governor, State Laws, and Town ordinances and rules.

Applicant:

Property Owner:

Name

Name

Address

Address

Email

Email

Phone

Phone

Signature

Signature

Date

Date

FEE: _____ (\$75) Date Rec'd: _____ Payment Type: _____

Town Staff Use Only:

My signature below indicates my review of the submitted application materials for a Temporary Outdoor Seating Permit proposed in accordance with Exhibit C to Governor Sununu's Emergency Order #40 dated May 01, 2020 (issued pursuant to Executive Order 2020-04 as extended and otherwise known as "Stay at Home 2.0"), and find no reason to deny the applicant the ability to have outdoor seating on a temporary basis under the conditions as submitted by the Applicant and as permitted by the referenced Emergency Order (as it may be modified or extended) or any similar Emergency Order of the Governor permitting temporary outside seating in response to the COVID-19 pandemic.

Matthew Larrabee, Fire Chief

Anthony King, Police Chief

Tavis Austin, Town Planner

Shanti Wolph, Bld. Insp./CEO



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Fax (All Offices) 603-775-0517

May 18, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: 79-E Application for 82 Portsmouth Ave., Tax Map 13 Lot 127

Select Board,

The Town has received an application under RSA 79-E, Community Revitalization Tax Incentive, from the above referenced property. The purpose of this memo is to:

- Provide a summary of the application,
- Outline the eligibility of the proposed project in accordance with the applicable New Hampshire Statutes and Town authority,
- Summarize the process the Select Board is required to follow,
- Outline the next steps for the Board's processing of the application,
- Provide options for the Board's consideration in following that process, and
- To outline the result of the Board's decisions related to the application.

Summary of Application

The submitted application outlines the owner's request for a period of property tax relief, as provided under RSA 79-E, as they intend to renovate the existing structure for use as a single-family home. The scope of proposed work will include the following work items detailed in the application:

- Replace rotten beams & posts in basement and kitchen; pour cement slabs; supports for connecting shed; new slab in barn at an estimated cost of \$50,000.00
- Upgrade to 200 Amp Panel, new metal pan & mast; rewire entire house at an estimated cost of \$30,000.00
- Install refurbished antique cast iron radiators; radiant heat in kitchen and bathrooms; new boiler and oil tanks at an estimated cost of \$20,000.00
- Refinish floors; repair plaster and trim; open up existing fireplaces and line chimneys; all new bathrooms and kitchen at an estimated cost of \$80,000.00.

The total renovation project cost as proposed in the application is \$180,000.00. This work is proposed to be completed by 2025. The submitted application materials have been reviewed by staff, and found to be complete for purposes of engaging the Select Board for their role in the process. To that end the first step is to determine whether the property is eligible for the relief requested.

Staff Note: At the end of this memo—page 5—are minor amendments to the submitted application materials that need to occur; they are each outlined below.

Eligibility

In accordance with statute and Town regulations, a property owner can apply for the tax relief only if:

- *The building is located in the Town Center or Professional /Residential Zoning Districts*
 - This property is appropriately located in the Professional/Residential Zoning District.
- *The rehabilitation costs at least 15% of the building's pre-rehab assessed value, or \$75,000, whichever is less, and*
 - 15% of the current assessed value (\$314,300.00 as of April 01, 2020) is \$47,145. As the proposed work—from above—is \$180,000.00, this condition has been satisfied.
- *The rehabilitation is consistent with the Stratham's Master Plan or development regulations.*
 - The proposed work is consistent with the Master Plan and development regulations. *In particular the Master Plan has a section entitled 'Historic Resource Preservation' that calls out the importance of preservation and restoration of historic properties; even referencing 79-E, as a tool. Further, the proposed work is in compliance with all applicable zoning regulations and will be built in compliance with all applicable building codes.*

The proposed project is eligible for consideration of the relief sought.

Application Review Process

RSA 79-E provides a succinct process for the Board to use in considering applications. In terms of process the Board must:

- Accept the application as complete;
- Hold a Public Hearing on the request (within 60 days of accepting a complete application)
- Make a formal determination on the request (within 45 days of the close of the public hearing).

Staff, as noted previously, believes the application to be complete as submitted and eligible for acceptance by the Select Board. We further recommend that you accept the application as complete and schedule a public hearing. Upcoming Regular Select Board meeting dates that comport with the statute are:

June 15, 2020 with action required by **Thursday, July 30, 2020** (45 days from June 15, 2020)

July 06, 2020 with action required by **Thursday, August 20, 2020** (45 days from July 06, 2020)

At the conclusion of the public hearing, the Board will have 45 days to take action on the proposed request—either to approve or deny the request.

Options for Board Action

Following the public hearing, the Board may approve or deny a request. In approving, the Board must determine the value of the relief to be granted consistent with 79-E: 13, and the number of years such relief will be granted.

The Town of Stratham may grant property tax relief of **up to 5 years**, beginning with the completion of substantial rehabilitation. At its discretion, the Town may add:

- An additional 2 years for a project that results in new residential units.
 - *This project does not qualify.*
- An additional 4 years for a project that includes affordable housing.
 - *This project does not qualify.*
- An additional 4 years for substantial rehabilitation of a qualifying historic structure provided that renovations are in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.
 - *Project may qualify.*

In exchange for the relief, the property owner grants a covenant—draft included with application materials—ensuring there is a public benefit to the rehabilitation. Following expiration of the finite tax relief period, the structure would be taxed at its full market value taking into account the rehabilitation.

The criteria for granting the relief are outlined in the statute, specifically 79-E:4, IV. (a), provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and**
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and**
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and**
- (4) (This section refers to "replacement" of structures - not included here as the proposed project is not a replacement)**
- (b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8**

The submitted application provides the applicant's responses to these criteria for the Board to consider. Also in the submitted materials, as mentioned previously, is a draft of the covenant as stipulated by 79-E:4, IV (b), above.

Another option for the Board is to deny the request. If such a vote is taken, the statute requires the Board to notify the Applicant of the Board's rationale for not granting the relief as outlined in 79-E:4 V.

Estimated Value of Tax Relief for 82 Portsmouth Avenue/Effect of Granting Relief

The Board may also wish to consider general tax impacts of granting the requested relief. The proposed improvements could raise the assessed value of the home by \$210,000, which would result in an increase of \$4,000-\$5,000 additional tax revenue annually; of which the Town would not benefit for the period of the relief granted. These financial estimates were developed in consultation with Andrea Lewy, Assessor, and should not be construed as absolute values or predictions.

Next Steps

Ultimately, the Board has the full discretion to consider this request for tax relief. Staff recommends the Board accept the application as complete and schedule a public hearing—dates suggested above—to

consider the merits of the application. Should the Board request or require additional assistance from staff in processing this application, please so advise.

The following information may be of interest to the Board generally regarding the use of 79-E, but is not relevant to the application to 82 Portsmouth Avenue.

The RSA specifically addresses 79-E applications in TIF Districts. The Board may deny such requests in a TIF District with the following guidance:

79-E:4, VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

As of the date of this application submission and memo, there is no Tax Increment Financing District (TIF) in Stratham, however the subject parcel is identified in the Town's proposed TIF District. If the proposed improvements were slated to occur after the adoption of a TIF, and should the Board elect to grant the requested tax relief, the increased valuation of the subject property would limit the parcel's contribution to the "TIF Fund" for the duration of the period of tax relief granted which is up to five (5) years "beginning with the completion of the substantial rehabilitation (79-E:5 (I))" and for an additional four (4) years, nine (9) in total, at the Boards discretion in accordance with provisions of 79-E:5 (III).

Detail of Application Form Amendments as discussed Page 1 of this memo:

Text of Email from Robert Daros; received 2020.04.23

Hello Travis, thank you for the email.

I most certainly give you permission to amend the document as asked (**See Staff email, below**)

Secondly, we have **already started work** on the house.

It is a long term project that **we hope to have completed in year 2025**.

If you have anything thing else, please reach out to me.

Best Regards, Bob.

Robert Daros

Heritage Fuel & Propane

8 Front St.

P.O. Box 513

Croton Falls N.Y. 10519

W (914) 277- 8088

C (914) 906- 5520

Above information reported in response to the following Staff request:

On Apr 17, 2020, at 1:03 PM, Tavis Austin <TAustin@strathamnh.gov> wrote:

Mr. Daros,

This email is to confirm receipt of your recently submitted 79-E application materials for 82 Portsmouth Ave. (attached here for reference only). In terms of process, I will soon be forwarding a memo to the Select Board advising them of the application and the related process steps they are to follow in consideration of the request. In order to do so, however, there are some “blanks” in the application form that require some attention—some I can assist with, others require input from you. *Note: I have copied Andrea Lewy, Town Assessor, on this email to keep her informed of this application and its related process.*

First, **can you please provide me permission to amend page one (1) of Part 2 of the application to include the following: Tax Map and Lot number, Zoning District designation, and HCRD Book and Page? Respectively: Tax Map 13 Lot 127, Professional Residential (PRE), and Book 5993 Page 1127 (Emphasis added)**

Second, on page 4 of Part 2, you did not specify **an expected project start date nor an expected project completion date (Emphasis added)**. Can you please provide me with those date details?

Once these details are complete, the Board can make a determination as to application completeness and then move to the public hearing phase of their review. I am happy to address any questions you have at this time or as the process proceeds. I look forward to working with you on this.

Regards,

Tavis

Tavis Austin, AICP

Town Planner

Town of Stratham



Community Revitalization Tax Relief Incentive Program

(NH RSA 79-E)

Application For Community Revitalization Tax Incentive

The following documents contain everything you will need to complete your application for tax relief to revitalize your building. PLEASE read everything carefully. The application instruction and materials are based upon the requirements set forth by NH RSA 79-E. You will need to fill out the application, take part in a public hearing with the Board of Selectmen, and execute a covenant with the Town. If you have any questions with the application, the process, or what to expect, please contact the Town Planner at (603) 772-7391 ext. 147 or planning@strathamnh.gov.

Included In This Application Packet:

1. Application Instructions
2. Application form
3. Covenant to Protect Public Benefit template
4. RSA 79-E Community Revitalization Tax Relief Incentive District Map
5. Text of RSA 79E (to be read and understood by the applicant at the time of application)



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Part 1: Instructions for Applicants

1. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the Board of Selectmen through the Planning Department. The applicant shall file a complete application form including the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and submit the required non-refundable application fee of \$200.00.

In order to assist the Board of Selectmen with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the Board Of Selectmen as part of the application, a New Hampshire Division of Historical Resources Individual Resource Inventory Form, prepared by a qualified architectural historian and if the qualifying structure is located within a designated historic district established in accordance with NH RSA 674:46, a letter from the Stratham Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which the structure(s) are located.

The application for tax relief shall not be deemed to be complete and the Board of Selectmen shall not schedule the public hearing on the application for replacement of a qualifying structure as required under NH RSA 79-E:4,II until the inventory form and letter, as well as other required information, have been submitted.

2. Upon receipt of an application, the application will be reviewed by the Town Planner and any other Town official deemed appropriate. The applicant must satisfactorily answer any questions they may have for the application to be deemed complete.
3. The Board of Selectmen will hold a duly noticed public hearing to take place no later than 60 days from receipt of an application, to determine whether the structure at issue is a qualifying structure; whether the proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.
4. No later than 45 days after the public hearing, the Board of Selectmen shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.
5. The Board of Selectmen may grant the tax relief, provided:
 - a. The Board of Selectmen grant the request by a majority vote; and
 - b. The Board of Selectmen finds a public benefit under RSA 79-E:7; and
 - c. The specific public benefit is preserved through a covenant under RSA 79-E:8; and
 - d. The Board of Selectmen finds that the proposed use is consistent with the municipality's master plan, Zoning Ordinance, and development/land-use regulations; and



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Instructions for Applicant (continued)

- e. In the case of a replacement, the Board of Selectmen specifically finds that the Stratham Heritage Commission has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of a qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement.
6. If the Board of Selectmen grants the tax relief, they shall identify the specific public benefit achieved under RSA 79-E:7 and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.
7. If the Board of Selectmen, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The Board Of Selectmen's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.
8. The Board of Selectmen shall have no obligation to grant an application for tax relief for properties located within a tax increment finance district when the Board of Selectmen determines, in its sole discretion that the granting of tax relief will impede, reduce, or negatively affect:
 - a. The development program or financing plans for such tax increment finance districts; or
 - b. The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment finance district; or
 - c. The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Part 2: Application Form

OFFICE USE ONLY (do not write in shaded area)

Date Application Submitted: _____ App _____ Received by: _____

Building Information

Building Name (if any): BARTLETT - CUSHMAN HOUSE

Building Address: 82 PORTSMOUTH AVE STRATHAM NH 03885

Stratham Tax Map: _____ Lot: _____ Zoning District: _____ HCRD Book: _____ Page: _____

Contact throughout this application process will be made through the applicant listed below.

The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendations, staff reports, and will communicate all case information to other parties as required.

The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information

Applicant's Name: ROBERT + ELLEN DAROS Owner's Name: SAME

Address: 82 PORTSMOUTH AVE Address: 725 TITICUS RD

City: STRATHAM State: NH Zip: 03885 City: NO. SALEM State: NY Zip: 10560

Phone: 914-485-1059^(H) Fax: 914-906-5520(C) Phone: 914-485-1059^(H) Fax: 914-906-5520(C)

E-mail: bob@heritagefuel.com Email: bob@heritagefuel.com

Existing Building Information

Existing Uses (describe current use, size, and number of employees): UNINHABITABLE HOUSE
THAT WILL BE RESTORED AND MAINTAIN ITS ORIGINAL
FEATURES.

Gross Square Footage of Building: 3800 Year Building was Built: 1827 EST.

Is the building listed on or eligible for listing on the National Register of Historic Places?

☒ Yes

☐ No

Is the building listed on or eligible for listing on the state register of historic places?

☒ Yes

☐ No

Is the building located within and important to a locally designated historic district?

☒ Yes

☐ No



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Project Description

Proposed Uses (describe use, size, and number of employees): TO BECOME A SINGLE
FAMILY HOME

Is this a change of use associated with this project?

☐ Yes

☒ No

Will the project include new residential units?

☐ Yes

☒ No

If yes, please describe: _____

Will the project include affordable residential units? ☐ Yes ☒ No

If yes, please describe: _____

Has an abatement application been filed or has an abatement been awarded on this property within the past year? ☐ Yes ☒ No

Will any state or federal grants be used with this project? ☐ Yes ☒ No

If yes, describe and detail any terms of repayment: _____

Replacement of Qualifying Structure

Does the project involve the replacement of a qualifying structure? ☐ Yes ☒ No

If yes, the owner shall submit with this application the following:

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Stratham Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located.

Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted, if required.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Public Benefit (RSA 79:E-7)

In order to qualify for tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the project provide the following public benefits?
(Check all that apply)

☒ Yes ☐ No

Enhances the economic vitality of the designated area.

If yes, please describe: FOR MANY YEARS THIS HISTORIC HOUSE WAS UNINHABITED. IT HAS BEEN DEMONSTRATED IN N.H. COMMUNITIES THAT HISTORIC BUILDINGS REHABILITATED AND RETURNED TO USE, GENERATE POSITIVE ECONOMIC ENERGY

Enhances and improves a culturally or historically important structure?

☒ Yes ☐ No

If yes, please describe: FOR MORE THAN 20 YEARS THIS WAS AN "AT RISK" PROPERTY. WITH OUR COMMITMENT TO REHABILITATION, WE ARE PRESERVING A HOUSE WITH SIGNIFICANT ARCHITECTURE AND IT'S CONNECTION TO THE BARTLETT FAMILY AND IT'S SIGNIFICANCE IN STRATHAM

Promotes development of the designated area, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B.

☒ Yes ☐ No

If yes, please describe: IS CONSISTENT WITH RSA-9-B. THE REHABILITATION CONTRIBUTES TO THE PROTECTION OF THIS HISTORIC HOME THAT IS IN A PROFESSIONAL ZONE. IT IS ADJACENT TO OTHER HISTORIC STRUCTURES AND SMYK PARK.

It increases residential housing in the Professional Residential and Town Center Districts?

☐ Yes ☒ No

If yes, please describe: _____

Other issues and matters applicant deems relevant to this request: WE THE APPLICANTS NEGOTIATED WITH THE TOWN AND N.H. PRESERVATION ALLIANCE SO THAT AT THE TIME OF PURCHASE AND FOR PERPETUITY THAT THE HOUSE WILL BE PROTECTED AND PRESERVED ACCORDING TO THE TERMS.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Substantial Rehabilitation

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, renderings, or photographs that will help explain this application.

Structural: REPLACE ROTTEN BEAMS + \$
POSTS IN BASEMENT + KITCHEN.
FOUR CEMENT SLABS. SUPPORTS FOR \$50,000
CONNECTING SHED. NEW SLAB IN
BARN

Electrical: UPGRADE TO 200 AMP PANEL. \$
NEW METER PAN + MAST. REWIRE
ENTIRE HOUSE. 30,000

Plumbing/Heating: INSTALL REFURBISHED \$
ANTIQUE CAST IRON RADIATORS,
RADIANT HEAT IN KITCHEN + BATH - \$20,000
ROOMS. NEW BOILER AND OIL
TANKS

Mechanical: _____ \$

Other: REFINISH FLOORS. REPAIR \$
PLASTER + TRIM. OPEN UP EST
EXISTING FIREPLACES + LINE \$80,000
CHIMNEYS. ALL NEW BATHROOMS + KITCHEN

Total Estimated Project Cost:

Expected project start date: _____

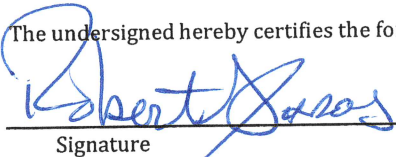
Expected project completion date: _____



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

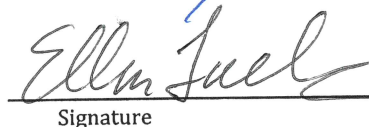
Applicant/Owner Signature

The undersigned hereby certifies the foregoing information is true and correct:


Signature

Robert Duros
(printed name)

4/10/2020
Date


Signature

Ellen Falk
(printed name)

4/10/2020
Date

Signature

(printed name)

Date

Signature

(printed name)

Date



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Part 3: N.H. R.S.A 79-E Covenant To Protect Public Benefit

TOWN OF STRATHAM, NEW HAMPSHIRE COVENANT TO PROTECT PUBLIC BENEFIT Per RSA 79-E:8 (Community Revitalization Tax Relief Incentive)

I (We) ROBERT + EILEEN DARS [name] of 82 Poots mouth Ave [address], Stratham, NH 03885 (hereinafter referred to, collectively, if appropriate, as "GRANTOR") owner(s) of BAOTLETT/USHAMM (TOWN) [property] situate at Same [address], Stratham, NH (hereinafter referred to as the "PROPERTY"), for (myself/ourselves/itself) and for (my/our/it's) successors and assigns, for consideration of tax relief granted to GRANTOR by GRANTEE pursuant to the provisions of RSA 79-E, agree to the following covenants imposed by the Town of Stratham, (hereinafter referred to as "GRANTEE"), 10 Bunker Hill Avenue, County of Rockingham, State of New Hampshire.

These covenants are made in exchange for property tax relief granted with respect to the PROPERTY as a result of the substantial rehabilitation of the PROPERTY to be accomplished by the GRANTOR in accordance with GRANTOR proposal (specific approved scope of work is attached as "CHAPTER 79-E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE ADDENDUM") approved by GRANTEE on [date of Board of Selectmen approval].

This COVENANT is to protect the public benefit in accordance with the provisions of RSA 79-E for a term of ____ [number of year] years, beginning on April first of the first tax year commencing immediately after the completion of the rehabilitation work. Notwithstanding the foregoing, the contemplated tax relief shall be null and void if the proposed rehabilitation work is not completed by March 31st [deadline year for completion].

The PROPERTY is designated as a portion of Tax Map [number] Lot [number] in the Town of Stratham. For further reference to GRANTOR'S title, see deed recorded at Book [reference], Page [reference], Rockingham County Registry of Deeds.

The GRANTEE agrees that the PROPERTY, if substantially rehabilitated in accordance with GRANTOR'S proposal approved by GRANTEE on [date of Board of Selectmen approval] provides a demonstrated public benefit in accordance with the provisions of RSA 79-E:7 insomuch as the substantial rehabilitation of said property:

- I. Enhances the economic vitality of the Town Center and Professional/Residential Districts.
- II. Enhances or improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located.
- III. Promotes development of the Professional Residential and Town Center Zoning Districts, providing for efficiency, safety and a greater sense of community consistent with RSA 9-B.
- IV. Increases residential housing diversity and opportunities. The Town of Stratham Board of Selectmen held a public hearing on _____ [date of Board of Selectmen approval] and at that meeting made the following findings consistent with and required by RSA 79-E: 7



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

& 8. The terms of the COVENANT which is hereby granted by the GRANTOR to the GRANTEE with respect to the above described PROPERTY are to be co-extensive with the tax relief period and are as follows:

SUMMARY OF FINDINGS.

(Insert summary of findings if desired).

GRANTOR'S COVENANTS.

REHABILITATION OF PROPERTY. The Grantor agrees to substantially rehabilitate the PROPERTY during the term of this Agreement in accordance with GRANTOR'S proposal approved by GRANTEE on _____ [date of Board of Selectmen approval]. The substantial rehabilitation contemplated by GRANTOR'S proposal approved by GRANTEE on _____ [date of Board of Selectmen approval] shall be completed by the GRANTOR on or before March 31, _____ [deadline year]. All of the work on the attached scope of work must be completed in order for the tax relief to take effect. If only some of the work on the attached scope of work is completed prior to March 31, _____ [upcoming year] or March 31, _____ [following year], then the PROPERTY shall be fully assessed for the value of that work during the tax year(s) commencing [upcoming year] and/or _____ [following year].

MAINTENANCE OF THE PROPERTY. The GRANTOR agrees to maintain, use and keep the structure in a condition that furthers the public benefits for which the tax relief was granted and accepted during the term of the tax relief under RSA 79-E.

(Insert any particular restrictions such a signage, maintenance of building and its surroundings, other structure and so forth, as may be agreed upon between the Grantor and Grantee.)

REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. The GRANTOR agrees and is required to obtain and maintain casualty insurance, as well as flood insurance, if appropriate. As permitted by RSA 79-E:8, this COVENANT shall be a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition or damaged structures and property. The GRANTEE further requires that the restoration or demolition commence within one year

following any insurance claim incident; otherwise the GRANTOR shall be subject to the termination provisions set forth in RSA 79-E:9, I.

RECORDING. The GRANTEE agrees to and shall provide for the recording of this COVENANT with the Rockingham County Registry of Deeds. It shall be a burden upon the PROPERTY and bind all transferees and assignees of such PROPERTY. The GRANTOR will be solely responsible for payment of the recording fees.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

ASSESSMENT OF THE PROPERTY. The GRANTEE agrees that the PROPERTY shall be assessed, during the term of the Tax Relief Granted based on the pre-rehabilitation value or such other value utilized by the Assessor to address improvements not covered by RSA 79-E. If the terms of these covenants are not met, the Property Tax Relief will be discontinued. Furthermore, the GRANTEE will assess all taxes to the owner as though no tax relief was granted, with interest in accordance with RSA 79-E:9, II.

RELEASE, EXPIRATION, CONSIDERATION.

I. **RELEASE.** The GRANTOR may apply to the local governing body of the Town of Stratham for a release from the foregoing discretionary tax relief and associated COVENANT within the duration of the tax relief period of the RSA 79-E upon a demonstration of extreme personal hardship. Upon release from such covenants, the GRANTOR shall thereafter pay the full value assessment of such structure(s) and land to the Tax Collector of the Town of Stratham.

II. **EXPIRATION.** Upon final expiration of the terms of the tax relief and associated covenants the tax assessment will convert to the then full fair market value and these covenants will be concluded.

III. **CONSIDERATION.** The Tax Collector shall issue a summary receipt to the owner of such PROPERTY and a copy of the governing body of the Town of Stratham for the sums of tax relief accorded during the term of this Agreement. The local governing body shall, upon receiving a copy of the above-mentioned consideration, execute a release of the COVENANT to the GRANTOR who shall record such a release with the Rockingham County Registry of Deeds. A copy of such release or renewal shall also be sent to the local assessing official.

IV. **MAINTENANCE OF STRUCTURE.** If, during the term of the tax relief, the GRANTOR shall fail to maintain the structure in conformity with the foregoing agreement, or shall cause the structure(s) to significantly deteriorate or be demolished or removed, the covenants shall be terminated and a penalty shall be assessed in accordance with Paragraph I(a) above.

ENFORCEMENT. If a breach of this COVENANT is brought to the attention of the GRANTEE, the GRANTEE shall notify the GRANTOR, in writing of such breach, which notification shall be delivered in hand or by certified mail, return receipt requested to the GRANTOR.

The GRANTOR shall have 30 days after receipt of such notice to undertake those actions, including restorations, which are reasonably calculated to cure the said breach and to notify the GRANTEE thereof.

If the GRANTOR fails to take such curative action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE'S expenses, court costs and legal fees, shall be paid by the GRANTOR, provided the said GRANTOR is determined to be directly or indirectly responsible for the breach.

The GRANTOR, by accepting and recording this COVENANT to the GRANTOR agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the GRANTEE, all in furtherance the purposes for which this Tax Relief and associated COVENANT is delivered.

WITNESS MY/OUR/IT'S HAND this 10TH day of APRIL, 2020.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Cathy Malin

Witness

Robert Daros

Grantor

ROBERT DAROS

Print Name

Cathy Malin

Witness

Ellen Falk

Grantor

Ellen Falk

Print Name

STATE OF ~~NEW HAMPSHIRE~~ New York
COUNTY OF ~~ROCKINGHAM~~ Westchester

On this 10th day of April, 2020, personally appeared the above

Robert Daros and Ellen Falk, known to me, or

satisfactorily proven, to be the same, and acknowledged that he/she/they executed the same for the purposes contained therein.

Suzanne Gayle Soto

Notary Public/Justice of the Peace

My commission expires: _____

Suzanne Gayle Soto
Notary Public State of New York
No. 01SO4973049
Qualified in Westchester County
Commission Expires 10/09/2022

ACCEPTED this _____ day of _____, 20____ by the Town of STRATHAM.

TOWN OF STRATHAM

By: _____
Stratham Town Administrator
(Or other authorized designee)

Print Name: _____



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

Part 4: Chapter 79-E Community Revitalization Tax Relief Incentive District Map

RSA 79-E Community Revitalization Tax Relief Incentive Map March 2014



Town of Stratham, New Hampshire

Legend

Zoning Districts

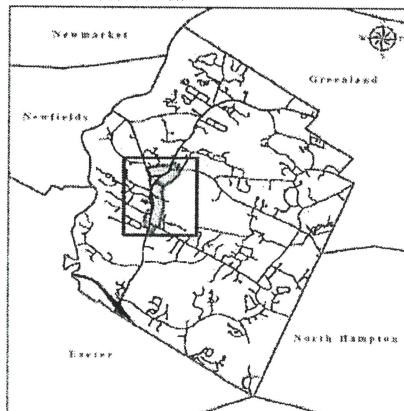
- Residential / Agricultural District (R/A)
- Town Center District (TC)
- Professional / Residential (PRE)
- Gateway Commercial Business District (G CBD)

Tax Relief Incentive District



- Parcel
- Roads
- Municipal Boundary
- Ponds
- Rivers and Streams

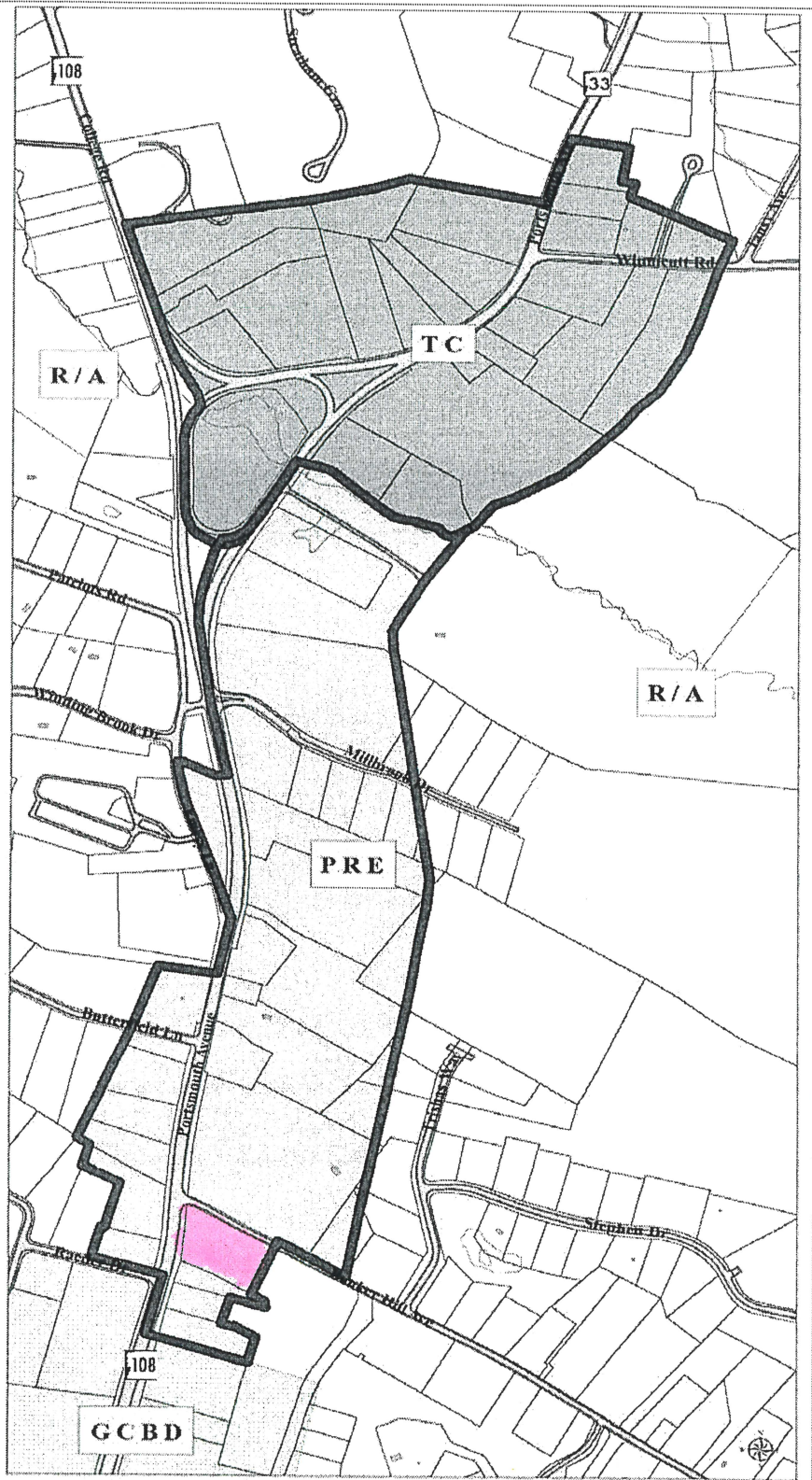
Area of Detail



0 112.5225 450 675 900 1,125 1,350 Feet
1 inch = 225 feet

Notes:

1. RSA 79-E Tax Relief Incentive Map created by the Planning Department using data available from the Town of Stratham, Sewall Inc., GRANIT, and Rockingham Planning Commission. Valid as of March 2014.
2. The Planning Department maintains a continuing program to identify and correct errors. The Department makes no claims as to the validity or reliability or to any implied uses of this representation.





Part 5: Chapter 79-E Community Revitalization Tax Relief Incentive

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program -

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and
- (4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.



Community Revitalization Tax Relief Incentive Program (NH RSA 79-E)

NH RSA Chapter 79-E (continued)

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

Heritage Fuel Inc. • Heritage Propane Inc.

P.O. Box 513, Croton Falls, NY 10519
914-277-8088 • HeritageFuel.com

P.O. Box 512, Croton Falls, NY 10519
914-277-8089 • Heritage-Propane.com

4/10/2020

Dear Joyce,

I was told to send this to
for processing.

If you have any questions
please give me a call on my cell
phone.

Best Regards,
Bob Jacobs

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	2020 Budget	YTD	Remaining	% Spent	2019 YTD	Δ from 2019	Note
<u>GENERAL GOVERNMENT</u>							
<u>EXECUTIVE</u>							
Select Board							
100 4130 01 101 Select Board Stipends	12,000.00	0.00	12,000.00	0.0%	0.00	0.00	
Administration							
100 4130 02 102 Town Administrator Salary	98,000.00	30,153.84	67,846.16	30.8%	30,153.84	0.00	
100 4130 02 103 Executive Assistant	46,904.00	14,432.00	32,472.00	30.8%	14,234.00	198.00	
100 4130 02 201 Supplies	5,500.00	2,826.85	2,673.15	51.4%	1,928.67	898.18	
100 4130 02 204 Association Dues	9,800.00	8,538.00	1,262.00	87.1%	8,770.00	(232.00)	
100 4130 02 208 Contracted services	1,500.00	0.00	1,500.00	0.0%	5,970.00	(5,970.00)	1
100 4130 02 209 Conventions	1,750.00	0.00	1,750.00	0.0%	0.00	0.00	
100 4130 02 216 Advertising	2,000.00	0.00	2,000.00	0.0%	1,118.75	(1,118.75)	
100 4130 02 224 Meetings & Meals	3,500.00	231.14	3,268.86	6.6%	4,377.76	(4,146.62)	2
100 4130 02 225 Mileage	1,000.00	168.50	831.50	16.9%	0.00	168.50	
100 4130 02 230 Fed-Ex	300.00	0.00	300.00	0.0%	46.55	(46.55)	
100 4130 02 231 Postage	12,000.00	3,693.98	8,306.02	30.8%	3,945.97	(251.99)	
100 4130 02 262 Town Report	3,750.00	3,625.00	125.00	96.7%	3,688.52	(63.52)	
100 4130 02 317 Service Contract (copier)	1,750.00	2,222.20	(472.20)	127.0%	0.00	2,222.20	
100 4130 02 319 Background Checks	750.00	96.50	653.50	12.9%	298.80	(202.30)	
TOTAL EXPENSES	200,504.00	65,988.01	134,515.99	32.9%	74,532.86	(8,544.85)	
<u>ELECTION & REGISTRATION</u>							
100 4140 01 201 Supplies	4,500.00	2,187.51	2,312.49	48.6%	1,070.91	1,116.60	
100 4140 01 219 Ballot Clerks	5,600.00	2,236.00	3,364.00	39.9%	752.00	1,484.00	
100 4140 01 220 Moderator/Asst. Moderator	1,100.00	550.00	550.00	50.0%	125.00	425.00	
100 4140 01 221 Meals	1,600.00	388.01	1,211.99	24.3%	300.00	88.01	
100 4140 01 301 Supervisors of the checklist	3,600.00	1,800.00	1,800.00	50.0%	1,800.00	0.00	
100 4140 01 308 Workshops & Training	200.00	0.00	200.00	0.0%	120.00	(120.00)	
100 4140 01 317 Equipment Maintenance	250.00	0.00	250.00	0.0%	250.00	(250.00)	
TOTAL EXPENSES	16,850.00	7,161.52	9,688.48	42.5%	4,417.91	2,743.61	

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	<u>2020 Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>% Spent</u>	<u>2019 YTD</u>	<u>Δ from 2019</u>	<u>Note</u>
<u>FINANCIAL ADMIN</u>							
100 4150 01 110 Accounting Supervisor	0.00	0.00	0.00	--	19,234.52	(19,234.52)	
100 4150 01 120 Accounting Payroll	143,880.00	43,871.33	100,008.67	30.5%	0.00	43,871.33	
100 4150 01 217 Audit	18,500.00	0.00	18,500.00	0.0%	13,271.53	(13,271.53)	3
100 4150 01 306 Financial Software Lic/Training	9,000.00	4,597.75	4,402.25	51.1%	4,977.75	(380.00)	
100 4150 05 111 Finance-Treasurer Salary	4,000.00	3,933.33	66.67	98.3%	0.00	3,933.33	
TOTAL EXPENSES	175,380.00	52,402.41	122,977.59	29.9%	37,483.80	14,918.61	
<u>ASSESSING</u>							
100 4150 02 114 Assessing Payroll	129,183.00	39,754.16	89,428.84	30.8%	39,022.94	731.22	
100 4150 02 201 Assessing Supplies	2,500.00	407.57	2,092.43	16.3%	656.47	(248.90)	
100 4150 02 204 Dues/Misc Exp.	1,400.00	50.00	1,350.00	3.6%	243.00	(193.00)	
100 4150 02 218 Registry Expense	200.00	30.00	170.00	15.0%	22.00	8.00	
100 4150 02 304 Tax maps	4,200.00	0.00	4,200.00	0.0%	0.00	0.00	
100 4150 02 308 Workshops & Training	1,250.00	0.00	1,250.00	0.0%	0.00	0.00	
100 4150 02 316 Cell Phone Reimbursement	1,302.00	325.36	976.64	25.0%	325.36	0.00	
100 4150 02 317 Equipment Maintenance/Software	7,000.00	6,431.99	568.01	91.9%	6,343.45	88.54	
100 4150 02 376 Vehicle Maintenance/Lease	700.00	24.61	675.39	3.5%	632.86	(608.25)	
TOTAL EXPENSES	147,735.00	47,023.69	100,711.31	31.8%	47,246.08	(222.39)	
<u>Town Clerk/Tax Collector</u>							
100 4150 03 112 TC/TC Payroll	132,004.00	40,324.20	91,679.80	30.5%	39,433.82	890.38	
100 4150 03 201 Office Supplies	3,500.00	222.69	3,277.31	6.4%	1,538.89	(1,316.20)	
100 4150 03 204 Dues & Memberships	60.00	20.00	40.00	33.3%	20.00	0.00	
100 4150 03 209 Conventions	400.00	0.00	400.00	0.0%	0.00	0.00	
100 4150 03 218 Registry of Deeds	500.00	19.65	480.35	3.9%	84.80	(65.15)	
100 4150 03 223 Lien Notifications	700.00	0.00	700.00	0.0%	0.00	0.00	
100 4150 03 225 Mileage	500.00	0.00	500.00	0.0%	0.00	0.00	
100 4150 03 269 Restoration of records	1.00	0.00	1.00	0.0%	0.00	0.00	
100 4150 03 306 Computer Support-Service	11,136.00	10,540.90	595.10	94.7%	10,357.90	183.00	
100 4150 03 308 Workshops & Training	300.00	0.00	300.00	0.0%	330.00	(330.00)	
100 4150 03 318 New Equipment	1,000.00	609.97	390.03	61.0%	0.00	609.97	
TOTAL EXPENSES	150,101.00	51,737.41	98,363.59	34.5%	51,765.41	(28.00)	

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	2020 Budget	YTD	Remaining	% Spent	2019 YTD	Δ from 2019	Note
<u>COMPUTER SERVICES</u>							
100 4150 04 201 IT Supplies/Materials	7,500.00	400.00	7,100.00	5.3%	288.25	111.75	
100 4150 04 205 Computer services	70,000.00	22,288.24	47,711.76	31.8%	14,923.98	7,364.26	
TOTAL EXPENSES	77,500.00	22,688.24	54,811.76	29.3%	15,212.23	7,476.01	
100 4153 01 202 LEGAL EXPENSES	30,000.00	5,938.20	24,061.80	19.8%	13,519.43	(7,581.23)	
<u>PERSONNEL ADMINISTRATION</u>							
100 4155 01 171 Medicare	43,706.00	12,442.68	31,263.32	28.5%	10,860.69	1,581.99	
100 4155 01 173 New Hampshire Retirement	432,970.00	124,038.62	308,931.38	28.6%	88,196.96	35,841.66	
100 4155 01 174 Social Security	137,469.00	37,586.59	99,882.41	27.3%	32,101.99	5,484.60	
100 4155 01 176 Unemployment	1,837.00	0.00	1,837.00	0.0%	334.00	(334.00)	
100 4155 01 191 Insurance Buyout Program	55,000.00	14,829.78	40,170.22	27.0%	11,891.28	2,938.50	
100 4155 01 192 Life & Accidental Death &	5,700.00	2,044.00	3,656.00	35.9%	1,778.00	266.00	
100 4155 01 193 Long-Term Disability	18,052.00	6,091.88	11,960.12	33.7%	4,972.26	1,119.62	
100 4155 01 194 Short-Term Disability	11,306.00	3,888.16	7,417.84	34.4%	3,144.34	743.82	
100 4155 01 195 Health/Dental Insurance	552,519.00	212,959.20	339,559.80	38.5%	138,555.18	74,404.02	4
100 4155 01 197 Bank & Misc. Fees	600.00	0.00	600.00	0.0%	0.00	0.00	
100 4155 02 191 HIB-OT Self Audit	500.00	0.00	500.00	0.0%	0.00	0.00	
TOTAL EXPENSES	1,259,659.00	413,880.91	845,778.09	32.9%	291,834.70	122,046.21	
<u>LAND USE</u>							
<u>PLANNING</u>							
100 4191 01 120 Planner Salary	80,719.00	24,836.64	55,882.36	30.8%	24,381.96	454.68	
100 4191 01 121 Bldg. & Code Enf. Coordinator	43,706.00	13,452.80	30,253.20	30.8%	13,203.20	249.60	
100 4191 01 122 Land Use Project Coordinator	27,300.00	7,350.00	19,950.00	26.9%	7,129.28	220.72	
100 4191 01 201 Supplies	1,250.00	96.92	1,153.08	7.8%	194.93	(98.01)	
100 4191 01 203 Legal Ads	4,400.00	1,096.97	3,303.03	24.9%	1,389.79	(292.82)	
100 4191 01 204 Dues & Memberships	750.00	0.00	750.00	0.0%	80.00	(80.00)	
100 4191 01 270 Rockingham Conservation District	1,000.00	0.00	1,000.00	0.0%	0.00	0.00	
100 4191 01 271 Rock. Planning Commission	7,492.00	7,492.00	0.00	100.0%	7,405.00	87.00	
100 4191 01 276 Special Projects	2,500.00	28.70	2,471.30	1.1%	0.00	28.70	
100 4191 01 306 Software License & Training	2,500.00	1,829.68	670.32	73.2%	162.68	1,667.00	
100 4191 01 308 Training	500.00	0.00	500.00	0.0%	0.00	0.00	
100 4191 01 318 Equipment	500.00	0.00	500.00	0.0%	49.00	(49.00)	
100 4191 01 319 Gas - Mileage	100.00	0.00	100.00	0.0%	0.00	0.00	
TOTAL EXPENSES	172,717.00	56,183.71	116,533.29	32.5%	53,995.84	2,187.87	

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<u>BUILDING INSPECTOR/CODE ENFORCEMENT</u>							
100 4191 02 122 BI / CEO Payroll	68,000.00	20,923.12	47,076.88	30.8%	19,196.06	1,727.06	
100 4191 02 201 Supplies	1,000.00	0.00	1,000.00	0.0%	398.94	(398.94)	
100 4191 02 235 Fire Inspection Fees	800.00	0.00	800.00	0.0%	0.00	0.00	
100 4191 02 260 Plan Review	16,000.00	8,847.50	7,152.50	55.3%	3,085.00	5,762.50	5
100 4191 02 266 Reference Materials	1,500.00	0.00	1,500.00	0.0%	0.00	0.00	
100 4191 02 306 Software License & Training	2,500.00	0.00	2,500.00	0.0%	0.00	0.00	
100 4191 02 308 Workshops & Training	2,000.00	580.00	1,420.00	29.0%	245.00	335.00	
100 4191 02 318 Equipment	1,500.00	254.28	1,245.72	17.0%	186.73	67.55	
100 4191 02 376 Vehicle Maintenance	2,000.00	52.30	1,947.70	2.6%	754.55	(702.25)	
TOTAL EXPENSES	95,300.00	30,657.20	64,642.80	32.2%	23,866.28	6,790.92	
TOTAL LAND USE EXPENSES	268,017.00	86,840.91	181,176.09	32.4%	77,862.12	8,978.79	
<u>GENERAL GOVT. BUILDINGS</u>							
100 4194 01 104 Payroll/custodial services	42,640.00	13,266.07	29,373.93	31.1%	13,090.00	176.07	
100 4194 01 106 Custodial PT	16,523.00	5,148.36	11,374.64	31.2%	4,991.20	157.16	
100 4194 01 222 MC Supplies	3,500.00	428.76	3,071.24	12.3%	359.96	68.80	
100 4194 01 314 MC Electricity	27,500.00	7,794.89	19,705.11	28.3%	8,480.41	(685.52)	
100 4194 01 315 MC Heat	8,000.00	6,890.77	1,109.23	86.1%	6,353.03	537.74	
100 4194 01 316 MC Telephone	8,500.00	3,315.88	5,184.12	39.0%	2,912.91	402.97	
100 4194 01 318 MC Equipment	3,200.00	0.00	3,200.00	0.0%	0.00	0.00	
100 4194 01 375 MC Building Maintenance/Repairs	33,000.00	9,965.48	23,034.52	30.2%	7,680.53	2,284.95	
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	1,226.20	3,773.80	24.5%	647.59	578.61	
100 4194 03 375 Foss Property Maintenance/Repairs	5,000.00	0.00	5,000.00	0.0%	0.00	0.00	
100 4194 04 314 Historical Soc. Electricity	1,400.00	328.13	1,071.87	23.4%	340.65	(12.52)	
100 4194 04 315 Historical Soc. Heat	5,000.00	2,681.35	2,318.65	53.6%	2,688.74	(7.39)	
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	0.00	2,500.00	0.0%	165.00	(165.00)	
100 4194 05 375 Cushman Property Maint & Repairs	0.00	0.00	0.00	--	3,200.26	(3,200.26)	
100 4194 06 240 Smyk Landscape Maintenance	3,200.00	0.00	3,200.00	0.0%	0.00	0.00	
100 4194 07 375 Park Cottage Maintenance	1,200.00	550.66	649.34	45.9%	0.00	550.66	
TOTAL EXPENSES	166,163.00	51,596.55	114,566.45	31.1%	50,910.28	686.27	

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<u>CEMETERIES</u>							
100 4195 01 141 Cemetery Payroll	29,110.00	3,648.59	25,461.41	12.5%	275.66	3,372.93	6
100 4195 01 142 Cemetery Overtime	994.00	0.00	994.00	0.0%	0.00	0.00	
100 4195 01 222 Supplies	1,000.00	360.00	640.00	36.0%	69.00	291.00	
100 4195 01 240 Ground Maintenance	1,875.00	745.36	1,129.64	39.8%	1,000.00	(254.64)	
100 4195 01 306 Computer Maintenance	500.00	0.00	500.00	0.0%	0.00	0.00	
100 4195 01 317 Equipment Maintenance	3,625.00	99.73	3,525.27	2.8%	866.66	(766.93)	
100 4195 01 318 Equipment	812.00	0.00	812.00	0.0%	0.00	0.00	
TOTAL EXPENSES	37,916.00	4,853.68	33,062.32	12.8%	2,211.32	2,642.36	
<u>INSURANCE</u>							
100 4196 01 190 Workers' Compensation	48,872.00	48,872.00	0.00	100.0%	0.00	48,872.00	
100 4196 01 248 Property & Liability Insurance	56,236.00	56,236.00	0.00	100.0%	53,557.00	2,679.00	
TOTAL EXPENSES	105,108.00	105,108.00	0.00	100.0%	53,557.00	51,551.00	
<u>OTHER GEN. GOVT.</u>							
100 4199 01 243 Town Ctr Water Contamination	11,000.00	2,916.25	8,083.75	26.5%	0.00	2,916.25	
100 4199 01 268 Refunds: M.V. / Misc	0.00	0.00	0.00	--	209.65	(209.65)	7
100 4199 01 283 Property Tax Refunds (abated)	0.00	0.00	0.00	--	10,735.52	(10,735.52)	7
TOTAL EXPENSES	11,000.00	2,916.25	8,083.75	26.5%	10,945.17	(8,028.92)	
TOTAL GENERAL GOVERNMENT	2,645,933.00	918,135.78	1,727,797.22	34.7%	731,498.31	186,637.47	
<u>PUBLIC SAFETY</u>							
<u>POLICE</u>							
100 4210 01 130 Police - Full Time	801,956.00	243,056.56	558,899.44	30.3%	201,716.02	41,340.54	
100 4210 01 131 Secretary Payroll	48,226.00	14,841.61	33,384.39	30.8%	14,585.39	256.22	
100 4210 01 132 Special Officers	0.00	0.00	0.00	--	38,553.52	(38,553.52)	8
100 4210 01 133 Police-Holiday pay	23,236.00	0.00	23,236.00	0.0%	0.00	0.00	
100 4210 01 134 Prosecutor Payroll	37,326.00	11,484.96	25,841.04	30.8%	11,274.84	210.12	
100 4210 01 135 Police Overtime	112,000.00	14,304.82	97,695.18	12.8%	0.00	14,304.82	8
100 4210 01 136 Police - PT	0.00	860.71	(860.71)	--	0.00	860.71	
Total Payroll	1,022,744.00	284,548.66	738,195.34	27.8%	266,129.77	18,418.89	

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100 4210 02 201 PD Office Supplies	5,000.00	1,582.63	3,417.37	31.7%	1,786.95	(204.32)	
100 4210 02 202 Legal - Office Supplies	3,000.00	534.00	2,466.00	17.8%	1,300.61	(766.61)	
100 4210 02 210 Cruiser Purchase	0.00	0.00	0.00	--	35,411.00	(35,411.00)	
100 4210 02 226 Community Service Program	1,000.00	51.18	948.82	5.1%	0.00	51.18	
100 4210 02 278 Special Response Team (SERT)	2,500.00	0.00	2,500.00	0.0%	2,500.00	(2,500.00)	
100 4210 02 305 Technical Support	18,000.00	1,172.53	16,827.47	6.5%	10,187.58	(9,015.05)	9
100 4210 02 308 Training & Dues	13,000.00	1,280.00	11,720.00	9.8%	2,493.80	(1,213.80)	
100 4210 02 310 Uniforms	12,000.00	1,584.80	10,415.20	13.2%	4,463.87	(2,879.07)	
100 4210 02 317 Equipment Repairs	3,000.00	1,869.75	1,130.25	62.3%	300.01	1,569.74	
100 4210 02 318 New Equipment	8,000.00	18,435.13	(10,435.13)	230.4%	3,169.20	15,265.93	10
100 4210 02 319 Gas & Oil	19,000.00	2,040.54	16,959.46	10.7%	5,545.65	(3,505.11)	
100 4210 02 376 Vehicle Maintenance	16,000.00	4,293.33	11,706.67	26.8%	3,257.72	1,035.61	
POLICE BUILDING	100,500.00	32,843.89	67,656.11	32.7%	70,416.39	(37,572.50)	
100 4210 03 314 Electricity	11,000.00	1,974.57	9,025.43	18.0%	2,860.21	(885.64)	
100 4210 03 315 Heating	4,500.00	1,621.27	2,878.73	36.0%	1,874.47	(253.20)	
100 4210 03 316 Telephone	7,500.00	2,749.06	4,750.94	36.7%	1,620.99	1,128.07	
100 4210 03 375 PD Building Maintenance	16,000.00	1,229.23	14,770.77	7.7%	8,643.56	(7,414.33)	
TOTAL EXPENSES	1,162,244.00	324,966.68	837,277.32	28.0%	351,545.39	(26,578.71)	
<u>FIRE DEPARTMENT</u>							
100 4220 01 100 Fire Dept. Payroll	236,812.00	65,910.33	170,901.67	27.8%	40,918.80	24,991.53	11
100 4220 01 200 FD Detail Payroll	5,000.00	200.00	4,800.00	4.0%	100.00	100.00	
100 4220 01 204 Dues	2,700.00	300.00	2,400.00	11.1%	200.00	100.00	
100 4220 01 222 Supplies	2,500.00	233.87	2,266.13	9.4%	2,418.15	(2,184.28)	
100 4220 01 228 EMS Supplies	13,000.00	7,660.63	5,339.37	58.9%	3,930.54	3,730.09	12
100 4220 01 236 Fire Prevention	3,000.00	0.00	3,000.00	0.0%	0.00	0.00	
100 4220 01 243 Haz-Mat Start Team	3,200.00	3,198.20	1.80	99.9%	3,198.20	0.00	
100 4220 01 245 Insurance	1,232.00	0.00	1,232.00	0.0%	1,232.00	(1,232.00)	
100 4220 01 308 Training & Conferences	4,000.00	0.00	4,000.00	0.0%	2,354.96	(2,354.96)	
100 4220 01 310 Uniforms	3,500.00	0.00	3,500.00	0.0%	132.50	(132.50)	
100 4220 01 317 Equipment Maintenance	30,000.00	1,794.76	28,205.24	6.0%	3,028.76	(1,234.00)	
100 4220 01 318 New Equipment	22,000.00	2,827.28	19,172.72	12.9%	574.35	2,252.93	
100 4220 01 319 Gas & Oil	4,500.00	478.80	4,021.20	10.6%	1,474.03	(995.23)	
100 4220 01 323 Billing Expenses	13,000.00	2,120.93	10,879.07	16.3%	3,956.19	(1,835.26)	

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FIRE BUILDING							
100 4220 02 240 Landscape Maintenance	1,000.00	0.00	1,000.00	0.0%	0.00	0.00	
100 4220 02 246 Internet/IT Charges	4,000.00	503.84	3,496.16	12.6%	491.84	12.00	
100 4220 02 314 Electricity	21,000.00	5,667.64	15,332.36	27.0%	6,356.90	(689.26)	
100 4220 02 315 Heat	16,000.00	9,166.43	6,833.57	57.3%	9,763.92	(597.49)	
100 4220 02 316 Telephone	7,500.00	2,604.73	4,895.27	34.7%	1,927.32	677.41	
100 4220 02 375 Building Maintenance & Repairs	15,000.00	4,290.66	10,709.34	28.6%	3,775.77	514.89	
TOTAL EXPENSES	408,944.00	106,958.10	301,985.90	26.2%	85,834.23	21,123.87	
EMERGENCY MANGEMENT							
100 4290 01 149 OEM Payroll (Reimbursed)	0.00	507.50	(507.50)	--	472.50	35.00	
100 4290 01 227 Emergency Management Expenses	9,638.00	0.00	9,638.00	0.0%	0.00	0.00	
DISPATCH SERVICES							
100 4299 01 316 Dispatch Phone Expense	1,000.00	210.25	789.75	21.0%	344.60	(134.35)	
TOTAL PUBLIC SAFTEY	1,581,826.00	432,642.53	1,149,183.47	27.4%	438,196.72	(5,554.19)	
HIGHWAY & STREETS							
HIGHWAY							
100 4312 01 140 Highway Payroll	244,135.00	83,441.79	160,693.21	34.2%	69,417.79	14,024.00	
100 4312 01 141 Highway Overtime	26,808.00	13,252.72	13,555.28	49.4%	14,101.89	(849.17)	
100 4312 01 142 Temporary Plow Drivers	10,000.00	1,098.45	8,901.55	11.0%	2,005.34	(906.89)	
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	0.00	33,161.00	0.0%	0.00	0.00	
100 4312 01 211 Drainage	2,400.00	0.00	2,400.00	0.0%	0.00	0.00	
100 4312 01 222 Supplies	4,200.00	271.44	3,928.56	6.5%	3,028.84	(2,757.40)	
100 4312 01 224 Meals	1,000.00	392.80	607.20	39.3%	656.21	(263.41)	
100 4312 01 279 Substance Abuse Testing	1,250.00	87.00	1,163.00	7.0%	620.00	(533.00)	
100 4312 01 303 Rented Equipment	6,000.00	1,086.59	4,913.41	18.1%	1,155.00	(68.41)	
100 4312 01 306 Computer Software Maintenance	1,734.00	763.63	970.37	44.0%	0.00	763.63	
100 4312 01 308 Training	1,500.00	0.00	1,500.00	0.0%	0.00	0.00	
100 4312 01 310 Uniforms	5,125.00	917.37	4,207.63	17.9%	3,245.78	(2,328.41)	
100 4312 01 314 Electricity	8,750.00	3,072.64	5,677.36	35.1%	2,875.45	197.19	
100 4312 01 315 Heating	2,500.00	725.40	1,774.60	29.0%	1,300.43	(575.03)	
100 4312 01 316 Telephone	4,208.00	827.99	3,380.01	19.7%	494.97	333.02	
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	15,602.44	34,397.56	31.2%	12,500.61	3,101.83	
100 4312 01 318 New Equipment & Signs	8,400.00	879.04	7,520.96	10.5%	5,364.15	(4,485.11)	
100 4312 01 319 Gas & Oil	39,200.00	11,193.45	28,006.55	28.6%	10,779.45	414.00	

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HIGHWAY (cont'd)							
100 4312 01 320 Road Paint	10,080.00	0.00	10,080.00	0.0%	0.00	0.00	
100 4312 01 321 Salt	70,000.00	0.00	70,000.00	0.0%	0.00	0.00	
100 4312 01 322 Sand & Gravel	8,500.00	177.00	8,323.00	2.1%	0.00	177.00	
100 4312 01 325 Paving & Road Reconstruction	115,739.00	0.00	115,739.00	0.0%	0.00	0.00	
100 4312 01 375 Building Maintenance	20,000.00	3,955.66	16,044.34	19.8%	4,769.09	(813.43)	
TOTAL EXPENSES	674,690.00	137,745.41	536,944.59	20.4%	132,315.00	5,430.41	
<u>STREET LIGHTING</u>							
100 4316 01 314 Street Lighting	10,000.00	2,853.19	7,146.81	28.5%	2,435.41	417.78	
TOTAL HIGHWAY & STREETS	684,690.00	140,598.60	544,091.40	20.5%	134,750.41	5,848.19	
<u>SANITATION</u>							
SOLID WASTE COLL. & DISPOSAL							
100 4323 01 142 Sanitation Payroll	23,276.00	3,975.64	19,300.36	17.1%	4,737.62	(761.98)	
100 4323 01 143 Sanitation Overtime	1,558.00	0.00	1,558.00	0.0%	0.00	0.00	
100 4323 01 212 MSW/Recycling Coll. & Disposal	731,929.00	220,084.14	511,844.86	30.1%	230,024.26	(9,940.12)	13
100 4323 01 242 Hazardous Waste Collection	3,340.00	0.00	3,340.00	0.0%	0.00	0.00	
100 4323 01 247 Landfill Closure Costs	9,500.00	416.31	9,083.69	4.4%	2,723.73	(2,307.42)	
100 4323 01 309 Transfer Station Expenses	59,890.00	12,981.06	46,908.94	21.7%	10,474.23	2,506.83	
100 4323 01 314 Electricity	750.00	298.57	451.43	39.8%	200.98	97.59	
100 4323 01 317 Materials & Supplies	800.00	0.00	800.00	0.0%	436.48	(436.48)	
TOTAL EXPENSES	831,043.00	237,755.72	593,287.28	28.6%	248,597.30	(10,841.58)	
<u>PUBLIC WORKS (OTHER)</u>							
100 4339 01 327 Public Works Commission	1.00	0.00	1.00	0.0%	0.00	0.00	
Total Expenses	1.00	0.00	1.00	0.0%	0.00	0.00	
<u>HEALTH</u>							
<u>ANIMAL CONTROL</u>							
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	600.00	0.0%	0.00	0.00	
TOTAL EXPENSES	600.00	0.00	600.00	0.0%	0.00	0.00	
<u>PEST CONTROL</u>							
100 4414 02 326 Pest Control Contracted Services	67,680.00	0.00	67,680.00	0.0%	0.00	0.00	

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PUBLIC SERVICE AGENCIES							
100 4415 01 000 Annie's Angels	2,500.00	0.00	2,500.00	0.0%	0.00	0.00	
100 4415 01 001 American Red Cross	800.00	0.00	800.00	0.0%	0.00	0.00	
100 4415 01 350 Lamprey Health Care	3,000.00	0.00	3,000.00	0.0%	0.00	0.00	
100 4415 01 351 Seacoast Mental Health Ctr.	3,000.00	0.00	3,000.00	0.0%	0.00	0.00	
100 4415 01 352 Waypoint	2,500.00	0.00	2,500.00	0.0%	0.00	0.00	
100 4415 01 353 Haven	4,250.00	0.00	4,250.00	0.0%	0.00	0.00	
100 4415 01 354 Big Brother & Big Sister	1,000.00	0.00	1,000.00	0.0%	0.00	0.00	
100 4415 01 355 Community Action Prog.	4,500.00	0.00	4,500.00	0.0%	0.00	0.00	
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	0.00	500.00	0.0%	0.00	0.00	
100 4415 01 357 Richie McFarland Children's Center	6,000.00	0.00	6,000.00	0.0%	0.00	0.00	
100 4415 01 359 AIDS Response of the Seacoast	500.00	0.00	500.00	0.0%	0.00	0.00	
100 4415 01 360 Rockingham County Nutrition Program	2,420.00	0.00	2,420.00	0.0%	0.00	0.00	
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	0.00	200.00	0.0%	0.00	0.00	
100 4415 01 362 Crossroads House	1,000.00	0.00	1,000.00	0.0%	0.00	0.00	
100 4415 01 366 Child Advocacy Center	1,250.00	0.00	1,250.00	0.0%	0.00	0.00	
100 4415 01 368 Families First	2,500.00	0.00	2,500.00	0.0%	0.00	0.00	
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	0.00	2,000.00	0.0%	0.00	0.00	
100 4415 01 370 Transportation Assistance for Seacoast	3,000.00	0.00	3,000.00	0.0%	0.00	0.00	
TOTAL EXPENSES	40,920.00	0.00	40,920.00	0.0%	0.00	0.00	
TOTAL HEALTH	109,200.00	0.00	109,200.00	0.0%	0.00	0.00	
WELFARE							
DIRECT ASSISTANCE							
100 4445 01 314 Public Asst. Electricity	5,000.00	576.40	4,423.60	11.5%	1,319.33	(742.93)	
100 4445 01 340 Public Asst. Food	3,333.00	0.00	3,333.00	0.0%	0.00	0.00	
100 4445 01 341 Public Asst. Heat	6,665.00	0.00	6,665.00	0.0%	0.00	0.00	
100 4445 01 343 Public Asst. Medical-Pharmacy	3,333.00	140.13	3,192.87	4.2%	0.00	140.13	
100 4445 01 344 Public Asst. Rent-Mortgage	33,336.00	1,200.00	32,136.00	3.6%	6,973.00	(5,773.00)	14
100 4445 01 345 Public Asst. Misc. Assistance	3,333.00	298.00	3,035.00	8.9%	50.00	248.00	
TOTAL EXPENSES	55,000.00	2,214.53	52,785.47	4.0%	8,342.33	(6,127.80)	
TOTAL WELFARE	55,000.00	2,214.53	52,785.47	4.0%	8,342.33	(6,127.80)	

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	<u>2020 Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>% Spent</u>	<u>2019 YTD</u>	<u>Δ from 2019</u>	<u>Note</u>
CULTURE & RECREATION							
PARKS							
100 4520 01 144 PT Ranger Payroll	46,644.00	3,040.77	43,603.23	6.5%	4,006.79	(966.02)	
100 4520 01 201 Office Supplies	400.00	0.00	400.00	0.0%	44.08	(44.08)	
100 4520 01 240 Grounds Maintenance	32,000.00	4,653.31	27,346.69	14.5%	5,399.69	(746.38)	
100 4520 01 308 Training	0.00	0.00	0.00	--	76.23	(76.23)	
100 4520 01 314 Electricity	6,100.00	1,334.41	4,765.59	21.9%	891.52	442.89	
100 4520 01 317 Equipment Maintenance	3,500.00	1,054.27	2,445.73	30.1%	1,468.30	(414.03)	
100 4520 01 330 Park Maintenance Supplies	4,625.00	192.65	4,432.35	4.2%	251.53	(58.88)	
100 4520 01 375 Park Cottage Building Maintenance	0.00	0.00	0.00	--	836.58	(836.58)	
100 4520 01 376 Park Vehicle Maintenance	4,000.00	0.00	4,000.00	0.0%	326.47	(326.47)	
100 4520 01 377 All Other Park Building Maintenance	1,734.00	805.25	928.75	46.4%	701.13	104.12	
TOTAL EXPENSES	99,003.00	11,080.66	87,922.34	11.2%	14,002.32	(2,921.66)	
RECREATION							
100 4520 02 145 Recreation Payroll	71,750.00	22,076.96	49,673.04	30.8%	21,673.04	403.92	
100 4520 02 146 Rec. Seasonal Payroll	0.00	0.00	0.00	--	1,376.27	(1,376.27)	
100 4520 02 147 Program Asst Salary	46,904.00	14,432.02	32,471.98	30.8%	14,168.01	264.01	
100 4520 02 201 Office Expenses	1,200.00	498.85	701.15	41.6%	230.34	268.51	
100 4520 02 204 Memberships	1,000.00	1,011.62	(11.62)	101.2%	673.00	338.62	
100 4520 02 273 Seniors Trips	6,000.00	450.00	5,550.00	7.5%	0.00	450.00	
100 4520 02 280 Summer Program	50,000.00	0.00	50,000.00	0.0%	0.00	0.00	
100 4520 02 308 Staff Training/Education	500.00	144.01	355.99	28.8%	0.00	144.01	
100 4520 02 310 Rec. Uniforms	200.00	0.00	200.00	0.0%	0.00	0.00	
100 4520 02 314 Electricity	0.00	0.00	0.00	--	118.90	(118.90)	
100 4520 02 316 Cellphone Reimbursement	1,302.00	0.00	1,302.00	0.0%	162.68	(162.68)	
100 4520 02 317 Field Maintenance	0.00	0.00	0.00	--	165.00	(165.00)	
100 4520 02 319 Gas-Mileage	650.00	0.00	650.00	0.0%	240.56	(240.56)	
100 4520 02 324 Brochures/Newsletters	1,500.00	179.97	1,320.03	12.0%	216.41	(36.44)	
100 4520 02 328 Special Events	13,000.00	1,046.33	11,953.67	8.0%	100.00	946.33	
TOTAL EXPENSES	194,006.00	39,839.76	154,166.24	20.5%	39,124.21	715.55	
TOTAL PARKS & RECREATION	293,009.00	50,920.42	242,088.58	17.4%	53,126.53	(2,206.11)	

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	2020 Budget	YTD	Remaining	% Spent	2019 YTD	Δ from 2019	Note
LIBRARY							
100 4550 01 147 Library Payroll	403,599.00	125,318.84	278,280.16	31.1%	105,631.88	19,686.96	15
100 4550 01 249 Non-salary expenses	104,000.00	40,000.00	64,000.00	38.5%	30,096.60	9,903.40	16
TOTAL EXPENSES	507,599.00	165,318.84	342,280.16	32.6%	135,728.48	29,590.36	
PATRIOTIC PURPOSES							
100 4583 01 238 Flags	500.00	0.00	500.00	0.0%	134.81	(134.81)	
100 4583 01 277 Patriotic Misc.	1,200.00	0.00	1,200.00	0.0%	0.00	0.00	
TOTAL EXPENSES	1,700.00	0.00	1,700.00	0.0%	134.81	(134.81)	
TOTAL CULTURE & RECREATION	802,308.00	216,239.26	586,068.74	27.0%	188,989.82	27,249.44	
CONSERVATION							
100 4611 01 207 Conservation Commission	4,000.00	450.00	3,550.00	11.3%	200.00	250.00	
HERITAGE COMMISSION							
100 4619 01 215 Heritage Administrative Expenses	400.00	63.49	336.51	15.9%	168.64	(105.15)	
100 4619 01 302 Survey/Software-Heritage	5,000.00	390.00	4,610.00	7.8%	200.00	190.00	
100 4619 01 308 Training/Conferences	100.00	0.00	100.00	0.0%	0.00	0.00	
100 4619 01 313 Veterans/Engraving	200.00	0.00	200.00	0.0%	0.00	0.00	
TOTAL EXPENSES	5,700.00	453.49	5,246.51	8.0%	368.64	84.85	
CONSERVATION/HERITAGE	9,700.00	903.49	8,796.51	9.3%	568.64	334.85	
ECONOMIC DEV. COMM.							
TOWN CENTER REVITALIZATION							
ENERGY COMMISSION							
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	1,200.00	0.0%	0.00	0.00	
TOTAL EXPENSES	1,200.00	0.00	1,200.00	0.0%	0.00	0.00	
DEBT SERVICE							
PRINCIPLE - LONG TERM							
100 4711 00 400 Debt Service Principal	570,000.00	370,000.00	200,000.00	64.9%	0.00	370,000.00	
100 4711 06 402 Scamman Conservation Bond Principal	0.00	0.00	0.00	--	120,000.00	(120,000.00)	
INTEREST - LONG TERM							
100 4721 00 401 Debt Service Interest	188,090.00	97,631.25	90,458.75	51.9%	0.00	97,631.25	
100 4721 09 401 Scamman Conservation Interest	0.00	0.00	0.00	--	27,718.75	(27,718.75)	
TOTAL EXPENSES	758,090.00	467,631.25	290,458.75	61.7%	147,718.75	319,912.50	
TOTAL OPERATING BUDGET	7,478,991.00	2,416,121.16	5,062,869.84	32.3%	1,898,662.28	517,458.88	

Town of Stratham
General Fund Expenditure Report
April 2020

Category/Account	<u>2020 Budget</u>	<u>YTD</u>	<u>Remaining</u>	<u>% Spent</u>	<u>2019 YTD</u>	<u>Δ from 2019</u>	<u>Note</u>
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Notes:

A key for reading the variance explanations below:

Note #

Reason for explanation:

(2020 vs. 2019) 2020 actual compared to 2019 actual

(2020 budget) 2020 actual compared to 2020 year budget

Variance description

- 1 - (2020 vs. 2019) 2019 contracted service expenses include the fees for the Police Chief recruitment.
- 2 - (2020 vs. 2019) 2019 Meetings & Meals includes expenditures for a retirement gathering.
- 3 - (2020 vs. 2019) The audit has been postponed due to COVID-19, whereas in 2019 payments totaling \$13K were made for services rendered.
- 4 - (2020 vs. 2019) Timing difference (April 2019 invoice paid in May 2019).
- 5 - (2020 budget) Plan review expenses have consumed 55% of the budget through April (\$8.8K out of a \$16K budget). Plan review revenue totals \$9,200 through April.
- 6 - (2020 vs. 2019) 2020 expenses are more than 2019 as we have recently improved timekeeping procedures (more detailed timesheets with multiple department codes)
- 7 - (2020 vs. 2019) MV permit refund and abatements are not expenses, rather they are a reduction in revenue. In 2019, these items were recorded as expenditures.
- 8 - (2020 vs. 2019) 2020 OT expenses are \$24K less than in 2019. The majority of OT covers time-off replacements and departmental training. During the pandemic, no officers have taken any time off (through the report date). Training has been temporarily put on hold. (Note: in 2019 OT was charged to 'Special Officers', and in 2020 it will be charged to 'Police Overtime.'
- 9 - (2020 - 2019) A timing difference in the payment of support fees (Spring in 2019 versus Fall in 2020). The Police Department changed vendors for their records management system and expect to save about \$4,000 in maintenance fees.
- 10 - (2020 budget & 2020 vs. 2019) 2020 expenses exceed the budget due to a purchase of vests (\$12K). The vests were 100% funded by a donation.
- 11 - (2020 vs. 2019) 2020 payroll expenses are about \$25K more than in 2019 as the Fire Department implemented a new pay model. The new model provides 2-person coverage each night.
- 12 - (2020 budget & 2020 vs. 2019) - 2020 EMS supply expenses total \$7.6K out of a \$13K budget, which is almost double what was spent in 2019. The reason is that the FD purchased \$4K in PPE in response to COVID-19. The PPE cost is eligible for reimbursement from FEMA (DR-4516).
- 13 - (2020 vs. 2019) - Timing difference in receipt and payment of invoices.
- 14 - (2020 vs. 2019) In 2019, seven rent/mortgage assistance payments were made versus one in 2020.
- 15 - (2020 vs. 2019) In 2020, Library wages and the number of hours worked increased.
- 16 - (2020 vs. 2019) - The Library's first 2020 disbursement request was more than in 2019 (\$40K vs. \$30K). The first cash request of the fiscal year has averaged \$28.75K over the last four years. During that period, the smallest request was \$20K (in 2018), and this fiscal year marks the largest request at \$40K.

Town of Stratham
CIP/Capital Projects
Balances As of April 30, 2020

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
Assessing Vehicle Replacement	15,000.00	0.00	15,000.00
100 4908 19 670 2019 Assessing Vehicle Replacement	15,000.00	0.00	15,000.00
FD Computer Replacement	333.71	0.00	333.71
100 4908 16 546 2016 FD Computer Replacement	333.71	0.00	333.71
Gifford Barn Painting	14,366.92	0.00	14,366.92
100 4909 19 547 2019 Gifford Barn Painting	14,366.92	0.00	14,366.92
Library Carpet Replacement	20,000.00	0.00	20,000.00
100 4903 18 572 2018 Library Carpet Replacement	10,000.00	0.00	10,000.00
100 4903 19 572 2019 Library Carpet Replacement	10,000.00	0.00	10,000.00
Library Computer Replacement	6,207.36	0.00	6,207.36
100 4908 17 511 2017 Library Computer Replacement	3,207.36	0.00	3,207.36
100 4908 19 511 2019 Library Computer Replacement Program	3,000.00	0.00	3,000.00
Maple Lane Cemetery Landscaping	18,003.69	0.00	18,003.69
100 4909 18 598 2018 Maple Lane Cemetery Landscaping	3.69	0.00	3.69
100 4909 19 598 2019 Maple Lane Cemetery Landscaping	18,000.00	0.00	18,000.00
Maple Lane Cemetery Paving	14,000.00	0.00	14,000.00
100 4909 17 597 2017 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00
100 4909 19 597 2019 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00
Master Plan Update	41,809.65	0.00	41,809.65
100 4909 18 599 2018 Master Plan Update	21,809.65	0.00	21,809.65
100 4909 19 599 2019 Master Plan Update	20,000.00	0.00	20,000.00
MC Phone System Replacement	15,012.00	0.00	15,012.00
100 4908 18 316 2018 MC Phone System Replacement	15,012.00	0.00	15,012.00
Playing Field Improvements	14,951.37	0.00	14,951.37
100 4909 19 574 2019 Playing Field Improvements	14,951.37	0.00	14,951.37
Public Safety Buildings Improvements	15,305.19	0.00	15,305.19
100 4903 19 574 2019 Public Safety Buildings Improvements	15,305.19	0.00	15,305.19
PWC Environmental Match/Grant	60,000.00	0.00	60,000.00
100 4909 16 654 2016 PWC Environmental Match/Grant	20,000.00	0.00	20,000.00
100 4909 17 654 2017 PWC Environmental Match/Grant	20,000.00	0.00	20,000.00
100 4909 18 654 2018 PWC Environmental Grant Match	20,000.00	0.00	20,000.00
Revaluation Expenses	58,939.71	0.00	58,939.71
100 4909 17 664 2017 Revaluation	8,939.71	0.00	8,939.71
100 4909 18 664 2018 Revaluation	25,000.00	0.00	25,000.00
100 4909 19 664 2019 Revaluation Expenses	25,000.00	0.00	25,000.00

Town of Stratham
CIP/Capital Projects
Balances As of April 30, 2020

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
Road Reconstruction Program	119,247.91	0.00	119,247.91
100 4909 19 601 2019 Road Reconstruction Program	119,247.91	0.00	119,247.91
SHP Facility Improvements	22,092.93	0.00	22,092.93
100 4903 17 573 2017 SHP Facility Improvements	2,162.64	0.00	2,162.64
100 4909 19 573 2019 SHP Facility Improvements	19,205.53	0.00	19,205.53
101 4903 18 573 2017 SHP Facility Improvements	724.76	0.00	724.76
SHP Front Pavilion Painting	296.87	0.00	296.87
100 4909 18 545 2018 SHP Front Pavilion Painting	296.87	0.00	296.87
SHP Parking Lot Improvement	32,000.00	0.00	32,000.00
100 4909 17 575 2017 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00
100 4909 18 575 2018 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00
100 4909 19 575 2019 SHP Parking Lot Improvements	10,000.00	0.00	10,000.00
SHP Parking Lot Replacement	8,500.00	0.00	8,500.00
100 4909 16 575 2016 SHP Parking Lot Replacement	8,500.00	0.00	8,500.00
SHP Roadways	52,500.00	0.00	52,500.00
100 4909 17 602 2017 SHP Roadways	17,500.00	0.00	17,500.00
100 4909 18 602 2018 SHP Roadways	17,000.00	0.00	17,000.00
100 4909 19 602 2019 SHP Roadways	18,000.00	0.00	18,000.00
Stevens Park parking lot Improvements	9,000.00	0.00	9,000.00
100 4909 19 610 2019 Stevens Park parking lot Improvements	9,000.00	0.00	9,000.00
Stormwater Planning & Grant Match	20,000.00	0.00	20,000.00
100 4909 19 654 2019 Stormwater Planning & Grant Match	20,000.00	0.00	20,000.00
Tennis Court Improvements	3,000.00	0.00	3,000.00
100 4909 19 604 2019 Tennis Court Improvements	3,000.00	0.00	3,000.00
Town Center Match/Grant	50,000.00	0.00	50,000.00
100 4909 16 668 2016 Town Center Match/Grant	25,000.00	0.00	25,000.00
100 4909 17 668 2017 Town Center Match/Grant	25,000.00	0.00	25,000.00
Town Office Computer Replacement	7,878.84	0.00	7,878.84
100 4908 16 502 2016 Town Office Computer Replacement	188.86	0.00	188.86
100 4908 18 502 2018 Town Office Computer Replacement	2,689.98	0.00	2,689.98
100 4908 19 502 2019 Town Office Computer Replacement	5,000.00	0.00	5,000.00
Traffic Control Program	1,396.50	0.00	1,396.50
100 4909 19 603 2019 Traffic Control Program	1,396.50	0.00	1,396.50
Water & Sewer Infrastructure Study	165,000.00	0.00	165,000.00
100 4909 16 655 2016 Water & Sewer Infrastructure Study	125,000.00	0.00	125,000.00
100 4909 17 655 2017 Water & Sewer Study	20,000.00	0.00	20,000.00
100 4909 18 655 2018 Water & Sewer Infrastructure Study	20,000.00	0.00	20,000.00

Town of Stratham
CIP/Capital Projects
Balances As of April 30, 2020

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
Capital Project	389,580.00	675.00	388,905.00
100 4913 01 000 2018 Skate Park Capital Project Funds	24,580.00	675.00	23,905.00
100 4913 19 000 2019 Curbside Collection Automation	365,000.00	0.00	365,000.00
Grand Total	1,174,422.65	675.00	1,173,747.65



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

Fax (All Offices) 603-775-0517

May 18, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Update on Exeter Subaru Letter of Credit for 37 Portsmouth Ave.; Tax Map 9 Lot 2

Select Board,

This memo is intended to be informational only; no action is required or requested. While this does not require action, I feel it important the Board receive an update on the Performance Agreement and related Letter of Credit surety instrument previously adopted by the Board in support of the Exeter Subaru property and related Planning Board approvals. As I'm sure you are all aware, most letters of credit include expiration dates.

In the case of Subaru, the letter of credit on file with the Town officially stated its expiration date of April 30, 2020. Months prior to the actual expiration date, I began working with Subaru to insure the Performance Agreement and related surety would remain in good standing. In consultation with Subaru—and to a limited extent, Town Counsel—it became clear that Subaru would seek a new letter of credit in support of the Performance Agreement.

With the advent of enumerable Emergency Declarations, stay at home orders and the like, however, it became clear that "new" letter of credit would not be prepared and on file in the Town offices prior to, or even by April 30, 2020. This became quite concerning to me as the recourse in such instances would be to recommend the Board "call the bond" prior to expiration of the existing letter of credit; not an ideal undertaking in the current circumstances.

As the 4/30/20 date drew closer, I re-engaged Town Counsel. Counsel stated that as Staff had maintained an ongoing dialogue (documents, emails, etc.) with Subaru and that it was clear from that dialogue that the intent of Subaru was to renew the letter of credit as appropriate for the surety, and that the lender had emailed, prior to 4/30/20, indicating the Letter of Credit was "approved" but not written, the Town could accept the Letter after 4/30/20 without affecting the Performance Agreement.

Accordingly, attached is a copy of the Letter of Credit, as received by the Town May 11, 2020, which references the applicable property, performance agreement, and correct amount of the surety as required by the existing Performance Agreement as approved by the Board on file with the Town. Again, no formal action is required by the Board. Please let me know if you have any questions.



IRREVOCABLE STANDBY LETTER OF CREDIT 70004693

DATE: MAY 01, 2020

APPLICANT:
STRATHAM SUBARU, INC
37 PORTSMOUTH AVENUE
STRATHAM, NH 03885-2544

BENEFICIARY:
TOWN OF STRATHAM, TOWN OFFICE
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

FOR: USD 99,745.00 (US DOLLARS NINETY NINE THOUSAND SEVEN HUNDRED FORTY FIVE)

DATE OF EXPIRATION: 4/30/2021
PLACE OF EXPIRATION: OUR COUNTERS

WE HEREBY ESTABLISH OUR IRREVOCABLE STANDBY LETTER OF CREDIT NO. 70004693 IN YOUR FAVOR FOR THE ACCOUNT OF THE ABOVE-REFERENCED APPLICANT IN THE AGGREGATE AMOUNT OF USD 99,745.00 NINETY NINE THOUSAND SEVEN HUNDRED FORTY-FIVE DOLLARS AND 00/100 ("AGGREGATE AMOUNT") BY YOUR DRAFT(S) AT SIGHT IN THE FORM OF EXHIBIT A BEARING THE CREDIT NUMBER 70004693 ("DRAFT") ACCOMPANIED BY A WRITTEN CERTIFICATE ("CERTIFICATE") IN THE FORM OF EXHIBIT B.

ALL DRAFTS MUST REFERENCE THE NUMBER AND ISSUE DATE OF THIS CREDIT.

PARTIAL DRAWS ARE PERMITTED. PROVIDED HOWEVER THAT IN NO EVENT THE AGGREGATE OF ALL SUCH DRAWS EXCEED THE AGGREGATE AMOUNT.

UPON THE EARLIEST OF: (A) OUR HONORING YOUR DRAFT PRESENTED HEREUNDER IN THE AGGREGATE AMOUNT OF THIS LETTER OF CREDIT: (B) THE SURRENDER TO US BY YOU OF THIS IRREVOCABLE LETTER OF CREDIT FOR CANCELLATION: OR (C) THE PASSAGE OF THE EXPIRY DATE, THIS IRREVOCABLE LETTER OF CREDIT SHALL AUTOMATICALLY TERMINATE.

THIS IRREVOCABLE LETTER OF CREDIT SET FORTH IN FULL OUR UNDERTAKING, AND SUCH UNDERTAKING SHALL NOT IN ANY WAY BE MODIFIED, AMENDED, AMPLIFIED OR LIMITED BY REFERENCE TO ANY DOCUMENT, INSTRUMENT OR AGREEMENT REFERRED TO HEREIN (INCLUDING, WITHOUT LIMITATION, THE PERFORMANCE AGREEMENT), EXCEPTING ONLY CERTIFICATE(S) AND DRAFT REFERRED TO HEREIN, AND SUCH REFERENCE SHALL NOT BE DEEMED TO INCORPORATE HEREIN BY REFERENCE ANY DOCUMENT, INSTRUMENT OR AGREEMENT, EXCEPTING SUCH CERTIFICATE(S) AND DRAFT.

THIS LETTER OF CREDIT IS ISSUED SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES 1998 PUBLICATION 590.

WE HEREBY AGREE WITH YOU THAT ALL DRAFTS DRAWN IN COMPLIANCE WITH THE TERMS OF THIS LETTER OF CREDIT WILL BE DULY HONORED UPON PRESENTATION

Page 1 of 2 70004693





AND DELIVERY OF THE DOCUMENTS SPECIFIED ABOVE TO THE BELOW ADDRESS ON OR BEFORE APRIL 30, 2021.

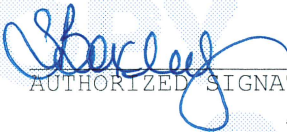
ALL DOCUMENTS ARE TO BE PRESENTED TO:
TRUIST BANK
245 PEACHTREE CENTER AVENUE, 17TH FLOOR
MC: GA-ATL-3707
ATTN: LETTER OF CREDIT AND TRADE SERVICES
ATLANTA, GA 30303

PLEASE BE ADVISED THAT SUNTRUST BANK RECENTLY MERGED WITH AND INTO BRANCH BANKING AND TRUST COMPANY ("BB&T"), WHICH CHANGED ITS NAME TO TRUIST BANK; HOWEVER, UNTIL FURTHER NOTICE, ALL DOCUMENTS AND COMMUNICATIONS RELATED TO THIS LETTER OF CREDIT OR COLLECTION SHOULD CONTINUE TO BE SENT TO TRUIST BANK AT: LETTERS OF CREDIT AND TRADE SERVICES, 17TH FL (MAIL CODE 3707), 245 PEACHTREE CENTER AVE., ATLANTA, GA 30303.

PLEASE DIRECT ALL INQUIRIES TO TELEPHONE 800-951-7847.

SINCERELY,

TRUIST BANK



AUTHORIZED SIGNATURE

Sandra Boxley
Group Vice President

THIS IS AN INTEGRAL PART OF LETTER OF CREDIT NUMBER 70004693

EXHIBIT A

DRAFT

DATE OF DRAFT: _____

TRUIST BANK
245 PEACHTREE CENTER AVENUE, 17TH FLOOR
MC: GA-ATL-3707
ATTN: LETTER OF CREDIT AND TRADE SERVICES
ATLANTA, GA 30303

RE: IRREVOCABLE LETTER OF CREDIT NO. 70004693
DATED: MAY 1, 2020
EXPIRATION DATE: APRIL 30, 2021

LADIES AND GENTLEMEN:

THE UNDERSIGNED BENEFICIARY UNDER THE ABOVE-REFERENCE IRREVOCABLE LETTER OF CREDIT
HEREBY DRAWS THE AMOUNT OF _____ DOLLARS
(\$ _____) BY WIRE TRANSFER TO ACCOUNT NO.
_____, ABA ROUTING NO. _____

TOWN OF STRATHAM

BY: _____

ITS: _____

DULY AUTHORIZED

THIS IS AN INTEGRAL PART OF LETTER OF CREDIT NUMBER 70004693

EXHIBIT B

THE CERTIFICATE

TRUIST BANK
245 PEACHTREE CENTER AVENUE, 17TH FLOOR
MC: GA-ATL-3707
ATTN: LETTER OF CREDIT AND TRADE SERVICES
ATLANTA, GA 30303

RE: STRATHAM SUBARU, INC. ("CUSTOMER")

IRREVOCABLE LETTER OF CREDIT NO. 70004693

LADIES AND GENTLEMEN:

REFERENCE IS MADE TO A CERTAIN IRREVOCABLE LETTER OF CREDIT NO. 70004693 DATED MAY 1, 2020 IN THE ORIGINAL PRINCIPAL AMOUNT OF NINETY NINE THOUSAND SEVEN HUNDRED FORTY-FIVE DOLLARS AND 00/100'S US DOLLARS (\$99,745.00) (THE "LETTER OF CREDIT") ISSUED BY FINANCIAL INSTITUTION FOR THE ACCOUNT OF STRATHAM SUBARU, INC. ("CUSTOMER").

IN CONNECTION WITH THE PRESENTATION AS OF THE DATE HEREOF TO FINANCIAL INSTITUTION BY THE TOWN OF STRATHAM ("BENEFICIARY") OF ITS SIGHT DRAFT (THE "DRAFT") DATED AS OF THE DATE HEREOF IN THE PRINCIPAL AMOUNT OF _____ DOLLARS (\$_____) UNDER THE LETTER OF CREDIT. BENEFICIARY HERBY STATES AS FOLLOWS:

(CHOOSE ONE)

1. CUSTOMER IS IN DEFAULT UNDER THE AGREEMENT BETWEEN THE TOWN AND THE CUSTOMER (THE "PERFORMANCE AGREEMENT") RELATING TO THE COMPLETION OF IMPROVEMENTS OR THE PERFORMANCE OF OTHER CONDITIONS OR UNDERTAKING AGREED TO BY THE CUSTOMER OR IMPOSED BY THE TOWN, AND ITS LOCAL LAND USE BOARDS, IN THE GRANT OF SUBDIVISION AND/OR SITE PLAN APPROVALS, OR THE GRANT OF A VARIANCE OR VARIANCES OR THE GRANT OF CERTAIN SPECIAL EXCEPTIONS RELATING TO THE DEVELOPMENT OF LAND LOCATED IN THE TOWN OF STRATHAM.

OR

2. THE CUSTOMER HAS NOT COMPLETED THE OBLIGATIONS OF THE PERFORMANCE AGREEMENT AND THE TRUIST BANK ISSUED LETTER OF CREDIT IS ABOUT TO EXPIRE.

AUTHORIZED SIGNATURE

February 18, 2020

Michael Houghton, Chair
Stratham Board of Selectmen
10 Bunker Hill Avenue
Stratham, NH 03885

Dear Mr.. Houghton:

The Rockingham Metropolitan Planning Organization (Rockingham MPO) is a federally designated entity that administers the urban transportation planning process for the 27 communities of the Rockingham Planning Commission. This organization is staffed by the Rockingham Planning Commission and has two standing committees on which each of the communities has representation. The Transportation Advisory Committee (TAC), which has one appointed member from each community; and the Policy Committee which is composed of the community appointed RPC Commissioners, as well as regional, state, and federal planning partners.

The purpose of the TAC is to provide technical advice and recommendations to the Policy Committee concerning transportation issues that have a bearing on the region. Specifically, this often involves prioritizing transportation improvements, reviewing studies, and providing input to New Hampshire DOT and other agencies. The TAC does not establish policies for the organization, but makes recommendations to the Policy Committee in that regard.

This letter is to ensure that each of the RPC communities are represented on the Transportation Advisory Committee and provide the opportunity for a community to appoint a person to the TAC if the position is vacant or the current appointee can no longer participate. TAC members are often town/city planners, planning board members, public works employees or other members of community leadership. Citizens particularly interested in transportation issues have also been appointed as well.

TAC meetings are normally held monthly on the fourth Thursday of the month at 9:00 a.m., at the Rockingham Planning Commission offices (calendar year 2020 schedule attached). The meeting usually lasts for approximately 2 hours. Meeting times and days are reviewed occasionally to ensure that the schedule remains workable for committee members.

To confirm your representative(s) to the Rockingham MPO Technical Advisory Committee and so we may update our mailing lists for FY 2020, please type or print changes on the following page. We would appreciate it if you could return this appointment form on or before **April 15, 2020**.

EXISTING APPOINTEE(S)

FY 2020 APPOINTEE(S)

Name: Tavis Austin
Address:

Tavis Austin
10 Bunker Hill Ave., Stratham, NH 03885

Home Phone:
Cell/Work Phone:
Email:

603-772-4741 x147
TAustin@strathamnh.gov

Alternate

Name:
Address:

David Moore
10 Bunker Hill Ave., Stratham, NH 03885

Home Phone:
Cell/Work Phone:
Email:

603-772-4741 x181
DMoore@strathamnh.gov

The signature of the Appointing Official as listed below confirms the above named individual(s) shall be appointed as the TAC representative(s) of the Rockingham MPO Technical Advisory Committee for the period of 3 years July 1, 2020 to June 30, 2023.

Board of Selectmen

Date

Please do not hesitate to contact the RPC office if you have any questions or comments to this request.



David Walker, Assistant Director

DW:rr

cc: Tavis Austin