



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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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: December 29, 2023

RE: Select Board Agenda and Materials for the January 2<sup>nd</sup> Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Tuesday, January 2, 2024.

- III. Consideration of Minutes from December 18, 2023
- IV. Finance Report (second meeting of the month)
- V. Department Reports & Presentations
  - 1. Whitney Consulting Group – Discussion of 2024 Revaluation and General Assessing Services Contract
- VI. Correspondence
- 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. 2024 Holiday Schedule
  - B. Town Meeting preparations

C. Contract extension with Underwood Engineers for Phase 2 Long-Term PFAS Town Center Study.

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. ISO – BCEGS Correspondence

Thank you to Mark Connors for getting this extensive survey work completed despite the transition in Building Inspection. The surveys and leg work associated with participating in this assessment traditionally fall to building inspectors with the support of the administration and Mark ensured this product stayed on track throughout.

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*: None

B. Appointments *to be voted on*:

XVI. Miscellaneous & Old Business

XVII. Adjournment



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## SELECT BOARD AGENDA

**JANUARY 2, 2024**

**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](mailto: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 12/18/23
- IV. Finance Report (second meeting of the month)
- V. Department Reports & Presentations
  - A. Assessing and 2024 Revaluation – Whitney Consulting Group
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)

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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- X. New Business and Action Items
  - A. Adoption of 2024 Holidays
  - B. Town Meeting Preparations
  - C. Contract extension with Underwood Engineers for Phase 2 Long-Term PFAS Town Center Study.
  
- XI. Town Administrator Report
  
- XII. Informational Items
  - A. ISO – BCEGS Correspondence
  
- XIII. Reservations, Event Requests & Permits
  
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
  
- XV. Boards and Commissions Nominations & Appointments
  - A. Appointments *for consideration*: None for this meeting
  - B. Appointments *to be voted on*:
  
- XVI. Miscellaneous & Old Business
  
- XVII. Adjournment

## **MINUTES OF THE DECEMBER 18, 2023 SELECT BOARD MEETING**

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

**ALSO PRESENT:** Town Administrator David Moore

At 7:00 pm Mr. Houghton opened the meeting and asked for a motion on the minutes. Ms. Knab motioned approval of the minutes of Dec. 4<sup>th</sup> as written. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton asked for comments on the Correspondence and Informational items. Hearing none, he motioned to open the public hearing. Mr. Anderson seconded the motion. All voted in favor. Mr. Moore reminded the Board that a donation check was presented at the last meeting. A memo that explains the intent of the donor was included in the packet. He then described the Board's role in how the funds are used. Mr. Houghton asked for comments. The Board members supported the continued use of the funds as they'd been proposed in the past. Mr. Houghton motioned to close the public hearing. Ms. Knab seconded the motion. All voted in favor. Mr. Houghton motioned to accept the funds donated from the Stratham Volunteer Fire Dept. Association. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton recognized Keith Pratt, President of Underwood Engineers. Mr. Moore stated that the town has received a second phase grant from DES in the amount of \$50,000. It is 100% funded (no local match). These funds were accepted by the Board earlier in the year. Mr. Pratt informed the Board about how our project fits into the State's bigger picture. He gave background on Stratham's PFAS issues. The State is using ARPA funds to do a regional water study to find connections and solutions. Underwood was chosen as the state's contractors. Stratham has the biggest population that is without municipal water. Underwood will be talking to community leaders, giving them an opportunity to be engaged in finding solutions. Willingness, cost, distance, feasibility and governance will all play a role in with whom we partner. They discussed our history with exploring, researching, and designing an Exeter connection. Mr. Moore discussed public outreach. Much of the time will be spent on municipal agreement discussion and effort; engineering is the easier part. The State's primary concern was emergency supply, but it is also making an effort to reduce community water systems which have lower quality and are unreliable. Mr. Pratt will pace our project behind the State project. He will see how that's developing and help Stratham fit into one of their solutions. The seacoast, ironically, doesn't have a lot of water. The group discussed the conversations taking place re: water supply sources 50 years in the future.

Mr. Pratt requested the Board sign the contract soon so that they could start in January. He recommends asking the State for an extension with the grant agreement to allow Underwood to do their work at a pace to coincide with the State study. The Board decided to sign the contract with Underwood at the next meeting in January. Mr. Pratt will send along the State contract with Underwood when it is signed. The Board thanked him for the update and for coming in.

Mr. Houghton moved to the Parks & Recreation request under New Business for a van. Ms. Knab motioned to authorize the Parks & Recreation Director to move forward with his purchase of the van as outlined in his Dec 15, 2023 memo for an amount up to \$67,553.00 with the source funding coming from the Transportation Fund, the Rec Revolving Fund and the proceeds of the Great Bay Food Truck Festival. The vote included a release of \$15,000 from the Municipal Transportation Improvement Fund, of which the Select Board are the agents to expend. Mr. Anderson seconded the motion. All voted in favor.

Next Mr. Houghton called attention to the encumbrances. Mr. Moore reported that Ms. McAllister had prepared a group of encumbrances which she recommends you vote to approve. They had been discussed at a previous Select Board meeting. They discussed the balances. Mr. Moore reported that Ms. McAllister is suggesting they encumber \$14,000 for the Gifford Barn preservation project; \$23,155 for FB Environmental Associates for the MS4 professional services; \$623 for fire gear; and \$47,900 from the donation for other fire gear; [later in the meeting the Board approved encumbering \$10,000 in CIP funds for library carpeting]. Ms. Knab motioned to encumber the four items listed: Gifford Barn preservation project, FB Environmental Associates for the open space project and the two amounts for fire gear. Mr. Houghton seconded the motion. All voted in favor.

#### ADMINISTRATION

Mr. Houghton turned to the Town Administrator report. Mr. Moore compiled a report for the Town's rental units. He has contacted each of the tenants to let them know who to contact in an emergency and non-emergency situations.

Financial Advisory Committee update. Mr. Anderson reported that the School's budget has an increase over last year. Much of the increase is due to the proposal of a new position with a salary of \$90,000 plus benefits, the FAC and Committee's work is not yet completed.

Mr. Moore reported that a resident reached out regarding the Purple Heart signs contending that one of the signs is not on its own post as it should be. Mr. Moore is looking into it.

New employee event will be moved to January 10. The Budget Advisory Committee meeting will be on Monday, January 8<sup>th</sup> at 7:00 pm.

Community Power Coalition of NH communications will go out towards the end of January. On January 30<sup>th</sup> there will be a public forum on the program. Mr. Anderson is the authorized representative. They discussed the rates.

Ms. Knab noted from the Police Department monthly report the Animal Control Officer has resigned

#### INFORMATIONAL

Mr. Houghton noted that the draft warrant articles were mostly housekeeping around zoning. Mr. Moore highlighted the article regarding installation of solar panels. The Planning Board is recommending that free standing solar projects that meet certain criteria be allowed to move forward without appearing before them. Mr. Moore reminded the Board of a broader discussion

about a general approach to solar projects in Stratham that the Planning Board would have with interested parties. Mr. Connors will ensure the Energy Commission is aware that this is moving forward. There will be two Public Hearings in January on it.

#### RESERVATIONS

Ms. Knab motioned approval for Jay Flagg to use Room A on January 25<sup>th</sup> for a pickle ball pot luck and to waive the alcohol prohibition. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton motioned approval for the Fireworks permit for the Lights 4 Lives Committee. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to the budget workshop discussion. Mr. Moore noted this is a starting point for the budget. He gave a top level review of our current status explaining the increases. They discussed items that could be removed or lowered to reduce the CIP. Noticing the decrease in solid waste, they wondered if Casella might be able to provide insight on the trends they are seeing. They discussed the ballot machines. Mr. Moore noted the State is looking into new machines and Deborah Bakie, Town Clerk / Tax Collector is recommending them. He will remove them from the CIP. In reviewing the Fire Dept. vehicle budget, they noted Chief Denton had referred to the age of the fleet. Mr. Moore observed that the Fire Dept. always has funds left at the end of the year. There is also funds in the Capital Reserve Funds for Fire. They questioned the increase in the DPW budget for salaries. They discussed the use of the ARPA funds. It was decided that would be a larger project than it would initially appear. They agreed the remaining ARPA funds should be used on non-recurring expenses. Town buildings have needs that are to be addressed. The proposed library renovations would be a good use of the funds. Mr. Moore reminded them that this is a reval year and we have new assessors starting in January. Because of that, it will be more difficult to project a tax rate.

At 8:35 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) to discuss compensation. Mr. Anderson seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 9:40 pm Mr. Houghton motioned to exit the non-public session and seal the minutes noting failure to do so may render a proposed action invalid. Ms. Knab seconded the motion. All voted in favor. At 9:41 pm Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

# CYCLICAL REVALUATION, ASSESSING SERVICES, AND PROPERTY INSPECTION CONTRACT

SUBJECT: CYCLICAL REVALUATION is the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and non-taxable properties over time (previously completed) and updating an establishment of the new base year, to arrive at full and true value as of April 1, 2024, identifying and implementing needed value changes to the affected areas, or classes of property, to bring all properties to market value, including the establishment of a new base tax year and providing an Appraisal Report or a new Appraisal Report as needed to comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

PROPERTY INSPECTION is the process of visiting, collecting and recording changes to the physical description of properties based on the issuance of building permits and pending properties under construction, as well as a cyclical inspection of 1/5<sup>th</sup> of the properties per year over a five-year period.

TERM : January 1, 2024 through December 31, 2028.

The Town of Stratham, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called Municipality; and, Whitney Consulting Group, LLC, a business organization existing under the laws of the State of New Hampshire, and having a principal place of business at 69 Grove Avenue, Salem, NH, hereinafter called Contractor, hereby mutually agree as follows:

## GENERAL PROVISIONS

### 1. PARTIES

- |  |  |
|--|--|
| 1.1 Name of Municipality:  | <u>Town of Stratham</u>                          |
| 1.2 Mailing Address of Municipality:                                     | <u>10 Bunker Hill Avenue, Stratham, NH 03885</u> |
| 1.3 Contracting Official(s) name(s) and tile(s)<br>for the Municipality: | <u>David Moore, Town Administrator</u>           |
| 1.4 Telephone number:  | <u>(603) 772-4741</u>                            |
| 1.5 E-mail Address, if applicable:                                       | <u>dmoore@strathamnh.gov</u>                     |
| <hr/>  |  |
| 1.6 Name of Contractor:  | <u>Whitney Consulting Group, LLC</u>             |
| 1.7 Mailing Address of Contractor:                                       | <u>P.O Box 514, Salem, NH 03079</u>              |
| 1.8 Principal Place of Business:   | <u>69 Grove Avenue, Salem NH 03079</u>           |
| 1.9 E-mail Address, if applicable:                                       | <u>Stevehamilton.WCG@gmail.com</u>               |
| 1.10 Telephone number:   | <u>(603) 560-0629</u>                            |
| 1.11 Name and Title of Authorized Contractor:                            | <u>Stephan W. Hamilton, President</u>            |
| 1.12 Type of Business Organization:                                      | <u>Single Member LLC</u>                         |

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**DEFINITIONS:**

**Abatement Review** means to make an assessment recommendation to the municipal assessing officials or to make a change to an assessment that is in response to an abatement request from a taxpayer. **Rev 601.01**

**Appraisal** means the act or process of developing a market value estimate of property which will be used as the basis for valuation, fulfilling a municipality's statutory duties relative to property tax administration including, but not limited to those pursuant to RSA 75:1. **Rev 601.02**

**Assessing Services** means the making of appraisals, reappraisals, assessments, or providing other services on behalf of municipal assessing officials for the statutory administration of property valuation and assessment including, but not limited to those pursuant to RSA 75:1. **Rev 601.05**

**Assessing Standards Board (ASB)** means the State of New Hampshire assessing standards board as established pursuant to RSA 21-J:14-a. **Rev 601.06**

**Assessment** means an estimate of the quality, amount, size, features, or worth of real estate which is used as a basis for a municipalities' valuation in accordance with statutory requirements including, but not limited to those pursuant to RSA 75:1. **Rev 601.07**

**Base Year** means the tax year in which the municipality performed a revaluation of all properties. **Rev 601.08**

**BTLA Reassessment** means an order by the State of New Hampshire board of tax and land appeals for a revaluation or partial update of a municipality's property assessments. **Rev 601.09**

**Calibration** means the process of ensuring the predictive accuracy of the CAMA model(s), through testing, which may include but not be limited to; determining the variable rates and adjustments from market analysis for land and land factors, costs and depreciation for a cost model, valuation rates and adjustments for a sales comparison model, and market rents and capitalization rates for an income model. **Rev 601.10**

**Computer Assisted Mass Appraisal System (CAMA)** means a system of appraising property that incorporates computer-supported tables, automated valuation models and statistical analysis to assist the appraiser in estimating value for a revaluation, assessment data maintenance and valuation update. **Rev 601.11**

**Contract** means any agreement between the municipality and the contractor for making appraisals, reappraisals, assessments, or for appraisal work on behalf of a municipality with the State of New Hampshire. **Rev 601.13**

**Contractor** means the person, firm, company, or corporation with which the municipality has executed a contract or agreement for assessing services. **Rev 601.14**

**Cyclical Inspection** means the process of a systematic measure and listing of all properties within a municipality over a specified period of time. The term includes "data collection" and "data verification". **Rev 601.15**

**Cyclical Revaluation** means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process. **Rev 601.16**

**Data Collection** means the inspection, measuring, or listing of property within a municipality. The term includes data verification. **Rev 601.17**

**DRA-certified** means a level of certification attained by a person as set forth by the ASB in Asb 300 pursuant to RSA 21-J:14-f. **Rev 601.20**

**Executed** means to transact, agree to, carry into effect, sign or act upon a contract or agreement to perform assessing services for a municipality. The term includes "executing". **Rev 601.22**

**Final Monitoring Report** means the DRA's final letter to the municipality for any revaluation or partial update. **Rev 601.23**

**Full Revaluation** means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment." **Rev 601.24**

**Full Statistical Revaluation** means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment". **Rev 601.25**

**Highest and Best Use** means the physically possible, legally permissible, financially feasible, and maximally productive use of a property, as appraised in accordance with RSA 75:1. **Rev 601.26**

**Improvement** means any physical change to either land or to buildings that may affect value. **Rev 601.27**

**In-house Work Plan** means a written set of goals, objectives, processes, and timelines that the municipality intends to rely upon to perform revaluations, partial updates, or cyclical inspections. **Rev 601.29**

**Listing** means recording a description of the interior, exterior, and attributes of any improvements or the recording of the description of land features and attributes. The term includes "list". **Rev 601.30**

**Market Analysis** means the study and processes utilized to determine the response of buyers and sellers of real estate, in a geographic area, to various data elements through the analysis of cost data, income data, and sale transactions in the performance of mass appraisal. **Rev 601.31**

**Market Value** means the value of a property that:

- (a) Is the most probable price, not the highest, lowest or average price;
- (b) Is expressed in terms of money;
- (c) Implies a reasonable time for exposure to the market;
- (d) Implies that both buyer and seller are informed of the uses to which the property may be put;
- (e) Assumes an arm's length transaction in the open market;
- (f) Assumes a willing buyer and a willing seller, with no advantage being taken by either buyer or seller; and,
- (g) Recognizes both the present use and the potential use of the property.

The term includes "full and true value". **Rev 601.32**

**Mass Appraisal** means the utilization of standard commonly recognized techniques to value a group of properties as of a given date, using standard appraisal methods, employing common data and providing for statistical testing. **Rev 601.33**

**Measure** means the physical inspection, verification, sketching and recording of the exterior dimensions and attributes of any improvements made to a property. **Rev 601.34**

**Municipal Assessing Officials** means those charged by law with the duty of assessing taxes and being the:

- (a) Governing body of a municipality;
- (b) Board of assessors or selectmen of a municipality; or
- (c) County commissioners of an unincorporated place.

**Rev 601.36**

**Municipality** means a city, town, or unincorporated place. **Rev 601.37**

**Partial Update** means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation." **Rev 601.38**

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**Revaluation** means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either:

- (a) A full revaluation; or,
- (b) A full statistical revaluation.

The term includes "reappraisal," "reassessment," and "value anew". **Rev 601.40**

**Sale Validation** means the process of verifying a real estate sale transaction to determine whether the sale was a valid or an invalid indicator of the market value of the sold property. The term includes "sale verification" and "sale qualification." **Rev 601.41**

**Statistical Testing** means the use or application of numerical statistics to understand the results of a reappraisal or the need for a reappraisal. **Rev 601.42**

**Uniform Standards of Professional Appraisal Practice (USPAP)** means the generally accepted and recognized standards of appraisal practice printed by The Appraisal Foundation as authorized by Congress as the source of appraisal standards and appraiser qualifications. **Rev 601.44**

**USPAP Compliant Report** means an appraisal report based upon the standards established by the ASB pursuant to RSA 21-J:14-b I, (c.) **Rev 601.45**

#### **DUTIES OF:**

##### **DRA-Certified Building Measurer and Lister Duties. Asb 304.01**

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified building measurer and lister may perform:

- (1) Data collection;
- (2) Data verification; and
- (3) Cyclical inspection.

(b) A DRA-certified building measurer and lister shall not perform sale validation.

(c) A DRA-certified building measurer and lister shall not determine, or change, the quality grade or depreciation of structures.

(d) A DRA-certified building measurer and lister shall not determine or change adjustments applied to land attributes.

##### **DRA-Certified Property Assessor Assistant Duties. Asb 304.02**

(a) For revaluation or assessing services, under the guidance and oversight of a DRA-certified property assessor or DRA-certified property assessor supervisor, a DRA-certified property assessor assistant may assist with:

- (1) Assessment tasks as defined in Asb 301.06;
- (2) Sale validation; and
- (3) The training of a building measurer and lister.

(b) A DRA-certified property assessor assistant shall not adjust an assessment unless specifically authorized by a DRA-certified property assessor or DRA-certified property assessor supervisor.

(c) A DRA-certified property assessor assistant shall not perform final field review as defined in Asb 301.26.

(d) A DRA-certified property assessor assistant shall not oversee revaluation informal review process or conduct abatement reviews.

(e) A DRA-certified property assessor assistant shall not represent a municipality in the defense of assessed values.

##### **DRA-Certified Property Assessor Duties. Asb 304.03**

(a) A DRA-certified property assessor may, in accordance with Asb 303.05:

- (1) Perform appraisal work which includes:

- a. The annual maintenance of assessments by using the base year data collection manual and USPAP-compliant report; and

- b. The use of the computer assisted mass appraisal system existing models and cost data established by a DRA-certified property assessor supervisor during the year of the last revaluation for new appraisals;
- (2) Perform abatement reviews and the defense of value under the supervision of a DRA-certified property assessor supervisor;
- (3) Perform sale validation; and
- (4) Submit a signed and dated statement to the DRA attesting to the qualifications of a building measurer and lister, or a property assessor assistant, working under the DRA-certified property assessor's supervision to be true, accurate and correct.
- (b) A DRA-certified property assessor shall not adjust the cost, land, depreciation, or other computer assisted mass appraisal tables resulting in a change to the values unless specifically authorized by a DRA-certified property assessor supervisor.
- (c) A DRA-certified property assessor shall not establish and certify values.
- (d) A DRA-certified property assessor shall not sign the USPAP-compliant report.
- (e) A DRA-certified property assessor shall not conduct the final field review.
- (f) A DRA-certified property assessor:
  - (1) May participate in informal hearings; and
  - (2) Shall not supervise informal hearings

**DRA-Certified Property Assessor Supervisor Duties. Asb 304.04**

A DRA-certified property assessor supervisor may, in accordance with Asb 303.06:

- (a) Perform and supervise all appraisal work;
- (b) Conduct and supervise a revaluation, cyclical revaluation, or partial update by:
  - (1) Compilation of the data collection manual;
  - (2) Performing a market analysis for the establishment of the base values and tables for the computer assisted mass appraisal models;
  - (3) Calibrating the computer assisted mass appraisal models;
  - (4) Performing the data quality final field review of the mass appraisal results;
  - (5) Conducting statistical testing;
  - (6) Complete and certify a USPAP-compliant report; and
  - (7) Overseeing and supervising:
    - a. The informal review process;
    - b. The abatement review; and
    - c. Defense of the appraised value(s);
- (c) Oversee any revaluation by assisting the municipal assessing officials to ensure that:
  - (1) The revaluation is performed in accordance with applicable state statutes and administrative rules;
  - (2) The contract terms and conditions are adhered to; and
- (d) Submit a signed and dated statement to the DRA attesting to the qualifications at all levels of certification to be true, accurate, and correct.

**2. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR**

**2.1 Contract Submission**

The contract, any revised contract, and the list of personnel assigned to work under the contract, shall be submitted to the DRA for examination and written recommendations of the DRA to be made to Municipality within 10 working days of receipt by the department. No work shall begin without first submitting a copy of the executed contract or agreement to the commissioner along with the names and qualifications of all personnel to be employed under the contract or agreement.

**2.2 Assessment of all Property**

2.2.1 The cyclical revaluation shall be completed in tax year 2024 based on inspections completed by others over the past five years.

2.2.2 Contractor shall measure and list all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.

2.2.3 Contractor shall measure and list all tax exempt and non-taxable property (RSA 74:2) within

the taxing jurisdiction of Municipality in the same manner as taxable property.

2.2.4 Contractor shall measure, list and verify all sales used to determine benchmarks for the revaluation.

2.2.5 The contractor shall update the existing assessment information to correct errors or omissions pertaining to:

- (1) Incorrect measurements; and
- (2) Physical changes, which may include, but not be limited to:
  - a. Additions;
  - b. Renovations;
  - c. Finished areas;
  - d. Structural alterations;
  - e. Outbuildings; or
  - f. Other site factors or improvements;

2.2.6 Contractor shall measure and list all new construction brought to their attention by Municipality via building permits, inventories and any other source.

2.2.7 Contractor shall utilize Municipalities current Avitar CAMA system to appraise properties.

### 2.3 Completion of Work

2.3.1 Contractor shall complete all work and deliver the taxable values in final form to the municipal assessing officials on or before September 1 annually, unless an extension is agreed upon and approved by DRA.

2.3.2 If taxable values are expected to be delivered after that date, a written explanation of the delay shall be provided to the Town no later than August 15<sup>th</sup> detailing the causes for the delay and identifying the anticipated delivery date.

2.3.3 A penalty of \$100 per day liquidated damages shall be paid by Contractor for each day required beyond the above stated or duly noticed completion date for delays caused by Contractor. The contractor shall not be liable for damages due to delays caused by any other entity.

2.3.4 Contractor shall provide Municipality a list of all products to be delivered and dates of delivery thereof. The products include:

- (1) Property record cards in electronic format;
- (2) The Appraisal Report or Appraisal Report Addendum that complies with USPAP (within 30 days of delivery of values);
- (3) If an extension for delivery of the Appraisal Report is granted by DRA, then the delivery is expected by the extension date
- (3) Revisions as needed to the existing Data Collection Manual;
- (4) Any other products as deemed necessary by the municipal assessing officials (as described in Section 3).

2.3.5 The cyclical revaluation shall be considered satisfied and in its final form only when:

- (1) The informal review of assessments has been completed as described in Section 3.6;
- (2) Any required value adjustments are made;
- (3) The final values are submitted to and accepted by the municipal assessing officials;
- (4) All products required by the contract are delivered to Municipality and the DRA;
- (5) The DRA has completed its final monitoring report;
- (6) Values established by Contractor have been defended through the municipal abatement process, as described under RSA 76:16, for all assessment appeals through tax year 2028 (subject to additional fees); and,
- (7) All other terms of the contract have been satisfied.

**2.4 Personnel**

- 2.4.1 For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are:
- (1) Certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-f for the level of work they will be performing; and,
  - (2) Approved by the municipal assessing officials.
- 2.4.2 Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed and mutually agreed upon.
- 2.4.3 Upon approval of the contract and before the cyclical revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.
- 2.4.4 Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system will be used to make valuation table changes.
- 2.4.5 Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.
- 2.4.6 Contractor shall ensure that the DRA-certified assessor or DRA-certified assessor supervisor will be present on site a minimum of one day per week on a mutually agreed upon regular schedule for the duration of the contract. Contractor may substitute a DRA-certified assessor assistant to complete work within their certification level up to 25% of the service days when approved by the town administrator.

**2.5 Public Relations**

- 2.5.1 Contractor and the municipal assessing officials, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the cyclical revaluation.

**2.6 Confidentiality**

- 2.6.1 Contractor, municipal assessing officials or municipal employees shall not disclose any preliminary values to anyone or permit anyone to use or access any data on file during the course of the revaluation project, except the municipal assessing officials and the Commissioner of the DRA, or their respective designees, until the values have been submitted to the municipal assessing officials and made public.

**2.7 Compensation and Terms**

2.7.1 Municipality, in consideration of the services hereunder to be performed shall compensate Contractor based on invoices based on the schedule as follows:

Assessing staffing services will be invoiced at a rate of \$800.00 per day, inclusive of any required travel or incidental costs for the basic fifty-two days of services. The annual estimated cost of assessing staffing services is \$41,600.

Cyclical inspection work will be invoiced in the month following its completion as follows:

Year of Work	# of Parcels	Type of Work	Rate	Annual Estimated
2024	675	Measure/List	\$30.00	\$ 20,250
2025	675	Measure/List	\$30.00	\$ 20,250
2026	675	Measure/List	\$30.00	\$ 20,250
2027	675	Measure/List	\$30.00	\$ 20,250
2028	675	Measure/List	\$30.00	\$ 20,250

Property inspection work for new construction/pick-ups of residential properties will be invoiced in the month following its completion as follows:

Year of Work	Est # of Parcels	Type of Work	Rate	Annual Estimated
2024	250	Res Pickup	\$50.00	\$ 12,500
2025	250	Res Pickup	\$50.00	\$ 12,500
2026	250	Res Pickup	\$50.00	\$ 12,500
2027	250	Res Pickup	\$50.00	\$ 12,500
2028	250	Res Pickup	\$50.00	\$ 12,500

Property inspection work for new construction/pick-ups of commercial properties will be invoiced in the month following its completion as follows:

Year of Work	Est # of Parcels	Type of Work	Rate	Annual Estimated
2024	50	Comm Pickup	\$75.00	\$ 3,750
2025	50	Comm Pickup	\$75.00	\$ 3,750
2026	50	Comm Pickup	\$75.00	\$ 3,750
2027	50	Comm Pickup	\$75.00	\$ 3,750
2028	50	Comm Pickup	\$75.00	\$ 3,750

The estimated total of general assessing staffing and property inspections is \$78,100.

Fixed-price payments are available at a total of \$81,600 per year to be invoiced at \$6,800 per month on the 15<sup>th</sup> of each month. All services identified in Section 2.7.1 will be provided to Municipality at a fixed price for the term of the contract. Initial below to indicate the selection of this invoicing option:

Municipality \_\_\_\_\_ Contractor \_\_\_\_\_

Fixed Price Invoicing: \_\_\_\_\_

2.7.2 Cyclical Statistical Reappraisal work will be invoiced in addition to the amount shown in Section 2.7.1 on the 15th of each month, beginning on January 15, 2024, and continuing with 12 monthly installments on the 15th of each month as follows:

Year of Work	Type of Work	Annual	Monthly Installment
2024	Cyclical Revaluation	\$ 63,100	\$5,258.33

- 2.7.3 The amount or terms of compensation to be paid by Municipality for assessing services to support and defend assessments that are appealed to the BTLA or superior court are in addition to the above cited rates and will be billed at a rate of: \$1,500 per day/\$800 per half day for any fraction of a day up to one half day (4 hours).
- 2.7.4 The above estimates are provided for the purposes of budgeting, and the actual number of inspections billed will vary based on the exact number of inspections in any given calendar year.
- 2.7.5 Except as provided in Section 2.7.2, the amounts stated and estimated in Section 2.7.1 represents the total estimated payment for all contracted services.

**3. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR**

**3.1 Collection of Property Data**

- 3.1.1 All vacant land parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.
- 3.1.2 Every principal building(s), and any appurtenant building(s), or other improvements, shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value.
- 3.1.3 Property inspections will occur at an estimated rate of 675 per calendar.
- 3.1.4 Contractor shall attempt to inspect each identified property, and if the attempt is unsuccessful, or the Contractor cannot access the property, the Municipality will send a letter requesting that the property owner call the Municipality to arrange an inspection appointment. Contractor shall attempt a second inspection, even if no contact has been made by the property owner. If the second attempt is not successful, Contractor will identify the property to the Municipality for them to send a letter requesting an inspection appointment. If a subsequent inspection is arranged, no further billing will be made for that inspection.
- 3.1.5 Under no circumstances will an inspection be attempted or made when the only person at the premises is less than 18 years old.
- 3.1.6 If no inspection, or entrance to a building or parcel of land is available, Contractor shall:
  - (a) Estimate the value of the improvements and land using the best evidence available; and,
  - (b) Annotate the property record card accordingly.
- 3.1.7 Contractor shall complete interior inspection of all properties except:
  - (a) Vacant or unoccupied structures;
  - (b) Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to Contractor or the municipal assessing officials' notifications;
  - (c) Where postings prevent access;
  - (d) Unsafe structures;
  - (e) When the owner has refused access to Contractor or designee;
  - (f) When inhabitants appear impaired, dangerous or threatening; and,
  - (g) Any other reason for which the municipal assessing officials agree that the property is inaccessible.

Under these circumstances, Contractor will identify the property to the Municipality for them

to send a letter requesting an inspection appointment. For billing purposes, the first attempt will count as an inspection of the property. If a subsequent inspection is arranged, no further billing will be made for that inspection.

- 3.1.8 Contractor shall provide to Municipality a complete copy of the: field data collection card(s); worksheet(s); and, other document(s) used in the valuation process.
- 3.1.9 Contractor shall provide progress reports indicating the percentage of completion of the cyclical revaluation to the municipal assessor as needed.

### 3.2 Property Record Cards

3.2.1 Contractor shall utilize existing individual property record cards for each separate parcel of property in Municipality that are arranged to show:

- (1) The owner's name, street number, map and lot number or other designation of the property;
- (2) The owner's mailing address;
- (3) Information necessary to derive and understand:
  - (a) The land value;
  - (b) The number of acres of the parcel;
  - (c) The land classification;
  - (d) The adjustments made to land values;
  - (e) The value of the improvements on the land;
  - (f) The accurate description of all improvements whether affecting market value or not;
  - (g) The improvement pricing details; and,
  - (h) The allowances made for physical, functional and economic depreciation factors;
- (4) The outline sketch of all principal improvements with dimensions with the street side or waterfront toward the bottom of the diagram;
- (5) The base valuation year;
- (6) The print date of property record card;
- (7) Photograph of the principal building;
- (8) History of the property transfer to include:
  - (a) Date of sale;
  - (b) Consideration amount;
  - (c) Qualification code; and,
  - (d) Property type noted as either vacant or improved;
- (9) A notation area to record any comments pertaining to the property; and,
- (10) A notation area to record the history of the property, which may include, but not be limited to:
  - (a) Property inspection date;
  - (b) Individual's identification number or initials associated with the inspection;
  - (c) The extent of the inspection;
  - (d) Reason for the inspection; and,
  - (e) Any value adjustment(s),

### 3.3 Full Statistical Revaluation Market Analysis

- 3.3.1 A DRA-certified property assessor supervisor shall conduct the market analysis.
- 3.3.2 A DRA-certified property assessor assistant, under the guidance of a DRA-certified property assessor or a DRA-certified property assessor supervisor, may validate or invalidate sales for the market analysis.
- 3.3.3 The municipal assessing officials shall provide to Contractor a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.
- 3.3.4 The market analysis shall be conducted by Contractor using accepted mass appraisal methods in order to determine land, improvements and any other contributory values or factors

including:

- (1) A review of all property transfers provided by the municipal assessing officials to Contractor;
- (2) A compilation of all unqualified property transfers into a sales list with appropriate notations for those sales not used in the analysis accompanied by:
  - (a) The parcel map and lot number;
  - (b) The disqualification code;
  - (c) The date of sale; and,
  - (d) The sale price.
- (3) A compilation of all qualified property transfers into a sales list with appropriate notations for those sales used in the analysis accompanied by:
  - (a) The parcel map and lot number;
  - (b) The date of sale;
  - (c) The sale price;
  - (d) The newly established value;
  - (e) A photocopy or printout of the property record card for each property transferred; and,
  - (f) A photograph of the principal improvements attached thereto;
- (4) Estimated land values with the documented results, as follows:
  - (a) Utilizing vacant land sales whenever possible; and,
  - (b) In the absence of an adequate number of vacant land sales, the land residual method or other recognized land valuation methodologies shall be used to assist in the determination of land unit values;
- (5) The Indicated land values shall be documented as:
  - (a) Site;
  - (b) Front or square foot;
  - (c) Front acre;
  - (d) Rear acre units; and/or,
  - (e) Other appropriate units of comparison;
- (6) An analysis section to include:
  - (a) The sale price; and,
  - (b) Supporting adjustments made in sufficient detail to be understood by the municipal assessing officials and taxpayers;
- (7) The market analysis used to indicate unit values with the documentation of the method(s) employed and any special adjustment factors; and,
- (8) Tax Maps showing the locations of all qualified sales and the delineation of neighborhoods.

3.3.5 The preliminary market analysis shall:

- (1) Be provided to the municipal assessing officials prior to the acceptance of the new values by the municipal assessing officials;
- (2) Be printed in its final form, and provided to the municipal assessing officials and the DRA at the completion of the revaluation as part of the USPAP compliant report; and,
- (3) Become property of Municipality and the DRA.

3.3.6 Contractor shall ensure that a final comprehensive review of the newly established values shall be performed by a DRA-certified property assessor supervisor utilizing a quality control review of the entire Municipality to:

- (1) Ensure that all properties are valued at their highest and best use; and,
- (2) Identify and correct: any mechanical errors; inconsistencies; unusual features or value influencing factors.

3.3.7 Any supporting documentation supplied, provided or utilized by Contractor in the process of compiling the market analysis, such as but not limited to: sales verification sheets; rental/expense statements and questionnaires; Contractor cost estimates; sales listing sheets; final review notes; etc., shall be relinquished to and become property of Municipality.

**3.4 Full Statistical Revaluation Approaches to Value**

3.4.1 The valuation of property for the revaluation shall be considered and completed when appropriate by utilizing recognized approaches to value, which may include, but not be limited to:

3.4.2 Cost Approach:

- (1) The cost approach, when utilized, shall be implemented by calibrating and applying land valuation tables, building valuation tables and unit costs as follows:
  - (a) Investigate, with documented analysis, land values for residential, commercial, industrial and any other special use properties in the area;
  - (b) Document the land valuation tables and unit costs by including statistical testing to compare the calculated preliminary land value to the sale properties to ensure accuracy before the land valuation tables and unit costs are implemented;
  - (c) Document the development of the units of comparison that shall be used for the base land prices, which may include, but not limited to: site; front foot; square foot; front acre; rear acre; and, other appropriate units of comparison;
  - (d) Document site specific characteristic land adjustments, which may include, but not be limited to: topography; view; size; location; and, access; and,
  - (e) Document the calibration of land tables and models.
- (2) In developing building cost tables, Contractor shall provide the following:
  - (a) Investigate, with documented analysis, the building costs of residential, commercial, industrial and any other special use properties in the area;
  - (b) Document the testing of Contractor's building valuation tables and unit costs by comparing the calculated preliminary building value to the sale properties, for which the building costs are known, to ensure accuracy before the building valuation tables and unit costs are implemented;
  - (c) The building cost tables shall consist of unit prices based upon relevant factors, which may include, but not be limited to: specifications for various types of improvements; the quality of construction; the building customs and practices in Municipality; various story heights and square foot areas adequate for the valuation of all types of buildings and other improvements to the land; tables for additions and deductions for variations from the base cost improvement specifications; and, tables for depreciation based upon age and condition of the improvements.
  - (d) Document the calibration of all building cost tables and models.

3.4.3 Income Approach:

- (1) The income approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
  - (a) Investigate and qualify, with documented analysis, market data, which may include but not be limited to: rental income; expenses; vacancy; and, capitalization rates for: residential, commercial, industrial and any other special use property;
  - (b) Describe property specific characteristics;
  - (c) Document statistical testing for the income valuation models to known sales of similar properties;
  - (d) Create valuation models consisting of market data based upon:
    - (i) Defined descriptions and specifications based upon property type; and,
    - (ii) Quality and size of the improvements; and,
  - (e) Document the calibration of all income approach valuation tables and models.

3.4.4 Market-Sales Comparison Approach:

- (1) The market-sales comparison approach, when utilized, shall be implemented by calibrating and applying valuation models as follows:
  - (a) Contractor shall qualify, analyze, and use sales as direct units of comparison in the valuation of residential, commercial, industrial and any other special use properties;

- (b) Investigate with documented analysis comparable sales;
- (c) Document the adjustments for specifics, which may include, but not be limited to: location; time; size; features; and, condition;
- (d) Document how the adjustments were derived;
- (e) Document final value reconciliation; and,
- (f) Document calibration of all sales comparison tables and models.

3.4.5 In the utilization of the appraisal approaches to valuation, Contractor shall make and document adjustments made to properties for depreciation factors, which may include, but not be limited to: physical; functional; and, economic conditions.

**3.5 Full Statistical Revaluation Special Use Properties**

- 3.5.1 The Contractor shall identify any special use properties within Municipality by:
- (1) Providing documentation of the methodology and analysis that was utilized by Contractor in the establishment of the assessed value(s); and,
  - (2) Indicating the properties that were not part of the appraisal work performed under the cyclical revaluation contract by:
    - (a) Identification of the property; and,
    - (b) Identification of the source of the appraisal of the property for the revaluation.

**3.6 Full Statistical Revaluation Value Notification and Informal Reviews**

- 3.6.1 Contractor shall provide to the municipal assessor:
- (1) A list of the newly established values for review;
  - (2) A preliminary value analysis to the Municipality for review; and,
  - (3) The informal review schedule in advance.
- 3.6.2 Municipality shall mail, first class, to all property owners, the notification of the newly established value of their property by sending to the property owner a letter stating the newly established value of their property and a description of how the owner may access a list of every value in the Municipality.
- 3.6.3 The notification of newly established values shall contain the details of the informal review process, instructions on scheduling an informal review; and the time frame in which informal reviews shall be scheduled.
- 3.6.4 After mailing or posting of the notification of newly established values, Contractor shall ensure that an informal review of the newly established property values is provided to all property owners who may, within the time prescribed by the contract, request such a review.
- 3.6.5 Notwithstanding Section 2.6 of this contract (Confidentiality), Contractor shall make available to all property owners the property record card and market analysis related to their newly established property value(s).
- 3.6.6 Contractor shall notify, by first class mail, all property owners addressed during the informal reviews and indicate whether or not a change in value resulted and the amount thereof.
- 3.6.7 All documentation utilized or obtained during the informal review process shall be relinquished to the municipal assessing officials.

**3.7 Appraisal Manuals and Full Statistical Revaluation Appraisal Reporting**

- 3.7.1 Contractor shall utilize the towns existing data collection manual, to be included within the USPAP report, or as a separate document, which may include but not be limited to:
- (1) A description of building characteristics; extra features; outbuildings; site improvements; site characteristics; road frontage; water frontage; water access; topography; and view;
  - (2) A glossary and description of all codes used within the data collection and on property record cards;
  - (3) A description of all grading factors utilized, which may include, but may not be

limited to: condition factors; quality; depreciation; amenity values; and other factors or conditions; and,

- (4) A glossary and description of the coding used for visitation history.

3.7.2 Contractor shall ensure that the municipal assessing officials have:

- (1) A technical CAMA manual detailing the CAMA system utilized; and,
- (2) Been provided training in the proper use of the CAMA system.

3.7.3 Contractor shall provide a USPAP compliant appraisal report pursuant to RSA 21-J:14-b,1,(c): The report shall comply with the most recent edition of the USPAP. The report shall contain, at a minimum, the following:

- (1) A letter of transmittal to include a signed and dated certification statement;
- (2) Sections detailing:
  - (a) The scope of work;
  - (b) The development of values;
  - (c) Time trending analysis;
  - (d) Land and neighborhood data;
  - (e) Improved property data;
  - (f) Statistical testing, analysis, and quality control; and,
  - (g) The development of approaches to value used in the revaluation of properties.
- (3) Appendices which may include, but not be limited to:
  - (a) Work plan;
  - (b) Neighborhood maps;
  - (c) Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
  - (d) CAMA system codes;
  - (e) Identification and description of zoning districts;
  - (f) Qualified and unqualified sale codes; and,
  - (g) Other useful definitions or information.
- (4) Instructions, or as a separate document, adequate instructions for the municipal assessing officials to:
  - (a) Understand the valuation methodologies employed;
  - (b) Understand the market and neighborhood adjustments; and,
  - (c) Understand the conclusions of the appraisal report.

3.7.4 Contractor shall provide a USPAP compliant report to the municipal assessing officials, to be retained by the municipal assessing officials until the next revaluation and a copy to the DRA.

3.7.5 Contractor shall provide a USPAP compliant report to the municipal assessing officials for any special use properties included in Section 2.7.3, and a copy to the DRA.

### 3.8 Full Statistical Revaluation Defense of Values

3.8.1 Contractor shall, after the final property tax bills have been mailed by Municipality, support and defend the values that were established by Contractor for the year of the revaluation as follows:

- (1) At no additional cost to Municipality, property tax abatement requests that are timely filed with Municipality pursuant to RSA 76:16 shall have:
  - (a) A review, by either a DRA-certified property assessor or a DRA-certified property assessor supervisor; and,
  - (b) The Contractor's written recommendation provided to the municipal assessing officials which an abatement request had been received.

3.8.2 Contractor shall provide a qualified representative for the defense of property tax abatement appeals that are timely filed with the Board of Tax and Land Appeals (BTLA) or Superior Court pursuant to RSA 76:16-a and RSA 76:17, whose compensation has been agreed upon by the parties to the contract as stipulated in Section 2.7.2; and,

- 3.8.3 Appeals to the BTLA or Superior Court:
- (1) Contractor will support and defend values established by Contractor that may have been lowered by municipal assessing officials but shall not be required to support or defend values that have been increased by the municipal assessing officials.
  - (2) Contractor will support and defend values that may have been lowered by the municipal assessing officials during the course of the RSA 76:16 abatement process but will not support or defend values that have been increased by the municipal assessing officials.
  - (3) Depending upon the complexity of the property being appealed, the services of an expert may be required and shall be covered under a separate contract for the services rendered.
  - (4) Additional charges apply pursuant to Section 2.7.2.
- 3.8.4 All documentation utilized or obtained during the defense of assessed value process shall be relinquished to Municipality.

#### 4. RESPONSIBILITIES OF MUNICIPALITY

- 4.1 The municipal assessing officials shall identify to Contractor, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 4.2 The municipal assessing officials shall furnish to Contractor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Contractor for the services being provided.
- 4.3 The municipal assessing officials shall keep Contractor informed of all sales of property that occur during the progress of the cyclical revaluation.
- 4.4 The municipal assessing officials shall make corrections to tax maps as of April 1 of the revaluation year where lots have been subdivided, or apportioned, and notify Contractor of all ownership and name and address changes.
- 4.5 Suitable office space and equipment, as specified by Contractor, for the use of Contractor's personnel in the performance of the appraisal work shall be provided.

#### 5. INDEMNIFICATIONS AND INSURANCE

- 5.1 Contractor agrees to defend and indemnify Municipality, with which it is contracting, against claims for bodily injury, death and property damage which arises in the course of Contractor's performance of the contract and with respect to which Municipality, with which it is contracting, shall be free from negligence on the part of itself, its employees and agents.
- 5.2 Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond Contractor's reasonable control.
- 5.3 Contractor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance unless Contractor is not required to do so by New Hampshire state law or as otherwise agreed upon.
- 5.3.1 The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$2,000,000 each person and \$1,000,000 each occurrence for bodily injury liability, and \$2,000,000 each occurrence for property damage liability; and,

5.3.2 The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability.

5.4 Prior to starting the cyclical revaluation, Contractor shall provide certificates of insurance by a State of NH licensed insurer confirming the required insurance coverage for Municipality with which the appraisal Contractor is contracting.

5.5 Contractor shall provide Municipality and the DRA a ten (10) day advance written notice of the cancellation or material change in the required insurance coverage.

**6. REVALUATION UPDATE PERFORMANCE ASSURANCE HOLD-BACK**

6.1 It is agreed between the parties that the Municipality shall notify the Contractor, by November 1 of Tax Year 2024, that no deficiencies in the performance of the contract are found. If any items of non-performance or deficiencies are identified by the Municipality, then a letter detailing such deficiencies will be sent instead. If there are any outstanding deficiencies that have not been remediated, the monthly amounts invoiced as outlined in Section 2.7 for November and December are to be held back until any deficiencies are corrected to the satisfaction of the Municipality. Failure on the part of the Municipality to notify the Contractor by November 1 of that year shall mean that the contract terms have been satisfied.

**7. ESTIMATED SIZE OF CYCLICAL REVALUATION**

7.1 It is agreed between the parties that the entire revaluation consists of an estimate of 3,476 parcels as defined by RSA 75:9. In the event that the number of parcels should exceed this estimate by 5%, Contractor shall be entitled to additional remuneration of \$50.00 for each parcel that exceeds the original estimate.

**8. TERMINATION RIGHTS**

8.1 It is agreed by the parties that the terms of this contract may be terminated by either party for any reason upon provision of sixty (60) days written notice, and final termination of the contract will be on the last day of the notice period.

8.2 If such termination is initiated, Contractor shall provide to Municipality all work completed to that point and an invoice of all work completed through the last day of the notice period within thirty (30) days of that day. Municipality agrees to promptly pay all outstanding invoices, including the final invoice.

8.3 **This agreement includes the provision that if funding for the contract are not appropriated for any ensuing year the contract will end, and final invoicing pursuant to Section 8.2 will occur. Service restoration would require subsequent negotiation and contract.**

**9. ADDENDUMS, AMENDMENTS AND APPENDIXES**

9.1 Addendums, amendments and appendixes pertaining to this contract may be added only by separate instrument in writing and shall meet all requirements of Section 2.1.

**10. UTILITY PROPERTY**

10.1 The assessment of utility property will be entered by Contractor if completed by other appraisers.

10.2 If requested, Contractor shall complete utility valuations by utilizing statutory formula and/or reliance on DRA utility valuation apportionment.

11. SIGNATURE PAGE

By signing the contract, Contractor attests that pursuant to RSA 21-J:11 and Rev 602.01 (c)&(d):

- (1) The contract, any revised contract, and the names and DRA-certified level of all personnel to be employed under the contract has been first submitted to the DRA for examination; and,
- (2) No appraisal work shall begin until a copy of this executed contract, and the names and DRA-certified level of all personnel to be employed under this contract, has been submitted to the DRA.

Date: 12-4-2023

By Authorized Municipal Assessing Officials:

\_\_\_\_\_  
Chair

*Alexander*

\_\_\_\_\_  
Vice Chair

*[Signature]*  
\_\_\_\_\_  
Selectman

In the Presence of:

*Amy M. Spencer*

\_\_\_\_\_  
Witness Signature

By Contractor:

*[Signature]*

\_\_\_\_\_  
Stephan W. Hamilton, President

ATTACHMENT A

Deliverables and Services Schedule

**Assessing Services Deliverables**

<b>Item</b>	<b>Description</b>	<b>Date</b>
Quarterly Status Report	Provided to Town Administrator Quarterly to update status of completion of sales analysis, hearings progress and schedule, field reviews, abatements and appeals, and total taxable value of Town.	4/15/2024  Quarterly Thereafter
Equalization Portal Management	The management of data within the DRA Equalization Portal for the Town, including validation of sales.	Continuous
Summary of Value Report	Summary of total value (MS-1 Report) for the Town is provided to the Town for use in the tax rate setting, tax billing and equalization purposes.	8/15/2024 Annually Thereafter
Field Assessment Records	After the completion of the inspection of any property and the changes applied to each individual record, WCG will provide to Town all records developed in the collection of field information.	10/31/2024 Annually Thereafter
Data Collection Manual Additions or Corrections	Any changes that are necessary to be made to the existing data collection standard will be made in detail and saved in a manner that allows use for consistent collection of data in subsequent years.	10/31/2024 Annually Thereafter
Review Local Abatements	Review and provide recommendations to the Town relative to each local abatement application filed, including information for inclusion in the Town's notice to taxpayers detailing the decision granting or denying local abatements. (included in monthly service).	5/1/2024 Annually Thereafter
Inspect Sale Properties	Inspect property that has sold to be certain that the assessment records reflect the condition of the property and validate the terms of the sale.	As Needed
Inspect Under Construction Property	Inspect all property identified as having undergone construction by the Town, as well as all property that was noted as under-construction in the prior year.	1/1/2024 Through 5/15/2024 Annually Thereafter

**Cyclical Revaluation Deliverables**

<b>Item</b>	<b>Description</b>	<b>Date</b>
Project Startup Meeting	Meet with Town Officials and DRA representative.	2/1/2024
Revaluation Begins	The project starts in earnest with an examination of sales activity and inspection of property as close to April 1 <sup>st</sup> as is practical.	3/1/2024 Through 5/1/2024
Quarterly Status Report	Provided to Town Administration and Board of Selectmen a Quarterly to update status of completion of sales analysis, hearings progress and schedule, field work, abatements and appeals, and total taxable value of Town.	4/15/2024 Quarterly Thereafter
Market Analysis	Completion of market and sales analysis to determine appropriate table changes.	6/1/2024
Draft Values	Completion of draft values, preparation for review.	6/15/2024
Desk Review	A review of every property and its value by a DRA Certified Assessor Supervisor.	June to July 2024
Completion of Values	Notification sent to taxpayers of newly established values	7/15/2024
Informal Hearings	Opportunity for taxpayers to have values explained by WCG personnel.	8/1/2024 through 8/10/2024
Summary of Value Report	Summary of total value for the Town is provided to the Town for use in the tax rate setting, tax billing and equalization purposes.	9/1/2024
USPAP Report	A USPAP compliant appraisal report to be completed within 60 days of delivery of values.	11/1/2024
Field Assessment Records	After the completion of the inspection of any property and the changes applied to each individual record, WCG will provide to Town all records developed in the collection of field information.	10/1/2024
Data Collection Manual Additions or Corrections	Any changes that are necessary to be made to the existing data collection standard will be made in detail and saved in a manner that allows use for consistent collection of data in subsequent years.	10/1/2024
Review Local Abatements	Review and provide recommendations to the Town relative to each local abatement application filed, including information for inclusion in the Town's notice to taxpayers detailing the decision granting or denying local abatements.	5/1/2025
Abatement Appeals	Subsequent to answering all local abatements, appeals will be supported as needed until completed.	Until Completed

**SELECT BOARD MEETING**

**1/2/2024**

Date: 1/2/2024  
To: Select Board  
David Moore, TA  
From: Christina Murdough, Assessor  
Re: Signatures required

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**ABATEMENT**

LITTLEFIELD FAMILY REVOCABLE TRUST  
BACKLAND  
MAP 3 LOT 8

**NOTICE OF ABATEMENT REFUND / CREDIT APPLIED\***

(RSA 76:17-d)

Date: 12/19/23                      **TOWN OF STRATHAM**                      Abatement                      2023

By vote of the Stratham Select Board upon the application of:

Name: Littlefield Family Revocable Trust

Address: 152 New Road  
Newmarket, NH 03857

We have abated the amount of: \$117.00                      plus 4% interest.

on Map 3                      Lot 8                      Sub 6                      Located at Backland

or other tax by type real estate for tax year 2023

Reason for Abatement: Property should have been deleted in 2016. 2023 first half tax bill issued in error.

RECOMENDATION			ASSESSED VALUE		
X	GRANT	DENY	Original	Revised	

**STRATHAM SELECT BOARD**

Michael Houghton \_\_\_\_\_, Chairman

Joseph Lovejoy \_\_\_\_\_

Allison Knab \_\_\_\_\_

Date 12/19/23

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

Date taxes paid: 5/17/23 Tax collector's initials: [Signature]

Abatement amount plus interest: \_\_\_\_\_

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

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

Copies to: Taxpayer, Tax Collector, and Finance Office

# 2024 Holiday Schedule

The schedule identifies the dates that annual holidays included in the Town’s employment manual will be observed.

New Year’s Day	Monday	January 1, 2024
Martin Luther King Jr. Day	Monday	January 15, 2024
Presidents Day	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Independence Day	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Columbus Day	Monday	October 14, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Day following Thanksgiving <sup>1</sup> (Town offices closed/vacation day taken)	Friday	November 29, 2024
Christmas Day	Wednesday	December 25, 2024

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<sup>1</sup> The Municipal Center is closed to the Public on the Friday following Thanksgiving. In accordance with the Town of Stratham Employment Manual, if you wish to take this day off, personal or vacation time must be used.

## EXHIBIT “A”

### SCOPE OF SERVICES

#### ***PRELIMINARY DESIGN PHASE PFAS Contamination - Engineering Evaluation***

Town of Stratham, New Hampshire  
April 5, 2023 (*updated December 27, 2023*)

#### **PROJECT BACKGROUND**

The goal of this project is to develop a long-term solution to the PFAS contamination issues in the Town Center, while also considering the Town of Stratham’s other long term environmental, community planning, and infrastructure goals.

PFAS has been detected in monitoring wells and in private wells within the Town of Stratham. A contamination source is the Stratham Fire Department property at 4 Winnicutt Road. A Remedial Action Plan (RAP) submitted to NHDES by Wilcox & Barton, Inc. (April 7, 2021) recommended continued monitoring of groundwater and drinking water and installation of Point-Of-Entry (POE) systems at each affected residence until a long-term solution can be found. These POE systems have been installed per their recommendation; however ongoing water monitoring may require additional systems to be installed.

The Town retained Underwood Engineers (UE) to assess alternatives that provide a long-term solution and identify next steps. The focus was to solve the PFAS issues but also to consider other supply needs and long-term economic and infrastructure goals. The Interim Technical Memorandum dated June 1, 2022 identified improvements needed to support sustainable long-term water supplies for the Town’s current and future needs. Drinking water well sampling was conducted in June and July 2022 throughout the Town in order to refine recommendations. The results were detailed in a letter dated August 25, 2022.

The recommendation is to implement regional interconnections with a neighboring community. This was recommended over non-regional alternatives due to numerous factors including future water demand, operating and maintenance costs, and stable water quality. There is currently no confirmation on the community to which Stratham will connect, however preliminary discussions have been occurring since the Interim Technical Memorandum was issued. Further study is needed to refine the scope and costs of the project before proceeding with final design.



## **PROJECT GOALS**

The proposed strategic planning work will allow the Town to plan for implementation by providing a clearer picture of the cost-effective improvements and costs for a regional interconnection.

The goals of this project are to:

- Choose a Regional Partner with which to connect. The following were identified as options in the Interim Technical Memorandum: Exeter, Newmarket, Portsmouth, and North Hampton (Aquarion Water).
- Refine the scope of work, costs, and schedule based on the selected Regional Partner.
- Identify next steps for final design, including hydrological investigations, pilot studies, topographical survey, and subsurface investigations.

Note that the scope of work has been set up with two distinct parts. The first part will be to finalize efforts to select the preferred regional partner. Once that has been done, advance the concept to update approach and budget.

## **SCOPE OF WORK**

A qualified consultant (DES list) will complete the strategic planning in accordance with the scope of services and conditions set forth in the Strategic Planning Grant approved by Governor and Council on TBD (Exhibit “B”) and as follows.

### *Finalize Regional Partner*

- Coordinate meetings with the potential Regional Partners.
- Select preferred Regional Partner based on outcome of discussions and cost factors.
- Develop a suggested memorandum of understanding with cost sharing allocations.

### *Regional Interconnection – Conceptual Design*

Following step one, the following will be completed:

- Refine project goals and create a vision statement.
- Review hydraulic grade line information for the Town and the Regional Partner.
- Refine the scope and costs of improvements needed, including a booster pump station, water main, and water storage tank.
- Establish a Basis of Design for the necessary infrastructure.
- Update opinion of project costs to support the CIP and funding applications.
- Identify future cadastral work and easements or land acquisition needed.
- Summarize findings and recommendations in a technical memorandum.
- Identify next steps for final design, including hydrogeological investigations, pilot studies, topographical survey, and subsurface investigations.
- Identify funding alternatives and schedule for implementation.
- Submit draft memorandum to Town and State for review.
- Submit final memorandum to Town and State pending incorporation of comments.



### **MEETINGS AND WORK SESSIONS**

Coordinate and attend meetings as follows:

- One (1) kick-off meeting with Town staff and NHDES. The focus of this meeting will be to:
  - Review projected goals.
  - Develop a summary vision statement for the work.
  - Identify information needed.
- Two (2) meetings with Regional Partners to present project.
- Two (2) additional meetings with preferred Regional Partner.
- Coordinate and conduct “standing meetings” online at a frequency appropriate for the phase of the work. It is anticipated that these meetings would be conducted 1 to 2 times per month during the work and are intended to be online, informal check-ins for 30 minutes or less.

### **SUMMARY OF DELIVERABLES**

The following suggested deliverables will be provided:

- Memorandum of Understanding between the Town and preferred Regional Partner.
- Meeting notes.
- Opinions of costs.
- Technical Memorandum summarizing findings, conclusions, and recommendations of the work.
- Work Plans at an appropriate scale to show the overall scope of recommended work.
- All deliverables will be available in electronic format and as bound copies.

### **WORK NOT INCLUDED**

- Topographic survey.
- Hydraulic investigations and fieldwork.
- Boundary survey, easements, definitive ROW determinations or resolution of boundary disputes.
- Subsurface investigations.
- Final design services.
- Construction phase services.



**Amendment No. 3**

**Contract for Professional Engineering Services  
Town of Stratham, NH**

WHEREAS, an AGREEMENT made and entered into at **Rockingham County**, New Hampshire, on the **9th day of November, 2021**, by and between the **Town of Stratham** hereinafter called the OWNER, and **Underwood Engineers, Inc.** hereinafter called the CONSULTANT for engineering work and

WHEREAS, the contract requires a change in scope consisting of additional planning and **preliminary engineering services**, refer to the attached Scope of Services labeled as Exhibit 'A' (3 pages). This work is being funded by a grant approved by Governor and Council on August 2<sup>nd</sup>, 2023.

NOW, THEREFORE, in consideration of the agreement an amendment is hereby agreed to by the OWNER and the CONSULTANT as follows:

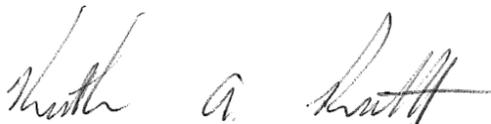
- A. That the time of completion in Paragraph B. on page 1 be amended to extend the time for services through December 13, 2023.
- B. That the compensation to the Consultant for services be amended as follows:

Prior budget (tasks 1-4)	\$67,900
This Amendment #3	<u>\$50,000</u>
<b>Total Revised Contract Value</b>	<b>\$117,900</b>

The OWNER and the CONSULTANT hereby agree to this Amendment.

**CONSULTANT: Underwood Engineers, Inc.**

**OWNER\*: Town of Stratham**



By: Keith A. Pratt, P.E. (NH, ME, MA)  
President

By: David Moore  
Town Administrator

Date: December 27, 2023

Date: \_\_\_\_\_



**ISO® - Building Code Effectiveness  
Grading Schedule (BCEGS®)**

**Building Code Enforcement Department Report**

**Prepared For:**

**Stratham, NH**

**September 10, 2023**

## **Introduction**

Verisk is a leading source of information about property/casualty insurance risk. For a broad spectrum of commercial and personal lines of insurance, we provide statistical, actuarial, underwriting, and claims data; policy language; information about specific locations; fraud-identification tools; consulting services; and information for marketing, loss control, and premium audit. We perform the evaluations as a service to the insurance industry and the information we collect and products we produce are utilized in many aspects of insurance underwriting.

Verisk collects building code adoption and enforcement information from communities in the United States. Using our filed Building Code Effectiveness Grading Schedule (BCEGS), we analyze the data and assign BCEGS Classifications to the community – one Classification applying to 1 & 2 family residential properties and the other to commercial and industrial properties. These Classifications, which range from 1 to 10, measure a jurisdiction's commitment to the adoption and enforcement of building codes (with a Class 1 indicating the highest level of commitment). Since the creation of the BCEGS program in 1996, Verisk has evaluated over 35,000 building code enforcement departments servicing over 48,000 communities across the United States.

We are committed to working with each building code enforcement department to perform BCEGS surveys on a regular basis. Periodic surveying helps determine if a department has made any significant changes since its last evaluation. This ongoing effort is designed to re-evaluate each community at approximate 4-year intervals or sooner if changes indicate a potential revision to the classification. The purpose of this report is to provide the leaders of building code enforcement departments with insights into the most recent evaluation of the department and provide a comparison to outcomes from the prior evaluation of the department, if applicable. The information necessary to determine the BCEGS classification was collected from the building code enforcement department staff through a combination of on-site interviews, BCEGS questionnaire, and submitted documentation.

## **The Building Code Effectiveness Grading Schedule (BCEGS)**

The purpose of the Building Code Effectiveness Grading Schedule is to review aspects of a building code enforcement department and to develop a Building Code Effectiveness Classification for insurance underwriting information and rating purposes, where approved. BCEGS is designed to measure resources and support made available to the enforcement of building codes and the utilization of those resources at the community level.

The Schedule is an insurance underwriting information and rating tool. It is not intended to analyze all aspects of a comprehensive building code enforcement program. It is not for purposes of determining compliance with any state or local law or regulation, nor is it for making property/casualty loss prevention or life safety recommendations. The classifications developed by this schedule are only one of several elements used to develop insurance rates for individual properties. Other features specifically relating to individual properties such as construction, occupancy, and exposures have similar importance in the development of these rates.

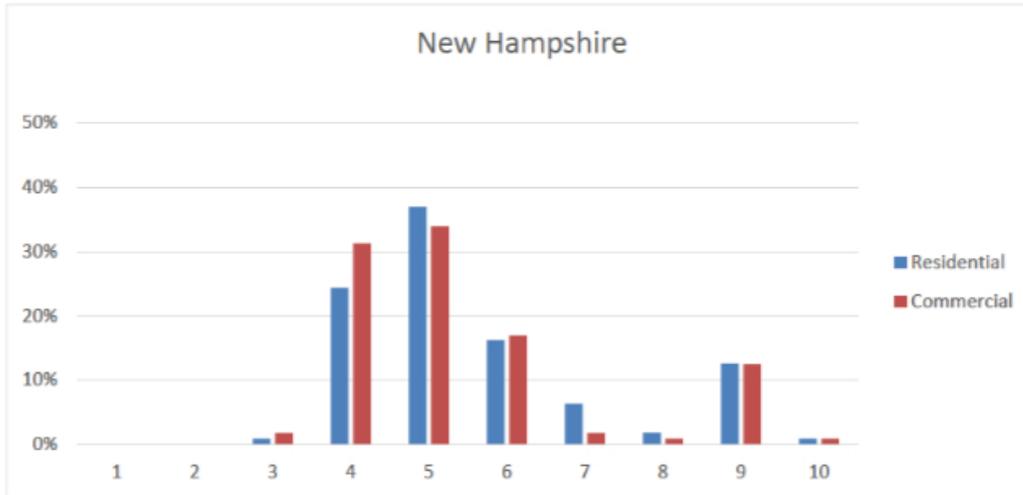
## **Determining a BCEGS Classification**

Communities are evaluated based on state or local building code policies and practices in 27 different areas of focus. The values are calculated based on the terms of the BCEGS schedule to determine a score on a 0-to-100-point scale. Each community's score is then converted to a 1-to-10 classification. The table below shows the relationship between points and classifications.

BCEGS Classification	Scored Points Range
1	93.00 - 100.00
1	93.00 - 100.00
2	85.00 - 92.99
3	77.00 - 84.99
4	65.00 - 76.99
5	56.00 - 64.99
6	48.00 - 55.99
7	39.00 - 47.99
8	25.00 - 38.99
9	10.00 - 24.99
10	0.01 - 9.99

## Distribution of State BCEGS Classifications

The table below illustrates the distribution of BCEGS classifications across the state by percentage of graded communities in each class for both commercial and residential construction.



State Average		
	Score	Class
Commercial	55.64	6
Residential	53.58	6

Note: Average State classifications and scores are calculated using the latest available BCEGS results from graded communities in each state. Verisk evaluates communities on a 4-to-5 year recurring cycle, data used in the averages may not be from the same period in time. Averages are not weighted and no community data is counted more than once in the calculation of a state's average.

## Current BCEGS Survey Results

Stratham, NH		
	Score	Class
Commercial	65.35	4
Residential	61.06	5

# User's Guide to the BCEGS Scoring Chart

Details concerning the scoring of the building code enforcement department is found on the following pages. In order to assist in the understanding of this information, this user's guide is provided. Points earned in each section of the BCEGS Schedule are detailed and are separated into sections based on the area of focus. In addition, and where applicable, the points earned in the prior survey are also provided for informational purposes.

Sample Chart:

BCEGS Schedule	2016		2013		Cycle over Cycle Change
	Current Cycle Outcomes		Prior Cycle Outcomes		
Maximum Points Possible in the Section <b>B</b>	Personal Lines (PL) applicable to One and Two Family Residential Construction <b>C</b>	Commercial Lines (CL) applicable to Commercial and Industrial Construction <b>D</b>	Personal Lines (PL) applicable to One and Two Family Residential Construction <b>E</b>	Commercial Lines (CL) applicable to Commercial and Industrial Construction <b>F</b>	PL <b>G</b> CL
4.00	3.35	3.35	3.01	3.01	↑ 0.34 ↑ 0.34
<b>A</b>	Points in this section are earned based on the age of the electrical, mechanical, plumbing, fuel-gas, energy and wildland-urban interface codes adopted and enforced within the jurisdiction - in the same manner as Section 105. To receive full credit, the most current edition of a model code, for each discipline, produced by a nationally recognized building code development and publication organization must be adopted. This section is fully proratable and partial credit can be earned. <b>I</b>				 <b>H</b>

## Key

LABEL	DESCRIPTION
A	Section number of the filed BCEGS schedule and description of the section heading
B	The maximum possible points per section as set out in the filed BCEGS Schedule
C	Values in this field indicate the current earned points in this section of the filed BCEGS Schedule applicable to the one and two family residential enforcement program.
D	Values in this field indicate the current earned points in this section of the filed BCEGS Schedule applicable to the commercial and industrial enforcement program.
E	Values in this field indicate the prior earned points in this section of the filed BCEGS Schedule applicable to the one and two family residential enforcement program. A blank entry in this field indicates an initial survey or that comparison information is not available.
F	Values in this field indicate the prior earned points in this section of the filed BCEGS Schedule applicable to the commercial and industrial enforcement program. A blank entry in this field indicates an initial survey or that comparison information is not available.
G	The indicators in this field illustrate if the department gained, lost or maintained points in this section of the filed BCEGS Schedule as compared to the prior survey. This is intended to be helpful in at-a-glance review of the document.
H	The icon in this field indicates if the section is more directly related to code adoption policy or code enforcement activity.
I	This field provides a general description of the focus area being scored and the elements necessary for credit to be earned.

## September 10, 2023 Survey of Stratham, NH

Detail of Points Scored by Section of the BCEGS Schedule and Comparison with Prior Score

### Section I: Code Administration

Section 105 - Adopted Codes	BCEGS Schedule	2023		2013		Cycle over Cycle Change															
		Current Survey Outcomes		Prior Survey Outcomes																	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL														
	8	7.60	8.00	7.60	8.00	0.00	0.00														
<p>Points in this section are earned based on the age of the building and residential codes adopted and enforced within the jurisdiction. To receive full credit, the most current edition of a model code produced by a nationally recognized building code development and publication organization must be adopted. The table below shows the breakdown of point allocation in this section. Please note that point allocations less than those indicated in the table below are reflective of prorations being applied due to weakening of the code. This section is fully proratable and partial credit can be earned.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2">Building and Residential Code</td> <td colspan="4">Point allocation based on age of adopted code. If model code edition adopted is within ____ years of the survey date:</td> </tr> <tr> <td>5 Years</td> <td>6 Years</td> <td>10 Years</td> <td>&gt;10 Years</td> </tr> <tr> <td>Points:</td> <td>8.00</td> <td>6.88</td> <td>2.21</td> <td>.85</td> </tr> </table>						Building and Residential Code	Point allocation based on age of adopted code. If model code edition adopted is within ____ years of the survey date:				5 Years	6 Years	10 Years	>10 Years	Points:	8.00	6.88	2.21	.85		
Building and Residential Code	Point allocation based on age of adopted code. If model code edition adopted is within ____ years of the survey date:																				
	5 Years	6 Years	10 Years	>10 Years																	
Points:	8.00	6.88	2.21	.85																	
Section 108 - Additional Code Adoptions	BCEGS Schedule	2023		2013		Cycle over Cycle Change															
		Current Survey Outcomes		Prior Survey Outcomes																	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL														
	4	3.35	3.35	3.35	3.35	0.00	0.00														
<p>Points in this section are earned based on the age of the electrical, mechanical, plumbing, fuel-gas, energy and wildland-urban interface codes adopted and enforced within the jurisdiction - in the same manner as Section 105. To receive full credit, the most current edition of a model code, for each discipline, produced by a nationally recognized building code development and publication organization must be adopted. This section is fully proratable and partial credit can be earned.</p>																					
Section 110 - Modification to Adopted Codes	BCEGS Schedule	2023		2013		Cycle over Cycle Change															
		Current Survey Outcomes		Prior Survey Outcomes																	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL														
	4	3.80	4.00	3.80	4.00	0.00	0.00														
<p>To earn full credit in this section, the jurisdiction must adopt a model code without modifications that weaken the structural provisions of the base model code. Maximum credit in this section is determined by the age of the model code being utilized. This section is fully proratable and partial credit can be earned.</p>																					

## September 10, 2023 Survey of Stratham, NH

Section 112 - Method of Adoption	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1	0.00	0.00	0.00	0.00	0.00	0.00
Full credit in this section is earned when the jurisdiction adopts a unified set of model codes within 1 year of the publication date of those codes. Additionally, full credit must be earned in sections 105 and 108 to receive credit in this section.							
Section 115(a)- Training Expenditures	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	3	2.16	2.16	0.99	0.99	↑ 1.17	↑ 1.17
Maximum credit in this section is earned when the jurisdiction is devoting a minimum of 2% of departmental operating expenditures to training activities. This section is fully prorable and partial credit can be earned.							
Section 115(b)- Hours of Staff Training in Code Administration	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1.25	0.36	0.36	0.97	0.97	↓ -0.61	↓ -0.61
Credit for staff training in the administration of codes is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 12 hours of training in the administration of codes. This section is fully prorable and partial credit can be earned.							
Section 115(b)- Hours of Staff Training in Legal Aspects of Code Administration	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1.25	0.31	0.31	0.69	0.69	↓ -0.38	↓ -0.38
Credit for staff training in the legal aspects of code administration is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 12 hours of training in legal aspects. This section is fully prorable and partial credit can be earned.							

## September 10, 2023 Survey of Stratham, NH

Section 115(b)- Hours of Staff Training Obtained by Mentoring	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1.25	0.00	0.00	0.69	0.69	↓ -0.69	↓ -0.69
Credit for staff training obtained through mentoring is earned based on the actual hours of mentoring received by the plans examiners and inspectors during the review period. To receive full credit in this section all plans examiners and all inspectors must each receive a minimum of 12 hours of mentoring. This section is fully prorable and partial credit can be earned.							
Section 115(b)- Hours of Staff Training in Technical Aspects of the Building Code	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	4.25	1.95	1.95	0.32	0.32	↑ 1.63	↑ 1.63
Credit for staff training in the technical aspects of the building code is earned based on the actual hours of training received by the building official, plans examiners and inspectors during the review period. To receive full credit in this section the building official, all plans examiners and all inspectors must each receive a minimum of 60 hours of training in any technical aspects of any adopted model building or subcode. This section is fully prorable and partial credit can be earned.							
Section 115(c)- Incentives Related to Exam Fees	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.5	0.50	0.50	0.50	0.50	0.00	0.00
Credit in this section is earned when jurisdiction policy and practice mandates that certification examination fees are paid for all employees in the department.							
Section 115(c)- Incentives Related to Training and Certification	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.5	0.00	0.00	0.00	0.00	0.00	0.00
Credit in this section is earned when jurisdiction policy and practice provides incentives for employees to obtain outside training and/or certification.							

## September 10, 2023 Survey of Stratham, NH

Section 115(c) - Incentives Related to Payment for Continuing Education	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	0.5	0.50	0.50	0.50	0.50	0.00	0.00	
Credit in this section is earned when jurisdiction policy and practice mandates that all fees for continuing education are paid by the department.								
Section 115(d) - Education of the Appeals Body	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	0.5	0.50	0.50	0.10	0.10	↑ 0.40	↑ 0.40	
Maximum credit in this section is earned when the jurisdiction provides each member of the governing appeals body with a minimum of at least 3 hours of continuing education in building codes, building code enforcement or legal aspects of code administration on a yearly basis. This section is fully proratable and partial credit can be earned.								
Section 120(a) - Staff Certification	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	8	1.09	1.09	2.67	2.67	↓ -1.58	↓ -1.58	
Maximum credit in this section is earned based on the certification level of all plans examiners and inspectors. This section is fully proratable and partial credit can be earned.								
Section 120(b) - Mandates for Staff Certification	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	0.5	0.00	0.00	0.00	0.00	0.00	0.00	
Maximum credit in this section is earned when the jurisdiction has in place a certification mandate for all plans examiners and inspectors. This section is fully proratable and partial credit can be earned.								

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Section 120(c)- Mandates for Staff Certification Maintenance	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction			
	1.5	0.00	0.00	0.00	0.00	0.00	0.00	
<p>Maximum credit in this section is earned when the jurisdiction has in place a program of certification maintenance through continuing education once every 3 years. This section is fully proratable and partial credit can be earned.</p>								
Section 120(d)- Mandates for Staff Certification Pre or Post Employment	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction			
	1	0.00	0.00	0.00	0.00	0.00	0.00	
<p>Maximum credit in this section is earned when the jurisdiction has in place a mandate that the building official, all plans examiners and all inspectors are certified in the fields in which they are to work at the time of hire. This section is fully proratable and partial credit can be earned.</p>								
Section 120(e)- Mandates for Staff Certification Pre or Post Employment	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL	
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction			
	1	0.00	0.00	0.00	0.00	0.00	0.00	
<p>Maximum credit in this section is earned when the jurisdiction has in place a program of employee certification where specific code related education and experience are required prerequisites to examination requirements. Certification examination program must have prerequisite education and experience requirements applicable to the employee sitting for the examination. This section is fully proratable and partial credit can be earned.</p>								

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Section 125-Qualifications, Education and Experience of the Building Official	BCEGS Schedule	2023		2013		Cycle over Cycle Change																	
	Maximum Points Possible in the Section	Current Survey Outcomes		Prior Survey Outcomes		PL	CL																
		Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction																		
	4	2.40	2.40	3.00	3.00	↓ -0.60	↓ -0.60																
<p>Credit earned in this section is based on the cumulative qualifications, education and experience of the building code official. Maximum credit is broken down into six categories with each category having a maximum amount of credit which, when totalled, become the points in this section. This section is fully proratable and partial credit can be earned</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Maximum Cumulative Points</th> </tr> </thead> <tbody> <tr> <td>Certification as a Building Official (ICC CBO designation or equal)</td> <td>.60 points</td> </tr> <tr> <td>Professional License as an Engineer or Architect</td> <td>.60 points</td> </tr> <tr> <td>Highest Level of Academic Degree Held</td> <td>1.0 point</td> </tr> <tr> <td>Years of Construction Related Experience</td> <td>.60 points</td> </tr> <tr> <td>Years of Code Enforcement Experience</td> <td>.60 points</td> </tr> <tr> <td>Years of Experience as a Building Official</td> <td>.60 points</td> </tr> <tr> <td><b>Total Maximun Points</b></td> <td><b>4.00 points</b></td> </tr> </tbody> </table>								Maximum Cumulative Points		Certification as a Building Official (ICC CBO designation or equal)	.60 points	Professional License as an Engineer or Architect	.60 points	Highest Level of Academic Degree Held	1.0 point	Years of Construction Related Experience	.60 points	Years of Code Enforcement Experience	.60 points	Years of Experience as a Building Official	.60 points	<b>Total Maximun Points</b>	<b>4.00 points</b>
Maximum Cumulative Points																							
Certification as a Building Official (ICC CBO designation or equal)	.60 points																						
Professional License as an Engineer or Architect	.60 points																						
Highest Level of Academic Degree Held	1.0 point																						
Years of Construction Related Experience	.60 points																						
Years of Code Enforcement Experience	.60 points																						
Years of Experience as a Building Official	.60 points																						
<b>Total Maximun Points</b>	<b>4.00 points</b>																						
Section 130 - Selection Procedures for the Building Official	BCEGS Schedule	2023		2013		Cycle over Cycle Change																	
	Maximum Points Possible in the Section	Current Survey Outcomes		Prior Survey Outcomes		PL	CL																
		Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction																		
	0.5	0.00	0.00	0.25	0.25	↓ -0.25	↓ -0.25																
<p>Credit in this section is earned based on the particular process and criteria employed by the jurisdiction in the selection of the building official. Points are earned when the selection process mandates either certain prerequisite examination or review by a peer group.</p>																							
Section 135(a) - Design Professionals - Supervision of Plans Examiners	BCEGS Schedule	2023		2013		Cycle over Cycle Change																	
	Maximum Points Possible in the Section	Current Survey Outcomes		Prior Survey Outcomes		PL	CL																
		Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction																		
	1	0.00	0.00	0.00	0.00	0.00	0.00																
<p>Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals, in the supervision of plans examiners. To earn the maximum credit, all employees that supervise plans examiners must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in the supervision of plans examiners is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.</p>																							

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Section 135(b) - Design Professionals as Plans Examiners	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.5	0.38	0.38	0.34	0.34	↑ 0.04	↑ 0.04
<p>Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals as plans examiners. To earn the maximum credit, all employees that conduct plan examination must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in plans examination is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.</p>							
Section 135(c) - Design Professionals - Supervision of Field Inspectors	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.5	0.00	0.00	0.00	0.00	0.00	0.00
<p>Maximum credit in this section is calculated based on the percentage of hours worked by all employees that are graduate or registered design professionals in the supervision of field inspectors. To earn the maximum credit, all employees that supervise field inspectors must be graduate or registered design professionals. Maximum credit in this section would indicate that 100 percent of yearly hours worked in supervision of field inspection is done so by graduate or registered design professionals. This section is fully proratable and partial credit can be earned.</p>							
Section 140 - Zoning Provisions - Natural Hazard Mitigation	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1	1.00	1.00	0.00	0.00	↑ 1.00	↑ 1.00
<p>Credit in this section is earned when the jurisdiction has implemented special zoning or land-use regulations that address natural hazard mitigation measures applicable to the construction of buildings. Floodplain management regulations are not included for credit in this section.</p>							
Section 145 - Contractor / Builder Licensing & Bonding	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1	0.17	0.17	0.17	0.17	0.00	0.00
<p>Maximum credit is earned in this section when the jurisdiction mandates all contractors, builders and trades people to be licensed in all applicable areas of work and when that licensing program requires examination and experience prior to licensure. In addition, the jurisdiction shall require all contractors, builders and trades people to submit performance and surety bonds for the completion of all work under permit. This section is fully proratable and partial credit can be earned.</p>							

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Section 155(a) - Expenditures for Public Awareness Programs	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction		
	1.25	1.25	1.25	0.90	0.90	↑ 0.35	↑ 0.35
<p>Maximum credit is earned in this section when a jurisdiction has a program for public awareness and the expenditures for such programs are equal to a minimum of .5% of operating expenditures. This section is fully prorable and partial credit can be earned.</p>							
Section 155(b) - Staff Effort Toward Public Awareness Programs	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction		
	1.25	1.25	1.25	1.25	1.25	0.00	0.00
<p>Maximum credit is earned in this section when a jurisdiction has a program for public awareness and the work hours devoted to the administration and conduct of such program equal a minimum of 3 hours per employee. The total required hours are calculated based on the total number of code enforcement personnel in the department, but efforts toward public awareness need not be undertaken by every employee. This section is fully prorable and partial credit can be earned.</p>							
Section 160 - Participation in Code Development Activities	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction		
	0.5	0.50	0.50	0.50	0.50	0.00	0.00
<p>Maximum credit is earned in this section when a jurisdiction participates at a local, state or national level in the code development process.</p>							
Section 165(a) - Formal Appeals Process	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction		
	0.3	0.30	0.30	0.30	0.30	0.00	0.00
<p>Maximum credit in this section is earned when the jurisdiction has an established and functional appeals process consisting of at least 5 appointed members. This section is fully prorable and partial credit can be earned.</p>							

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<b>Section 165(b) - Administrative Policies and Procedures</b>	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.1	0.10	0.10	0.10	0.10	0.00	0.00
Credit in this section is earned when the jurisdiction has in place an administrative policies and procedures guide applicable to all employees.							
<b>Section 165(c) - Technical Policies and Procedures</b>	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	0.1	0.10	0.10	0.10	0.10	0.00	0.00
Credit in this section is earned when the jurisdiction has in place policies and procedures guides covering technical code requirements, approval steps, departmental procedures and technical submittal requirements and makes those guides available to the public.							
<b>Section 2: Plan Review</b>							
<b>Section 205 - Plan Review Staffing</b>	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	9	6.65	6.65	8.22	8.22	↓ -1.57	↓ -1.57
Credit in this section is earned when staffing levels are sufficient to assure a comprehensive review of all construction documents for compliance with the adopted building codes. The maximum allowable credit in this section is determined by the points earned in Section 215(a - e). The degree of detail in the plan examination program impacts the credit earned for staffing. This section is fully proratable and partial credit can be earned.							
<b>Section 210 - Experience of Plans Examination Personnel</b>	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1.5	1.09	1.09	1.50	1.50	↓ -0.41	↓ -0.41
Maximum credit in this section is earned when every plans examiner employed in the jurisdiction has a minimum of 5 years of experience in conducting plans examinations. This section is fully proratable and partial credit can be earned.							

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Section 215(a) - Detail of Plan Examinations - Comprehensive Review	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	3.25	3.25	3.25	3.25	3.25	0.00	0.00	
Credit in this section is earned when the jurisdiction performs a comprehensive plans examination on all applicable projects, even when the construction documents are prepared by a registered design professional.								
Section 215(b) - Detail of Plan Examination- Review of Design Factors	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	3.25	3.25	3.25	3.25	3.25	0.00	0.00	
Credit in this section is earned when the jurisdiction performs a comprehensive plans examination on all applicable projects, which include a review of structural design criteria.								
Section 215(c) - Detail of Plan Examination- Product Evaluation	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	2	2.00	2.00	2.00	2.00	0.00	0.00	
Credit in this section is earned when the jurisdiction has in place a means to evaluate or reference evaluation service reports for substitute products and/or materials for conformance with the intent of the structural design portions of the adopted building code.								
Section 215(d) - Detail of Plan Examination- Checklists	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	2	0.00	0.00	2.00	2.00	↓ -2.00	↓ -2.00	
When a detailed building code plan examination checklist is utilized, credit is earned in this section based on the detail of the checklist. Checklists shall be maintained in the permanent records of the jurisdiction. This section is fully proratable and partial credit can be earned.								

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Section 215(e) - Detail of Plan Examination- Record Keeping	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	1	0.00	0.00	0.00	0.00	0.00	0.00	
<p>Maximum credit in this section is earned when the jurisdiction's record keeping practices are sufficient to ensure an accurate accounting of the number of plans examined during the reporting period of this survey.</p>								
Section 220 - Performance Evaluation for Quality Assurance	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	1	0.50	0.50	0.50	0.50	0.00	0.00	
<p>Jurisdictional practices related to quality assurance are credited in this section. To earn credit in this section the jurisdiction would need to conduct employee performance evaluations on at least a yearly basis and conduct follow-up plan examination at least semi-annually. This section is fully prorable and partial credit can be earned.</p>								
Section 3: Field Inspection								
Section 305 - Inspect on Staffing	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	9	7.57	8.45	8.71	8.71	▼ -1.14	▼ -0.26	
<p>Credit in this section is earned when staffing levels are sufficient to assure a comprehensive review of all building construction for compliance with the adopted building codes. This section is fully prorable and partial credit can be earned.</p>								
Section 310(a) - Experience of Inspection Personnel	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	1.5	1.09	1.09	1.00	1.00	▲ 0.09	▲ 0.09	
<p>Maximum credit in this section is earned when every inspector employed in the jurisdiction has a minimum of 5 years of experience in conducting field inspections. This section is fully prorable and partial credit can be earned.</p>								

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Section 310(b) - Construction Experience of Inspection Personnel	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1.5	1.50	1.50	1.50	1.50	0.00	0.00
<p>Maximum credit in this section is earned when every inspector employed in the jurisdiction has a minimum of 2 years of experience in construction or construction trades. This section is fully proratable and partial credit can be earned.</p>							
Section 315 - Managing Inspection and Re-inspection Activity	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1	0.00	0.00	0.00	0.00	0.00	0.00
<p>Maximum credit in this section is earned when the jurisdiction's record keeping practices are sufficient to ensure an accurate accounting of the number of inspections conducted during the reporting period of this survey.</p>							
Section 320 - Inspection Checklist	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	2	0.00	0.00	0.00	0.00	0.00	0.00
<p>When a detailed building code inspection checklist is utilized, credit is earned in this section based on the detail of the checklist. Checklists shall be maintained in the permanent records of the jurisdiction. This section is fully proratable and partial credit can be earned.</p>							
Section 325 - Special Inspections	BCEGS Schedule	2023		2013		Cycle over Cycle Change	
		Current Survey Outcomes		Prior Survey Outcomes			
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL
	1	0.90	0.90	0.90	0.90	0.00	0.00
<p>To earn maximum credit in this section a jurisdiction will have a program for the inspection of specific structural elements conducted by professional inspectors, certified for such work, to assure structural integrity. This section is fully proratable and partial credit can be earned.</p>							

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Section 330 - Inspection for Elements Related to Natural Hazard Mitigation	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	1.5	1.50	1.50	1.50	1.50	0.00	0.00	
To earn maximum credit in this section a jurisdiction will have inspection requirements specific to the natural hazards peculiar to the jurisdiction.								
Section 335 - Final Inspections	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	2.5	2.50	2.50	2.50	2.50	0.00	0.00	
To earn credit in this section a jurisdiction must perform final inspections on all buildings after construction is complete and before the building is occupied.								
Section 340 - Certificate of Occupancy	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	2	2.00	2.00	2.00	2.00	0.00	0.00	
To earn credit in this section a jurisdiction must issue a Certificate of Occupancy after construction is complete and before the building is occupied.								
Section 345 - Performance Evaluation for Quality Assurance	BCEGS Schedule	2023		2013		Cycle over Cycle Change		
		Current Survey Outcomes		Prior Survey Outcomes				
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	PL	CL	
	1	0.50	0.50	0.50	0.50	0.00	0.00	
Jurisdictional practices related to quality assurance are credited in this section. To earn credit in this section the jurisdiction would need to conduct employee performance evaluations on at least a yearly basis and conduct follow-up field inspections at least semi-annually. This section is fully proratable and partial credit can be earned.								



## BCEGS SCORING

September 10, 2023 Survey of Stratham, NH

### SUMMARY

At-A-Glance Summary of Points Scored by Section of the BCEGS Schedule and Comparison with Prior Score							
Focus Area Based on BCEGS Schedule Organization	BCEGS Schedule	2023		2013		Current Survey Outcomes	
		Current Survey Outcomes		Prior Survey Outcomes		PL	CL
	Maximum Points Possible in the Section	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction	Personal Lines (PL) applicable to One and Two Family Residential Construction	Commercial Lines (CL) applicable to Commercial and Industrial Construction		
Section I: Code Administration	54	29.57	30.17	29.10	29.70	↑ 0.47	↑ 0.47
Section II: Plan Review	23	16.74	16.74	20.72	20.72	↓ -3.98	↓ -3.98
Section III: Field Inspection	23	17.56	18.44	18.61	18.61	↓ -1.05	↓ -0.17
Subtotal	100	63.87	65.35	68.43	69.03	↓ -4.56	↓ -3.68
Proration Factor Applied: Final score is determined by the relationship of performance in Section 105 (adopted codes) and the rest of the schedule.		95.00%	100.00%	95.00%	100.00%	0	0
Final Score:		61.06	65.35	65.39	69.03	↓ -4.33	↓ -3.68
Resulting BCEGS Classification:		5	4	4	4		



1000 Bishops Gate Blvd., Suite 300  
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

December 19, 2023

Mr. Mark Connors, Planning & Community Development Director  
Stratham  
10 Bunker Hill Avenue  
Stratham, NH 03885

RE: Building Code Effectiveness Grading Schedule Results  
Stratham, Rockingham County, NH

Dear Mr. Connors:

We wish to thank you for your cooperation during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 05 for 1 and 2 family residential property and 04 for commercial and industrial property. Attached you will find a customized report showing the outcomes and performance of your department in the last survey. This report is provided for your use as a management tool.

ISO's primary mission is providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Stratham that has been issued a Certificate of Occupancy in the year of publication and forward.

BCEGS classifications range from 1-10 with a Class 1 representing exemplary commitment to building code enforcement. A classification of 99 indicates that a particular aspect of a community's building code enforcement program does not meet the minimum requirements of the BCEGS Schedule to receive a classification of 1-10. The BCEGS Schedule requires that a jurisdiction adopts building codes, conducts plan review, conducts inspections, and provides for staff training.

Moving forward, if you make any substantial changes or improvements to your building code enforcement department, you are encouraged to contact us for a resurvey. We will be pleased to work with you to reflect any positive changes that have been instituted.

If you have any questions about the Classification that was developed, please let us know within the next thirty days.

Sincerely,

Sarah Brewer  
Cell Phone: (603) 748-3428  
Sarah.Brewer@verisk.com  
www.isomitigation.com

cc: Mr. David Moore, Town Administrator  
Stratham  
10 Bunker Hill Avenue  
Stratham, NH 03885

Enclosure