

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: January 15, 2021

RE: Select Board Agenda and Materials for the January 19, 2021 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for January 19, 2021.

III. Consideration of Minutes

Draft minutes from your meetings on December 21, 2020 and January 4, 2021 are being prepared for your acceptance.

IV. Treasurer Report (first meeting of the month)

V. Department Reports & Presentations

Police Chief Anthony King will give his department report. The next Departmental report on February 1st is scheduled to be Parks & Recreation.

VI. Correspondence

A. Letter from Seacoast Velo Kids

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

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

X. New Business and Action Items

A. Review Town Report Material as Available

I will update you on Town Report Preparations.

B. Budget Discussion

Under separate cover, I will send you materials in support of a budget discussion on Tuesday evening.

C. Town Meeting Preparations (Draft Public Hearing Notice for Feb. 8th)

I have attached a draft warrant and public hearing notice, that I hope will be helpful in a discussion preparing for Town meeting. In addition, I hope following this meeting we will have consensus on the scheduling of the business section of Town Meeting.

XI. Town Administrator Report

I plan to present you with a number of updates on Town business. If you have any particular items of business you would like to make sure I am prepared to cover, please let me know. We will also need a non-public session for this meeting.

1. February 1st Agenda Item – Remedial Action Plan Discussion with Wilcox & Barton
2. Cable Franchise Agreement Expiration – September 2021

XII. Informational Items

1. 2021 Schedule for Tax Notices
2. Red Cross flags <https://www.seacoastonline.com/story/news/local/2021/01/02/locals-flying-red-cross-flags-support-medical-workers/4105978001/>

XIII. Reservations, Event Requests & Permits

1. Acorn School – Fee Waiver Request – Scamman Pavilion

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

None for this meeting

XV. Miscellaneous & Old Business

A. Open Items Tracking

XVI. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA JANUARY 19, 2021 7:00 P.M.

**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.

COVID Public Meeting Notice

This meeting is scheduled to be held “in person” at the Stratham Municipal Center. In accordance with this notice, if the Chair makes a determination to hold this meeting remotely notice will be published by 3:30 p.m. on the day of the meeting.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor’s Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

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 – December 21, 2020 and January 4, 2021

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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- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations
 - Police Chief Anthony King
- VI. Correspondence
 - A. Letter from Seacoast Velo Kids
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Review Town Report Material as Available
 - B. Budget Discussion & Updates
 - C. Town Meeting Preparations (Draft Public Hearing Notice for Feb. 8th)
- XI. Town Administrator Report
- XII. Informational Items
 - A. 2021 Schedule for Tax Notices
 - B. Red Cross flags <https://www.seacoastonline.com/story/news/local/2021/01/02/locals-flying-red-cross-flags-support-medical-workers/4105978001/>
- XIII. Reservations, Event Requests & Permits
 - A. Acorn School Non-Profit – Fee Waiver Request - Scamman Pavilion
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
- XVI. Miscellaneous & Old Business
 - A. PFAS in Town Center
 - B. Open Items Tracking
- XVII. Adjournment

To: Stratham Select Board

From: Anthony King, Chief of Police

Date: January 13, 2021

Subject: January 2021 Quarterly Report

I. COVID STATUS:

- **Department Status:**

Officers are currently receiving first round of vaccination with a small percentage experiencing minor side-effects.

II. POLICE DEPARTMENT ACTIVITY:

NOTE: The following represents a year to year comparison.

Calls for Service	2020	2019	Variance
Offense Reports	345	437	-21%
MV Stops	2651	3790	-30%
Summons/Citations	336	458	-27%
Warnings	2194	3308	-34%
Arrests	97	124	-22%
Accidents	110	183	-40%
Assist Citizens ***	243	582	-58%
Animal Incidents	253	261	-3%
Neighborhood and Building Checks	8252	7506	+9%

*****Assist Citizen-statistics impacted directly by COVID, as the department revised many internal procedures and person-to-person contacts over the past year during the height of the pandemic.**

III. DEPARTMENT UPDATES and IMPORTANT INFORMATION:

- Accreditation Pre- Assessment or “Mock Assessment” scheduled for February 5th at the PD. Seven (7) Assessors from NNEPAC (Northern New England Police Accreditation Coalition) are coming to assess our policies and organization as a precursor to the actual onsite assessment due to be conducted in June 2021. Expected Award month of November 2021.

IV. SELECT BOARD CONSIDERATION:

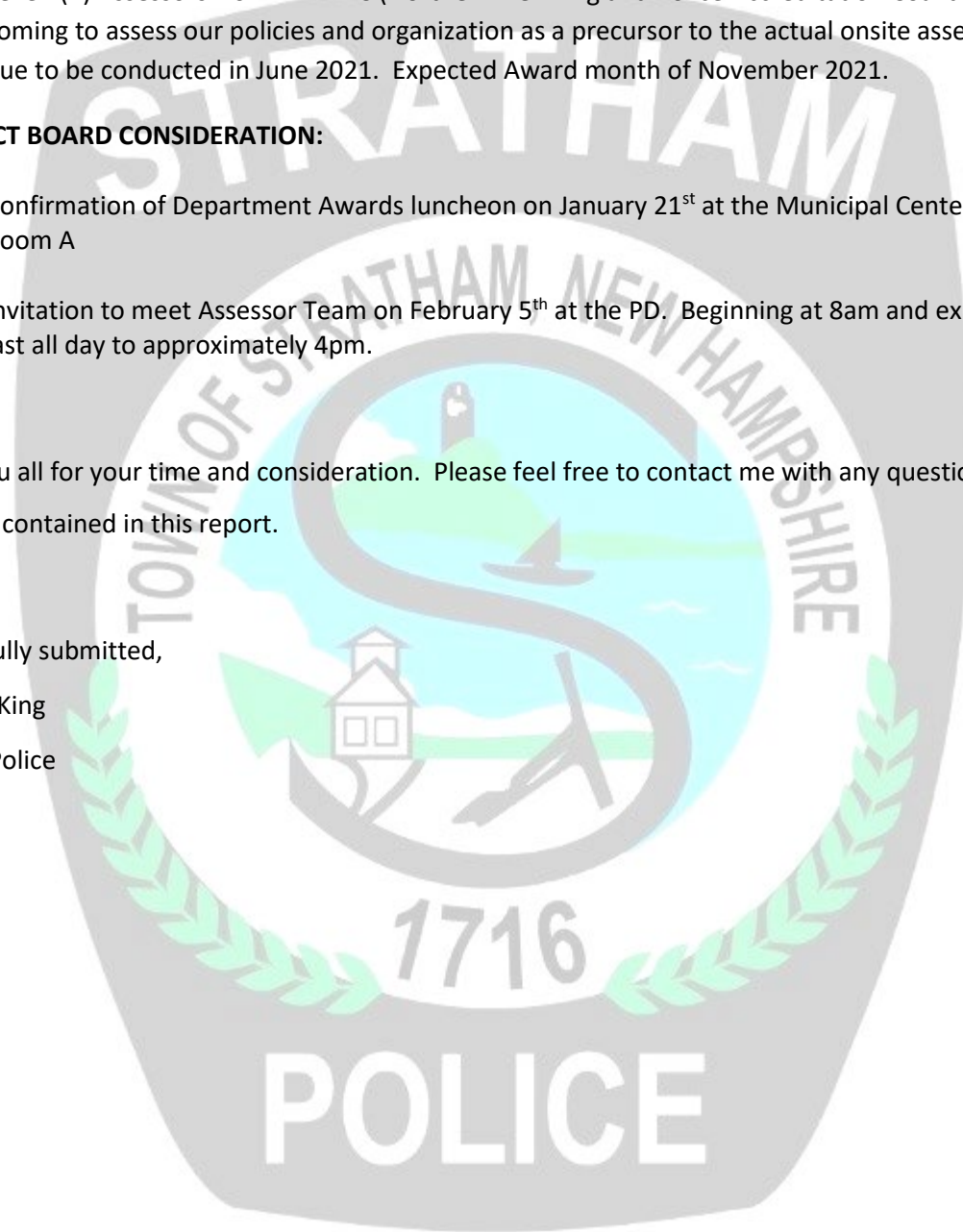
- Confirmation of Department Awards luncheon on January 21st at the Municipal Center; 1am, Room A
- Invitation to meet Assessor Team on February 5th at the PD. Beginning at 8am and expected to last all day to approximately 4pm.

Thank you all for your time and consideration. Please feel free to contact me with any questions or concerns contained in this report.

Respectfully submitted,

Anthony King

Chief of Police





To Town of Stratham Select Board;

Seacoast VeloKids (SVK) has been providing recreational and competitive cycling opportunities to the youth of the seacoast area for over 8 years. As part of our mission to make these opportunities available SVK is proud of the long-standing relationship we have with the Town of Stratham and The Stratham Parks and Recreation Department.

The two organizations have partnered over the last 8 years to get thousands of local youth riding bikes at Stratham Hill Park. Many of the founding members of SVK were Stratham residents and through the years the Town has worked with SVK to host annual bike festivals and weekly rides.

Three years ago, SVK secured the funding to improve the pump track at Stratham Hill Park. Since then the pump track has been very popular with young cyclists and has seen increased usage every year. This investment is a testament to the value of providing these types of outlets for local youth.

SVK would now like to work with Stratham Parks and Recreation to secure additional funding for another donation towards the Park and necessary capital improvements. SVK is prepared to embark upon a multi-year fundraising initiative and plan to support the popularity of cycling at Stratham Hill Park and ensure proper infrastructure to support enjoyment by all Park users.

There will be no cost or expense to the Town of Stratham for these capital improvements. All funding will be raised through donations and grant funding driven by SVK.

The Park has thousands of visitors each year. The wear on the trails and facilities have become more apparent over the last 9 months. This offer from SVK, to help fund necessary infrastructure projects at the Park, is much needed. Their goal is to raise \$100K each year over the next three years. Stratham residents will be the direct beneficiaries of those funds with these dramatic improvements to the Park and the surrounding trail system.

At a high level our initiative would address three primary areas:

Phase 1 – Revitalization and expansion of the pump track to be safer, more inclusive, and accommodate a larger capacity of cyclists.

Phase 2 – Investment in the Park trail and adjacent trail systems to address the high volume of trail usage for all trail users.

Phase 3 – Additional infrastructure support for the trail system and pump track/skills area – specifics to be determined.

We have partnered with NH based trail design and development firm, Powder Horn Trail Company, who has recently developed a bike park for the town of Keene, NH and we will be funding the initial design for Phase I in the coming weeks.



www.seacoastvelokids.org
PO Box 778 Portsmouth NH 03802

We are requesting your support and partnership with this plan before we can proceed with the expense of design as the design is centered around Stratham Hill Park. With your support we would like to then work through a phase-gated approach with approval at the design, planning and execution milestones.

Again, we are prepared to invest our volunteer resources to raise the funds through a capital fundraising plan and deliver against that plan in coordinated partnership with the Town and Parks and Recreation Department.

We are open to a meeting to discuss at your convenience and look forward to realizing this exciting next phase in our ongoing partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Matthes", with a long horizontal line extending to the right.

Rich Matthes

President, Seacoast VeloKids

rich@seacoastvelokids.org

603-812-3152



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Public Notice Town of Stratham Select Board

There will be a public hearing held on **Monday, February 8, 2021 at 7:00 pm** in the Stratham Municipal Center, 10 Bunker Hill Avenue, concerning the Town of Stratham 2021 Town Warrant.

COVID Public Meeting Notice

This meeting is scheduled to be held “in person” at the Stratham Municipal Center. In accordance with this notice, if the Chair makes a determination to hold this meeting remotely notice will be published by 3:30 p.m. on the day of the meeting.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor’s Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

Specific items to be discussed include but are not necessarily limited to the following:

1. Proposed 2021 Town operating budget.
2. Proposed 2021 Appropriation for Capital Improvements.
3. Proposed funding of certain Capital Reserve Funds for 2021.
4. The funding of fire department training, vehicles, equipment purchases, and advance life support services by authorizing the use of funds from the “Stratham Fire Department EMS Fund.”
5. To see if the Town shall vote to appropriate funding for body-worn cameras for the Stratham Police Department.
6. To see if the Town shall vote to lapse 2019 appropriation funding a transition to the curbside collection program.
7. To see if the Town shall vote to appropriate funds to the Accrued Benefits Liability Trust.
8. Any other special warrant articles to appear on the 2021 warrant.
9. Any other petition warrant articles to appear on the 2021 warrant.
10. Any other items to appear on the 2021 town warrant.



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If necessary, the public hearing will be continued or rescheduled due to weather to **Wednesday, February 10, 2021 at 7:00 pm.** The need for the continued hearing will be determined at the February 10, 2021 hearing. If the rescheduled date is necessary due to weather, the rescheduling will be made at the call of the Select Board Chair and posted accordingly.

DRAFT

THE FOLLOWING ARTICLES WILL BE VOTED ON [REDACTED] . AT THE
STRATHAM MEMORIAL SCHOOL, 39 GIFFORD FARM ROAD, STRATHAM, NEW HAMPSHIRE.

ARTICLE 9: 2021 Operating Budget

To see if the Town will vote to raise and appropriate the sum of **X dollars and X cents (\$X)** to defray general town charges for the ensuing year. This article does not include appropriations contained in special or individual articles addressed separately.

The Select Board recommends this Article by unanimous vote.

ARTICLE 10: Capital Improvements Program

To see if the Town will vote to raise and appropriate the sum of **X Dollars (\$X)** to implement the Capital Improvements Program for 2021 as presented in the Town Report and recommended by the Planning Board. This is a special warrant article which will be non-lapsing until the specific items are completed or obtained but shall in no case be later than five (5) years from this appropriation per NH RSA 32:7 (VI).

The Select Board recommends this Article by unanimous vote.

ARTICLE 11: Appropriate Funds to Several Capital Reserve Funds

To see if the Town will vote to raise and appropriate the sum of **X dollars (\$X)** to be added to the following capital reserve funds previously established with **X dollars (\$X)** to come from the unassigned fund balance and **X (\$X)** to be raised through general taxation.

Land Conservation Fund	\$XX,000
Fire Department Capital Reserve Fund	\$XXX,000
Radio Communications Capital Reserve Fund	\$XXX,000
Historic Preservation Capital Reserve Fund	\$XX,000
Highway Vehicle/Equipment Capital Reserve Fund	\$XXX,000
Town Buildings and Grounds Maintenance Trust	<u>\$XX,000</u>
Total	\$XXX,000

The Select Board recommends this Article by unanimous vote.

ARTICLE 12: Raise and Appropriate from the EMS Special Revenue Fund

To see if the Town will vote to raise and appropriate the sum of \$100,000 **and no cents (\$100,000)** for the following purposes:

2021 EMS/EMT/First Responder Training	\$10,000.00
2021 ALS Services Contract	\$10,000.00
2021 Radio Replacements	\$80,000.00

and to further authorize the withdrawal of X Dollars and no cents (\$XX,000.00) from the Stratham Fire Department EMS Special Revenue Fund created for these purposes during the March 17, 2000 Annual Town Meeting and as amended during the March 11, 2005 Town Meeting. No additional funds from general taxation are to be used.

The Select Board _____ this Article by unanimous vote.

ARTICLE 13: Purchase of Body Worn Cameras for Police Department

To see if the Town will vote to raise and appropriate the sum of Twenty-Three Thousand Dollars (\$23,000) for the purpose of purchasing Fourteen (14) Body Worn Cameras, as regulated by New Hampshire RSA 105-D, for the Police Department."

The Select Board _____ this Article by unanimous vote.

ARTICLE 14: Lapse of Automated Curbside Collection Funding

To see if the Town shall vote to lapse 2019 appropriation funding a transition to the curbside collection program.

The Select Board _____ this Article by unanimous vote.

ARTICLE 15: Appropriation for the Accrued Benefits Liability Expendable Trust

To see if the Town shall vote to appropriate funds to the Accrued Benefits Liability Expendable Trust.

The Select Board _____ this Article by unanimous vote.

ARTICLE 16: To transact any other business that may legally come before this meeting.

Given under our hands and seal, this _____ day of February in the year of our Lord two thousand twenty.

Select Board of Stratham, NH

Michael Houghton

Joseph Lovejoy

Allison Knab

We certify and attest that on or before the 24th of February, 2020, we posted a true and attested copy of the within Warrant at the place of meeting, and like copies at the Town Offices and the Wiggin Memorial Library, and delivered the original to the Town Clerk.

Michael Houghton

Joseph Lovejoy

Allison Knab

2021 Schedule for Tax Notices

Delinquent tax notice – February 16th. There is no additional charge to the tax bill. This notice must go out within 90 days of the second half tax bill due date and at least 30 days before the lien notice. **(This applies to any unpaid taxes, - (2018, 2019, and 2020))**

Lien Notice – April 7th. This will add \$19.25 for the first parcel, and \$2.00 for each additional parcel to the tax bill. This notice must go out at least 30 days before you lien. **(This applies to any 2020 unpaid taxes)**

Deed notice to Homeowner and Mortgagee – April 14th. Owner and Mortgagee must be notified at least 30 days before deeding. This will add \$17.25 to the tax bill for the homeowner on each parcel, and will add \$17.00 to the tax bill for every mortgage on the parcel. **(This applies to any 2018 unpaid taxes)**

Executing the lien – May 11th. This will add \$18.50 for the first parcel, and \$8.00 for each additional parcel. **(This applies to the 2020 unpaid taxes)**

Executing the Deed May 19th **(This applies to the 2018 unpaid taxes.)** Must be minimum of two years and one day from the date the lien was executed.

Notice to Mortgagees for liening - June 22nd. \$17.25 is added to the tax bill for every mortgage on the parcel. If a parcel has three mortgages, the fee that is added to the tax bill is \$51.00. These are sent out within 45 days after liening. **(This applies to the 2020 unpaid taxes)**

Reminder notice - September 15. No additional fees. Just a reminder to the residents for any unpaid taxes: 2018, 2019, and 2020. These go out between the July tax bills and the December tax bills.

Identifying Mortgagees for liening and deeding - \$15.00 is added to the tax bill per property for lien searches and \$10.00 is added to the tax bill per property for deed searches. . For ex. if a property has three mortgages, there is just one \$15.00 search fee. **(Lien searches – 2020 unpaid taxes. Deed searches - 2018 unpaid taxes)**

Stratham Hill Park

Town of Stratham

SHP - Scamman Pavilion

00647406
2021

Acorn School - Earth Day

4/23/2021 8:00 AM
4/23/2021 3:00 PM

SHP - Scamman Pavilion: 16 people

1. SHP - Scamman Pavilion – 4/23/2021 8:00 AM – 4/23/2021 3:00 PM

Line Description: Acorn School - Earth Day Celebration

Group Size: 16

Kim Williams
8 Barnes Dr

Stratham NH 03885
(603) 724-0250
(603) 724-0250
~~kmnelson2003@hotmail.com~~

See attached

1/12/2021 8:28 AM

Karen Richard

From: Kim Williams <kim@acornschoolnh.com>
Sent: Monday, January 11, 2021 1:30 PM
To: Karen Richard
Subject: Acorn School reservation

Hello Karen.

Acorn School is once again hoping to reserve the Pavilion next to the playground (across from the snack shack) for our annual Earth Day Celebration. We are still a non-profit preschool/Kindergarten located in Stratham. I was unable to actually reserve the Pavilion on the web site, as there was no button to click on our desired dates. We are hoping to reserve the day of: FRIDAY, APRIL 23, with a rain date of MONDAY, MAY 3. Could you (once again.. :)) please help with this?

Many Thanks,
Kim Williams

This is their annual Earth Day
celebration event. They pick
up trash at the park and plant
flowers.

Requesting fee be waived as in the
past.