



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: December 1, 2023

RE: Select Board Agenda and Materials for the December 4th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, December 4, 2023.

- III. Consideration of Minutes –November 20, 2023 and November 26, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
 - A. Seth Hickey, Director of Parks & Recreation
 - B. Stratham Fall Golf Classic Committee – Check Presentation to Police Department
- VI. Correspondence
 - A. NHDOT letter regarding One Time Highway Payment 11/9/23
 - B. November 27, 2023 - Letter from Drinking Water and Groundwater Commission (DWGC) re: 2023 DWGC Fund, Source Water Protection Grant Program Funding Award Selection for Ross-Stratham Memorial School Wellhead Protection.
 - C. Letter from NHDES regarding Revised Groundwater Management Permit 11/30/2023
 - D. Xfinity letter regarding price changes, 11/17/23
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions

- A. Public Hearing on the acceptance of Highway grant funds
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Stratham First Responders Fall Classic Donation from the Stratham Volunteer Fire Association (Fiscal Agent) - 50% proceeds donation to the Stratham Police Department**

The Board action here would be to schedule a public hearing on this grant for over \$10,000 at the Board's December 18, 2023 meeting.

B. SVFDA Donation for Purchase of Forcible Entry Trainer

As this donation is less than \$10,000 no public hearing is required, but a vote of acceptance by the Board is required.

C. Discussion of Improvements to Stevens Park (Action on this item may take place during the Department Reports section).

Please see enclosed memorandum from Seth Hickey, Director of Parks and Recreation

D. Discussion for Purchase of Recreation Van (Action on this item may take place during the Department Reports section).

Please see enclosed memorandum from Seth Hickey, Director of Parks and Recreation

E. Budget development status including update on the draft Capital Improvement Plan

Christiane McAllister and I will present updates on the budget development. As a reminder, the Board has a goal of finalizing budget materials for transmittal to the Budget Advisory Committee on December 18, 2023 (for distribution later that week).

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.

A. Select Board Meeting Schedule for 2024, proposed for adoption

A draft of the meeting schedule for 2024 is included in your packet. The usual adjustments to reflect Monday holidays have been made. Also, I have added a tentative date for the presentation of the audit.

- XII. Informational Items
 - A. Goals Update 2023
 - B. 2024 Revaluation and General Assessing Services

- XIII. Reservations, Event Requests & Permits

As of Friday December 1st, there are none for this meeting.

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

- XV. Boards and Commissions Nominations & Appointments

- A. Appointments *for consideration*:

- B. Appointments *to be voted on*:

- 1. Appoint a representative to the Exeter Regional Cooperative School District Board (vacancy of Helen Joyce, term expires March 2024).

As of Friday at 12:00 p.m., two applications have been received for the vacant Exeter Region Cooperative School District Board resulting from the resignation of Helen Joyce effective November 27th. We have said the SB will accept applications until Friday the 1st of December. Applications received in time for the packet to be sent out are included in this packet. Any applications received after that will be forwarded separately to Board members.

Here is a summary of the Board's efforts to advertise the opening. The Select Board has posted notice of the vacancy in the newsletter (November 17th and December 1st editions) and posted on the Town's website. In addition, a newspaper article appeared in the Exeter Newsletter which included a description of your process for filling the vacancy and where to send the Town's application electronically.

- XVI. Miscellaneous & Old Business

- XVII. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

December 4, 2023

7:00 P.M.

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

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

The public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205-7349** and input **2254** when prompted for a user pin/code. If at any time during the meeting you have difficulty hearing the proceedings, please e-mail dmoore@strathamnh.gov.

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

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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – November 20, 2023 and November 26, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
 - A. Seth Hickey, Parks and Recreation Director
 - B. Stratham Fall Golf Classic Committee – Check Presentation to Police Department
- VI. Correspondence
 - A. NHDOT letter regarding One Time Highway Payment 11/9/23
 - B. November 27, 2023 - Letter from Drinking Water and Groundwater Commission (DWGC) re: 2023 DWGC Fund, Source Water Protection Grant Program Funding Award Selection for Ross-Stratham Memorial School Wellhead Protection.
 - C. Letter from NHDES regarding Revised Groundwater Management Permit 11/30/2023
 - D. Xfinity letter regarding price changes, 11/17/23
- VII. Public Comment

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



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

- VIII. Public Hearings, Ordinances and/or Resolutions
 - A. Public Hearing on the acceptance of Highway grant funds

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

- X. New Business and Action Items
 - A. Stratham First Responders Fall Classic Donation from the Stratham Volunteer Fire Association (Fiscal Agent) - 50% proceeds donation to the Stratham Police Department
 - B. SVFDA Donation for Purchase of Forcible Entry Trainer
 - C. Discussion of Improvements to Stevens Park (Action on this item may take place during the Department Reports section).
 - D. Discussion for Purchase of Recreation Van (Action on this item may take place during the Department Reports section).
 - E. Budget development status including update on the draft Capital Improvement Plan

- XI. Town Administrator Report

- XII. Informational Items
 - A. Goals Update 2023
 - B. 2024 Revaluation and General Assessing Services

- XIII. Reservations, Event Requests & Permits

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

- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*:
 - B. Appointments *to be voted on*:
 - 1. Appoint a representative to the Exeter Regional Cooperative School District Board (vacancy of Helen Joyce, term expires March 2024).

- XVI. Miscellaneous & Old Business

- XVII. Adjournment

MINUTES OF THE NOVEMBER 20, 2023 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator David Moore; Finance Administrator Christiane McAllister, Police Chief Anthony King, Fire Chief Jeff Denton

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 Nov. 6th as written. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton moved to department reports. Chief King was recognized to give details to support his 2024 budget requests. Before he began, he invited the Board to sit in on the oral boards for the candidates for the full-time position opening. Mr. Houghton volunteered to do so. Chief King went on to describe his proposal for exploring the creation of a full-time civilian position, a Community Resource Officer, which would include the Animal Control Officer duties. This position would provide service to the community and not just the department. The person would handle many of the routine duties which would free up an officer. They discussed the training and cost of hiring a full-time officer. Chief King introduced Jacob Hoag, our Animal Control Officer. Mr. Hoag currently holds a CRO position in Windham. Mr. Hoag said that he has many of the same certifications as the officers and attends many trainings. He is also in the Animal Control Officers Association of NH and attends their trainings. Mr. Hoag went on to describe his CRO duties in Windham, such as animal patrol, community outreach, and elderly affairs officer. The Board asked general questions and thanked Chief King and Mr. Hoag for the information and for attending.

Mr. Houghton recognized Chief Denton who came before the Board to discuss compensation for his staff. It was decided this should be done in a non-public session. At 7:20 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3 II (a) to discuss personnel matters. Mr. Anderson seconded. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 8:00 p.m. Mr. Houghton motioned to come out of the non-public session. Ms. Knab seconded the motion. All voted in favor.

The Board met in non-public session with Chief Denton regarding budget proposals related to compensation of public employees. The Board learned more about the proposals and reasons behind them, which is to ensure the ongoing viability of the Volunteer model and to ensure competitiveness of wages and supporting the Departments ongoing retention and recruitment efforts. No decisions were made.

NEW BUSINESS

Mr. Houghton directed attention to New Business. Mr. Moore said the acquisition of the Ross parcel Tax Map 18 Lot 41 requires a procedural vote and pointed to the memorandum in the packet from Director of Planning & Community Development Mark Connors. Ms. Knab

motioned approval of the acquisition of the Ross property and funding via the Land Conservation Fund. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton addressed the agenda item regarding tax rates. Though he was aware of negative comments on social media, he said that an explanation of tax rates has never been part of their practice or policy. Ms. Knab was also aware of the negative social media but didn't think it was too bad. Mr. Anderson had a different perspective, noting the Town Clerk has been receiving a magnitude of calls and he has personally been stopped on the street. Mr. Houghton called attention to the member of the public who was in attendance, Kyle Hollasch of Barbara's Way. The resident came before the Board to address the communication gap regarding tax rates. He expressed concern that social media comments have been negative and feels that even a modest communication effort from the town would go a long ways towards a more informed public and better governmental relations. He acknowledges that although the information is in several places on the website, it is difficult to amalgamate. The bill is made up of four parts; the town's portion is only 15%. He wondered who might take responsibility for offering a better explanation of the four parts of the bill. The town is the collector and that's where the public's ire is misdirected. He believes the town will suffer negative consequences due to this misunderstanding. He urged the Board to put out communications people will understand. Ms. Knab agreed that communication is important and felt the school did a good job of explaining their portion of the bill in social media comments. She was open to looking at the Select Board's role in putting together a comprehensive explanation. Mr. Houghton speculated on perhaps creating a tax planning calendar that charts activity to give people an idea as to how and when numbers get developed. Disseminating information throughout the year might be more beneficial than offering it now that the bill is out. Mr. Moore agreed the communication could be improved, thinking it would be helpful to point people to when decisions about spending are being made and the places to show up. The regional school district put out an informative chart that delineates the process. Ms. McAllister added that the schools rate is more difficult to project than the municipal rate. She explained the reasons for this. Mr. Moore pointed out that the school's budget is July 1 to June 30 and that year's close results in data that impacts the rate setting process and that is not known at the time budgets are approved. He added the equalization rate is important because the rate is dependent on equalized rates across towns. Mr. Houghton wants to keep the dialog on how we can better educate the public on the process. Ms. Knab wants it to be clear that it doesn't all come together until the fall.

Mr. Anderson said this year is an anomaly; we are at 11% tax rate. Mr. Anderson felt the Board and the Town Administrator should respond to residents but he felt communication should've gone out previously. Ms. Knab wanted to tie some information in to other messaging, such as Budget Advisory information and Town Meeting.

Referring to Correspondence, Mr. Houghton noted Helen Joyce resigned from the School Board and the Board reviewed its plan to make a new appointment on December 4th following the submittal of applications it has requested be submitted to Karen Richard by November 30th.

Mr. Houghton called attention to the highway funds grant. Ms. McAllister informed them that we received notification of the exact amount we will receive. Mr. Moore will create a Public Hearing Notice for Dec. 4th to accept the funds.

ADMINISTRATION

Mr. Moore gave out a town meeting preparation schedule, including Select Board meetings and Budget Advisory Committee and Financial Advisory meetings. Mr. Anderson volunteered to be the Select Board representative.

The Presidential Primary has been set for January 23 and will be held at SMS. He has been informed by the SAU that it is working with schools district-wide on a plan.

Mr. Moore expects Underwood Engineers will come before the Board on Dec. 18 to talk about Phase II scope of work for PFAS alternatives.

Mr. Moore praised the staff. We continue to have a lot of openings. Many employees are feeling stretched and are working hard to keep up with obligations to the residents. He will discuss some candidates in the non-public session. He's been proud of how people are coming together as a team.

At 8:51 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (b) personnel matters. Mr. Anderson seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 9:40 pm Mr. Houghton motioned to come out of 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.

9:40 pm Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MINUTES OF THE NOVEMBER 26, 2023 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator David Moore

At 4:00 p.m. Mr. Houghton motioned to enter into a non-public session to discuss the hiring of a public employee, in accordance with RSA 91-A:3, II(b) . Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 4:30 p.m. Mr. Houghton motioned to come out of the non-public session, seal the minutes and adjourn. Ms. Knab seconded the motion. All voted in favor.

Stratham Parks and Recreation

November 15th, 2023

Total Registration Last 30 days		Total Receipts Last 30 days		Eco Counter Daily Average Last 30 Days		Recreation Revolving Balance	
144/256	77%	\$19,165/\$13,028	-32%	161/168	4%	\$211,427.70	October 12, 2023

Senior Programming

Here is the calendar link for the Senior Calendar on the Town website,

https://www.strathamnh.gov/sites/g/files/vyhlif5051/f/pages/senior_december_2023_calendar.pdf

Current Programs

Bone Builders, twice a week	Hiking
Painting Class, programs are full	NEW, Yoga
Tai Chi classes	

One Day Events

Boxwood Trees, first date sold out, second date added	Luncheon planned for December 5 th , meet and greet with Diane Smith	Frugal Holiday Arrangement, Dec. 6 th
Felted Soap, 15 th	Cookie Swap and donation collection	

- a. Friday Coffee socials, weekly events on Friday's
 - i. Weekly guests are being scheduled
- b. Upcoming Trips
 - i. Music Hall Portsmouth, sold out
 - ii. Portland Orchestra, sold out

Youth Sports

- a. Basketball registration is now closed, 203 participants registered.
- b. Baseball Committee met with the Recreation Commission. The Committee will be developing a budget for the 2024 season.

TMAC

- a. Memo has been drafted regarding the management of dogs at the trail network.
 - i. Community Workshop was held on November 12th at the Park with the Animal Control Officer
- b. Temporary signage will be put up on private property reminding users that their dogs must be on leash in these areas per existing Town Ordinances.
 - i. Additional signs have been ordered to expand the signage program.
- c. Approval granted through SELT for work on Barker Easement, work will be completed prior to winter.

Park Association

Meeting held on November 28th, I was unable to attend.

Stratham Hill Park

- a. Baseball field work in preparation for spring of 2024 season
 - a. These items will be addressed by contracted services, ongoing, but to be completed prior to the ground freezing
- b. Evaluating the value of installing the NiceRink on the basketball court as we have done in years past.
 - a. Cost, at least \$2,000.00 investment in necessary materials.
 - b. Time from Public Works staff to clear the surface after a snow event, or resurfacing after usage.
- c. Long term maintenance plan for Pump Track
 - a. Spring contract for contractor to return in early 2024 to spruce up the pump track
 - b. Mowing the interior, to be included in schedule for DPW in 2024

Stevens Park

- a. Test Pits completed,
 - a. Meeting scheduled with Bruce Scamman to review findings
- b. Scheduling challenges for courts space, between different user groups.
- c. Pickleball Committee is forming under the umbrella of the Parks and Recreation Department to better manage the growth and communication strategies of the group. First organizational meeting of the committee was held on November 15th, there were 25 participants in attendance. The conversation centered on the group's desire for more courts in Stratham. I will be coordinating with David to have the identified leadership of this group attend an upcoming Select Board meeting to express their desires.

Programming

- a. Fall Programming
 - a. Wilderness Education program started last week, White Pine Program was sold out.
- b. Winter Programming
 - a. Pat's Peak Ski program, sold out at 100 participants for 7th -12th grade SAU 16 students
 - b. Registration for the McIntyre Ski program is currently open, K-6th graders.

Recreation Department Staff

Diane Smith has hit the ground running. She has been meeting with small groups of seniors every day to collect their thoughts on the future of Senior Programming in Stratham. She has also been meeting with other community agency to see how the department can best partner and/or emulate what other communities are offering to their residents.

Zach Cherry, Program Coordinator is gearing up for a busy basketball season. Zach is nearing his six month probationary period with the Town of Stratham. We will be conducting an evaluation at the end of November to reflect on his time here so far and to set some goals for 2024. Zach attended a driving workshop sponsored by Primex on October 5th.

I attend a three day certification program on [Financial Sustainability](#) in Concord, NH. I look forward to sharing with the Board how I plan on changing our business model for the Department. Happy to share the slide deck with you if you are interested in reviewing the content.

Recreation Commission

Purchase of passenger vehicle has been reviewed and vetted by Commission.

The Department met with Legal Counsel on October 19th to review the liability to the town in operating a van.

Based on recommendations from Primex, the Departments program waivers have been reviewed and revised by Legal Counsel.

The Select Board should expect a memo regarding the purchase request prior to the December 4th meeting.

TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885
Parks and Recreation, (603) 772-4741 ext. 250

TO: Stratham Hill Park Association
CC: Recreation Commission, Stratham Select Board
FROM: Seth Hickey, Parks and Recreation Director
DATE: 12/1/2023
RE: Department Purchase of Passenger Vehicle

The Need for a Passenger Vehicle

The Stratham Parks and Recreation Department has been discussing the purchase of a passenger vehicle for the last four years. Since our initial proposal, the need to purchase a vehicle to transport Stratham residents has increased. Over the last three years, Department has expanded programming for older adults. This expanded programming has attracted a wide variety of participant's interested additional activities.

It is very hard to develop trips that meet the interest and abilities of such a diverse senior population. Given the current general fund budget the department has been offering 4-5 trips per year. Many of these trips have only half of the seats occupied in a 55 passenger vehicle. With the purchase of a Town passenger vehicle, the Department anticipates offering small group trips to a wider audience with at least two trips per month.

Programming for older Stratham youth is something the department is looking to expand in 2024. The Department would like to expand offerings to a middle school audience during the summer months. The middle school population (grades 6th-9th) have very limited options for summer programming and would benefit from more structured offerings. The CIT program (grades 6th-9th) at our 2023 summer camp, had a record number of 30 participants enrolled (an increase of 200% from 2022). This shows the interest and need in Stratham for more structured summer programs for middle school youth. Currently, the department offers a limited number of after school and summer activities for our middle school population. The Department would utilize the passenger vehicle during out of school hours to expand programming .The fees associated with the program would cover the staffing cost to support these teen trips.

Many surrounding communities have benefited from owning their own forms of passenger transportation. Most have purchased a 15 passenger van for this purpose.

The Department conducted a survey of local departments to gather information their Departments usage of the vehicles. Nearly all of the communities use their passenger vehicles for both senior citizen and teen transportation. From the survey results, Stratham is one of the few remaining communities in the Seacoast that does not own a passenger vehicle for their residents. The results of the survey are attached to this memo.

The Department has many demands from Stratham residents for more programming and services. The Town has limited indoor resources for the purpose of recreation. The *Stratham Quality of Place Project* that was conducted in 2021, organized through the Wiggin Memorial library and NH Listens, noted that the purchase of passenger vehicle for Town usage would be “High impact- low effort” enhancement to our community. By adding a passenger vehicle to our offerings, the Department will be able to enhance the programming offered to the Stratham community.

Safety Considerations

The Department has contacted Primex regarding best management strategies for safe operation of a passenger vehicle. A list of recommended best practices are included as an addendum to this memo. The main drivers of the vehicle, the Director and Program Coordinator, have both attend the Skid School drive skill development program offered by Primex. Both department members will also complete the *On Q Safety* training that is required for all Town of Stratham Fire Department staff. During this training, Department staff will complete the Defensive Driving module while operating the vehicle. Maintenance related items will be managed by the Department with guidance provided by Stratham Public Works. A daily safety log will be used to document the current condition of the vehicle prior to each planned.

Liability to Town

All of the property owned and managed by the Town of Stratham, is insured by Primex. The proposed passenger van will be insured under this same umbrella through Primex.

In effort to strength the Town’s defense in the case of a suite being brought against the Town, I have met several times with the Town’s Legal Counsel, Cordell Johnston, to revise our existing liability release forms. These waiver forms provide a level of protections to the Town of Stratham for programs offered by the Department. This waiver also releases the Town from liability in providing transportation as a part of the program. Mr. Johnston drafted an email introducing these new waivers and provides additional information regarding liability, those items are attached to this memo.

Funding the Purchase

The price for these passenger vehicles, range from \$75K- \$90K depending on the included features and model. The Department would like to purchase a Sprint van for passenger transportation that would be used during Town sponsored events and programs.

The Department would like to propose this purchase be funded through revenues generated by the 2023 Great Bay Food Truck Festival, the fees collected through the recently created Motor Vehicle Registration Fee and Capital Reserve and existing funds in the Recreation Revolving Fund.

Great Bay Food Truck Funds 2023	MVRF (Generating \$10K per Quarter)	Rec Revolving Fund (necessary remaining funds)
\$25,000	\$20,000	\$25,000-\$55,000

The Recreation Commission is in full support of this purchase to enhance recreation programming offered to our community. During their June 2023 meeting, the Recreation Commission reaffirmed their commitment to funding a passenger vehicle and set this purchase as a goal for the Department. The passenger vehicle would assist the Department in better meeting two underserved populations, teens and seniors.

During the 2023 Town Meeting, the voters approved adopting RSA 261:153 VI, the Municipal Transportation Improvement Fund. These funds have been accruing since May of 2023 in the Motor Vehicle Registration Capital Reserve Fund. On average these funds total \$10,000 per fiscal quarter. The current fund balance is \$21,105 (last report was end of October, 2023), and forecasted to reach \$28,000 by January 1st, 2024. During Town Meeting 2023, these funds were explicitly identified to support senior transportation. The expenditure of these funds towards a passenger vehicle would be in keeping with the intention of the establishment of this fund.

As we have entered the final quarter of 2023, plans will soon be underway for the Recreation Departments community offerings for quarter three of 2024. As a part of next year's summer offerings, we would love to be able to add middle school programming and more trips for our Stratham Seniors. I look forward to further discussion with the Select Board regarding this matter. Please let me know if there is an opportunity for me to present the Board on this matter at an upcoming Select Board meeting.

Survey Results

Town		Funding Source	Driver	Trips per Month	Populations Served
Amherst	1 van	Recreation Revolving Fund	Full Time Staff, Part Time Staff	1-5	Seniors, Teens, Elementary Children, Families
Brentwood	1 van	Other	Full time staff	1-5	Seniors
City of Portsmouth	1 van	Combination of funding sources above	Full Time Staff, Part Time Staff	1-5	Seniors, Teens, Elementary Children, Our van is primarily used for Senior and Youth trips
Claremont	1 van	Other	Part time staff	1-5	Families
Durham	1 van	Combination of funding sources above	Full Time Staff, Part Time Staff	1-5	Seniors, Teens, Elementary Children
Exeter	2 vans	Recreation Revolving Fund	Full Time Staff, Seasonal Staff as well	1-5	Seniors, Teens, Elementary Children, Families
Gorham	2 vans	Recreation Revolving Fund	Other	More than 10	Other
Haverhill	1 van	Town budget	We have an 18-passenger minibus	Less than 1	Seniors
Jaffrey	1 van	Warrant Article	Full Time Staff	1-5	Seniors
Keene	1 van	Municipal Transportation Improvement Fund (RSA 261:153)	Full Time Staff, Part Time Staff, Volunteers	1-5	Seniors, Teens, Elementary Children
Laconia	1 van	Other	Part time staff	More than 10	Other
Lebanon	1 van	General Fund and Capital Reserve Fund	Full Time Staff, Part Time Staff	5-10	Seniors, Teens, Elementary Children, Families, Adults
Lincoln	3 vans	Appropriated funds in CIP.	Full Time Staff, Part Time Staff, Any Town of Lincoln employee	More than 10	Seniors, Teens, Elementary Children
Milford	1 van	Combination of Revolving Fund and Donations	Full Time Staff, Part Time Staff, Volunteers	1-5	Seniors, Elementary Children
New Boston	1 van	Warrant Article, Recreation	Full Time Staff, Part Time Staff, Volunteers, Any town	1-5	Seniors, Elementary Children

		Revolving Fund	employee or board member		
Newmarket	3 vans	Combination of funding sources above	Full Time Staff, Part Time Staff	More than 10	Seniors, Teens, Elementary Children
Newport (NH)	1 van	Recreation Revolving Fund	Full Time Staff, Part Time Staff, Volunteers, School District employees	5-10	Seniors, Teens, Elementary Children
North Hampton	1 van	Warrant Article	Full Time Staff, Part Time Staff	1-5	Seniors, Teens, Elementary Children
Nottingham	1 van	Recreation Revolving Fund	Full time staff	less than 1	Elementary Children
Rochester	1 van	Other	Full Time Staff	1-5	Seniors
Town of Conway	1 van	Recreation Revolving Fund	Full Time Staff	More than 10	Seniors, Teens, Elementary Children, Families
Town of Epping	1 van	Recreation Revolving Fund	Full Time Staff	1-5	Seniors, Teens, Elementary school
Town of Hampton	1 van	Recreation Revolving Fund	Full Time Staff	1-5	Seniors, Teens, Elementary Children
Town of Seabrook	1 van	To be honest, I am not sure.	Full Time Staff, Part Time Staff, Volunteers	1-5	Seniors, Teens, Elementary Children, Families
Waterville Valley	2 vans	Warrant Article	Full Time Staff, Part Time Staff, Some approved and trained teachers of the school	More than 10	Seniors, Teens, Elementary Children, Families, We have 2 14-passenger micro-buses, not vans
Windham	1 van	Warrant Article	Other	1-5	Seniors

List of recommended safety practices

Experience: Large passenger vehicles should only be driven by experienced, licensed drivers who operate this type of vehicle on a regular basis.

Attention: Stay focused on the task of safe driving by being well rested, never using a handheld phone at the wheel, and limiting conversation with other passengers. Drivers shouldn't drive more than 8 hours per day.

Speed: Always obey the posted speed limit, and reduce your speed as needed based on road or weather conditions. Remember that large passenger vehicles require additional braking time and cannot handle abrupt maneuvers the way cars can.

Seat Belts: All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken, or damaged belts and/or buckles.

Tire Pressure: Inspect the tires and check tire pressure before each use. A large passenger vehicles tires, including the spare tire, need to be properly inflated and the tread should not be worn down. Check the driver's side door pillar or the owner's manual for the recommended tire size and pressure.

Spares: All tires weaken with age—even unused tires; avoid using an old spare on large passenger vehicles.

Occupancy: Never allow more than 15 people to ride in a large passenger vehicle. Fill the seats from front to back: when the vehicle is not full, passengers should sit in seats that are in front of the rear axle.

Cargo: Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof. See the vehicle owner's manual for maximum weight of passengers and cargo and to determine towing capability.

Size: A large passenger vehicle is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

Cordell Johnston <cordell@cajohnston.com>



To:Seth Hickey

Tue 11/28/2023 3:59 PM

Release of liability.docx

8 KB



Seth—

I am attaching several liability release forms for use by the Stratham Recreation Department. Two of them are for the bike race series (one for an adult, one for a child), and two are general forms for other recreation programs (again, one adult and one child). The two general forms include a release of liability for any injury related to transportation in a motor vehicle.

I have drafted the releases to provide as much protection as the law allows. Be aware that courts tend to look skeptically at liability releases and sometimes find them to be unenforceable; however, if the language is very clear and understandable, and the person has signed the release voluntarily, it will generally be enforceable. I have tried to make the releases as clear as possible, and although I cannot guarantee that they will provide complete protection, I think they are about as tight as they can be.

A few other things to keep in mind are:

- The purpose of insurance, of course, is to indemnify the town for liability in the event of a lawsuit. I haven't reviewed your insurance policies, but I assume the town is covered for things like this. In the event the release does not provide protection, your insurance should.
- Under RSA 507-B:4, the town's liability for injuries to one person is limited to \$325,000, and its total liability to all persons resulting from a single accident or occurrence is limited to \$1 million.
- To the extent there is concern about liability for a vehicle accident, the town already has that risk, because it operates many motor vehicles—police cruisers, fire trucks, highway maintenance vehicles, etc. While a recreation program vehicle is likely to be carrying more passengers, the town's other vehicles are driven under more extreme conditions and are therefore probably more at risk of being involved in an accident.

I hope this is helpful. Please let me know if you have any questions or need anything else.

Cordell

Cordell A. Johnston
Attorney at Law
P.O. Box 252
Henniker, NH 03242
603-748-4019
cordell@cajohnston.com

RELEASE OF LIABILITY – ADULT

In consideration of being permitted to participate in recreational activities sponsored by the Town of Stratham (the “Town”), I hereby release and discharge the Town and its officials, employees, agents, and volunteers (together the “released parties”) from any liability for personal injury or death, whether caused by the negligence of the released parties or otherwise, while I am participating in any such recreational activities or as a result of such participation.

I understand that recreational activities are inherently dangerous and involve the risk of injury or death, and I voluntarily assume and accept all risks involved in such activities.

I understand and acknowledge that this release includes, but is not limited to, release of liability for any injury or death resulting from transportation in any motor vehicle as part of the recreational activity or while traveling to or from such activity.

I acknowledge that I have read this release of liability carefully, and I understand its contents. I understand that no oral representations made to me will limit the effect of this release in any way. I understand that by signing below, I expressly waive any rights I may have to sue the Town of Stratham and any other released party for injuries and damages. This release is binding on my heirs, executors, personal representatives, family members, and anyone else who may make a claim on my behalf or as a result of my injury or death.

Date: _____

Print name: _____

Signature: _____

RELEASE OF LIABILITY – CHILD

Program: _____

I, the undersigned parent/guardian of the child named below, give my child permission to participate in the program named above. In consideration of my child's participation in the program, I hereby release and discharge the Town of Stratham and its officials, employees, agents, and volunteers (together the "released parties") from any liability for personal injury to or death of my child, whether caused by the negligence of the released parties or otherwise, while my child is participating in the program or as a result of such participation.

I understand that participation in the program is inherently dangerous and involves the risk of injury or death, and on behalf of my child, I voluntarily assume and accept all risks involved in such activities.

I understand and acknowledge that this release includes, but is not limited to, release of liability for any injury or death resulting from transportation in any motor vehicle as part of the program or while traveling to or from activities involved in the program.

I acknowledge that I have read this release of liability carefully, and I understand its contents. I understand that no oral representations made to me will limit the effect of this release in any way. I understand that by signing below, I expressly waive, on behalf of myself and my child, any rights we may have to sue the Town of Stratham and any other released party for injuries and damages. This release is binding on my child's heirs, executors, personal representatives, family members, and anyone else who may make a claim on my child's behalf or as a result of his or her injury or death.

Date: _____

Child's name: _____

Signature of parent/guardian: _____

RACE DAY RELEASE – ADULT

In consideration of being permitted to participate in the Town of Stratham’s 2024 bike race series, I hereby release and discharge the Town of Stratham and its officials, employees, agents, and volunteers, as well as the race officials, staff, volunteers, and sponsors, including their agents and employees (together the “released parties”) from any liability for personal injury or death, whether caused by the negligence of the released parties or otherwise, while I am participating in the races or as a result of such participation.

I understand that participation in a bike race of any distance is inherently dangerous and involves the risk of injury or death, and I voluntarily assume and accept all risks involved in such activities. These risks include but are not limited to injury or death resulting from falls, the effects of weather, the effects of terrain, and contact with other participants, wildlife, and insects. I should not participate in these races unless I am medically able and properly trained to do so.

I acknowledge that I have read this release of liability carefully, and I understand its contents. I understand that no oral representations made to me will limit the effect of this release in any way. I understand that by signing below, I expressly waive any rights I may have to sue the Town of Stratham and any other released party for injuries and damages. This release is binding on my heirs, executors, personal representatives, family members, and anyone else who may make a claim on my behalf or as a result of my injury or death.

Date: _____

Print name: _____

Signature: _____

RACE DAY RELEASE – CHILD

I, the undersigned parent/guardian of the child named below, give my child permission to participate in the Town of Stratham’s 2024 bike race series. In consideration of my child’s participation in the program, I hereby release and discharge the Town of Stratham and its officials, employees, agents, and volunteers, as well as the race officials, staff, volunteers, and sponsors, including their agents and employees (together the “released parties”) from any liability for personal injury to or death of my child, whether caused by the negligence of the released parties or otherwise, while my child is participating in the races or as a result of such participation.

I understand that participation in a bike race of any distance is inherently dangerous and involves the risk of injury or death, and on behalf of my child, I voluntarily assume and accept all risks involved in such activities. These risks include but are not limited to injury or death resulting from falls, the effects of weather, the effects of terrain, and contact with other participants, wildlife, and insects. I understand that my child should not participate in these races unless he or she is medically able and properly trained to do so.

I acknowledge that I have read this release of liability carefully, and I understand its contents. I understand that no oral representations made to me will limit the effect of this release in any way. I understand that by signing below, I expressly waive, on behalf of myself and my child, any rights we may have to sue the Town of Stratham and any other released party for injuries and damages. This release is binding on my child’s heirs, executors, personal representatives, family members, and anyone else who may make a claim on my child’s behalf or as a result of his or her injury or death.

Date: _____

Child’s name: _____

Signature of parent/guardian: _____

TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

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

TO: Stratham Select Board
FROM: Seth Hickey, Parks and Recreation Director
DATE: 12/1/2023
RE: Stevens Park Enhancements

The Board may recall in August of 2022 and September of 2022 the Board discussed concepts for improvements to Stevens Park following conversations among Parks & Rec, DPW and the Town Administration. At that time, the Board supported further investigation as to the feasibility of improvements in several areas. In August the Board approved funding for a test pit to determine suitability of soils for a pavilion/restroom facility. *This work was greatly assisted by donated services of Bruce Scamman of Emanuel Engineering*

By way of background, Stevens Park was constructed in multiple phases to meet the growing needs for Recreation services in the Town. Stevens Park has two soccer fields, a softball and Babe Ruth Field, two tennis courts and a playground. The Department would like to continue our work to meet the needs for Recreation spaces at Stevens Park.

At the time, improvements addressing three needs/opportunities were defined.

1. Parking Lot Extension

Accommodate over flow parking during peak usage

During particular weekends at the Park the existing parking lot space will fill and park visitors will be forced to park on Bunker Hill or in and around the Public Works building. Occasionally when this happens, cars parked in undesignated spots, will block operations around the Public Works building. There have been times when the fuel pumps have been blocked by vehicles.

2. Construction of Pavilion Structure

Provide shade and shelter, bathrooms and public access to water

Adding a pavilion structure at Stevens Park as long been sought after as a necessary enhancement to the Park. Currently, there is no structure to seek shelter during weather events. Historically the Salt Shed at Public Works Department has been utilized for shelter during electrical storms. The facility is

dependent on chemical toilets for bathroom facilities. There is no public water supply for refilling water bottles. This pavilion could be rented out to members of the public for a fee to help generate additional revenue.

3. Expansion of court space

The existing two tennis courts were constructed in 2008 with the intent to expand the foot print once there was the demand. With the recent growth of pickle ball and the renewed interest in tennis, the Town is in need of additional courts space at Stevens Park. The Recreation Department would like to include the construction of basketball courts with this proposed renovation. The space around the existing courts provides enough space for both needs to be accommodated.

Community Support and Outreach

The Recreation Commission has been supportive of the proposed investment in Stevens Park and there is broad agreement as to the usefulness of the proposed pavilion, parking needs, and opportunity for additional courts. What's more this standout recreational facility is extremely popular and will be for the foreseeable future, making these investments worthwhile.

In addition, the community does have a number of active residents who have organized themselves for fun and competition around pickleball. The group is enthusiastic supportive of the prospect of increased court space and very appreciative of the investments the Rec commission has supported already to increase enjoyment of this sport at Stevens Park.

As the project evolves, I would recommend a widely-advertised input session that would invite several user groups and members of the public to attend.

Feasibility and Next Steps

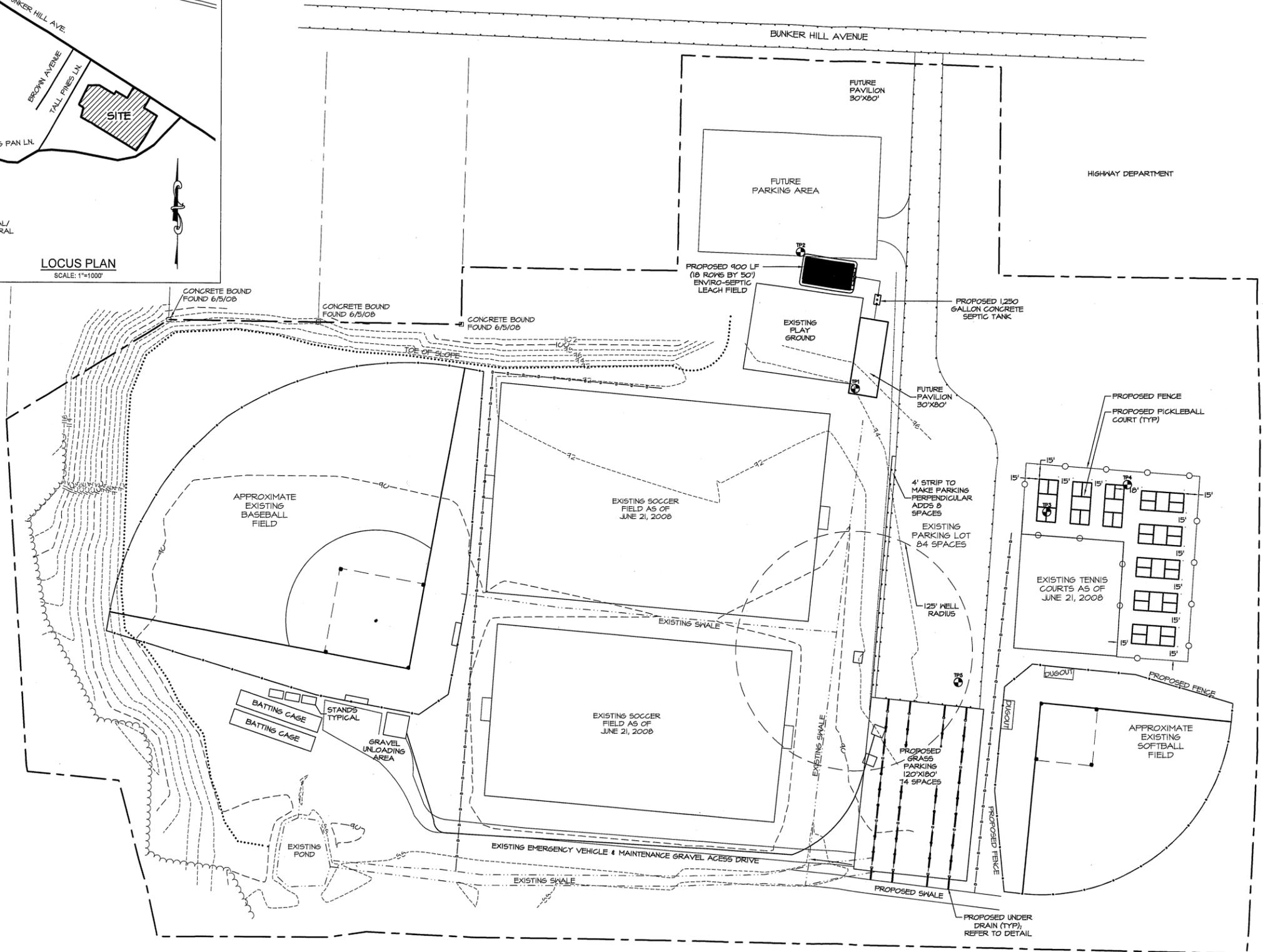
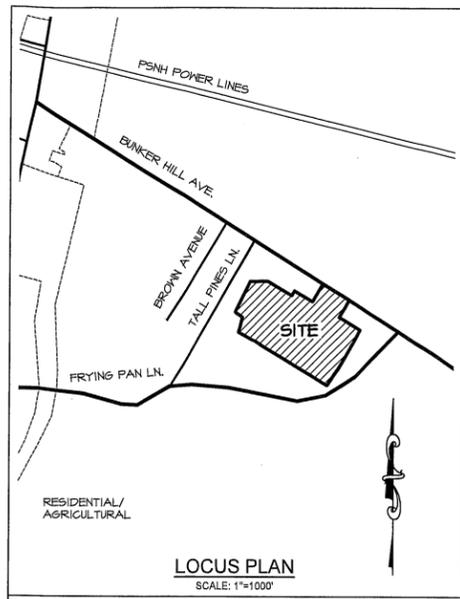
Test pits have been conducted by Emanuel Engineering, October 4th, 2023

The results of those test pits have been reviewed and the proposed projects can be accommodated given the soil structures revealed. These results of these test were reviewed a primary design meeting hosted at Emanuel Engineering on November.

Next phase of this project is to enter into scope of work contract with Emanuel Engineering to conduct a survey of the property and develop a design for the three proposed project areas.

Recommended Action:

At this time, I am recommending the Board release funds in order to facilitate the development of a 30% plan set (which will include the development of a survey), phasing recommendations and permitting applications. I am currently awaiting a cost proposal and working with the Town Administration on recommended funding source.



REFERENCE PLANS:

- "PLAN TITLE" BY ENGINEERING FIRM, DATED MONTH, DAY, YEAR, SCALE: 1"=X; RCRD D-XXXX.

NOTES:

- OWNER OF RECORD: TAX MAP 4, LOT 84 TOWN OF STRATHAM 10 BUNKER HILL AVENUE STRATHAM, NH 03885 RCRD BK344T P811T
- THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED IMPROVEMENTS ON SITE INCLUDING.
- PARCEL IS ZONED XXX PER THE MARCH 2017 STRATHAM ZONING DISTRICT MAP.
- PARCEL IS NOT IN A FLOOD HAZARD ZONE; REFERENCE FLOOD INSURANCE RATE MAP 33015C0245E, DATED MAY 17, 2005.
- FIELDWORK CONDUCTED BY XXX AND XXX OF EEI ON MONTH, DAY, YEAR.
- SOILS AND WETLANDS WERE DELINEATED BY GOVE ENVIRONMENTAL SERVICES, INC. ON MONTH, DAY, YEAR.
- PROPERTY TO BE SERVICED BY ON-SITE WELL AND SEPTIC.
- ALL CONSTRUCTION SHOULD COMPLY WITH FEDERAL, STATE, AND LOCAL STANDARDS AND REGULATIONS.
- THIS PLAN WAS PREPARED WITH ON-SITE FIELD SURVEY AND EXISTING PLANS. THE CONTRACTOR SHOULD NOTIFY EMANUEL ENGINEERING, INC. DURING CONSTRUCTION IF ANY DISCREPANCY TO THE PLAN IS FOUND ON SITE.
- BEFORE ANY EXCAVATION, DIG SAFE AND ALL UTILITY COMPANIES SHOULD BE CONTACTED 12 HOURS BEFORE COMMENCING BY THE CONTRACTOR. CALL DIG SAFE @ 811 OR 1-888-DIG-SAFE.
- ALL UTILITIES SHALL BE LOCATED UNDERGROUND EXCEPT AS NOTED ON PLAN APPROVED BY THE PLANNING BOARD.

1	NOV 16, 2023	FOR MEETING	
ISS. DATE:	DESCRIPTION OF ISSUE:		CHK.
DRAWN:	NCB	DESIGN:	NCB
CHECKED:	BDS	CHECKED:	BDS

EMANUEL ENGINEERING
118 PORTSMOUTH AVENUE, A202
STRATHAM, NH 03885
P: 603-772-4400 F: 603-772-4487
WWW.EMANUELENGINEERING.COM

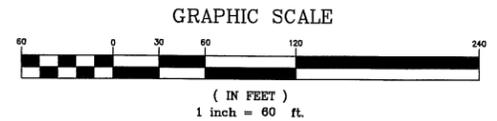
I CERTIFY THAT THIS SURVEY PLAT WAS PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION. THIS PLAN IS A RESULT OF FIELD SURVEY PERFORMED BY XXX AND XXX OF EEI ON MONTH DAY, YEAR. THE ERROR OF CLOSURE IS BETTER THAN 1/10,000. SURVEY PER NHLSA STANDARDS, CATEGORY I, CONDITION I. AREA CALCULATIONS ARE PER CARLSON CIVIL SOFTWARE.

CLIENT:
TOWN OF STRATHAM
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

LICENSED LAND SURVEYOR, DATE
SEAL:

PRELIMINARY
SUBJECT TO CHANGE

TITLE:
PRELIMINARY SITE SKETCH - OPTION 2
FOR
TOWN OF STRATHAM
60 BUNKER HILL AVENUE (SITE)
STRATHAM, NH 03885



APPROVED BY THE TOWN OF STRATHAM PLANNING BOARD
CHAIRPERSON _____ DATE _____

PROJECT:	SCALE:	SHEET:
22-125	1"=60'	C2

Account Number:	683636
Customer Name:	Town Of Stratham
Customer Address:	Town Of Stratham 10 BUNKER HILL AVE. STRATHAM NH 03885
Contact Name:	David Moore
Contact Phone:	
Contact Email:	dmoore@StrathamNH.gov
PO Number:	

Date:	11/21/2023
Order Number:	9552297
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	30.0000
Height in Inches:	0.0000

Print

Product	#Insertions	Start - End	Category
NEO PRT Seacoast Daily	1	11/24/2023 - 11/24/2023	Govt Public Notices
NEO PRT seacoastonline.com	1	11/24/2023 - 11/24/2023	Govt Public Notices

Order Confirmation Amount	\$128.90
----------------------------------	-----------------

**STRATHAM
SELECT BOARD**

**PUBLIC
HEARING NOTICE**

**Stratham Municipal Center
10 Bunker Hill Avenue
Stratham, NH 03885
Meeting to be held
in the Hutton Room
Monday, December 4, 2023
7:00 pm**

The Stratham Select Board will hold a public hearing in the Stratham Municipal Center to invite public comments on the following items:

In accordance with RSA 31:95-b, II-IV on the question of acceptance funds in the amount of \$50,494.54 for the maintenance, construction, and reconstruction of Class IV and V highways from the State of New Hampshire under certain provisions in Chapter 79 (HB 2, Sections 520 and 521).



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

November 9, 2023

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Mike Houghton, Chair of Selectboard
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

**Re: Stratham Special One Time Highway Payment – in Accordance with House Bill 2
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Houghton:

The following is notification of a one time highway payment being made available to your town in State Fiscal Year 2024 based on the passage of House Bill 2 (HB 2) effective in June 2023. HB 2 directs the department to divide and distribute a \$10 million one time payment between all New Hampshire municipalities based on the distribution methods of Block Grant Aid Apportionment A. This one time payment is separate from your regular quarterly payments.

This one time payment is anticipated to be available to the Town of Stratham during the month of November 2023 as follows:

November 2023 Actual Payment: \$50,494.54

In generalized terms and in accordance with statutory provisions for distribution of Block Grant Aid “Apportionment A” funds, this one time highway payment is based on the municipalities’ mileage of Class IV and Class V highways, as well as the municipalities’ population.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp



NEW HAMPSHIRE DRINKING WATER & GROUNDWATER TRUST FUND



Commission Members

William W. Boyd III
NH Business Community,
Chair

Josh Elliott
Governor's Designee

Hon. David Watters
NH State Senate

Hon. Jeb Bradley
NH State Senate

Hon. Linda Gould
NH House Representative

Hon. Peter Petrigno
NH House Representative

Rachel Miller
NH State Treasury

Robert Scott
NH Department of
Environmental Services

Michele Roberge
Division of Public Health

Michael Bergeron
NH Economic Development

Michael Dionne
NH Fish and Game

Jason Gagnon
NH Water Pollution Control
Association

Hon. Rick Russman
State & Regional Land Trusts

Marco Philippon
NH Water Works Association

Bernie Rousseau
Public Member

Andrea Kenter P.G.
Public Member

Debra Paul
Town Selectmen

Bruce Breton
Town Selectmen

Vacant
Public Member

November 27, 2023

Mark Connors, Planning and Community Development Director
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

Subject: 2023 Drinking Water and Groundwater Trust Fund, Source Water Protection Grant Program Funding Award Selection for Ross-Stratham Memorial School Wellhead Protection.

Dear Mark,

Congratulations! The Drinking Water Groundwater Trust Fund (DWGTF) Advisory Commission met on November 20, 2023 to review the 14 funding applications received for this year's Source Water Protection grant program. Out of the total 14 projects received, 11 projects were selected for funding. It is my pleasure to inform you that the Advisory Commission authorized to award the Town of Stratham for the Ross-Stratham Memorial School Wellhead Protection project in the amount of \$91,950.

The next step to secure your award is to enter into a grant agreement with the New Hampshire Department of Environmental Services (NHDES), subject to approval by the Governor and Executive Council. Several important documents must accompany the grant agreement and must be submitted to NHDES before the grant agreement can be submitted to the Governor and Executive Council for their consideration. The attached project checklist describes these documents in detail, along with a copy of the deed language and stewardship requirements for land protection.

A grant agreement specific to your project will be sent to you under a separate cover in the next month or so. In the meantime, you can begin to gather several of the required documents, such as the certificate of good standing, certificate of insurance and vendor code. These documents must be submitted in the exact manner as described in the project checklist, otherwise they will be rejected and returned, which may cause substantial details to the project completion timeline.

If you have any questions about the award itself or the required documentation, please contact me at Laura.M.Weit-Marcum@des.nh.gov or call me at 603-271-2862.

Thank you for your efforts to protect water supply lands to support clean and safe drinking water to New Hampshire's residents. I look forward to working with you to protect our state's drinking water for existing and future generations.

Sincerely,

Laura M. Weit-Marcum, DWGTF Source Water Protection Grant Program Coordinator
NHDES Drinking Water and Groundwater Bureau

cc: Cheryl Bondi, PhD., DWGTF Administrator, MtBE Remediation Bureau, NHDES

Attachments: Project Checklist
Deed Language and Stewardship Requirements for Land Protection



Drinking Water and Groundwater Trust Fund Source Water Protection Grant Program Project Checklist



Grant Agreement

Once awarded a grant by the Drinking Water and Groundwater Trust Fund Source Water Protection Grant Program, recipients must enter into a grant agreement with the New Hampshire Department of Environmental Services (NHDES). All grants must be approved by the Governor and Executive Council (G&C); an award is not secured until it is approved by G&C. The G&C process takes 10 to 12 weeks after NHDES receives the signed documents from the grant recipient. It is important to take this time into account when coordinating the property closing and disbursement of funds. Be sure to keep the program coordinator updated on the project timeline and any critical deadlines.

- ✓ Certificate of Authority Printed single-sided. Must be signed and notarized **within 30 days** of when the grant agreement is signed. **Mail original with wet signatures to NHDES.**
- ✓ G-1 Grant Agreement and Exhibits A-C Printed single-sided. All pages initialed and dated in the bottom right corner. Must be signed on the **same day or within 30 days** of the Certificate of Authority. **Mail original with wet signatures to NHDES.**
- ✓ Certificate of Good Standing Obtain from the [New Hampshire Secretary of State's](#) website. **Not required for municipalities.** Expires April 1 annually. Can be an emailed pdf.
- ✓ Certificate of Insurance General liability \$1,000,000 for death, \$250,000 per claim and \$2,000,000 per occurrence. NHDES listed as policy holder. Can be an emailed pdf.
- ✓ Vendor Code Grant recipients must register and obtain a [vendor code](#) from the State.

Mail documents to:

Attn: Laura M. Weit-Marcum, Program Coordinator
DWGTF Source Water Protection Grant Program
Drinking Water & Groundwater Bureau
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
WSLP@des.nh.gov

Deed Review

Draft deeds must be reviewed by the program coordinator and attorney general prior to recording. **Drafts must be submitted for review at least six weeks prior to the anticipated closing date.**

Due Diligence Documents

All due diligence documents must be submitted to NHDES prior to payment. Once all documents have been approved, the program coordinator will send out a final closing package - disbursement request form via email.

- ✓ Final budget with breakdown of funding sources and project expenses. Required by **Env-Dw 1002.27(a)(7)**.
- ✓ Appraisal of each conserved parcel. Required by **Env-Dw 1303.09(b)(2)** and **Env-Dw 1002.22**.
- ✓ Survey(s). Required by **Env-Dw 1303.09(b)(1)** and **Env-Dw 1002.21**.
- ✓ Title Examination/Title Opinion/Title Insurance. Required by **Env-Dw 1303.09(b)(3)** and **Env-Dw 1002.23**.
- ✓ Stewardship Plan. Required by **Env-Dw 1303.09(b)(6)** and **Env-Dw 1002.26**.
- ✓ Baseline Documentation Report. Required by **Env-Dw 1303.09(b)(6)** and **Env-Dw 1002.26(c)**.
- ✓ Environmental Site Assessment, if needed, by **Env-Dw 1002.27(a)(1)** and **Env-Dw 1002.20**.
- ✓ Snowmobile Trail Plan, if needed **Env-Dw 1303.09(b)(5)** and **Env-Dw 1002.25**.

Project Complete

The project is complete when the following is submitted:

- ✓ Scanned copy of the final recorded deed(s). Required by **Env-Dw 1303.09(b)(7)** and **Env-Dw 1002.27**.



Drinking Water and Groundwater Trust Fund Source Water Protection Grant Program



Deed Language and Stewardship Requirements for Land Protection

In 2016, RSA 485-F established the Drinking Water and Groundwater Trust Fund (DWGTF) “to ensure the continued availability of safe drinking water for all New Hampshire citizens.” RSA 485-F also established the Drinking Water and Groundwater Trust Fund Advisory Commission (Advisory Commission) to consult with and advise the New Hampshire Department of Environmental Services (NHDES) in the proper administration and management of the Trust Fund. The Source Water Protection (SWP) Grant Program was established by the Advisory Commission to provide grants to permanently protect important drinking water supply lands in New Hampshire.

The DWGTF SWP Grant Program requires specific deed language and stewardship requirements to protect our drinking water resources. Grant recipients are encouraged to begin drafting deed language early in the process to give plenty of time for review and feedback.

Rules governing the SWP Grant Program are dispersed across three rule sets. They follow a specific hierarchy whose terms take precedence over the rules below it. For a complete read of the rules governing the grant program, begin with the DWGTF Advisory Commission Rules and apply the cited Env-Dw 1300 rules. Then, read only the cited Env-Dw 1002 rules from Env-Dw 1300 that apply to this grant program.

1. [DWGTF Advisory Commission Rules for the Source Water Protection Grant Program](#)
2. [Env-Dw 1300](#) Administrative Procedures for Grants and Loans from the Drinking Water and Groundwater Trust Fund.

NHDES is authorized to administer the program and establish additional rules as needed to support the work of the Advisory Commission.

3. [Env-Dw 1002](#) Water Supply Land Protection Grant Program rules.

The Env-Dw 1002 rules govern the processes, legal mechanisms by which grant recipients must protect and steward the land. Only the sections of the Env-Dw 1002 rules cited in the DWGTF Advisory Commission Rules and the Env-Dw 1300 rules, some of which are listed below, apply to the SWP program.

This reference document was created to assist project managers in finding the relevant rules governing deed terms and stewardship requirements for a property protected with a grant from the DWGTF. This document is NOT intended to replace reading the full [Advisory Commission Rules](#) and the applicable Env-Dw 1300 rules and Env-Dw 1002 rules, it is the applicant’s responsibility to fully read all relevant rules.

Deed Language Requirements for Lands Protected with a DWGTF Grant

DWGTF Advisory Commission Rules

Conditions

1. The property to be protected must be free of contamination and potential sources of contamination or must be restored to such a condition as a condition of the grant. Contamination includes but is not limited to any exceedance of ambient groundwater quality standards (AGQSS) adopted by the Department unless naturally occurring and may include any instance in which the Commission determines that an AGQS is likely to be violated in the future based on the presence of nearby contamination.

2. The property to be protected must be undeveloped or must be restored to an undeveloped condition as part of the project.

[...]

4. The project must permanently protect the property through either:
 - a. A conservation easement to be held by a municipality, state agency, federal agency or not-for-profit land trust or conservation organization that has adopted Land Trust Alliance Standards and Practices. All easements not held by a state agency must include a third-party right of enforcement in favor of the State of New Hampshire.
 - b. A deed restriction with third-party right of enforcement in favor of the State of New Hampshire or other appropriate State agency.
 - c. A grant agreement recorded in the registry of deeds that requires the recipient to execute a conservation easement or deed restriction as described in (a) or (b) above when the recipient transfers fee interest in the eligible land to another party.

[...]

6. For property (e.g. agricultural land) not in a natural state and whose eligibility is predicated on the protection of a surface water source, a vegetated buffer shall be established and maintained. The Department will make recommendations regarding the size and condition of the vegetated buffer required by the Commission on a site-specific basis, taking into account the hydrology and topography of the site, as well as applicable best management practices.

[...]

8. Public access to property protected with grant money is not required.

[...]

Other Requirements and Additional Costs

1. An environmental review may be required as part of the grant disbursement process in the manner determined by the Commission. Negative environmental impacts may be a basis for withdrawing funding.

[...]

Signage and Publicity

Unless otherwise specified by the Commission, all recipients will be required to place a sign with the program logo as approved by the Commission at the project site. The Commission may also determine appropriate conditions regarding placement and maintenance of signage. Signage specifications will be provided by the Department. Costs associated with required signage shall be considered eligible project costs.

Env-Dw 1303.09 Requirements for Land Acquisition

- a. Prior to requesting any funds for disbursement relative to any land acquisition, the recipient shall comply with the requirements listed in (b), below, provided that:
 1. Any reference to “applicant” or “grantee” shall mean recipient; and
 2. Any reference to **Env-Dw 1002.19** shall mean **Env-Dw 1303.09**.
- b. The requirements for which (a), above, requires compliance shall be as follows:
 1. **Env-Dw 1002.21** Property Survey Requirements;

2. **Env-Dw 1002.22** Appraisal Requirements, except that the date referenced in **Env-Dw 1002.22(e)** shall be no earlier than one year prior to the date of a binding purchase and sale agreement;
 3. **Env-Dw 1002.23** Title Examination and Opinion Requirements;
 4. **Env-Dw 1002.24** Conservation Interest Instrument Requirements, except that land surface alterations may occur in conjunction with wildlife habitat management in addition to the reasons listed in **Env-Dw 1002.24(b)(2)**;
 5. **Env-Dw 1002.25** Snowmobile Trail Plan Approval;
- [...]
7. **Env-Dw 1002.27** Final Approval, Execution, and Deed Recordation.

Env-Dw 1002.24 Conservation Interest Instrument Requirements

- a. Each conservation interest instrument shall:
 1. Uphold the conservation purposes of **RSA 486-A** in perpetuity;
 2. Protect the quality and sustainable yield of ground and surface water resources associated with the property;
 3. Safeguard the environmental values of the property that are dependent on water quality and quantity; and
 4. Convey the right to the State of New Hampshire to enforce the conditions and restrictions of the conservation interest and to recover the costs of such enforcement from the easement holder or property owner, or both, if the easement holder and property owner fail to enforce the conditions and restrictions.
- b. Each conservation interest instrument shall contain, at a minimum, the following restrictions:
 1. No industrial or commercial activities or improvements shall occur on the property except in conjunction with any water supply, agricultural, forestry, or outdoor recreational activities that are allowed by the instrument, subject to such conditions as are specified in the instrument;
 2. No land surface alterations shall occur on the property, such as filling, excavation, mining, and dredging, except in conjunction with any water supply, agricultural, forestry, or outdoor recreational activities that are allowed by the instrument, and only to the extent that they do not degrade or threaten to degrade the quality and sustainable yield of ground and surface water resources associated with the property;
 3. No wastes generated off the property shall be disposed of, stored, or discharged on the property;
 4. No substances that would be hazardous waste if discarded or abandoned shall be disposed of on the property, and no such substances shall be stored or applied on the property except in conjunction with any water supply, agricultural, forestry, or outdoor recreational activities that are allowed by the instrument, and provided that the storage and use do not threaten water supply protection and are specifically allowed by the instrument, subject to such conditions as are specified in the instrument;
 5. No motorized vehicles shall be allowed for recreational purposes, provided that snowmobiles as defined in **RSA 215-A:1, XIII** may be allowed if they are operated:
 - a. Only on snow and ice outside the sanitary protective area of public water supply well(s);
 - b. More than 250 feet from a surface water body being used as a public water supply;
 - c. More than 100 feet from tributaries contributing to such water bodies; except when crossing such tributaries; and

- d. Only on designated snowmobile trails depicted on a plan approved by the department in accordance with **Env-Dw 1002.25**;
- 6. No acts or uses shall occur on the property that would:
 - a. Degrade the water quality such that the standards set for public drinking water by the department would be threatened;
 - b. Cause an unsustainable quantity of water to be withdrawn; or
 - c. Harm state or federally recognized rare, threatened or endangered species; and
- 7. Allowable activities, such as community drinking water supply, agriculture, forestry, and outdoor recreation, shall be conducted in accordance with a plan, best management practices, or conditions set forth in the instrument.
- c. If the instrument is conveying a conservation easement, all other customary rights and privileges of fee ownership shall be retained by the fee owner, including the right to privacy and to carry out all regular agricultural and forestry practices that are not prohibited by the restrictions.

Env-Dw 1002.25 Snowmobile Trail Plan Approval

- a. Designated snowmobile trails described in **Env-Dw 1002.24(b)(5)d** shall be shown on a plan submitted to the department prior to the conservation interest document being filed.
- b. The plan shall:
 - 1. Show all existing and proposed trails; and
 - 2. Describe how users of the trails will be educated regarding the need to protect the conservation values of the property over which the trails run.
- c. If a new trail is added or an existing trail is moved after the original plan is approved, a modified plan shall be submitted to and approved by the department prior to the new or relocated trail(s) being used.
- d. The department shall review the plan and issue a written decision to approve or deny it within 30 days of receipt of the new or modified plan.
- e. The department shall approve the plan if the trails meet the criteria specified in **Env-Dw 1002.24(b)(5)a-c** and users of the trails will be educated regarding the need to protect the conservation values of the property over which the trails run.

Stewardship Requirements

This list is to assist conservation project managers in drafting the stewardship plan and determining the financial resources needed to monitor and enforce the deed requirements.

DWGTF Advisory Commission Rules

Other Requirements and Additional Costs

[...]

- 5. The Recipient shall ensure that the property conserved is monitored to determine compliance with easements and deed restrictions, and shall report annually to the Department as required by **Env-Dw 1002.26**. The State, through the Department shall have a third-party right to enforce all relevant easements and deed restrictions. All documents shall include language acknowledging this right.

Env-Dw 1303.09 Requirements for Land Acquisition

- a. Prior to requesting any funds for disbursement relative to any land acquisition, the recipient shall comply with the requirements listed in (b), below, provided that:
 3. Any reference to “applicant” or “grantee” shall mean recipient; and
 4. Any reference to **Env-Dw 1002.19** shall mean **Env-Dw 1303.09**.
- b. The requirements for which (a), above, requires compliance shall be as follows:

[...]

 6. **Env-Dw 1002.26** Stewardship Requirements.

Env-Dw 1002.26 Stewardship Requirements

- a. The grantee shall be responsible for ongoing stewardship of each conservation interest acquired, whether as grant property or as match property.
- b. The grantee shall:
 1. Determine the financial and management resources needed to monitor and enforce the terms of the conservation interest for each grant property and match property;
 2. Establish that it has or can obtain funds to monitor and enforce the terms of the conservation interest;
 3. Develop and submit to the department a stewardship plan to meet the requirements of (d), below; and
 4. Implement the stewardship plan to safeguard the drinking water source.
- c. Prior to acquisition, the grantee shall prepare and submit a baseline documentation report that describes, in writing and with photographs, the condition of the property at the time of acquisition, including water quality and quantity data.
- d. The stewardship plan shall require the grantee to:
 1. Inspect the property annually to confirm that boundaries are being maintained and land is being appropriately protected according to the terms of the conservation interest and for the purpose of **RSA 486-A**;
 2. For property not held in fee simple, contact all landowners annually to inform the landowners of their obligations under the easement;
 3. Prepare and submit the annual stewardship report required by **RSA 486-A:7, II(e)** to the department, prior to January 31 of each year, containing the following:
 - a. A description of the site inspection conducted;
 - b. A map or sketch of the property, which may be a copy of the survey plan submitted pursuant to **Env-Dw 1002.21**, with the approximate route taken during the site inspection clearly delineated on the map or sketch;
 - c. A description of any physical changes to the property;
 - d. A description of any landowner contact conducted;
 - e. A description of any conditions that violate or may violate the provisions of the deed or easement or the intent of the conservation interest;

- f. A description, including current status of any violations witnessed and remedial steps taken; and
 - g. The name or position title and contact information of the individual responsible for sending the annual stewardship report to the department;
- 4. Notify the department of any change to the information required by 3(g), above, within 60 days of the change or by December 31 of the year in which the change occurred, whichever is earlier; and
- 5. If snowmobiles are allowed by the conservation interest instrument, ensure that individuals using snowmobiles comply with the snowmobile trail plan approved pursuant to **Env-Dw 1002.25**.
- e. The grantee may contract with a person having expertise in conversation land management to perform one or more of the requirements of this section, however the grantee shall retain ultimate responsibility for all requirements.



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

November 30, 2023

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

Subject: Stratham – Stratham Fire Department, 4 Winnicutt Road
NHDES Site #199507007, Project #39137

January 2023 Sampling Results – Chisholm Farm Area, prepared by Wilcox & Barton, Inc.
(Wilcox & Barton), dated March 15, 2023

January 2023 Data Transmittal, prepared by Wilcox & Barton, dated March 24, 2023

April 2023 Data Transmittal, prepared by Wilcox & Barton, dated July 5, 2023

August 2023 Sampling Results – Chisholm Farm Area, prepared by Wilcox & Barton, dated
September 22, 2023

Dear Michael Houghton:

Please find enclosed the revised Groundwater Management Permit (GMP) Number GWP-199507007-S-001 (Permit) approved by the New Hampshire Department of Environmental Services (NHDES). This Permit, originally issued on October 14, 2021, and revised on November 4, 2021 and March 21, 2023, has been revised to reflect changes to the Groundwater Management Zone (GMZ) site monitoring program defined in Condition #13, as recommended in the *April 2023 Data Transmittal* submitted by Wilcox and Barton.

The following changes were made in the revised Permit:

- The GMZ has been modified to include 1 College Road and 161-1 Portsmouth Avenue based on detections of per- and polyfluoroalkyl substances (PFAS) in groundwater exceeding New Hampshire Ambient Groundwater Quality Standards (AGQS).
- Condition #7 has been updated to include monitoring at 5 French Lane, 25 College Road, 131 Portsmouth Avenue, 137 Portsmouth Avenue, and 165 Portsmouth Avenue. Samples shall be collected from 5 French Lane and 165 Portsmouth Avenue in April and September of each year, and from 25 College Road, 131 Portsmouth Avenue, and 137 Portsmouth Avenue in April 2024 (and once per permit cycle during future monitoring). NHDES recognizes that the GMZ has expanded and has included these additional sentry locations to ensure that the extent of contamination is monitored effectively.
- According to the *April 2023 Data Transmittal*, point of entry (POE) Treatment Systems have been installed at 1 and 25 College Road, and Condition #7 of the Permit has been revised accordingly. Installation of the POEs at 1 and 25 College Road should be indicated on the *PFAS Distribution in Drinking Water* figure in future reports.

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-2908 • Fax: 271-2181 • TDD Access: Relay NH 1-800-735-2964

Please note that the Permit expiration date of October 13, 2026, remains unchanged and renewal of the Permit is required in accordance with the schedule defined in Permit Condition #4.

Based on our review of the information summarized in the above submittals and the recommendations provided by Wilcox and Barton, NHDES has the following additional comments:

April 2023 Data Transmittal

- NHDES agrees with Wilcox and Barton's recommendation to continue efforts to install a POE treatment system on the well at 164 Portsmouth Avenue. Additionally, please continue efforts to collect samples for PFAS analysis from private wells at 19 College Road (when power becomes available), 148 Portsmouth Avenue, and 154 Portsmouth Avenue.
- Table 5 was included to track and evaluate performance of each POE Treatment System, as requested by NHDES in correspondence dated July 6, 2022 and March 21, 2023. Please continue to include this table in Periodic Summary Reports, due in December of each year.
- NHDES understands that POE Treatment Systems were installed by the homeowners at 23 and 25 College Road. According to the *April 2023 Data Transmittal*, "*POE treatment systems not installed by ARM are maintained on an as-needed basis*" and maintenance activities at these locations were not included in Table 5.

As a reminder, in accordance with Env-Or 607.06(a), the Town of Stratham is required to provide a potable drinking water supply that meets applicable federal and state standards to all properties within the GMZ (in this case through maintenance of the POE Treatment System). The current GMZ includes 23 College Road and may be expanded to include 25 College Road if PFAS are detected at concentrations exceeding AGQS during future monitoring events. Please provide a description of maintenance activities conducted at 23 and 25 College Road, if known, including determination of the schedule for carbon replacement.

Chisholm Farm Area

Based on the results of samples collected from 161-2 Portsmouth Avenue, the Chisholm Farm PWS well at 7 Hemlock Way, and irrigation wells located at 31 and 33 Chisholm Farm Drive, Wilcox and Barton concluded that the "*PFAS concentrations detected in samples from wells near the Chisholm Farm PWS are inconsistent with those in samples from wells in the defined Stratham Fire Department plume*" and suggested that an alternate PFAS source may be present in the Chisholm Farm area. NHDES concurs with the conclusion and notes that at 161-2 Portsmouth Avenue (located within the Fire Department GMZ), perfluorohexane sulfonic acid (PFHxS), perfluorooctane sulfonic acid (PFOS), and perfluorooctanoic acid (PFOA) have been detected at concentrations exceeding AGQS, and PFHxS and PFOS have been detected at higher concentrations than PFOA. Conversely, at 7 Hemlock Way (the Chisholm Farm pump house), only PFOA exceeded AGQS, and PFOA was detected at higher concentrations than PFHxS and PFOS.

Michael Houghton
NHDES Site #199507007
November 30, 2023
Page 3 of 3

Should you have any questions, please do not hesitate to contact me directly at NHDES' Waste Management Division.

Sincerely,



Amy Gibney
Hazardous Waste Remediation Bureau
Tel: (603) 271-7022
Email: Amy.E.Gibney@des.nh.gov

ec: Russell Barton, Wilcox & Baron, Inc.
Madeleine Arold, Wilcox & Barton, Inc.
David Moore, Town Administrator, Town of Stratham
Jeff Denton, Fire Chief, Town of Stratham
Health Officer, Town of Stratham
Amy Renzi, P.G., State Sites Supervisor, HWRB/NHDES
Margaret Bastien, P.E., ORCB/NHDES
Cheryl Brown, P.G., ORCB/NHDES
Andrew Koff, P.G., DWGB/NHDES
Jennifer Mates, P.E., DWGB/NHDES
James O'Rourke, P.G., Permit Coordinator, HWRB/NHDES



The
NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
hereby issues
GROUNDWATER MANAGEMENT PERMIT NO. GWP-199507007-S-001
as revised
to the permittee
THE TOWN OF STRATHAM
to monitor the past discharge of
Per- and Polyfluoroalkyl Substances (PFAS)
at
STRATHAM FIRE DEPARTMENT
(4 Winnicutt Road)
In STRATHAM, N.H.
via the groundwater monitoring system comprised of
8 monitoring wells, 2 irrigation wells, and 34 private/public drinking water wells
as depicted on the Site Plan entitled
"Figure 2 - Vicinity Plan" and "Figure 3 - Site Plan"
dated November 11, 2022, prepared by Wilcox & Barton, Inc.

TO: TOWN OF STRATHAM
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

Date of Issuance: October 14, 2021
Date of Revision: November 4, 2021
Date of Revision: March 21, 2023
Date of Revision: November 30, 2023
Date of Expiration: October 13, 2026

Pursuant to authority in N.H. RSA 485-C:6-a, the New Hampshire Department of Environmental Services (NHDES), hereby grants this Permit to monitor past discharges to the groundwater at the above-described location for five years, subject to the following conditions:

(continued)

STANDARD MANAGEMENT PERMIT CONDITIONS

1. The permittee shall not violate Ambient Groundwater Quality Standards adopted by NHDES (N.H. Admin. Rules Env-Or 600) in groundwater outside the boundaries of the Groundwater Management Zone, as shown on the referenced site plan, and including 3, 5, 15, 19, and 23 College Road and 139 and 160 Portsmouth Avenue.
2. The permittee shall not cause groundwater degradation that results in a violation of surface water quality standards (N.H. Admin. Rules Env-Wq 1700) in any surface water body.
3. The permittee shall allow any authorized staff of NHDES, or its agent, to enter the property covered by this Permit for the purpose of collecting information, examining records, collecting samples, or undertaking other action associated with this Permit.
4. The permittee shall apply for renewal of this Permit prior to its expiration date but no more than 90 days prior to expiration.
5. This Permit is transferable only upon written request to, and approval of, NHDES. Compliance with the existing Permit shall be established prior to Permit transfer. Transfer requests shall include the name and address of the person to whom the Permit transfer is requested, the signatures of the current and future permittees, and a summary of all monitoring results to date.
6. NHDES reserves the right, under N.H. Admin. Rules Env-Or 600, to require additional hydrogeologic studies and/or remedial measures if NHDES receives information indicating the need for such work.
7. The permittee shall maintain a water quality monitoring program and submit monitoring results to NHDES no later than 45 days after sampling. Samples shall be taken from the POE systems, drinking water supply wells, and monitoring wells as shown and labeled on the referenced site plans and listed in the following table in accordance with the schedule outlined herein:

Monitoring Locations	Sampling Frequency	Parameters
MW-101, MW-102, MW-103, MW-104, MW-105, MW-1, MW-3, and MW-5	April and September of each year	Per- and polyfluoroalkyl substances (PFAS) analysis by LC/MS/MS using isotope-dilution following methodologies based on USEPA Methods 533 or 537.1, or the protocols of the U.S. Dept. of Defense (USDOD) Quality Systems Manual 5.2 (or later version) Table B-15 and Static Water Levels

Monitoring Locations	Sampling Frequency	Parameters
<p><i>Public Water Systems*</i>:</p> <p>142 Portsmouth Avenue 149/151 Portsmouth Avenue 157 Portsmouth Avenue Stratham Green Condominium Wells #1, #2, and #3</p>	<p>Quarterly based on Drinking Water Groundwater Bureau sampling requirements</p>	<p>PFAS via EPA Method 537 Rev 1.1, EPA Method 537.1, or EPA Method 533</p>
<p><i>Private Wells with Point of Entry (POE) Treatment Systems** at the Following Addresses:</i></p> <p>1 College Road 2 College Road 4 College Road (Nursery Building) 4R College Road (Primary Well) 5 College Road 9 College Road 11 College Road 13 College Road 15 College Road 23 College Road 139 Portsmouth Road 145 Portsmouth Avenue 152 Portsmouth Avenue 156 Portsmouth Avenue 159 Portsmouth Avenue 161-1 Portsmouth Avenue 161-2 Portsmouth Avenue 166 Portsmouth Avenue 4 Winnicutt Road</p>	<p>April and September of each year</p>	<p>PFAS analysis by LC/MS/MS using isotope-dilution following methodologies based on USEPA Methods 533 or 537.1, or the protocols of the U.S. Dept. of Defense (USDOD) Quality Systems Manual 5.2 (or later version) Table B-15</p>
<p><i>Private Wells without POE Treatment Systems at the Following Addresses:</i></p> <p>3 College Road 4R College Road (Irrigation Well) 6 College Road (Irrigation Well) 5 French Lane 132 Portsmouth Avenue 160 Portsmouth Avenue</p>	<p>April and September of each year</p>	<p>PFAS analysis by LC/MS/MS using isotope-dilution following methodologies based on USEPA Methods 533 or 537.1, or the protocols of the U.S. Dept. of Defense (USDOD) Quality Systems Manual 5.2 (or later version) Table B-15</p>

164 Portsmouth Avenue 165 Portsmouth Avenue 7/7R Winnicutt Road		
<i>Private Wells with POE Treatment Systems**</i> at the Following Addresses: 25 College Road	April 2024 (and once per permit cycle thereafter)	PFAS analysis by LC/MS/MS using isotope-dilution following methodologies based on USEPA Methods 533 or 537.1, or the protocols of the U.S. Dept. of Defense (USDOD) Quality Systems Manual 5.2 (or later version) Table B-15
<i>Private Wells without POE Treatment Systems</i> at the Following Addresses: 131 Portsmouth Avenue 137 Portsmouth Avenue	April 2024 (and once per permit cycle thereafter)	PFAS analysis by LC/MS/MS using isotope-dilution following methodologies based on USEPA Methods 533 or 537.1, or the protocols of the U.S. Dept. of Defense (USDOD) Quality Systems Manual 5.2 (or later version) Table B-15

*Samples shall be collected from system effluent only.

**Samples shall be collected from system influent, midfluent (for two-tank systems), and effluent. For two tank systems, only the influent and midfluent samples shall be analyzed initially. If PFAS are detected in the midfluent sample, the effluent sample shall be analyzed.

Sampling shall be performed in accordance with the documents listed in Env-Or 610.02 (e). Samples shall be analyzed by a laboratory certified by the U.S. Environmental Protection Agency, or NHDES pursuant to Env-C 300.

Summaries of water quality shall be submitted annually to NHDES' Waste Management Division, in the month of December, using a format acceptable to NHDES. The Summary Report shall include the information listed in Env-Or 607.04 (a), as applicable.

Please note that notification letters to homeowners where drinking water samples are collected shall be provided within 45 days of all monitoring events (or within 5 days of receipt of PFAS analytical results if after 45 days). If PFAS concentrations are detected above Ambient Groundwater Quality Standards for post treatment drinking water or drinking water that is untreated prior to the tap, written notification is due to NHDES within 5 business days of obtaining knowledge of the results; NHDES also requests immediate verbal notification of the exceedance(s). Additionally, we request that the Town of Stratham provide bottled potable water immediately to those locations as an interim measure.

The Annual Summary Report shall be prepared and stamped by a professional engineer or professional geologist licensed in the State of New Hampshire.

8. Issuance of this Permit is based on the Annual Summary Report, dated January 5, 2023, and the historical documents found on file for NHDES Site #199507007. NHDES may require

additional hydrogeologic studies and/or remedial measures if invalid or inaccurate data are submitted.

9. Within 15 days of the date of NHDES approval of this Groundwater Management Permit, the permittee shall provide notice of the Permit by certified mail, return receipt requested, to all owners of lots of record within the Groundwater Management Zone that were not previously notified. The permittee shall submit documentation of this notification to NHDES within 45 days of Permit issuance.
10. Within 60 days of the date of NHDES approval of this Groundwater Management Permit, the Permit holder shall record notice of the Permit in the registry of deeds in the chain of title for each Map and Lot within the Groundwater Management Zone that was not previously recorded. **This recordation requires that the registry be provided with the name of current property owner and associated book and page numbers for the deed of each lot encumbered by this permit. Portions of State/Town/City roadways and associated right-of-way properties within the Groundwater Management Zone do not require recordation.** A copy of each recorded notice shall be submitted to NHDES within 30 days of recordation.
11. Within 30 days of discovery of a violation of an Ambient Groundwater Quality Standard at or beyond the Groundwater Management Zone boundary, the permittee shall notify NHDES in writing. Within 60 days of discovery, the permittee shall submit recommendations to correct the violation. NHDES shall approve the recommendations if NHDES determines that they will correct the violation.
12. All monitoring wells at the site shall be properly maintained and secured from unauthorized access or surface water infiltration.

SPECIAL CONDITIONS FOR THIS PERMIT

13. Recorded property within the Groundwater Management Zone shall include the lots as listed and described in the attached table titled Groundwater Management Zone Property Owner List – Site #199507007.
14. The permittee shall update the ownership information required by Env-Or 607.03(a)(20) for all properties within the Groundwater Management Zone prior to renewal of the Permit, or upon a recommendation for site closure.

15. UNDEVELOPED LOTS WITHIN THE GROUNDWATER MANAGEMENT ZONE

Consistent with Env-Or 607.06(d), for each undeveloped lot, or portion thereof, which is within the Groundwater Management Zone and lacks access to a public water supply, the permittee shall contact the property owner annually to determine if a water supply well has been installed. The results of these inquiries shall be documented in each Annual Summary Report.

Upon discovery of a new drinking water supply well within the Groundwater Management Zone, the permittee shall provide written notification to NHDES and, to ensure compliance

with Env-Or 607.06(a), submit a contingency plan to provide potable drinking water in the event the well is or becomes contaminated above the Ambient Groundwater Quality Standards. The potable water supply shall meet applicable federal and state water quality criteria. This plan shall be submitted to NHDES for approval within 15 days of the date of discovery.

The permittee shall sample the new supply well within 30 days of discovery. The well shall be sampled for all the analytical parameters included in Standard Condition # 7, unless otherwise specified in writing by NHDES. The permittee shall forward all analytical results to NHDES' Waste Management Division, and the owner of the drinking water supply well, within 7 days of receipt of the results.

If the results for the new well meet the Ambient Groundwater Quality Standards, the permittee shall continue to sample the new wells annually as part of the permit.

If the results for the new well indicate a violation of the Ambient Groundwater Quality Standards, the permittee shall notify the owner immediately and conduct confirmatory sampling within 14 days of receiving the original results.

Upon confirmation of a violation of the Ambient Groundwater Quality Standards in a new drinking water well, the permittee shall immediately implement the contingency plan to provide a potable drinking water supply that meets applicable federal and state water quality criteria.



Jeffrey M. Marts, P.G., Administrator
Hazardous Waste Remediation Bureau
Waste Management Division

Any person aggrieved by any terms or conditions of this Permit may appeal to the N.H. Waste Management Council ("Council") by filing an appeal that meets the requirements specified in RSA 21-O:14 and the rules adopted by the Council, Env-WMC 200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <https://nhec.nh.gov/>. Copies of the rules also are available from NHDES' Public Information Center at (603) 271-2975.

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 114	4 Winnicutt Rd Stratham, NH	Town of Stratham c/o David Moore 10 Bunker Hill Avenue Stratham, NH 03885	Book 4722/ Page 1104
Map 14/ Lot 041	157 Portsmouth Ave Stratham, NH	Stratham Realty LLC 157 Portsmouth Avenue Stratham, NH 03885	Book 6220/ Page 0937
Map 17/ Lot 014	1 College Road Stratham, NH	Marjorie L. Rawson 1 College Road, P.O. Box 36 Stratham, NH 03885	Book 2377/ Page 1091
Map 17/ Lot 035	2 College Rd Stratham, NH	Parsons M H Sons Lumber Co. P.O. Box 450 York, ME 03909	Book 3260/ Page 0192
Map 17/ Lot 015	3 College Rd Stratham, NH	Schmidt Family Trust P.O. Box 252 Stratham, NH 03885	Book 5758/ Page 2343
Map 17/ Lot 034	4 College Rd Stratham, NH	David and Jeanne Short P.O. Box 715 Stratham, NH 03885	Book 3127/ Page 1105
Map 17/ Lot 032	4R College Rd Stratham, NH	David and Jeanne Short P.O. Box 715 Stratham, NH 03885	Book 3127/ Page 1105
Map 17/ Lot 017	5 College Rd Stratham, NH	Mary A. and Verne Edward Rawson III 5 College Road Stratham, NH 03885	Book 4248/ Page 1024
Map 17/ Lot 033	6 College Rd Stratham, NH	David and Jeanne Short P.O. Box 715 Stratham, NH 03885	Book 3127/ Page 1105
Map 17/ Lot 018	9 College Rd Stratham, NH	Verne E. Rawson, Jr. 9 College Road Stratham, NH 03885	Book 6101/ Page 2914
Map 17/ Lot 019	11 College Rd Stratham, NH	Andrea J. and Alan P. Shine-Canty 11 College Road Stratham, NH 03885	Book 3440/ Page 0722
Map 17/ Lot 020	13 College Rd Stratham, NH	Dennis and Gail Secore 13 College Road Stratham, NH 03885	Book 5090/ Page 0871
Map 17/ Lot 021	15 College Rd Stratham, NH	Robert S. and Anne M. Fawcett 15 College Road Stratham, NH 03885	Book 2465 Page 1510

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 024	19 College Rd Stratham, NH	Wingate Woods, LLC 6 Patriots Road Stratham, NH 03885	Book 3818/ Page 2693
Map 17/ Lot 025	23 College Rd Stratham, NH	Michael J. and Margaret Desroches 23 College Road Stratham, NH 03885	Book 2759/ Page 0428
Map 17/ Lot 037	139 Portsmouth Ave Stratham, NH	JP Commons LLC 139 Portsmouth Avenue Stratham, NH 03885	Book 4690/ Page 2134
Map 17/ Lot 119	142 Portsmouth Ave Stratham, NH	Piper's Landing Partnership 142 Portsmouth Avenue Stratham, NH 03885	Book 3299/ Page 0754
Map 17/ Lot 038	145 Portsmouth Ave Stratham, NH	Monterey Capital, LLC 340 Central Avenue, Suite 202 Dover, NH 03820	Book 6232/ Page 0963
Map 17/ Lot 040	149/151R Portsmouth Ave Stratham, NH	Jedi Realty, Inc. 149 Portsmouth Avenue Stratham, NH 03885	Book 5970/ Page 0024
Map 17/ Lot 117	152 Portsmouth Ave Stratham, NH	Leshas LLC 24 Pinewood Drive Stratham, NH 03885	Book 3370/ Page 1662
Map 17/ Lot 115	156 Portsmouth Ave Stratham, NH	Colleen D. Lake Revoc. Trust 156 Portsmouth Avenue Stratham, NH 03885	Book 6032/ Page 2634
Map 17/ Lot 042	159 Portsmouth Ave Stratham, NH	RAMA Realty, LLC 159 Portsmouth Avenue Stratham, NH 03885	Book 6216/ Page 1182
Map 17/ Lot 089	160 Portsmouth Ave Stratham, NH	Chittenden Trust Company c/o M&T Bank Corporate Services 18 th Floor One M&T Plaza Buffalo, NY 14203	Book 3120/ Page 2103
Map 17/ Lot 043/ 001	161-1 Portsmouth Avenue Stratham, NH	Keith and Anne Watson 161 Portsmouth Avenue, Unit 1 Stratham, NH 03885	Book 6167/ Page 2426
Map 17/ Lot 043/ 002	161-2 Portsmouth Ave Stratham, NH	Ronald and Sandra Deane 161 Portsmouth Avenue, Unit 2 Stratham, NH 03885	Book 5905/ Page 1574
Map 17/ Lot 088	164 Portsmouth Ave Stratham, NH	Blunt Family Revoc. Trust P.O. Box 268 Stratham, NH 03885	Book 5799/ Page 2128

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 087	166 Portsmouth Ave Stratham, NH	Robert McLaughlin and Barbara Smith P.O. Box 793 Stratham NH 03885	Book 3030/ Page 0293
Map 17/ Lot 031	Stratham Green Condominiums Stratham, NH	Stratham Green Condominium Unit Owners Association P.O. Box 69 Stratham, NH 03885	Book 2658/ Page 2480
Map 17/ Lot 031/ 001	1 Stratham Green Stratham, NH	Raymond and Kathleen Grenier 1 Stratham Green Stratham, NH 03885	Book 6061/ Page 1722
Map 17/ Lot 031/ 002	2 Stratham Green Stratham, NH	Walsh Revoc. Trust 2 Stratham Green Stratham, NH 03885	Book 4432/ Page 1042
Map 17/ Lot 031/ 003	3 Stratham Green Stratham, NH	Anthony Revoc. Trust 1998 3 Stratham Green Stratham, NH 03885	Book 3353/ Page 2324
Map 17/ Lot 031/ 004	4 Stratham Green Stratham, NH	Hockney Revoc. Trust 4 Stratham Green Stratham, NH 03885	Book 4413/ Page 2340
Map 17/ Lot 031/ 005	5 Stratham Green Stratham, NH	Louis, Jr. and Sharon Stamas 5 Stratham Green Stratham, NH 03885	Book 3486/ Page 2429
Map 17/ Lot 031/ 006	6 Stratham Green Stratham, NH	Eleanor and Jack Tishler 6 Stratham Green Stratham, NH 03885	Book 5379/ Page 1795
Map 17/ Lot 031/ 007	7 Stratham Green Stratham, NH	Goulet Revoc. Trust 7 Stratham Green Stratham, NH 03885	Book 6018/ Page 2923
Map 17/ Lot 031/ 008	8 Stratham Green Stratham, NH	Bohn Family Revoc. Trust 8 Stratham Green Stratham, NH 03885	Book 6060/ Page 2463
Map 17/ Lot 031/ 009	9 Stratham Green Stratham, NH	Albert and Ann Myer 9 Stratham Green Stratham, NH 03885	Book 5389/ Page 0540
Map 17/ Lot 031/ 010	10 Stratham Green Stratham, NH	Dandison Family Revoc. Trust 10 Stratham Green Stratham, NH 03885	Book 5389/ Page 2913

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 031/ 011	11 Stratham Green Stratham, NH	Scott and Christy Reid 214 Tennessee Circle Mooresville, NC 28117	Book 5053/ Page 2307
Map 17/ Lot 031/ 012	12 Stratham Green Stratham, NH	Hatch Family Protection Trust 12 Stratham Green Stratham, NH 03885	Book 5391/ Page 1450
Map 17/ Lot 031/ 013	13 Stratham Green Stratham, NH	Garron Luy Trust 13 Stratham Green Stratham, NH 03885	Book 5904/ Page 1821
Map 17/ Lot 031/ 014	14 Stratham Green Stratham, NH	Christy Lowe and Jeri Vail Vanden Bosch 14 Stratham Green Stratham, NH 03885	Book 5278/ Page 0771
Map 17/ Lot 031/ 015	15 Stratham Green Stratham, NH	Krauss Revoc. Trust 15 Stratham Green Stratham, NH 03885	Book 4972/ Page 2211
Map 17/ Lot 031/ 016	16 Stratham Green Stratham, NH	E.M.S. Realty Trust 16 Stratham Green Stratham, NH 03885	Book 5734/ Page 0377
Map 17/ Lot 031/ 017	17 Stratham Green Stratham, NH	Wilhelmina Florant 17 Stratham Green Stratham, NH 03885	Book 2833/ Page 2582
Map 17/ Lot 031/ 018	18 Stratham Green Stratham, NH	James and Millicent Goodwin 18 Stratham Green Stratham, NH 03885	Book 5786/ Page 1928
Map 17/ Lot 031/ 019	19 Stratham Green Stratham, NH	Richard P. Beeler Revoc. Trust and Kristen P. Kailian Revoc. Trust 19 Stratham Green Stratham, NH 03885	Book 5989/ Page 1006
Map 17/ Lot 031/ 020	20 Stratham Green Stratham, NH	Morse Trust of 2010 20 Stratham Green Stratham, NH 03885	Book 5347/ Page 1202
Map 17/ Lot 031/ 021	21 Stratham Green Stratham, NH	Lawrence Patriquin and Althea Sheaff 21 Stratham Green Stratham, NH 03885	Book 6250/ Page 1027
Map 17/ Lot 031/ 022	22 Stratham Green Stratham, NH	Fee Family Revoc. Trust 2020 22 Stratham Green Stratham, NH 03885	Book 6185/ Page 1377

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 031/ 023	23 Stratham Green Stratham, NH	Henderson Trust 23 Stratham Green Stratham, NH 03885	Book 4826/ Page 2235
Map 17/ Lot 031/ 024	24 Stratham Green Stratham, NH	Green Twenty-Four Realty Trust 24 Stratham Green Stratham, NH 03885	Book 3191/ Page 1946
Map 17/ Lot 031/ 025	25 Stratham Green Stratham, NH	Louise Perks 25 Stratham Green Stratham, NH 03885	Book 4912/ Page 0804
Map 17/ Lot 031/ 026	26 Stratham Green Stratham, NH	Stuart Family 2013 Trust 26 Stratham Green Stratham, NH 03885	Book 5518/ Page 0872
Map 17/ Lot 031/ 027	27 Stratham Green Stratham, NH	Sudduth Revoc. Trust 27 Stratham Green Stratham, NH 03885	Book 5131/ Page 0226
Map 17/ Lot 031/ 028	28 Stratham Green Stratham, NH	M&M Ficara Family Revoc. Trust 28 Stratham Green Stratham, NH 03885	Book 5562/ Page 0865
Map 17/ Lot 031/ 029	29 Stratham Green Stratham, NH	Sparks Revoc. Trust P.O. Box 615 Stratham, NH 03885	Book 6282/ Page 0977
Map 17/ Lot 031/ 030	30 Stratham Green Stratham, NH	Joyce Douglas 30 Stratham Green Stratham, NH 03885	Book 3374/ Page 2369
Map 17/ Lot 031/ 031	31 Stratham Green Stratham, NH	Michael and Martha Rowe 31 Stratham Green Stratham, NH 03885	Book 3129/ Page 2426
Map 17/ Lot 031/ 032	32 Stratham Green Stratham, NH	James and Cheryl Halepis 32 Stratham Green Stratham, NH 03885	Book 5098/ Page 0509
Map 17/ Lot 031/ 033	33 Stratham Green Stratham, NH	Kathryn Burns Lamphier 33 Stratham Green Stratham, NH 03885	Book 4798/ Page 2247
Map 17/ Lot 031/ 034	34 Stratham Green Stratham, NH	Cheryl and Marshall Lambrecht 34 Stratham Green Stratham, NH 03885	Book 5840/ Page 2177
Map 17/ Lot 031/ 035	35 Stratham Green Stratham, NH	Jean M. Sullivan Trust 2015 10 Long Hill Rd Stratham, NH 03885	Book 5668/ Page 2179

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 031/ 036	36 Stratham Green Stratham, NH	Stetson Family Revoc. Trust 36 Stratham Green Stratham, NH 03885	Book 4261/ Page 1927
Map 17/ Lot 031/ 037	37 Stratham Green Stratham, NH	Bailey Rye Residence Trust 37 Stratham Green Stratham, NH 03885	Book 3315/ Page 1430
Map 17/ Lot 031/ 038	38 Stratham Green Stratham, NH	Dow Revoc. Trust of 2018 38 Stratham Green Stratham, NH 03885	Book 5943/ Page 0227
Map 17/ Lot 031/ 039	39 Stratham Green Stratham, NH	Prazar Family Revoc. Trust 2015 39 Stratham Green Stratham, NH 03885	Book 5674/ Page 0175
Map 17/ Lot 031/ 040	40 Stratham Green Stratham, NH	Kimberly Beth Chapman 40 Stratham Green Stratham, NH 03885	Book 4978/ Page 2151
Map 17/ Lot 031/ 041	41 Stratham Green Stratham, NH	Paul and Helen Smith 41 Stratham Green Stratham, NH 03885	Book 3947/ Page 0963
Map 17/ Lot 031/ 042	42 Stratham Green Stratham, NH	Rogers Revoc. Trust 42 Stratham Green Stratham, NH 03885	Book 5693/ Page 1036
Map 17/ Lot 031/ 043	43 Stratham Green Stratham, NH	Michael And Linda Cassily 43 Stratham Green Stratham, NH 03885	Book 5465/ Page 1012
Map 17/ Lot 031/ 044	44 Stratham Green Stratham, NH	Richard Kelly and Laura Bahl 44 Stratham Green Stratham, NH 03885	Book 5870/ Page 0831
Map 17/ Lot 031/ 045	45 Stratham Green Stratham, NH	Louis and Emelia Chisea 45 Stratham Green Stratham, NH 03885	Book 2800/ Page 0819
Map 17/ Lot 031/ 046	46 Stratham Green Stratham, NH	Ricard Revoc. Trust 46 Stratham Green Stratham, NH 03885	Book 4390/ Page 1622
Map 17/ Lot 031/ 047	47 Stratham Green Stratham, NH	John C. Gallagher Revoc. Trust 47 Stratham Green Stratham, NH 03885	Book 6118/ Page 0185
Map 17/ Lot 031/ 048	48 Stratham Green Stratham, NH	Leonard W. Allen, III 48 Stratham Green Stratham, NH 03885	Book 5295/ Page 0671

Table: Groundwater Management Zone Property Owner List - GWP-199507007-S-001

Tax Map / Lot No. / Sublot	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 17/ Lot 031/ 049	49 Stratham Green Stratham, NH	Elizabeth Keniston and Kathryn and Nancy Hanlon 49 Stratham Green Stratham, NH 03885	Book 4765/ Page 1370
Map 17/ Lot 031/ 050	50 Stratham Green Stratham, NH	Peter Winkler Revoc. Trust and Dalma Winkler Revoc. Trust 50 Stratham Green Stratham, NH 03885	Book 5323/ Page 1762
Map 17/ Lot 031/ 051	51 Stratham Green Stratham, NH	Diane Smith 51 Stratham Green Stratham, NH 03885	Book 3964/ Page 0882
Map 17/ Lot 031/ 052	52 Stratham Green Stratham, NH	Richard Middleton 52 Stratham Green Stratham, NH 03885	Book 5550/ Page 0517
Map 17/ Lot 031/ 053	53 Stratham Green Stratham, NH	Rockefeller Family Revoc. Trust 2012 53 Stratham Green Stratham, NH 03885	Book 6171/ Page 2425
Map 17/ Lot 031/ 054	54 Stratham Green Stratham, NH	Hollylynn Jenness 54 Stratham Green Stratham, NH 03885	Book 6244/ Page 2915
Map 17/ Lot 031/ 055	55 Stratham Green Stratham, NH	Peter Cryans Revoc. Trust 55 Stratham Green Stratham, NH 03885	Book 3706/ Page 0986
Map 17/ Lot 031/ 056	56 Stratham Green Stratham, NH	56 Stratham Green Realty Trust 56 Stratham Green Stratham, NH 03885	Book 3512/ Page 1732
Map 17/ Lot 031/ 057	57 Stratham Green Stratham, NH	James Appleby, Jr. Irrevoc. Trust 57 Stratham Green Stratham, NH 03885	Book 6143/ Page 0498
Map 17/ Lot 031/ 058	58 Stratham Green Stratham, NH	Darlene Santerre 58 Stratham Green Stratham, NH 03885	Book 5926/ Page 1304
Map 17/ Lot 031/ 059	59 Stratham Green Stratham, NH	Dennis and Jaqueline Stone 59 Stratham Green Stratham, NH 03885	Book 2802/ Page 1929
Map 17/ Lot 031/ 060	60 Stratham Green Stratham, NH	Sarah Conant 60 Stratham Green Stratham, NH 03885	Book 5009/ Page 0181



STRATHAM VOLUNTEER FIRE DEPARTMENT ASSOCIATION

4 Winnicut Road, Stratham, NH 03885

Friday, November 24, 2023

TO: Town Of Stratham Select Board

FROM: Dan Crow, President, Stratham Vol. Fire Dept. Assn.

RE: Donation for Purchase of Forcible Entry Trainer

Members of the Select Board,

The Stratham Volunteer Fire Department Association would like you to accept a donation in the amount of \$9295.00 on behalf of the Association membership for the purposes of purchasing a forcible entry training device for the Stratham Volunteer Fire Department. This training aid is a steel framed door that can be set up to simulate a variety of door types and other barriers our firefighters need to know how to overcome in an emergency situation. It utilizes cheap and easy to replace wood door lock components to simulate the lock system on a variety of door types. The unit is built by Firehouse Innovations and is designed by members of the FDNY who have decades of experience with forcible entry. This training device will provide our firefighters the ability to train on this critical skill more frequently to hone their skills for use in critical emergency situations. Furthermore, this training prop will allow other departments to come to us and work to build better joint training and familiarity with our crews making it invaluable to our mutual aid departments as well.

I hope that you will see that this is a valuable training aid that we at the FD Association are happy to help provide to the town of Stratham and our Firefighters. Please accept this monetary donation for the expressed purpose of purchasing a forcible entry training device from Firehouse Innovations for our town.

Thank you,


Dan Crow

President, SVFD Association

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2023 Goal/Objective	Department Head/Lead	Timing Goal	Status	Start of year through October 2023
1		DPW	Ensure Sustainable Future for Town Services	Recruit candidates to open positions and manage transition; assess service deliver model for certain functions	Nate	April - September	In progress	We have been successful in attracting a part-time seasonal plow operator and a return of our other part-timers. We have hired one new operator/laborer and made offers to two others (that did not result in employment). We continue to be down two operator/laborers and one Director
2		DPW	Ensure Sustainable Future for Town Services	Deliver on core services through the key seasons while short staff and advancing important capital projects and timely ARPA projects.	Nate	Summer/Winter	In progress	Capital projects including paving program, Police Parking lot, SHP parking lots (minus jack rabbit), Fire Tower Assessment, and Gifford Farm stabilization (planning advanced)
3		DPW	Increase Efficiency and Modernize Business Practices	Complete Department Standard Operating Procedures and Training Program	Nate	June	In progress	A draft was provided to Select Board and will need to be revisited with new department leadership.
4		DPW	Increase Efficiency and Modernize Business Practices	Joint Loss Management Committee - Build out participation and robustness	Nate	April-Dec.	In progress	The JLMC has been meeting as required. A JLMC training for September is planned for AED and CPR. Administrative Coordinator is engaged with JLMC work including coordinating building inspections. A new chair will be needed.
5		DPW	Pursue Master Plan Implementation	Complete existing conditions for SHP/address electrical needs	Nate	November	Not yet started	We have identified this as appropriate for contracting out.
6		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	September '22 complete/April 2023 complete	Complete	Complete
7		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight - Establish timely reconciliation system with Treasurer	Christiane	May	Complete	New financial reporting tools in place and complete; reconciliation policy adopted. Reconciliation project with Treasurer in review.
8	0	Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Build out Isole capacities: refine self service set up and begin dept head & dept level education for use; determine and implement other HR capacities in Isole	Christiane	September	Not yet begun	No update
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Complete Employment Manual	Christiane	June	In progress	Board has workd through key policy issues; this needs to be drafted and reviewed in total.
10		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Further develop relationship with ToTF and assess needs	Christiane	June	In progress	Not yet begun
11		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Develop manual for Finance Office Policies and Procedures	Christiane	September	In progress	Not yet complete
12		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Ensure return to full staffing and complete and determine and implement plan to staff augmentation based on incumbent strengths.	Seth	May	In progress	Program Coordinator and Program Assistant hired.
13		Parks & Recreation	Ensure Sustainable Future for Town Services	Advance implementation vision for Stevens Park and define phased improvements (phase 1 design completed)	Seth	August	In progress	Additional site investigation (soils test for septic)
14		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Complete Recreation Revolving Fund Accounting, education, and policies and Recreation Commission reconstitution following membership turnover.	Seth	June	In progress	Progress, not complete.
15		Parks & Recreation	Pursue Master Plan Implementation	Focus on achieving broader participation in senior program through communication and outreach	Seth	August	In progress	This effort has resulted in new senior programs (off site trips); new Program Assistant started November 1st.
16		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark	October	In progress	AFF Part Two Grant in progress with full Advisory Committee
17		Planning	Pursue Master Plan Implementation	Work with the Steering Committee and consultants to complete the Open Space & Connectivity Plan	Mark	December	In progress	This project is advancing in accordance with the project schedule.
18		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	In progress	The Planning Board discussed the current outstanding list of financial performance guarantees in May.
19		Planning	Increase Efficiency and Modernize Business Practices	Complete, train, and launch the online permitting project for regulatory services.	Mark	Summer 2023	In progress	This project has been stoooped due to several factors including compatibility with existing financial vendor and staff turnover.
20		Planning	Pursue Master Plan Implementation	Pursue the successful integration of the Planning and Building Departments into a single department with a focus on improved efficiency and service to permittees, property owners, land use boards and members of the public.	Mark	Year long/ongoing	In progress	The Planning and Building functions operate today as a single department with increased coordination and communication as the Department of Planning & Community Development. Some additional work is necessary to ensure the public is familiar with these changes and to create a single website for the department. Department has been challenged with part-time building inspector and turnover in Office Coordinator position.

21		Planning	Pursue Master Plan Implementation	Work with the Heritage Commission to make information related to historic resources, including historic surveys recently completed by the Commission, more accessible to the general public, including through GIS applications.	Mark	December	In progress	The Town has added some historic survey information to the Town's existing GIS platform, including National Historic Survey data that is now accessible to the general public. The Town also recently acquired ArcGIS licenses to allow for additional access to the important heritage and historic inventories the Town has recently completed.
22		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections to SHP	Mark/Seth/David	Year long/ongoing	In progress	The Town has signed a PNS with a key property owner and built a new relationship with a new property owner on another property over which trails lie.
23		Fire	Increase Efficiency and Modernize Business Practices	Improve Recruiting and Retention Efforts - Fire	Jeff		In progress	Currently we have developed a more robust recruiting and retention program that is spearheaded by our R&R committee. Through various efforts including partnering with the State Recruiting and Retention director, holding and participating in events with recruiting representing, and social media efforts we have been able to recruit : 3 new EMTs (completing training in Dec 2023), 1 new Firefighter (begins training 30 Nov 2023), 1 fully qualified FF/AEMT who is employed at a full time department and is a new homeowner in town looking to serve part time. 2 other prospective candidates with no experience looking to serve and attend training 1 new member of the FD Auxiliary.
24		Fire	Increase Efficiency and Modernize Business Practices	Improve Annual Trainign Planning and Execution - Fire	Jeff		In progress	We are still working on getting an annual training plan in place but have made strides in completing Officer Baseline leadership training and Pump operator baseline training. -- 2023 goal completed and continued training planning is ongoing into follow-on years
25		Fire	Ensure Sustainable Future for Town Services	Improve compensation in 2024 to maintain competitiveness - Fire	Jeff	September	Not yet started	Proposals in discussion for 2024 budget
26		Fire	Ensure Sustainable Future for Town Services	Provide baseline leadership training - Fire	Jeff		Not yet started	All Department officers completed a Texas A&M (TEEX) extension certified basic Fire officer leadership course in August of 2023. This online course was completed by all Department officers and we will look to continue Leadership training in the years to come. Hopefully we can find other avenues to provide engaging leadership training to help improve our processes and ability to lead our volunteer call force.
27		Town Administration	Pursue Master Plan Implementation	Pursue Community Power with Energy Commission/Energy Aggregation Comitee	David	July decision	Complete	Community Powe Adopted at October 26th Special Meeting
28		Police	Increase Efficiency and Modernize Business Practices	Complete implementation of animal control program	Tony	Spring 2023	Complete	Program begun and new part-time staff deployed.
		Police	Ensure Sustainable Future for Town Services	Complete hiring for full-time positions; Administrative Assistant; ACO	Tony	Ongoing	In progress	Current vacancy of one full-time officer
		Police	Ensure Sustainable Future for Town Services	Hold conversations regarding staisfaction, recruitment and retention	Tony	Fall 2023	In progress	
		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA Credential and begin NH Accreditation	Tony	November		Year 2 Review to be held in November.
29		Town Administration	Steward Water Resources Effectively and Proactively	Plan proactively for long-term alternatives to management of ground water management site in Town Center (PFAS). Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Mark/Nate		In progress	Phase II grant from DES at Governor and Council advances planning and design for a chosen alternative for serving Town Center properties
30		Town Administration	Increase Efficiency and Modernize Business Practices	Draft Policies for Board Review (purchasing and CIP fund release, hiring, media, cell phones); Review existing policies	David	December	Not yet started	Not yet started
31		Town Administration		Secure firm and services for 2024 reval				Determination in progress
32		Town Administration	Ensure Sustainable Future for Town Services	Plan for Emergency Preparardness leadership transition	David	August/September	Not yet started	David Barr recently made us aware of his intent to carry through the April '24 exercise.
33		Town Administration	Ensure Sustainable Future for Town Services	Build efforts at recruiting, retention, motivation and morale	David	Ongoing	In progress	Employee recognition event held in June as a replacement for holiday party. We have seen great participation and initiation of staff gatherings and volunteering for events such as Summerfest. New Hire event planned for November 2023
34		Town Administration	Ensure Sustainable Future for Town Services	Training and development - ongoing leadership training; Develop communications for internal staff and enhance atmosphere and recognition efforts	David	ongoing, December	In progress	Training held for RTK ("all-staff"). David's ICMA-backed leadership course begins July 31st (through Nov.) and graduated in November. Jim Joseph takes the Primex Supevisors Academy (November 28, 2023). Department Head meetings have resumed monthly schedule (beginning in June). Further goal is to identify group team building and leadership training opportunity before end of year. Departments heads have heard message about support from the SB and me for training opportunities and leadership development for them and staff and how that may well result in budget related impacts

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2023 Goal/Objective	Department Head/Lead	Timing Goal	Status	Start of year through October 2023
1		DPW	Ensure Sustainable Future for Town Services	Recruit candidates to open positions and manage transition; assess service deliver model for certain functions	Nate	April - September	In progress	We have been successful in attracting a part-time seasonal plow operator and a return of our other part-timers. We have hired one new operator/laborer and made offers to two others (that did not result in employment). We continue to be down two operator/laborers and one Director
2		DPW	Ensure Sustainable Future for Town Services	Deliver on core services through the key seasons while short staff and advancing important capital projects and timely ARPA projects.	Nate	Summer/Winter	In progress	Capital projects including paving program, Police Parking lot, SHP parking lots (minus jack rabbit), Fire Tower Assessment, and Gifford Farm stabilization (planning advanced)
3		DPW	Increase Efficiency and Modernize Business Practices	Complete Department Standard Operating Procedures and Training Program	Nate	June	In progress	A draft was provided to Select Board and will need to be revisited with new department leadership.
4		DPW	Increase Efficiency and Modernize Business Practices	Joint Loss Management Committee - Build out participation and robustness	Nate	April-Dec.	In progress	The JLMC has been meeting as required. A JLMC training for September is planned for AED and CPR. Administrative Coordinator is engaged with JLMC work including coordinating building inspections. A new chair will be needed.
5		DPW	Pursue Master Plan Implementation	Complete existing conditions for SHP/address electrical needs	Nate	November	Not yet started	We have identified this as appropriate for contracting out.
6		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	September '22 complete/April 2023 complete	Complete	Complete
7		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight - Establish timely reconciliation system with Treasurer	Christiane	May	Complete	New financial reporting tools in place and complete; reconciliation policy adopted. Reconciliation project with Treasurer in review.
8	0	Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Build out Isole capacities: refine self service set up and begin dept head & dept level education for use; determine and implement other HR capacities in Isole	Christiane	September	Not yet begun	No update
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Complete Employment Manual	Christiane	June	In progress	Board has worked through key policy issues; this needs to be drafted and reviewed in total.
10		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Further develop relationship with ToTF and assess needs	Christiane	June	In progress	Not yet begun
11		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Develop manual for Finance Office Policies and Procedures	Christiane	September	In progress	Not yet complete
12		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Ensure return to full staffing and complete and determine and implement plan to staff augmentation based on incumbent strengths.	Seth	May	In progress	Program Coordinator and Program Assistant hired.
13		Parks & Recreation	Ensure Sustainable Future for Town Services	Advance implementation vision for Stevens Park and define phased improvements (phase 1 design completed)	Seth	August	In progress	Additional site investigation (soils test for septic)
14		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Complete Recreation Revolving Fund Accounting, education, and policies and Recreation Commission reconstitution following membership turnover.	Seth	June	In progress	Progress, not complete.
15		Parks & Recreation	Pursue Master Plan Implementation	Focus on achieving broader participation in senior program through communication and outreach	Seth	August	In progress	This effort has resulted in new senior programs (off site trips); new Program Assistant started November 1st.
16		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark	October	In progress	AFF Part Two Grant in progress with full Advisory Committee
17		Planning	Pursue Master Plan Implementation	Work with the Steering Committee and consultants to complete the Open Space & Connectivity Plan	Mark	December	In progress	This project is advancing in accordance with the project schedule.
18		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	In progress	The Planning Board discussed the current outstanding list of financial performance guarantees in May.
19		Planning	Increase Efficiency and Modernize Business Practices	Complete, train, and launch the online permitting project for regulatory services.	Mark	Summer 2023	In progress	This project has been stoooped due to several factors including compatibility with existing financial vendor and staff turnover.
20		Planning	Pursue Master Plan Implementation	Pursue the successful integration of the Planning and Building Departments into a single department with a focus on improved efficiency and service to permittees, property owners, land use boards and members of the public.	Mark	Year long/ongoing	In progress	The Planning and Building functions operate today as a single department with increased coordination and communication as the Department of Planning & Community Development. Some additional work is necessary to ensure the public is familiar with these changes and to create a single website for the department. Department has been challenged with part-time building inspector and turnover in Office Coordinator position.

21		Planning	Pursue Master Plan Implementation	Work with the Heritage Commission to make information related to historic resources, including historic surveys recently completed by the Commission, more accessible to the general public, including through GIS applications.	Mark	December	In progress	The Town has added some historic survey information to the Town's existing GIS platform, including National Historic Survey data that is now accessible to the general public. The Town also recently acquired ArcGIS licenses to allow for additional access to the important heritage and historic inventories the Town has recently completed.
22		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections to SHP	Mark/Seth/David	Year long/ongoing	In progress	The Town has signed a PNS with a key property owner and built a new relationship with a new property owner on another property over which trails lie.
23		Fire	Increase Efficiency and Modernize Business Practices	Improve Recruiting and Retention Efforts - Fire	Jeff		In progress	Currently we have developed a more robust recruiting and retention program that is spearheaded by our R&R committee. Through various efforts including partnering with the State Recruiting and Retention director, holding and participating in events with recruiting representing, and social media efforts we have been able to recruit : 3 new EMTs (completing training in Dec 2023), 1 new Firefighter (begins training 30 Nov 2023), 1 fully qualified FF/AEMT who is employed at a full time department and is a new homeowner in town looking to serve part time. 2 other prospective candidates with no experience looking to serve and attend training 1 new member of the FD Auxiliary.
24		Fire	Increase Efficiency and Modernize Business Practices	Improve Annual Trainign Planning and Execution - Fire	Jeff		In progress	We are still working on getting an annual training plan in place but have made strides in completing Officer Baseline leadership training and Pump operator baseline training. -- 2023 goal completed and continued training planning is ongoing into follow-on years
25		Fire	Ensure Sustainable Future for Town Services	Improve compensation in 2024 to maintain competitiveness - Fire	Jeff	September	Not yet started	Proposals in discussion for 2024 budget
26		Fire	Ensure Sustainable Future for Town Services	Provide baseline leadership training - Fire	Jeff		Not yet started	All Department officers completed a Texas A&M (TEEX) extension certified basic Fire officer leadership course in August of 2023. This online course was completed by all Department officers and we will look to continue Leadership training in the years to come. Hopefully we can find other avenues to provide engaging leadership training to help improve our processes and ability to lead our volunteer call force.
27		Town Administration	Pursue Master Plan Implementation	Pursue Community Power with Energy Commission/Energy Aggregation Comitee	David	July decision	Complete	Community Powe Adopted at October 26th Special Meeting
28		Police	Increase Efficiency and Modernize Business Practices	Complete implementation of animal control program	Tony	Spring 2023	Complete	Program begun and new part-time staff deployed.
		Police	Ensure Sustainable Future for Town Services	Complete hiring for full-time positions; Administrative Assistant; ACO	Tony	Ongoing	In progress	Current vacancy of one full-time officer
		Police	Ensure Sustainable Future for Town Services	Hold conversations regarding staisfaction, recruitment and retention	Tony	Fall 2023	In progress	
		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA Credential and begin NH Accreditation	Tony	November		Year 2 Review to be held in November.
29		Town Administration	Steward Water Resources Effectively and Proactively	Plan proactively for long-term alternatives to management of ground water management site in Town Center (PFAS). Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Mark/Nate		In progress	Phase II grant from DES at Governor and Council advances planning and design for a chosen alternative for serving Town Center properties
30		Town Administration	Increase Efficiency and Modernize Business Practices	Draft Policies for Board Review (purchasing and CIP fund release, hiring, media, cell phones); Review existing policies	David	December	Not yet started	Not yet started
31		Town Administration		Secure firm and services for 2024 reval				Determination in progress
32		Town Administration	Ensure Sustainable Future for Town Services	Plan for Emergency Preparardness leadership transition	David	August/September	Not yet started	David Barr recently made us aware of his intent to carry through the April '24 exercise.
33		Town Administration	Ensure Sustainable Future for Town Services	Build efforts at recruiting, retention, motivation and morale	David	Ongoing	In progress	Employee recognition event held in June as a replacement for holiday party. We have seen great participation and initiation of staff gatherings and volunteering for events such as Summerfest. New Hire event planned for November 2023
34		Town Administration	Ensure Sustainable Future for Town Services	Training and development - ongoing leadership training; Develop communications for internal staff and enhance atmosphere and recognition efforts	David	ongoing, December	In progress	Training held for RTK ("all-staff"). David's ICMA-backed leadership course begins July 31st (through Nov.) and graduated in November. Jim Joseph takes the Primex Supevisors Academy (November 28, 2023). Department Head meetings have resumed monthly schedule (beginning in June). Further goal is to identify group team building and leadership training opportunity before end of year. Departments heads have heard message about support from the SB and me for training opportunities and leadership development for them and staff and how that may well result in budget related impacts

2024 SELECT BOARD MEETING SCHEDULE¹

Adopted by the Select Board on _____

<u>DATE OF MEETING²</u>	<u>DEPARTMENT TO REPORT</u>
Tuesday, January 2, 2024	Police, Assessing
Tuesday, January 16, 2024	Planning, Legislative Delegation
Monday, February 5, 2024 ³	Library, Public Hearing on Budget/Warrant
Tuesday, February 20, 2024	Town Meeting Preparations
Monday, March 4, 2024	Parks & Recreation
Tuesday, March 12, 2024	Town Meeting (First Session - Ballot portion)
Saturday, March 16, 2024	Town Meeting (Second Session)
Monday, March 18, 2024	Public Works
Monday, April 1, 2024	Treasurer Report and Fire, Building
Monday, April 15, 2024	Assessing, Planning
Monday, May 6, 2024	Police
Monday, May 20, 2024	Parks & Recreation
Monday, June 3, 2024	Library, Legislative Delegation
Monday, June 17, 2024	Public Works
Monday, July 8, 2024	Fire
Monday, July 22, 2024	Assessing, Planning & Community Development
Monday, Aug. 5, 2024	Police, Parks & Recreation
Monday, August 19, 2024	<i>Only if needed</i>
Tuesday, September 3, 2024	Library
Monday, September 16, 2024	Public Works
Monday, October 7, 2024	Audit Presentation, Treasurer Report, Building
Monday, October 21, 2024	Assessing, Planning & Community Development
Monday, November 4, 2024	Police, Fire
Monday, November 18, 2024	Parks & Recreation
Monday, December 2, 2024	Public Works
Monday, December 16, 2024	Fire, Planning & Community Development

¹ For reference only, school vacation weeks are February 26th to March 1st, 2024 and April 22nd to April 26th, 2024

² Items for Select Board signature are gathered 4:00 p.m. on Wednesdays through Thursday morning.

³ In accordance with NH RSAs as summarized by NH Municipal Association, the last day to hold a public hearing on the budget is February 17, 2024. This date is subject to finalization.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • www.strathamnh.gov

COMMITTEE APPOINTMENT APPLICATION

- | | |
|---|--|
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Public Works Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Stratham Summerfest Committee | <input type="checkbox"/> Energy Commission |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee | <input checked="" type="checkbox"/> Other <u>Coop School Board</u> |
| <input type="checkbox"/> Trail Management Advisory Committee | |

Travis Thompson

603-770-8208

Applicant Name (print)

Phone #

153 Stratham Heights Rd, Stratham

Travis W. Thompson @ comcast.net

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 46

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

I was asked if I could help fill the gap with the resignation of Helen Joyce from the Coop School Board. I am well versed in how the Board operates and the Budget process that is underway. I have no plans to run for the seat in March

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

Between the Stratham Elementary Board and the Coop Board I have served for 14 years. I served as Chair for most of my time on the Stratham Board and vice Chair on the Coop Board. I also was chair of the SAV Joint Board for 12 years.

[Signature]

11/22/2023

Signature of Applicant

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • www.strathamnh.gov

COMMITTEE APPOINTMENT APPLICATION

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

Tami Gunst 540 246 9492
 Applicant Name (print) Phone #

19 Hickory Pond Lane tjgunst@gmail.com
 Address Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 7

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

A strong public school system is a bedrock for a community. I would like to do my part to offer support for our teachers and our school system

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

At one point I taught Middle School Science in North Brunswick, NJ. However, my experience as a parent and PTA member is probably the most valuable experience I have to offer. My oldest graduated from the Great Bay Charter School in 2018. My youngest just graduated from EHS in the Spring.

Signature of Applicant [Handwritten Signature]

Date 11/30/23