



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

NOVEMBER 1, 2022

7:00 P.M. Public

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

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

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 e-mail dmoore@strathamnh.gov.

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

<https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – October 20, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Anthony King, Police Chief
 - B. Jeffrey Denton, Fire Chief
 - C. Christina Murdough, Town Assessor
- VI. Correspondence
- VII. Public Comment

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



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- VIII. Public Hearings, Ordinances and/or Resolutions
 - A. Second Reading and Public Hearing: Revised Solid Waste Ordinance
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Open Space Plan Contract Authorization
 - B. Stratham Hill Park Parking Ordinance Changes – Initial Discussion
 - C. Review of Preliminary Capital Improvement Plan 2023
 - D. November 8th Election Preparations
- XI. Town Administrator Report
- XII. Informational Items
 - A. Drought restrictions removed
- XIII. Reservations, Event Requests & Permits
 - A. Request from Amateur Radio Emergency Service to use top of the hill at SHP on 11/5
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*: Nathan Allison to the Planning Board
 - B. Appointments *to be voted on*: Brent Scott to the Recreation Commission
- XVI. Miscellaneous & Old Business
- XVII. Adjournment



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MEMORANDUM

TO: Michael Houghton, Select Board Chair
Allison Knab, Select Board Vice Chair
Joe Anderson, Select Board

FROM: David Moore, Town Administrator

DATE: October 28, 2022

RE: Select Board Agenda and Materials for the November 1st Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, November 1, 2022.

III. Consideration of Minutes – October 20, 2022

The minutes from your meeting on October 20, 2022 are included in your packet for your review and consideration for acceptance at your meeting.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations

- A. Anthony King, Police Chief
- B. Jeff Denton, Fire Chief
- C. Christina Murdough, Town Assessor

VI. Correspondence

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

- A. Second Reading and Public Hearing: Revised Solid Waste Ordinance

IX. Discussion of Monthly Reports – (second meeting of the Month)

- X. New Business and Action Items
 - A. Open Space Plan Contract Authorization
 - B. Stratham Hill Park Parking Ordinance Changes – Initial Discussion
 - C. Review of Preliminary Capital Improvement Plan 2023
 - D. November 8th Election Preparations

- XI. Town Administrator Report

I will present developments associated with open items and other business of the Town. If any Board member has a specific request of an item I cover at the meeting, I welcome hearing from you at any time.

- XII. Informational Items
 - A. Drought restrictions removed

- XIII. Reservations, Event Requests & Permits
 - A. Request from Amateur Radio Emergency Service to use top of hill at SHP on 11/5

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

- XV. Boards and Commissions Nominations & Appointments
 - Nathan Allison to the Planning Board
 - A. Appointments *for consideration*: Nathan Allison to the Planning Board
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- XVI. Miscellaneous & Old Business

- XVII. Adjournment



TOWN OF STRATHAM

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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

Department of Public Works 603-772-5550

Fax (All Offices) 603-775-0517

SOLID WASTE ORDINANCE

Revised October 28, 2022

Chapter 2-01 – SOLID WASTE COLLECTIONS, DISPOSAL AND MANAGEMENT

To allow the Town of Stratham to meet its responsibilities to provide Town wide curbside collections of municipal solid waste and recycling. Also enable the Town to provide and operate a Transfer Station Facility ensuring the proper disposal of solid waste material generated by the residents of Stratham and it serves a legitimate public purpose to regulate the disposal of solid wastes within the Town of Stratham and therefore the following regulations shall apply:

2-01-01 TRANSFER STATION PERMITS

No individual shall be permitted to dispose of any material at nor gain access to the Town's Transfer Station without possessing and displaying a valid Stratham Transfer Station permit sticker. Such permits will be issued only to Stratham residents and shall be affixed to the upper interior corner of the passenger side windshield. Permits are good for one calendar year, January 1 through December 31st. Proof of Stratham residency shall be provided at time of purchase in form of vehicle registration, motor vehicle license, tax document or utility bill. Regardless of municipality that of which your vehicle is registered the license plate number of vehicle that will receive permit decal shall be recorded on permit making it unique to the individual vehicle. Each unique vehicle that may be used to transport waste into the Transfer Station shall have its own unique permit affixed. Permits may not be shared amongst multiple vehicles.

2-01-02 SINGLE USE TRANSFER STATION PERMITS

In the instance that a Stratham resident does not own a vehicle capable of transporting bulky waste a Single Use Transfer Station Permit may be issued to residents of Stratham who may use a borrowed or rented vehicle during a single event such as residential house clean-out or move of bulky waste items, i.e. a couch or refrigerator. Such permits will only be issued for a certain date, person, and vehicle. Individuals receiving a single use permit will have to certify the material being disposed of originated and /or was generated within the Town of Stratham.

2-01-03 FACILITY ACCESS

The Town's Transfer Station Facility will be open a minimum of once per week during the months from April 1st thru November 31st and twice per month in the months December 1st thru March 31st during hours set by the Select Board which will allow the residents of Stratham reasonable access to the facility. Such hours and days of operation will be clearly posted at the entrance to the facility. It shall be unlawful for anyone other than authorized Town personnel to access the facility or deposit of material

at the facility except during the posted hours and days of operation unless expressly authorized by the Select Board.

2-01-04 IMPROPER DISPOSAL

Disposal or depositing of any solid waste material or litter except at the Town's Transfer Station Facility, or within an appropriate container intended for the immediate pickup by a licensed solid waste handler, or at a private solid waste facility licensed and /or approved for operation within Stratham by the State of New Hampshire and/or the Town of Stratham; shall be prohibited within the Town boundaries of Stratham.

2-01-05 PROHIBITED ITEMS

The following items are not allowed to be disposed of at the Stratham Transfer Station Facility or within curbside municipal solid waste. They are but not limited to:

Aerosol cans/containers	Ammunition
Animal waste, bedding and carcasses	Asbestos in any form
Batteries & their components/pieces	Explosives
Gasoline	Hazardous wastes including solvents, acids, antifreeze or preservatives
Pesticides, Herbicides and/or their containers	Septage of any type or related items
Large gas cylinders (over 20 lb.)	Radioactive/medical wastes
Tires	Vehicles and/or their components/parts
Oil Filters	

This list is not meant to be all-inclusive. Any material deemed inappropriate for disposal at the facility by the facility attendant will not be accepted pending appeal to the Public Works Director or Select Board.

Items shall be deposited on-site at the direction of the attendant who will collect the stated fee before the off-loading of any material. All items must have originated from a Stratham residence. No items resulting from commercial activities will be accepted. Any item found to be of question will be refused or charged based on a review by the facility attendant pending appeal to the Public Works Director, Town Administrator or Select Board. Metals must be separated from non-metals. Doors shall be removed from all appliances.

2-01-06 CURBSIDE COLLECTION COSTS

The cost of curbside collections and disposal are borne by property tax revenues. Town Administration with support of the Curbside Collection Advisory Committee (CCAC) negotiate the very most competitive service agreements.

Residents requiring waste volume greater than the set of provided carts may elect to lease additional carts for an annual fee out of pocket. The annual fee is made payable to the Town of Stratham and is subject to adjustment year over year based on waste collection and disposal costs. Applications are available from the Public Works Department.

2-01-07 PAYMENT OF TRANSFER STATION PERMIT AND DISPOSAL FEES

Transfer Station disposal fees are subject to change and are developed based on the volatility of the waste collections, disposal and recycling processing industries.

The Select Board shall set the disposal fees for items accepted at the Transfer Station. The Select Board shall adopt the fees annually, if the Board does not adopt fees for over a 12-month period then the most recent fees acted upon by the Select Board shall remain in effect indefinitely.

2-01-08 PENALTIES

Any person found violating any provision of this ordinance by any court of competent jurisdiction shall be guilty of a violation and shall be fined not less than \$100.00 and/or be subject to a civil penalty up to a maximum of \$3,000.00 per violation. A separate violation shall be deemed committed upon each day, or part therefor, during which a violation occurs or continues to occur. In addition, any individual so convicted shall be ordered to remove and properly dispose of any material inappropriately deposited or pay all costs of same to the Town of Stratham.

2-01-09 SEVERABILITY

If any portion or provision of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such a ruling shall not affect, impair, or invalidate any other portion or provision of this ordinance.

This ordinance shall become effective upon the affirmative vote to adopt by the Select Board after having two readings. Once so adopted, this ordinance shall be governed, controlled and enforced, in part and in whole, in accordance with the articles of the Code of Ordinances for the Town of Stratham and shall remain in effect until expressly revoked or amended by act of the Select Board or by a warrant article approved at Town Meeting.

First Reading: _____ Second Reading _____

Witness our hands and seal to be effective and adopted this _____ day of _____, 20____.

Select Board: Michael Houghton _____

Allison Knab _____

Joe Anderson _____

This is to certify that on the _____ day of _____ 20____ at _____
the above ordinance was filed and recorded with the records of the Town Clerk of the Town of
Stratham, New Hampshire.

Witness my hand _____ Debra Bakie, Town Clerk



TOWN OF STRATHAM

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10 Bunker Hill Avenue · Stratham, NH 03885

Parks and Recreation, (603) 772-4741 ext. 250

TO: Stratham Select Board
CC: David Moore, Town Administration
Nathan Mears, Director Public Works
Anthony King, Police Chief
FROM: Seth Hickey, Parks and Recreation Director
DATE: 10/28/22
RE: Parking Ordinance changes Jack Rabbit Lane

At the June 20th, 2022 Select Board meeting, the Board approved a pilot trial for changes to parking restrictions at Jack Rabbit Lane parking lot. This trial was supported by the Trail Management Advisory Committee (TMAC), the Conservation Commission and the Park Association. The trial for the parking lot regulation changes were enacted for the summer of 2022 (120 days). The trial required cars parked in the Jack Rabbit lot to have a Town of Stratham transfer station sticker affixed to the windshield as a proof of residency. This recommendation from TMAC was an attempt to address two challenges identified over the course of the yearlong evaluation the Committee carried out. First, the Jack Rabbit lot experiences a significant amount of traffic, especially on the weekend. Second, the Committee is seeking to improve adherence to regulations pertaining to dogs. At the Jack Rabbit parking lot, unleashed dogs are often permitted to run freely from their owners' cars into the unleashed area; we are trying to cut down on this activity and encourage dogs to be leashed in areas people congregate.

Recommendation of new Town ordinance

At the October 12th, 2022 TMAC meeting the committee agreed to recommend the creation of a new Town ordinance to the parking regulations at the Jack Rabbit parking lot. The committee sees value in permanently changing the parking regulations in that area of the park. In order for there to be any enforcement capabilities a new Town ordinance needs to be created. Members from TMAC have met with Chief King, and he is in full support of this proposed ordinance.

Impacts in other areas of the park

Many visitors to the park that did not have a transfer station stickers during the trial period, parked in the area around the 4H Barn, this had a negative effect on those parties renting the 4H Pavilion. This is frequently an issue during the spring months as well, when the Jack Rabbit parking lot is closed due the muddy conditions of the parking area and access road. To resolve this the gate at the entrance point to the 4H Pavilion is now closed to prevent unwanted vehicle traffic in the pavilion area. Also, temporary traffic control devices have been placed to block vehicles from entering this area from other parts of the park. For those that are renting the 4H Pavilion, they are sent a message prior to their rental informing them that they can open the gate as needed to accommodate the guests of their event. This is a matter that will be fully addressed and managed in future master plans for Stratham Hill Park.

Parking along Jack Rabbit

Another ongoing issue along Jack Rabbit Lane, is parking on either side of the roadway. During high volume events at the park or when the parking lot at Jack Rabbit Lane has been seasonally closed, cars have often clogged up this roadway. For the last few years there has been a temporary order issued by the Stratham Police Department to prohibit parking long Jack Rabbit Lane. It has been recommended for public safety to install signage to not allow parking along Jack Rabbit Lane. As drafted the ordinance will allow the Chief of Police is able to grant permission for parking along this roadway as necessary. If adopted this will enable Public Works to install permanent signs along Jack Rabbit Lane for no parking along the roadway.

I have utilized our other parking ordinances to create a new ordinance to the parking at Jack Rabbit Lane and the Jack Rabbit parking lot. This ordinance has been reviewed by those copied on this memo. I look forward to working with the Select Board in taking this draft through the necessary process to have it be adopted as a Town ordinance.

CHAPTER 01-19- PARKING ON JACK RABBIT LANE AND JACK RABBIT PARKING LOT

01-19-01 AUTHORITY: Pursuant to the authority under the NH RSA 31:39, RSA 31:102, RSA 41:11, RSA 47:17, RSA 231:132a, and any other applicable statute under New Hampshire law, the following ordinance is enacted.

01-19-02 PURPOSE: With discretion of authority, this ordinance for parking on Jack Rabbit Lane and in the Jack Rabbit Lane parking area will be enforced to protect the public peace, preserve public law and order, promote safety and welfare, and ensure proper and decent conduct of the residents of Stratham and the general public.

01-19-03 DEFINITION: It shall be unlawful for any person, firm or corporation to stop, stand, or park, any vehicle or cause the same to stop, stand or park at any time on Jack Rabbit Lane. It shall be unlawful for any person, firm or corporation to stop, stand, or park, any vehicle or cause the same to stop, stand or park at any time on Jack Rabbit Lane parking area unless the vehicle has a Town of Stratham Resident sticker affixed to the passenger side front windshield.

01-19-04 ENFORCEMENT: The Chief of Police of the Town of Stratham or their duly appointed agents are hereby authorized to cite, summons, prosecute in the District Court or any other court having jurisdiction thereof, any person deemed to be in violation of this ordinance.

01-19-05 RESPONSIBILITY: All violations of this ordinance and charges shall be deemed the responsibility of the operator of said vehicle.

01-19-06 PENALTIES: All prohibited conduct outlined herein shall be defined as a violation under New Hampshire RSA 625:9 V, and a person found to be guilty of said violation shall be subject to the penalties of NH RSA 651:2 IV (a), or as otherwise outlined in Statute, except that option procedures set forth in Section 01-19-07 PROCEDURES FOR PAYMENT may be used in lieu of court proceedings for any violations.

01-19-07 PENALTY: [AK1][SH2]

- A) The owner or operator shall pay the fine of fifty (\$50.00) [AK3] within 72 hours of time when the violation was [AK4] served or attached to the vehicle.
- B) Failure by the owner or operator to make such payment within fourteen (14) calendar days will result in a second written notice of the violation. Failure of the owner or operator to make payment within five (5) business days after the second notice sent, may result in the issuance of a summons to the operator to appear in the District Court to answer charges of violating the ordinance as provided in RSA 231: 132-a.

01-19-08 PROCEDURES FOR PAYMENT [AK5]:

- A) The owner or operator may, within 72 hours of time when a notice of a violation was served or attached to a vehicle, pay to the Stratham Police Department by mail or personal appearance the sum indicated by the issuing officer taken from the penalty schedule as a penalty in lieu of court proceedings.

- B) Payment must be made by check or money order, cash or credit card will not be accepted. [AK6]
- C) Failure by the owner or operator to make such payment within fourteen (14) calendar days will result in a second written notice of the violation. Failure of the owner or operator to make payment within five (5) business days after the second notice sent, may result in the issuance of a summons to the operator to appear in the District Court to answer charges of violating the ordinance as provided in RSA 231: 132-a. [AK7]

01-19-09 EXCEPTIONS: Restrictions described in this chapter shall not apply when directed by a police officer or official or emergency purposes, or to emergency vehicles, town public works, building and maintenance vehicles, or school buses in the normal process of their duties. The Chief of Police or their designees is authorized and empowered to make and enforce temporary parking regulations to cover emergencies, special conditions and special events. Vehicles displaying either a handicap or veteran status designations are also exempt from the parking restrictions at Jack Rabbit parking lot.

01-19-10 REMOVAL: Any vehicle parked in violation of this ordinance may be ordered towed by the Stratham Police Department at the expense of the owner, or custodian of said vehicle.

01-19-11 SEVERABILITY: If any section, part of a section, chapter, provision, or amendment of this ordinance is declared or deemed invalid or unconstitutional, it shall not be held to invalidate, force, or effect any of other section, or sections, or part of sections, or chapter and provisions of the ordinance.

From: [Michael Griffin](#)
To: [Karen Richard](#); [Mike Griffin](#)
Subject: Re: Use of Stratham Hill Park
Date: Wednesday, October 26, 2022 1:42:19 PM

Karen,

- This is not field day where we have many vehicles and operators on the hill.
 - Field Day is run by Port City Amateur Radio Club in the month of June.
 - :
 - We are **Amateur Radio Emergency Service** (ARES) and we support Emergency Communications including Seabrook Drill.
 - This would be 1 vehicle, perhaps 2 at the most.
 - We have done this many times in the past.
 - Stratham Hill is a high point, so a good spot to relay radio messages to Concord NH Emergency Operations Center (EOC)
 - In the past we have set up a relay station like this on stratham Hill for various testing and training purposes.
 - Once a year there is a State wide drill on the first Saturday of November called a Simulated Emergency Test (SET)
 - Saturday November 5 is this years SET drill, we will be simulating recovery from a major hurricane.
 - In the past we have had good interactions with the public, in that they are usually curious about what we are doing.
 - This gives us a good opportunity to educate the public about Emergency Communications.
 - We are also going to be asking EMD David Bar for permission to stand up the radio room at Stratham EOC.
 - Many other town EOCs will be participating as well.
 - see attached picture from 2017.
 - If you have any other questions/concerns please let me know.
- Thanks,

Mike KBIWFK

Emergency Coordinator for Eastern Rockingham County ARES

On Wed, Oct 26, 2022 at 11:55 AM Karen Richard <KRichard@strathamnh.gov> wrote:

Hi Mike,

Our Town Administrator would like a little more information regarding the event you had emailed Seth about.

Are you requesting permission to take only one vehicle up the hill and operate a ham radio at the site? Are more people involved? What activities will be taking place on top of the hill?

You don't anticipate that the public's regular use of the site will be impacted, do you?

We look forward to hearing further details from you.

Thank you.

Karen Richard

Town of Stratham
10 Bunker Hill Ave.
Stratham, NH 03885
603-772-7391 x187

From: Michael Griffin <kb1wfk@gmail.com>
Sent: Tuesday, October 25, 2022 7:24:25 PM
To: Seth Hickey <SHickey@StrathamNH.gov>
Subject: Simulated Emergency Test (SET) Saturday Nov 5, 2022 8 AM to 1 PM

Mr, Hickey,

- There is a Simulated Emergency Test (SET) Saturday Nov 5, 2022 8 AM to 1 PM
- The entire State of NH Amateur Radio Emergency Service (ARES) will be participating.
- We will be simulating Hurricane recovery.
- I am requesting permission to access Stratham Hill.
- Probably only one vehicle, a black Jeep Renegade.

Thanks,

Mike KB1WFK

Emergency Coordinator for Eastern Rockingham County ARES



2017/09/07 17:45



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COMMITTEE APPOINTMENT APPLICATION

<input type="checkbox"/> Heritage Commission	<input type="checkbox"/> Zoning Board of Adjustment
<input checked="" type="checkbox"/> Planning Board	<input type="checkbox"/> Public Works Commission
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Stratham Fair Committee	<input type="checkbox"/> Energy Commission
<input type="checkbox"/> Exeter Squamscott River Advisory Committee	<input type="checkbox"/> Rockingham Planning Commission
<input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee	<input type="checkbox"/> Other _____

Nathan C. Allison

603-682-4283

Applicant Name (print)

Phone #

6 Kirkwall Drive

nate70musicman@gmail.com

Address

Email

Registered Voter of Stratham? ☒ YES ☐ NO Number of Years as a Resident 2

I would like to be considered by the Select Board for appointment to a town/board/commission/committee indicated above because:

I believe voluntary participation in community activities is a civic responsibility.

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

I am a retired civil engineer.

Nathan C. Allison

Signature of Applicant

10/24/2022

Date

Brent Scott For Recreation Commission

Hi,

My name is Brent Scott and I would like to be considered for the open seat on the Recreation Commission.

The following experience and background qualify me for this position:

I have a technical background through my college courses and work background. I obtained a degree in Finance and Computer Information Systems with a minor in Statistics (Graduated Cum Laude 2001.) I have been in Information Technology for over 20 years and am very knowledgeable with Excel and the entire MS Office Suite.

I served on my Condominium Association board from 2006-2008.

I have utilized all the parks in town and am very familiar with SHP from many years of biking and dog walking.

I coach recreation basketball and have also coached my sons and their teammates over many successful seasons of flag football. I am aware of the numerous youth programs offered. Over the years, my two children, ages 12 and 10, have played town recreation soccer, baseball and basketball, as well as travel baseball and basketball. I am also familiar with the summer camps in town because of my kid's attendance.

Over the years, I have stayed active playing many different sports and other exercise activities. I am currently a regular on the pickleball courts and am enthused by its growing popularity.

Thank you for your consideration,

Brent



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COMMITTEE APPOINTMENT APPLICATION

- | | |
|---|---|
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Public Works Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Stratham Fair Committee | <input type="checkbox"/> Energy Commission |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee | <input type="checkbox"/> Other _____ |

Applicant Name (print)

Phone #

Address

Email

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

I would like to be considered by the Select Board for appointment to a town/board/commission/committee indicated above because:

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

Signature of Applicant

Date