



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

DECEMBER 6, 2021

7:00 P.M.

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

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

The public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205 7349** and input **2254** when prompted for a user pin/code.

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 15, 2021 and December 2, 2021
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations
 - A. Public Works – Nate Mears
 - B. Purple Heart Community Proclamation
- VI. Correspondence
 - A.
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions

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



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A. Public Hearing in accordance with RSA 31:95-b to accept a donation of up to \$29,217.38 from the Fire Department Association to the Stratham Police Department for Police Programs and Initiatives

B. Public Hearing in accordance with RSA 31:95-b to accept a donation of \$783,916 from the U.S. Dept. of Treasury in American Rescue Plan Act Funds to be used in recovery from the impacts of the Covid-19 pandemic

C. Public Hearing in accordance with RSA 31:95-b to accept a donation of up to \$40,000 in NH DES Design Services Reimbursement funds for the purpose of planning for the long-term solution to PFAS contamination in Town Center DES Reimbursement Grant for Design Services

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

X. New Business and Action Items

A. Budget Schedule and Next Steps

B. Designation of new Health Officer

C. Polling Locations Discussion (Revisited from Nov. 15th Meeting)

D. Town Meeting Dates for March 2022

E. Assessing – Veterans Credit

XI. Town Administrator Report

XII. Informational Items

A. Seabrook Drill Dates:

First Practice Drill – Wednesday, December 8, 2021 – 8:30am - noon

Second Practice Drill – Wednesday, February 9, 2022 – 8:30am - noon

Graded Exercise – Wednesday, April 6, 2022 – all day

B. CALEA Award Letter to Stratham Police Department

C. Equalization Ratio Assessment Certificate (signatures required)

XIII. Reservations, Event Requests & Permits

A. Kathy Flagg request to use Morgera Room on Dec. 16 and waive alcohol prohibition

B. New Life Baptist Church to use Room A on Sundays with a reduced fee in exchange for mopping/shoveling

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments



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- A. Appointments *for consideration*: none for this meeting
 - B. Appointments *to be voted on*: none for this meeting
- XVI. Miscellaneous & Old Business
- A. PFAS in Town Center
 - B. Open Items Tracking
- XVII. Adjournment

MINUTES OF THE NOVEMBER 15, 2021 SELECT BOARD MEETING

Meeting held in the Hutton Room at the Stratham Municipal Center

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy and Allison Knab.

ALSO PRESENT: Town Administrator David Moore (via phone), Finance Administrator Christiane McAllister, Parks and Recreation Director Seth Hickey, Town Clerk/Tax Collector Deborah Bakie

At 7:00 pm Mr. Houghton opened the regular meeting.

Mr. Lovejoy moved to approve the draft minutes of November 1, 2021. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Parks & Recreation Director Seth Hickey. Mr. Hickey reported working on regulations for Smyk Park. He's solicited feedback from other departments and is trying to keep regulations consistent with the other parks while being mindful of the Smyk's intentions. After hearing the Board's feedback he intends to send the draft to the committees for input. They discussed possible parking for users of that space.

Next, Mr. Hickey gave an update on youth sports. Soccer had a successful season with 250 participants. Basketball is off to a positive start. He talked about our involvement in the Seacoast Basketball League and the need to examine cost-sharing to ensure expenses are evenly distributed.

The department has met with the Exeter Area Chamber of Commerce and have decided to hold the Great Bay Food Festival on Saturday, May 7th. Based on what they learned from the first festival, they will be making some changes with this one.

Mr. Hickey reported the Trail Management Advisory Committee (TMAC), in conjunction with the Conservation Commission held two successful Trail Days. Approximately 30 people volunteered their time each day and Lowes donated lumber. Tote Road from Jack Rabbit to the school was renovated as was the lower half of Kitty Rock Trail. They also preserved a historic portion of a trail. Money generated from spring and summer races were also used for the project.

TMAC is looking for a CIP budget beginning in 2022 to be used for infrastructure items, such as signage, additional trail days, etc. They hope to install an ecocounter at the park (memo in the packet) which will be useful in providing concrete data of park users which could then be used to apply for state funding. They discussed cost and funding for the counter. The counter will give us quantitative data about park utilization; enabling us to validate how it's changed over time. The information will help with future decision making. Mr. Lovejoy motioned to move forward with the ecocounter install pending confirmation of funding sources. Ms. Knab seconded the motion. All voted in favor.

Mr. Hickey stated that the next Trail Management Committee Public Forum will be on December 1st at 6:00 pm. [SINCE RESCHEDULED TO DECEMBER 15TH AT 6:00 P.M. AND THE MC] It will be an information sharing session. He referred to the policy concerning having dogs on / off leash at the park. They've learned that many people are unaware of the regulations; this meeting will be used to inform the public about current rules in place.

Mr. Hickey reported that the Recreation Commission approved the Rec Revolving fund transfer, which is an annual occurrence.

Next Mr. Hickey said that many years ago, the Soccer Board raised funds to construct a pavilion at Steven's Park. Many recreation camps and activities are held there and a pavilion would provide much needed shade and shelter. They would also like to install bathroom facilities. He also noted the need for more courts. Conversations with various committees have led to the conclusion that an overall plan that addresses all the issues is needed for the park. He plans to work with Mr. Moore to create a CIP element sheet for a future year to bring this project into further focus.

Regarding the 2022 budget, the Parks & Recreation Department is not requesting any increases. He felt they got a lot accomplished in 2021 and are looking forward to do the same next year with the current resources.

Mr. Hickey reported that Eagle Scout Evan Driscoll's basketball project has been well received by the community. Mr. Hickey would like a consistent way to recognize Eagle Scout projects. Mr. Driscoll is requesting to install a plaque as a part of his project. Given the magnitude of money he raised for the project and the way it was executed, Mr. Lovejoy motioned to authorize the installation of the plaque as described by Mr. Driscoll. Ms. Knab seconded the motion. All voted in favor. Mr. Hickey is putting together a list of upcoming Eagle Scout projects in order to make the process more efficient.

Mr. Hickey noted a request from a Master's student to obtain boulder samples at SHP; the Board agreed to the request and expressed interest in learning the results of her work.

Mr. Hickey raised the topic of the future direction of the Pedestrian & Cyclists Advocacy Committee and how their work coordinates with the Planning Dept. and Planning Board. The Board was supportive of perhaps realigning the group as a sub-committee to the Planning Board, which could result in having defined tasks directly related to implementation of related projects identified in the Master Plan formed by the Planning Board. Mr. Moore will contact Town Planner Mark Connors to coordinate with the Planning Board in order to rejuvenate the PCAC.

Mr. Houghton read the Public Hearing Notice to accept the dedicated street known as Taylor Court. Mr. Houghton then motioned to open the Public Hearing. Mr. Lovejoy seconded the motion. All voted in favor. Mr. Houghton then asked for comments. Upon hearing no comments, Mr. Houghton closed the Public Hearing. Mr. Lovejoy seconded the motion. All voted in favor. Mr. Lovejoy motioned to accept the street know as Taylor Court as a Town Road. Ms. Knab seconded the motion. All voted in favor. Mr. Lovejoy motioned to return in

full the bond associated with Taylor Court in the amount of \$254,000. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Town Clerk / Tax Collector Deborah Bakie to discuss polling locations. After soliciting feedback from the Supervisors of the Checklist and Town Moderator and Deputy Moderator, Mr. Moore and Ms. Bakie drafted the joint memo to the Board for recommendations for polling locations. Ms. Bakie is concerned that, with the Town growing, there will not be enough space to hold some of the bigger elections at the Municipal Center. Ms. Knab noted that the Supervisors were against moving the polling location. Ms. Bakie said that the last election we had at the Memorial School went very smooth, parking was safer. The Board discussed. Mr. Houghton felt that the issue warrants further consideration and engagement with the community and directly with the Supervisors to hear out concerns. Mr. Moore suggested making the public aware via the newsletter, invite comments and revisit the issue at a future Select Board meeting. The memo recommended all State elections (General, State Primary and Presidential Primaries to be held at SMS; with the Town Election to be held at the Municipal Center). Mr. Houghton discussed how he feels there should be strong consideration to having one-location for all elections and noted the value in consistency and predictability for the public. Ms. Bakie agreed with inviting more feedback and continuing the conversation. Ms. Knab felt it was important to give the Supervisors comfort surrounding the integrity of the election. Mr. Moore will put out a call for comments in the Select Board newsletter.

ADMINISTRATION

Mr. Moore referred to the handout in the packet regarding ARPA funds summary. The funds are proposed to be used for up to five projects at this time: pandemic-related premium pay for DPW workers, Union Road culvert replacement, Municipal Center roof replacement, Municipal Center office reconfiguration, online permitting. These projects needed to be done. If not for the ARPA funds, they would've been funded through the CIP or the Reserve Fund. There will be ARPA funds remaining (\$580,000). Other projects on the horizon include the Salt Shed roof (approximately \$140,000) and roadway capital investments that we use every year. We want to keep the number of projects down and use the money for larger projects for ease in satisfying reporting requirements.

The Board continued to discuss using the ARPA funds to reduce the amount needed for gross appropriations from the town. Ms. McAllister reassured the Board that the use of the funds outlined by Mr. Moore are in alignment with guidelines set forth by the government. Mr. Moore listed the reasons for using the funds now as opposed to waiting to use them in the future. They discussed other potential uses of the funds. Ideally, they are hoping to use the funds to provide some financial relief to the taxpayers. Mr. Moore mentioned upcoming projects.

Mr. Moore made some observations about various other funds held by the Town and distributed a chart of these funds and their eligible uses, authority for creation, and related information. Mr. Houghton added that along with Mr. Moore's observations, unassigned fund balances might be leveraged in this budget cycle. It might be possible to use some of those funds to offset tax increases. Mr. Houghton commented that, economically, are going into a precarious place with inflation and gas prices going up. This is hitting residents in a major way. Ms. McAllister will

start compiling the funds in a format from least restrictive funds to most restrictive so she can identify funds that can be used immediately. She will ensure that her recommendations are based on the Statute and what the Town of Stratham Warrant Articles say about the use of the funds to make sure the guidance she gives follows those.

INFORMATIONAL ITEM

Mr. Lovejoy and Mr. Moore attended a meeting with the Energy Commission regarding Community Power. Mr. Lovejoy volunteered to become the Select Board representative to the Energy Commission.

BOARDS AND COMMISSION

Ms. Knab motioned to appoint Michele McCann-Corti to the alternate Library Trustee position. Mr. Lovejoy seconded the motion. All voted in favor.

ADMINISTRATION

With the end of the year approaching, Mr. Moore has been focusing on capital appropriations that will lapse.

Next, Mr. Moore reported that open enrollment is going well.

At 8:36 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II(c) on a matter which, if discussed in public, would likely affect adversely the reputation of a person, other than a member of this board. Mr. Lovejoy seconded the motion. Roll Call: Houghton – yes, Lovejoy – yes, Knab - yes.

Mr. Houghton moved to come out of the non-public session and seal the minutes noting that failure to do so may render a proposed action invalid. Mr. Lovejoy seconded the motion. All voted in favor.

Ms. Knab motioned to accept the Veteran's credits as recommended by the Town Assessor. Mr. Lovejoy seconded the motion. All voted in favor.

Ms. Knab motioned to allow Ms. Anderson to use Room A and waive the alcohol prohibition for her event in February 2022. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Lovejoy motioned to allow Joyce Rowe to use the Morgera Room on December 18, 2021. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MINUTES OF THE DECEMBER 2, 2021 SELECT BOARD SPECIAL MEETING

Meeting held in the Hutton Room at the Stratham Municipal Center

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy and Allison Knab.

ALSO PRESENT: Town Administrator David Moore and Finance Administrator Christiane McAllister

At 4:00 pm Mr. Houghton opened the meeting and recognized the Town Administrator to review the agenda. Mr. Moore reminded the Board the purpose of the meeting was to focus on discussion of preliminary budget data and the capital improvement plan. At the outset, he covered miscellaneous topics with the Board requiring timely attention.

He advised the Board that a contract with the State of NH had been presented in order to provide further assistance for vaccine distribution. That is very similar to that contract used earlier in the year for vaccine distribution. Mr. Lovejoy motioned to authorize the Town Administrator to enter into the agreement with the State of NH. Seconded by Ms. Knab. All voted in favor. Mr. Moore then advised the Board that Mr. Lovejoy had requested the Board discuss the Stratham Hill Park and electrical improvements that had been identified by fair organizers. After a brief discussion, the Board determined via consensus that the majority of the cost associated with the estimated \$30,000 in electrical improvements should not be borne solely by the fair. The Board discussed other funding sources and options and Mr. Lovejoy and Mr. Moore indicated they would follow up accordingly. In other updates, prior to the start of the budget discussion, Mr. Moore advised the board that the asbestos remediation was complete related to the small office renovation in the Municipal Center and carpet installers are scheduled for Saturday. He briefly reviewed topics for the upcoming Dec. 6th regular Select Board meeting. He reminded the Select Board that the moderator was working to appoint members to the Financial Advisory Committee. Mr. Lovejoy indicated that he would attend on behalf of the Board. The Board also briefly discussed the Budget Advisory Committee process for the 2022 Town Meeting. Mr. Moore said he would follow up with Mr. Houghton to identify dates and communicate with the Town Moderator who makes the BAC appointments. Finally, the Town Administrator advised the Board that the ARPA funded premium pay for essential workers in sanitation and transportation (plowing) has been processed and he thanked the Board for their support in that effort and Finance Administrator Christiane McAllister for support in processing.

The meeting then moved to discussion of the preliminary budget. Draft materials were presented including the Capital Improvement Plan and a draft line item budget. The Board discussed various goals for 2021 including the goal that there be no more than a 3% increase in total appropriations (capital and operating); that the Town needs to focus on responding to the employment landscape including Stratham's natural attrition and the general employment market; and that the budget should position the Town to follow up on master plan priorities. The board reviewed the preliminary budget data with Ms. McAllister and Mr. Moore and provided initial feedback and observations and generally discussed line items that will receive further refinement. At 6:05 pm the Vice Chair moved to adjourn the meeting. Mr. Houghton seconded the motion. All voted in favor.

Town of Stratham - Finance Held Accounts

(This list does not include accounts held by the Trustees of the Trust Funds, or Library Funds)

Balances as of 10/31/2021*

<u>Account Name:</u>	<u>Bank:</u>	<u>Balance</u>
General Fund	Citizen's	\$778,578.85 *
Payroll	Citizen's	\$118,415.15 *
Investment Account	Citizen's	\$6,286,553.25 *
NHPDIP Investment (Town)	NHPDIP	\$21,139.96
NHPDIP (Recreation Funds)	NHPDIP	\$4,189.21
NHPDIP (EMS)	NHPDIP	\$51,479.86
Mobil Cistern	TD Bank	\$33,830.79
200 Domain Drive Landscape Bond	People's Bank	\$2,551.54
Bunker Hill Commons Fire Cistern	People's Bank	\$8,026.32
Cemetery Land Fund	People's Bank	\$7,510.87
Drug Forfeiture Fund	People's Bank	\$33.29
EMS Fund	People's Bank	\$365,092.98 *
Fire Protection Fund	People's Bank	\$47,338.27
Foss Property Sec. Dep.	People's Bank	\$3,662.69
Gifford House Sec. Deposit	People's Bank	\$2,115.48
Heritage Fund	People's Bank	\$6,957.82
Kennebunk Savings Landscape Bond	People's Bank	\$1,017.97
Kennebunk Savings Performance (Maint) Bond	People's Bank	\$2,544.92
Lindt Offsite Improvements	People's Bank	\$1,261.37
Park Cottage Sec. Dep.	People's Bank	\$968.67
Police Detail Fund	People's Bank	\$79,631.28 *
Recreation Revolving	People's Bank	\$206,043.28 *
SHP Revolving Fund	People's Bank	\$46,715.80 *
Stratham DARE	People's Bank	\$6,221.07
Varsity Wireless Historic Sign	People's Bank	\$8,562.06
Total:		\$8,090,442.75

<u>12/2/2021</u>
\$2,382,878
\$101,568
\$2,636,618
\$5,121,064

<u>Balance 10/31/2020</u>
\$6,368,526

<u>NHPDIP</u>
<u>Current Seven Day Yield</u>
11/26/2021
0.02%

**** Multiple Bonds Account/DESA**

<u>Bond Name</u>	<u>Bank</u>	<u>Balance</u>
Altid Enterprises	People's Bank	\$11,204.05
Barbaras Way_2020	People's Bank	\$18,527.64
Bond Checking (Multiple)	People's Bank	\$0.00
Bunker Hill Ave Improvements	People's Bank	\$17,217.41
GCNE	People's Bank	\$35,297.10
Green Solar Surety	People's Bank	\$4,406.65
Jotaph Realty	People's Bank	\$22,727.97
NHSPCA	People's Bank	\$92,425.71
Robie Farms	People's Bank	\$111,684.58
Tansy Ave	People's Bank	\$7,091.61
Winterberry Cistern	People's Bank	\$942.08
Total:		\$321,524.80

Total: \$8,411,967.55

*Not all accounts are reconciled to Bank Statement - balances are informational only.



Military Order of the Purple Heart

Proclamation Purple Heart Community

Town of Stratham, New Hampshire

Whereas, the people of the Town of Stratham have great admiration and the utmost gratitude for all of the citizens of our community who have selflessly served in the Armed Forces, which has been vital in maintaining the freedom and the way of life enjoyed by our citizens; and,

Whereas, citizens of our community have been wounded in action or killed in action while serving in the Armed Forces, and have been posthumously awarded the Purple Heart for their ultimate sacrifices; and,

Whereas, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782 in Newburgh, New York by General George Washington; and,

Whereas, the heritage it represents is sacred to those who know the price paid to wear the Purple Heart; and,

Whereas, August 7th is nationally recognized as Purple Heart Day.

Now therefore, we, the Select Board of the Town of Stratham, New Hampshire will recognize August 7th, annually, as Purple Heart Day, and urge the people and organizations of Stratham to display the American Flag as well as other public expressions of recognition of our Purple Heart recipients.

Proclaimed this 6th day of December, 2021 by the Stratham Select Board



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INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

TOWN OF STRATHAM

SELECT BOARD

NOTICE OF PUBLIC HEARING

MONDAY, DECEMBER 6, 2021, 7:00 PM

MUNICIPAL CENTER, 10 BUNKER HILL AVENUE

The Select Board will hold three public hearings in accordance with RSA 31:95-b on the question of acceptance of the following donation and grants:

1. \$29,217.38 from the Stratham Volunteer Fire Association to the Stratham Police Department for police initiative and community programs
2. \$783,916 from the U.S. Department of Treasury in American Rescue Plan Act funds to be used in recovery from the impacts of the COVID-19 pandemic.
3. Up to \$40,000 in NH DES Design Services Reimbursement funds for the purpose of planning for the long-term solution to PFAS contamination in Town Center.

For more information relative to this donation, please visit the Town Administrator's office Monday through Friday 8:30 a.m. to 4:00 p.m.

LEGAL NOTICE
TOWN OF STRATHAM
SELECT BOARD
NOTICE OF PUBLIC HEARING
MONDAY, DECEMBER 6, 2021, 7:00 PM
MUNICIPAL CENTER, 10 BUNKER HILL AV-
ENUE

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For more information relative to this donation, please visit the Town Administrator's office Monday through Friday 8:30 a.m. to 4:00 p.m.
November 24, 2021

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	%	YTD Actual2020
				Expended	
GENERAL GOVERNMENT					
EXECUTIVE					
Select Board					
100 4130 01 101 Select Board Stipends	12,000.00	0.00	12,000.00	0.00	0.00
Administration					
100 4130 02 102 Town Administrator Salary	101,459.00	93,119.32	8,339.68	91.78	91,439.65
100 4130 02 103 Executive Assistant	48,564.00	46,575.94	1,988.06	95.91	41,157.10
100 4130 02 201 Supplies	5,500.00	5,802.49	(302.49)	105.50	4,640.16
100 4130 02 204 Association Dues	9,800.00	9,486.00	314.00	96.80	9,483.00
100 4130 02 208 Contracted services	1,500.00	0.00	1,500.00	0.00	0.00
100 4130 02 209 Workshops & Training	1,750.00	530.00	1,220.00	30.29	0.00
100 4130 02 216 Advertising	2,000.00	4,732.57	(2,732.57)	236.63	31.10
100 4130 02 224 Meetings & Meals	3,500.00	4,025.69	(525.69)	115.02	1,277.52
100 4130 02 225 Mileage	1,250.00	246.21	1,003.79	19.70	1,304.86
100 4130 02 230 Fed-Ex	300.00	0.00	300.00	0.00	18.00
100 4130 02 231 Postage	12,000.00	9,757.10	2,242.90	81.31	12,836.71
100 4130 02 262 Town Report	3,750.00	3,903.00	(153.00)	104.08	3,625.00
100 4130 02 317 Service Contract (copier)	6,504.00	6,016.20	487.80	92.50	6,070.40
100 4130 02 318 New Equipment	0.00	0.00	0.00	0.00	180.55
100 4130 02 319 Background Checks	500.00	228.00	272.00	45.60	96.50
100 4130 02 328 Town Meeting	1,000.00	0.00	1,000.00	0.00	0.00
100 4130 02 999 COVID expenses	0.00	0.00	0.00	0.00	26,028.00
Total Administration	199,377.00	184,422.52	14,954.48	92.50	198,188.55
Total Executive	211,377.00	184,422.52	26,954.48	87.25	198,188.55
ELECTION & REGISTRATION					
100 4140 01 201 Supplies	2,300.00	1,184.22	1,115.78	51.49	4,433.86
100 4140 01 219 Ballot Clerks	900.00	546.00	354.00	60.67	8,396.00
100 4140 01 220 Moderator/Asst. Moderator	275.00	275.00	0.00	100.00	1,100.00
100 4140 01 221 Meals	300.00	231.11	68.89	77.04	1,280.20
100 4140 01 301 Supervisors of the checklist	3,600.00	3,600.00	0.00	100.00	3,600.00
100 4140 01 308 Workshops & Training	100.00	0.00	100.00	0.00	0.00
100 4140 01 317 Equipment Maintenance	300.00	300.00	0.00	100.00	0.00
100 4140 01 999 COVID expenses	0.00	0.00	0.00	0.00	3,072.93
Total Election & Registration	7,775.00	6,136.33	1,638.67	78.92	21,882.99
FINANCIAL ADMINISTRATION					
FINANCE					
100 4150 01 120 Finance Payroll	138,232.00	113,762.01	24,469.99	82.30	114,807.19
100 4150 01 217 Audit	18,500.00	14,840.37	3,659.63	80.22	0.00
100 4150 01 306 Financial Software Lic/Training	9,000.00	4,595.36	4,404.64	51.06	5,807.75
100 4150 01 401 Contracted Services	0.00	9,793.80	(9,793.80)	0.00	0.00
100 4150 01 999 COVID expenses	0.00	0.00	0.00	0.00	525.00
100 4150 05 111 Finance-Treasurer Stipend	6,250.00	3,125.00	3,125.00	50.00	6,433.33
Total Finance	171,982.00	146,116.54	25,865.46	84.96	127,573.27
ASSESSING					
100 4150 02 114 Assessing Payroll	126,453.00	9,116.85	117,336.15	7.21	120,704.65
100 4150 02 201 Assessing Supplies	1,150.00	44.95	1,105.05	3.91	1,427.56
100 4150 02 204 Dues/Misc Exp.	1,400.00	799.95	600.05	57.14	1,164.97
100 4150 02 218 Registry Expense	200.00	39.55	160.45	19.78	68.50
100 4150 02 304 Tax maps	4,200.00	3,700.00	500.00	88.10	4,200.00
100 4150 02 308 Workshops & Training	1,250.00	0.00	1,250.00	0.00	1,158.00
100 4150 02 316 Cell Phone Reimbursement	1,302.00	976.08	325.92	74.97	1,138.76
100 4150 02 317 Equipment Maintenance/Software	7,000.00	13,178.34	(6,178.34)	188.26	6,931.99
100 4150 02 376 Vehicle Maintenance/Lease	700.00	0.00	700.00	0.00	1,789.44
100 4150 02 401 Contracted Services	0.00	22,200.00	(22,200.00)	0.00	0.00
Total Assessing	143,655.00	50,055.72	93,599.28	34.84	138,583.87
Town Clerk/Tax Collector					
100 4150 03 112 TC/TC Payroll	141,909.00	154,657.78	(12,748.78)	108.98	125,617.09
100 4150 03 201 Office Supplies	3,350.00	3,535.45	(185.45)	105.54	2,613.84
100 4150 03 204 Dues & Memberships	60.00	375.42	(315.42)	625.70	60.00
100 4150 03 209 Conventions	400.00	206.00	194.00	51.50	0.00

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
100 4150 03 218 Registry of Deeds	400.00	290.19	109.81	72.55	244.05
100 4150 03 223 Lien Notifications	600.00	521.25	78.75	86.88	420.00
100 4150 03 225 Mileage	400.00	0.00	400.00	0.00	0.00
100 4150 03 269 Restoration of records	3,000.00	3,000.00	0.00	100.00	0.00
100 4150 03 306 Computer Support-Service	11,700.00	11,456.90	243.10	97.92	11,318.90
100 4150 03 308 Workshops & Training	550.00	0.00	550.00	0.00	0.00
100 4150 03 318 New Equipment	500.00	0.00	500.00	0.00	609.97
Total Town Clerk/Tax Collector	162,869.00	174,042.99	(11,173.99)	106.86	140,883.85
Total Financial Administration	478,506.00	370,215.25	108,290.75	77.37	407,040.99
COMPUTER SERVICES					
100 4150 04 201 IT Supplies/Materials	7,000.00	7,404.75	(404.75)	105.78	9,265.03
100 4150 04 205 Computer services	70,000.00	66,112.00	3,888.00	94.45	55,356.23
100 4150 04 999 COVID expenses	0.00	0.00	0.00	0.00	2,024.98
Total Computer Services	77,000.00	73,516.75	3,483.25	95.48	66,646.24
LEGAL EXPENSES					
100 4153 01 202 Legal Expenses	30,000.00	19,483.50	10,516.50	64.95	32,000.20
100 4153 01 999 COVID expenses	0.00	0.00	0.00	0.00	4,879.75
Total Legal Services	30,000.00	19,483.50	10,516.50	64.95	36,879.95
PERSONNEL ADMINISTRATION					
100 4155 01 171 Medicare	46,777.00	39,356.49	7,420.51	84.14	38,201.24
100 4155 01 173 New Hampshire Retirement	527,038.00	435,811.03	91,226.97	82.69	385,400.78
100 4155 01 174 Social Security	146,282.00	116,390.87	29,891.13	79.57	110,273.54
100 4155 01 176 Unemployment	2,296.00	1,837.00	459.00	80.01	0.00
100 4155 01 191 Insurance Buyout Program	48,455.00	22,515.68	25,939.32	46.47	42,702.69
100 4155 01 192 Life/AD&D	6,324.00	5,084.20	1,239.80	80.40	6,156.81
100 4155 01 193 Long-Term Disability	18,840.00	16,757.13	2,082.87	88.94	18,451.71
100 4155 01 194 Short-Term Disability	12,120.00	10,648.49	1,471.51	87.86	11,798.36
100 4155 01 195 Health/Dental Insurance	506,417.00	364,390.72	142,026.28	71.95	506,374.85
100 4155 01 197 Misc. Fees	600.00	0.00	600.00	0.00	66.49
100 4155 01 198 Leave Compensation	13,495.00	0.00	13,495.00	0.00	0.00
100 4155 02 198 Compensation Adjustments	32,461.00	13,941.00	18,520.00	42.95	0.00
Total Personnel	1,361,105.00	1,026,732.61	334,372.39	75.43	1,119,426.47
PLANNING & ZONING					
PLANNING					
100 4191 01 120 Planner Salary	79,000.00	69,884.60	9,115.40	88.46	73,506.61
100 4191 01 121 Bldg. & Code Enf. Coordinator	50,494.00	46,348.80	4,145.20	91.79	39,990.36
100 4191 01 122 Land Use Project Coordinator	0.00	0.00	0.00	0.00	12,468.75
100 4191 01 201 Supplies	2,500.00	915.66	1,584.34	36.63	1,127.43
100 4191 01 203 Legal Ads	4,400.00	1,265.31	3,134.69	28.76	2,385.66
100 4191 01 204 Dues & Memberships	750.00	0.00	750.00	0.00	0.00
100 4191 01 270 Rockingham Conservation District	500.00	0.00	500.00	0.00	808.00
100 4191 01 271 Rock. Planning Commission	7,492.00	7,492.00	0.00	100.00	7,492.00
100 4191 01 276 Special Projects	2,500.00	427.69	2,072.31	17.11	2,691.70
100 4191 01 306 Software License & Training	3,300.00	3,425.73	(125.73)	103.81	3,188.21
100 4191 01 308 Training	1,000.00	600.00	400.00	60.00	0.00
100 4191 01 318 Equipment	300.00	0.00	300.00	0.00	400.00
100 4191 01 319 Gas - Mileage	100.00	0.00	100.00	0.00	0.00
100 4191 01 401 Contracted Services	0.00	2,739.84	(2,739.84)	0.00	0.00
Total Planning	152,336.00	133,099.63	19,236.37	87.37	144,058.72
BUILDING INSPECTOR/CODE ENFORCEMENT					
100 4191 02 122 BI / CEO Payroll	72,426.00	66,472.06	5,953.94	91.78	64,769.17
100 4191 02 201 Supplies	1,000.00	326.12	673.88	32.61	422.84
100 4191 02 235 Fire Inspection Fees	800.00	0.00	800.00	0.00	0.00
100 4191 02 260 Plan Review	10,000.00	290.00	9,710.00	2.90	42,125.00
100 4191 02 266 Reference Materials	1,500.00	248.00	1,252.00	16.53	0.00
100 4191 02 306 Software License & Training	2,500.00	2,942.50	(442.50)	117.70	2,033.50
100 4191 02 308 Workshops & Training	2,000.00	675.00	1,325.00	33.75	955.00
100 4191 02 318 Equipment	1,500.00	1,287.74	212.26	85.85	1,005.36
100 4191 02 376 Vehicle Maintenance	250.00	221.48	28.52	88.59	119.28
Total Building Inspector/Code Enforcement	91,976.00	72,462.90	19,513.10	78.78	111,430.15
Total Planning & Zoning	244,312.00	205,562.53	38,749.47	84.14	255,488.87
GENERAL GOVT. BUILDINGS					

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
100 4194 01 104 Facilities Payroll	56,361.00	43,606.75	12,754.25	77.37	39,789.04
100 4194 01 105 OT	0.00	0.00	0.00	0.00	395.84
100 4194 01 106 Custodial PT	17,447.00	13,136.20	4,310.80	75.29	15,484.04
100 4194 01 222 MC Supplies	3,500.00	4,194.21	(694.21)	119.83	3,277.57
100 4194 01 314 MC Electricity	27,500.00	20,104.99	7,395.01	73.11	19,686.77
100 4194 01 315 MC Heat	8,000.00	7,878.33	121.67	98.48	7,923.18
100 4194 01 316 MC Telephone	8,500.00	10,660.21	(2,160.21)	125.41	10,090.62
100 4194 01 318 MC Equipment	3,200.00	3,127.08	72.92	97.72	261.97
100 4194 01 375 MC Building Maintenance/Repairs	30,500.00	26,420.90	4,079.10	86.63	17,656.50
100 4194 01 999 COVID expenses	3,500.00	(852.06)	4,352.06	(24.34)	7,455.73
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	4,453.33	546.67	89.07	3,419.39
100 4194 03 375 Foss Property Maintenance/Repairs	2,500.00	0.00	2,500.00	0.00	0.00
100 4194 04 314 Historical Soc. Electricity	1,400.00	976.73	423.27	69.77	894.89
100 4194 04 315 Historical Soc. Heat	5,000.00	2,673.12	2,326.88	53.46	3,243.09
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	1,413.00	1,087.00	56.52	565.54
100 4194 06 240 Smyk Landscape Maintenance	3,200.00	848.27	2,351.73	26.51	0.00
100 4194 07 375 Park Cottage Maintenance	1,200.00	944.46	255.54	78.71	642.46
Total General Govt. Buildings	179,308.00	139,585.52	39,722.48	77.85	130,786.63
CEMETERIES					
100 4195 01 141 Cemetery Payroll	26,327.00	18,746.70	7,580.30	71.21	25,127.79
100 4195 01 142 Cemetery Overtime	994.00	880.94	113.06	88.63	520.26
100 4195 01 222 Supplies	2,000.00	698.25	1,301.75	34.91	797.73
100 4195 01 240 Ground Maintenance	7,444.00	6,010.47	1,433.53	80.74	2,941.83
100 4195 01 306 Computer Maintenance	500.00	0.00	500.00	0.00	0.00
100 4195 01 317 Equipment Maintenance	4,170.00	2,184.07	1,985.93	52.38	2,527.51
100 4195 01 318 Equipment	240.00	0.00	240.00	0.00	399.68
100 4195 01 401 Contracted Services	1,500.00	0.00	1,500.00	0.00	0.00
Total Cemeteries	43,175.00	28,520.43	14,654.57	66.06	32,314.80
INSURANCE					
100 4196 01 190 Workers' Compensation	45,119.00	45,119.00	0.00	100.00	48,872.00
100 4196 01 248 Property & Liability Insurance	60,060.00	60,060.00	0.00	100.00	56,236.00
Total Insurance	105,179.00	105,179.00	0.00	100.00	105,108.00
OTHER GEN. GOVT.					
100 4199 01 243 Town Ctr Water Contamination Expenses	11,000.00	10,684.65	315.35	97.13	9,549.50
100 4199 01 268 Refunds: M.V. / Misc	0.00	0.00	0.00	0.00	90.00
100 4199 01 999 ARPA applied costs	0.00	22,680.00	(22,680.00)	0.00	0.00
Total Other Gen. Government	11,000.00	33,364.65	(22,364.65)	303.32	9,639.50
TOTAL GENERAL GOVERNMENT	2,748,737.00	2,192,719.09	556,017.91	79.77	2,383,402.99
PUBLIC SAFTEY					
POLICE					
PD Payroll					
100 4210 01 130 Police - Full Time	868,244.00	817,442.93	50,801.07	94.15	743,483.34
100 4210 01 131 Secretary Payroll	50,732.00	46,627.22	4,104.78	91.91	48,253.93
100 4210 01 133 Police-Holiday pay	25,073.00	1,571.36	23,501.64	6.27	23,408.72
100 4210 01 134 Prosecutor Payroll	38,454.00	35,343.22	3,110.78	91.91	34,109.59
100 4210 01 135 Police Overtime	102,000.00	88,358.94	13,641.06	86.63	68,013.13
100 4210 01 136 Police - PT	12,000.00	5,842.22	6,157.78	48.69	7,632.32
Total Payroll	1,096,503.00	995,185.89	101,317.11	90.76	924,901.03
PD Operations					
100 4210 02 201 PD Office Supplies	8,000.00	5,415.10	2,584.90	67.69	2,702.49
100 4210 02 202 Legal - Office Supplies	0.00	0.00	0.00	0.00	1,664.96
100 4210 02 226 Community Service Program	1,000.00	798.44	201.56	79.84	333.52
100 4210 02 278 Special Response Team (SERT)	2,500.00	2,500.00	0.00	100.00	2,500.00
100 4210 02 305 Technical Support	18,000.00	22,799.02	(4,799.02)	126.66	15,283.38
100 4210 02 308 Training & Dues	22,000.00	8,796.28	13,203.72	39.98	12,791.16
100 4210 02 310 Uniforms	11,400.00	8,469.77	2,930.23	74.30	4,719.14
100 4210 02 317 Equipment Repairs	3,000.00	1,019.28	1,980.72	33.98	2,480.86
100 4210 02 318 New Equipment	8,000.00	6,641.29	1,358.71	83.02	20,767.17
100 4210 02 319 Gas & Oil	19,000.00	1,838.28	17,161.72	9.68	2,040.54
100 4210 02 376 Vehicle Maintenance	17,000.00	11,998.66	5,001.34	70.58	16,124.53
100 4210 02 999 COVID expenses	0.00	397.50	(397.50)	0.00	29,349.51
Total PD Operations	109,900.00	70,673.62	39,226.38	64.31	110,757.26

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
PD Building					
100 4210 03 314 Electricity	11,000.00	6,179.43	4,820.57	56.18	8,363.24
100 4210 03 315 Heating	4,500.00	2,305.93	2,194.07	51.24	2,072.47
100 4210 03 316 Telephone	8,000.00	4,764.57	3,235.43	59.56	6,719.47
100 4210 03 375 PD Building Maintenance	16,000.00	14,774.07	1,225.93	92.34	6,461.96
Total PD Building	39,500.00	28,024.00	11,476.00	70.95	23,617.14
Total Police	1,245,903.00	1,093,883.51	152,019.49	87.80	1,059,275.43
FIRE DEPARTMENT					
FD Operations					
100 4220 01 100 Fire Dept. Payroll	306,518.00	193,062.37	113,455.63	62.99	194,000.24
100 4220 01 130 FD Detail	3,000.00	120,871.75	(117,871.75)	4,029.06	0.00
100 4220 01 200 FD Detail Payroll	0.00	0.00	0.00	0.00	200.00
100 4220 01 204 Dues	2,500.00	800.00	1,700.00	32.00	2,780.00
100 4220 01 222 Supplies	2,500.00	1,105.51	1,394.49	44.22	1,631.90
100 4220 01 228 EMS Supplies	13,000.00	11,727.16	1,272.84	90.21	17,356.12
100 4220 01 236 Fire Prevention	3,000.00	2,547.15	452.85	84.91	900.00
100 4220 01 243 Haz-Mat Start Team	3,200.00	3,198.20	1.80	99.94	3,198.20
100 4220 01 245 Insurance	1,232.00	0.00	1,232.00	0.00	0.00
100 4220 01 308 Training & Conferences	4,000.00	1,014.23	2,985.77	25.36	725.00
100 4220 01 310 Uniforms	3,500.00	1,051.36	2,448.64	30.04	5,019.95
100 4220 01 317 Equipment Maintenance	30,000.00	20,422.80	9,577.20	68.08	25,533.00
100 4220 01 318 New Equipment	31,900.00	6,603.26	25,296.74	20.70	14,977.64
100 4220 01 319 Gas & Oil	4,500.00	484.24	4,015.76	10.76	478.80
100 4220 01 323 Billing Expenses	13,000.00	8,405.74	4,594.26	64.66	9,927.12
100 4220 01 999 COVID expenses	5,000.00	271.21	4,728.79	5.42	34,556.65
Total FD Operations	426,850.00	371,564.98	55,285.02	87.05	311,284.62
FD Building					
100 4220 02 240 Landscape Maintenance	1,000.00	0.00	1,000.00	0.00	0.00
100 4220 02 246 Internet/IT Charges	4,000.00	4,693.37	(693.37)	117.33	1,764.44
100 4220 02 314 Electricity	18,000.00	13,048.94	4,951.06	72.49	14,688.88
100 4220 02 315 Heat	16,000.00	10,477.54	5,522.46	65.48	14,065.75
100 4220 02 316 Telephone	7,500.00	7,074.50	425.50	94.33	6,061.62
100 4220 02 375 Building Maintenance & Repairs	15,000.00	10,091.62	4,908.38	67.28	17,033.23
Total FD Building	61,500.00	45,385.97	16,114.03	73.80	53,613.92
Total Fire Department	488,350.00	416,950.95	71,399.05	85.38	364,898.54
EMERGENCY MANGEMENT					
100 4290 01 149 OEM Payroll (Reimbursed)	0.00	0.00	0.00	0.00	507.50
100 4290 01 227 Emergency Management Expenses	9,638.00	4,600.00	5,038.00	47.73	0.00
Total Emergency Management	9,638.00	4,600.00	5,038.00	47.73	507.50
DISPATCH SERVICES					
100 4299 01 316 Dispatch Phone Expense	1,000.00	702.05	297.95	70.21	794.85
Total Public Safety	1,744,891.00	1,516,136.51	228,754.49	86.89	1,425,476.32
PUBLIC WORKS					
HIGHWAY					
100 4312 01 140 Highway Payroll	217,419.00	211,194.52	6,224.48	97.14	225,686.05
100 4312 01 141 Highway Overtime	26,808.00	15,310.29	11,497.71	57.11	14,818.79
100 4312 01 142 Temporary Plow Drivers	10,000.00	3,407.07	6,592.93	34.07	1,098.45
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	32,791.29	369.71	98.89	32,791.29
100 4312 01 211 Drainage	7,392.00	842.50	6,549.50	11.40	1,550.00
100 4312 01 222 Supplies	4,200.00	3,052.45	1,147.55	72.68	1,758.55
100 4312 01 224 Meals	1,000.00	139.37	860.63	13.94	703.38
100 4312 01 279 Substance Abuse Testing	1,250.00	942.75	307.25	75.42	818.00
100 4312 01 303 Rented Equipment	6,000.00	5,575.76	424.24	92.93	4,386.59
100 4312 01 306 Computer Software Maintenance	1,734.00	729.88	1,004.12	42.09	763.63
100 4312 01 308 Training	1,500.00	1,035.38	464.62	69.03	475.00
100 4312 01 310 Uniforms	5,125.00	5,108.57	16.43	99.68	1,842.22
100 4312 01 314 Electricity	8,750.00	6,268.29	2,481.71	71.64	7,481.78
100 4312 01 315 Heating	2,500.00	539.34	1,960.66	21.57	725.40

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
100 4312 01 316 Telephone	4,208.00	2,804.63	1,403.37	66.65	2,594.88
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	40,590.40	9,409.60	81.18	27,872.60
100 4312 01 318 New Equipment & Signs	8,400.00	6,185.37	2,214.63	73.64	2,970.19
100 4312 01 319 Gas & Oil	39,200.00	44,032.54	(4,832.54)	112.33	29,922.68
100 4312 01 320 Road Paint	10,080.00	8,206.12	1,873.88	81.41	8,040.90
100 4312 01 321 Salt	70,000.00	0.00	70,000.00	0.00	13,997.89
100 4312 01 322 Aggregate	8,500.00	2,746.37	5,753.63	32.31	1,282.75
100 4312 01 325 Paving & Road Reconstruction	150,000.00	168,278.75	(18,278.75)	112.19	22,791.15
100 4312 01 375 Building Maintenance	20,000.00	10,578.96	9,421.04	52.89	14,628.58
100 4312 01 401 Contracted Services	3,500.00	0.00	3,500.00	0.00	0.00
100 4312 01 999 COVID expenses	0.00	0.00	0.00	0.00	24.16
Total Highway	690,727.00	570,360.60	120,366.40	82.57	419,024.91
STREET LIGHTING					
100 4316 01 314 Street Lighting	10,000.00	6,881.84	3,118.16	68.82	7,922.31
Total Public Works	700,727.00	577,242.44	123,484.56	82.38	426,947.22
SANITATION					
SOLID WASTE COLL. & DISPOSAL					
100 4323 01 142 Sanitation Payroll	36,974.00	27,411.07	9,562.93	74.14	23,260.21
100 4323 01 143 Sanitation Overtime	1,558.00	2,191.38	(633.38)	140.65	291.00
100 4323 01 212 MSW/Recycling Coll. & Disposal	937,156.00	738,548.81	198,607.19	78.81	785,976.37
100 4323 01 242 Hazardous Waste Collection	5,277.00	166.96	5,110.04	3.16	698.62
100 4323 01 247 Landfill Closure Costs	9,500.00	8,523.22	976.78	89.72	5,598.40
100 4323 01 309 Transfer Station Expenses	64,681.00	82,404.28	(17,723.28)	127.40	67,531.82
100 4323 01 314 Electricity	750.00	874.02	(124.02)	116.54	665.19
100 4323 01 317 Materials & Supplies	4,800.00	6,142.44	(1,342.44)	127.97	1,244.59
Total Solid Waste Coll. & Disposal	1,060,696.00	866,262.18	194,433.82	81.67	885,266.20
PUBLIC WORKS (OTHER)					
100 4339 01 327 Public Works Commission	1.00	0.00	1.00	0.00	0.00
Total PW Other	1.00	0.00	1.00	0.00	0.00
HEALTH					
ANIMAL CONTROL					
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	600.00	0.00	0.00
Total Animal Control	600.00	0.00	600.00	0.00	0.00
PEST CONTROL					
100 4414 02 326 Pest Control Contracted Services	67,680.00	47,430.00	20,250.00	70.08	64,180.00
PUBLIC SERVICE AGENCIES					
100 4415 01 000 Annie's Angels	2,500.00	2,500.00	0.00	100.00	2,500.00
100 4415 01 001 American Red Cross	800.00	800.00	0.00	100.00	800.00
100 4415 01 351 Seacoast Mental Health Ctr.	3,000.00	3,000.00	0.00	100.00	3,000.00
100 4415 01 352 Waypoint	2,500.00	2,500.00	0.00	100.00	2,500.00
100 4415 01 353 Haven	4,250.00	4,250.00	0.00	100.00	4,250.00
100 4415 01 354 Big Brother & Big Sister	1,000.00	1,000.00	0.00	100.00	1,000.00
100 4415 01 355 Community Action Prog.	4,500.00	4,500.00	0.00	100.00	0.00
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	500.00	0.00	100.00	0.00
100 4415 01 357 Richie McFarland Children's Center	4,200.00	4,200.00	0.00	100.00	6,000.00
100 4415 01 359 AIDS Response of the Seacoast	1,000.00	1,000.00	0.00	100.00	1,000.00
100 4415 01 360 Rockingham County Nutrition Program	5,420.00	5,420.00	0.00	100.00	2,420.00
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	200.00	0.00	100.00	200.00
100 4415 01 362 Crossroads House	1,000.00	0.00	1,000.00	0.00	0.00
100 4415 01 366 Child Advocacy Center	1,250.00	0.00	1,250.00	0.00	1,250.00
100 4415 01 368 Families First	2,500.00	2,500.00	0.00	100.00	2,500.00
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	2,000.00	0.00	100.00	2,000.00
100 4415 01 370 Transportation Assistance for Seacoast Citizens	3,000.00	3,000.00	0.00	100.00	3,000.00
Total Public Service Agencies	39,620.00	37,370.00	2,250.00	94.32	32,420.00
WELFARE					

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	%	YTD Actual2020
				Expended	
DIRECT ASSISTANCE					
100 4445 01 314 Public Asst. Electricity	1,250.00	1,400.98	(150.98)	112.08	576.40
100 4445 01 340 Public Asst. Food	150.00	0.00	150.00	0.00	0.00
100 4445 01 341 Public Asst. Heat	1,500.00	680.43	819.57	45.36	227.29
100 4445 01 343 Public Asst. Medical-Pharmacy	100.00	0.00	100.00	0.00	140.13
100 4445 01 344 Public Asst. Rent-Mortgage	7,500.00	2,350.00	5,150.00	31.33	2,400.00
100 4445 01 345 Public Asst. Misc. Assistance	875.00	441.05	433.95	50.41	298.00
Total Direct Assistance	11,375.00	4,872.46	6,502.54	42.83	3,641.82
CULTURE & RECREATION					
PARKS					
100 4520 01 144 PT Ranger Payroll	43,528.00	34,445.01	9,082.99	79.13	24,921.53
100 4520 01 201 Supplies	400.00	217.68	182.32	54.42	1,285.15
100 4520 01 240 Grounds Maintenance	36,480.00	30,806.81	5,673.19	84.45	22,349.60
100 4520 01 314 Electricity	6,100.00	3,401.92	2,698.08	55.77	4,908.85
100 4520 01 317 Equipment Maintenance	3,500.00	2,712.67	787.33	77.50	2,262.72
100 4520 01 330 Park Maintenance Supplies	4,625.00	2,321.18	2,303.82	50.19	3,318.52
100 4520 01 375 Park Cottage Building Maintenance	0.00	0.00	0.00	0.00	210.76
100 4520 01 376 Park Vehicle Maintenance	4,000.00	1,125.48	2,874.52	28.14	0.00
100 4520 01 377 All Other Park Building Maintenance	5,050.00	4,711.72	338.28	93.30	1,117.44
Total Parks	103,683.00	79,742.47	23,940.53	76.91	60,374.57
RECREATION					
100 4520 02 145 Recreation Payroll	74,284.00	70,533.00	3,751.00	94.95	66,946.97
100 4520 02 147 Program Asst Salary	48,445.00	39,860.16	8,584.84	82.28	30,347.86
100 4520 02 201 Office Expenses	1,200.00	772.35	427.65	64.36	820.96
100 4520 02 204 Memberships	0.00	0.00	0.00	0.00	629.91
100 4520 02 273 Seniors Trips	6,000.00	3,281.22	2,718.78	54.69	2,010.00
100 4520 02 280 Summer Program	0.00	0.00	0.00	0.00	7,400.00
100 4520 02 308 Staff Training/Education	0.00	0.00	0.00	0.00	199.01
100 4520 02 314 Electricity	0.00	748.22	(748.22)	0.00	0.00
100 4520 02 316 Cellphone Reimbursement	1,302.00	976.08	325.92	74.97	976.08
100 4520 02 318 Equipment	0.00	0.00	0.00	0.00	596.83
100 4520 02 319 Gas-Mileage	650.00	1,067.20	(417.20)	164.18	426.30
100 4520 02 324 Brochures/Newsletters	1,500.00	1,256.28	243.72	83.75	1,054.90
100 4520 02 328 Special Events	13,000.00	4,871.42	8,128.58	37.47	1,711.39
Total Recreation	146,381.00	123,365.93	23,015.07	84.28	113,120.21
Total Parks & Recreation	250,064.00	203,108.40	46,955.60	81.22	173,494.78
LIBRARY					
100 4550 01 147 Library Payroll	417,783.00	345,885.58	71,897.42	82.79	350,263.14
100 4550 01 249 Non-salary expenses	101,000.00	95,000.00	6,000.00	94.06	70,000.00
Total Library	518,783.00	440,885.58	77,897.42	84.98	420,263.14
PATRIOTIC PURPOSES					
100 4583 01 238 Flags	500.00	370.00	130.00	74.00	0.00
100 4583 01 277 Patriotic Misc.	1,200.00	75.00	1,125.00	6.25	0.00
Total Patriotic Purposes	1,700.00	445.00	1,255.00	26.18	0.00
CONSERVATION					
100 4611 01 207 Conservation Commission	5,000.00	0.00	5,000.00	0.00	925.00
HERITAGE COMMISSION					
100 4619 01 215 Heritage Administrative Expenses	400.00	50.00	350.00	12.50	178.22
100 4619 01 302 Survey/Software-Heritage	5,000.00	0.00	5,000.00	0.00	390.00
100 4619 01 308 Training/Conferences	100.00	0.00	100.00	0.00	0.00
100 4619 01 313 Veterans/Engraving	200.00	25.00	175.00	12.50	246.00
TOTAL EXPENSES	5,700.00	75.00	5,625.00	1.32	814.22
ECONOMIC DEV. COMM.					
TOWN CENTER REVITALIZATION					

Town of Stratham For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	%	YTD Actual2020
				Expended	
ENERGY COMMISSION					
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	1,200.00	0.00	0.00
DEBT SERVICE					
PRINCIPLE - LONG TERM					
100 4711 00 400 Debt Service Principal	570,000.00	570,000.00	0.00	100.00	570,000.00
INTEREST - LONG TERM					
100 4721 00 401 Debt Service Interest	162,346.00	162,345.00	1.00	100.00	188,090.00
CAPITAL OUTLAYS					
LAND					
BUILDING CIP EXPENSES					
100 4903 17 573 2017 SHP Facility Improvements	2,162.64	0.00	2,162.64	0.00	0.00
100 4903 18 572 2018 Library Carpet Replacement	10,000.00	0.00	10,000.00	0.00	0.00
100 4903 18 573 2018 SHP Facility Improvements	724.76	0.00	724.76	0.00	0.00
100 4903 19 572 2019 Library Carpet Replacement	10,000.00	0.00	10,000.00	0.00	0.00
100 4903 19 574 2019 Public Safety Buildings Improvements	15,305.19	16,200.00	(894.81)	105.85	0.00
TOTAL BUILDINGS	38,192.59	16,200.00	21,992.59	42.42	0.00
MACH/EQUIP/VEHICLE CIP EXPENSES					
100 4908 16 502 2016 Town Office Computer Replacement	0.00	0.00	0.00	0.00	188.86
100 4908 17 511 2017 Library Computer Replacement	0.00	0.00	0.00	0.00	3,207.36
100 4908 18 316 2018 MC Phone System Replacement	10,454.51	2,387.43	8,067.08	22.84	4,557.49
100 4908 18 502 2018 Town Office Computer Replacement	0.00	0.00	0.00	0.00	3,759.95
100 4908 19 502 2019 Town Office Computer Replacement	1,783.93	0.00	1,783.93	0.00	2,146.10
100 4908 19 511 2019 Library Computer Replacement Program	2,265.36	0.00	2,265.36	0.00	734.64
100 4908 19 670 2019 Assessing Vehicle Replacement	15,000.00	0.00	15,000.00	0.00	0.00
100 4908 20 317 Town-wide Technology Replacements	5,000.00	0.00	5,000.00	0.00	0.00
100 4908 20 502 Town-wide Computer Replacements	10,291.40	0.00	10,291.40	0.00	4,708.60
100 4908 20 670 PD Cruiser Replacement	901.00	0.00	901.00	0.00	34,099.00
100 4908 21 317 Town-wide Technology Replacements	5,000.00	0.00	5,000.00	0.00	0.00
100 4908 21 500 Police Station Solar Array Buyout	5,000.00	0.00	5,000.00	0.00	0.00
100 4908 21 502 Town-wide Computer Replacements	5,000.00	12,129.87	(7,129.87)	242.60	0.00
100 4908 21 510 Online permitting software/digital storage	10,000.00	0.00	10,000.00	0.00	0.00
100 4908 21 670 PD Cruiser Replacement	37,000.00	33,490.51	3,509.49	90.51	0.00
TOTAL MACH/EQUIP/VEHICLE CIP EXPENSES	107,696.20	48,007.81	59,688.39	44.58	53,402.00
ALL OTHER/NON-BUILDING CIP EXPENSES					
100 4909 15 655 2015 Water & Sewer Infrastructure Study	0.00	0.00	0.00	0.00	1,456.41
100 4909 16 655 2016 Water & Sewer Infrastructure Study	0.00	0.00	0.00	0.00	3,127.15
100 4909 16 668 2016 Town Center Match/Grant	0.00	0.00	0.00	0.00	13,998.85
100 4909 17 575 2017 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00	0.00	0.00
100 4909 17 597 2017 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00	0.00	0.00
100 4909 17 599 2017 Master Plan Update	0.00	0.00	0.00	0.00	536.00
100 4909 17 602 2017 SHP Roadways	17,500.00	0.00	17,500.00	0.00	0.00
100 4909 17 654 2017 PWC Environmental Match/Grant	20,000.00	1,418.44	18,581.56	7.09	0.00
100 4909 17 655 2017 Water & Sewer Study	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 17 664 2017 Revaluation	0.00	0.00	0.00	0.00	7,707.90
100 4909 17 668 2017 Town Center Match/Grant	4,734.62	4,734.62	0.00	100.00	16,630.38
100 4909 18 545 2018 SHP Front Pavilion Painting	296.87	0.00	296.87	0.00	0.00
100 4909 18 575 2018 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00	0.00	0.00
100 4909 18 598 Maple Lane Cemetery Landscaping	3.69	0.00	3.69	0.00	578.04
100 4909 18 599 2018 Master Plan Update	18,237.50	0.00	18,237.50	0.00	3,036.15
100 4909 18 602 2018 SHP Roadways	17,000.00	0.00	17,000.00	0.00	0.00
100 4909 18 654 2018 PWC Environmental Grant Match	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 18 655 2018 Water & Sewer Infrastructure Study	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 18 664 2018 Revaluation Expenses	23,996.31	36,294.12	(12,297.81)	151.25	0.00
100 4909 19 547 2019 Gifford Barn Painting	14,366.92	0.00	14,366.92	0.00	0.00
100 4909 19 573 2019 SHP Facility Improvements	19,205.53	0.00	19,205.53	0.00	0.00
100 4909 19 574 2019 Playing Field Improvements	3,359.37	0.00	3,359.37	0.00	11,592.00
100 4909 19 575 2019 SHP Parking Lot Improvements	10,000.00	0.00	10,000.00	0.00	0.00
100 4909 19 597 2019 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00	0.00	0.00

**Town of Stratham
For 11/30/2021**

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
100 4909 19 598 2019 Maple Lane Cemetery Landscaping	12,496.88	0.00	12,496.88	0.00	4,925.08
100 4909 19 599 2019 Master Plan Update	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 19 601 2019 Road Reconstruction Program	26,989.24	26,989.24	0.00	100.00	92,258.67
100 4909 19 602 2019 SHP Roadways	18,000.00	0.00	18,000.00	0.00	0.00
100 4909 19 603 Traffic Control Program	0.00	0.00	0.00	0.00	1,396.50
100 4909 19 604 2019 Tennis Court Improvements	3,000.00	0.00	3,000.00	0.00	0.00
100 4909 19 610 2019 Stevens Park parking lot Improvements	9,000.00	0.00	9,000.00	0.00	0.00
100 4909 19 654 2019 Stormwater Planning & Grant Match	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 19 664 2019 Revaluation Expenses	25,000.00	800.00	24,200.00	3.20	0.00
100 4909 20 574 Town-wide Parks & Rec. Improvements	7,000.00	0.00	7,000.00	0.00	0.00
100 4909 20 576 Fire Station Parking Lot Paving	15,000.00	0.00	15,000.00	0.00	0.00
100 4909 20 577 Police Station Parking Lot Paving	12,000.00	0.00	12,000.00	0.00	0.00
100 4909 20 601 Road Reconstruction Program	170,000.00	219,481.50	(49,481.50)	129.11	0.00
100 4909 20 603 Traffic Control Program	0.00	0.00	0.00	0.00	5,000.00
100 4909 20 651 Library Assessment & Facility Plan	20,000.00	0.00	20,000.00	0.00	0.00
100 4909 20 656 Bike & Pedestrian Transportation Improvements	5,000.00	0.00	5,000.00	0.00	0.00
100 4909 20 664 2020 Revaluation Expenses	10,000.00	0.00	10,000.00	0.00	0.00
100 4909 20 667 State Roadway/Intersection Project Participation	25,000.00	0.00	25,000.00	0.00	0.00
100 4909 20 675 PFAS Response & Remediation	40,000.00	6,494.65	33,505.35	16.24	0.00
100 4909 21 534 Cemetery Improvements	7,000.00	0.00	7,000.00	0.00	0.00
100 4909 21 574 Town-wide Parks & Rec Improvements	7,000.00	0.00	7,000.00	0.00	0.00
100 4909 21 575 SHP Facilities & Playing Field Improvements	7,000.00	0.00	7,000.00	0.00	0.00
100 4909 21 576 Fire Station Parking Lot Paving	15,000.00	0.00	15,000.00	0.00	0.00
100 4909 21 577 Police Station Parking Lot Paving	12,000.00	0.00	12,000.00	0.00	0.00
100 4909 21 601 Road Reconstruction Program	235,000.00	125,515.39	109,484.61	53.41	0.00
100 4909 21 603 Traffic Control Program	7,000.00	4,798.00	2,202.00	68.54	0.00
100 4909 21 651 Open Space, Parklands & Connectivity Plan	10,000.00	0.00	10,000.00	0.00	0.00
100 4909 21 654 Stormwater Planning & Grant Match	8,000.00	0.00	8,000.00	0.00	0.00
100 4909 21 656 Bike & Pedestrian Transportation Improvements	5,000.00	0.00	5,000.00	0.00	0.00
100 4909 21 664 2021 Revaluation Expenses	24,000.00	0.00	24,000.00	0.00	0.00
100 4909 21 667 State Roadway/Intersection Capital Projects Participation	25,000.00	0.00	25,000.00	0.00	0.00
100 4909 21 675 PFAS Response and Remediation	75,000.00	29,628.00	45,372.00	39.50	0.00
TOTAL ALL OTHER/NON-BUILDING CIP EXPENSES	1,120,186.93	456,153.96	664,032.97	40.72	162,243.13
TOTAL CIP EXPENSES	1,266,075.72	520,361.77	745,713.95	41.10	215,645.13

TOTAL OPERATING BUDGET ONLY	7,889,120.00	6,860,390.88	1,028,729.12	86.96	6,574,921.69
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OPERATING TRANSFERS OUT

CAPITAL PROJECT FUND

100 4913 01 000 2018 Skate Park Capital Project Funds	0.00	0.00	0.00	0.00	675.00
TOTAL OPERATING TRANSFERS OUT	0.00	0.00	0.00	0.00	675.00

TRANSFERS TO CAPITAL RES. FUND

100 4915 04 295 FD Cap Reserves	110,000.00	110,000.00	0.00	100.00	134,000.00
100 4915 04 296 Radio Communication Cap Res	15,000.00	15,000.00	0.00	100.00	15,000.00
100 4915 04 330 Highway Vehicle Cap Res	125,000.00	125,000.00	0.00	100.00	150,765.00
100 4916 01 276 Land Conservation Trust	0.00	0.00	0.00	0.00	18,000.00
100 4916 01 331 Employee Termination Trust	15,000.00	15,000.00	0.00	100.00	0.00
100 4916 01 574 Maintenance Trust Fund	100,000.00	100,000.00	0.00	100.00	50,000.00
100 4916 01 599 Heritage Preservation	50,000.00	50,000.00	0.00	100.00	25,000.00
TOTAL TRANSFERS TO CAPITAL RES. FUND	415,000.00	415,000.00	0.00	100.00	392,765.00

PAYMENTS TO OTHER GOVERNMENTS

100 4933 01 427 Rockingham County Tax Assessment	0.00	1,320,151.00	(1,320,151.00)	0.00	1,316,895.00
TOTAL COUNTY TAXES	0.00	1,320,151.00	(1,320,151.00)	0.00	1,316,895.00
100 4933 01 427 Rockingham County Tax Assessment	0.00	1,320,151.00	(1,320,151.00)	0.00	1,316,895.00
100 4933 10 686 2020 CMS (Jan - June)	0.00	0.00	0.00	0.00	6,012,028.00
100 4933 10 687 2020 SMS (Jan - June)	0.00	0.00	0.00	0.00	5,411,453.00
100 4933 11 686 CMS Assessments	0.00	12,216,770.00	(12,216,770.00)	0.00	6,508,656.00
100 4933 11 687 SMS Assessments	0.00	10,406,265.50	(10,406,265.50)	0.00	5,580,000.00
TOTAL OTHER PAYMENTS	0.00	23,943,186.50	(23,943,186.50)	0.00	24,829,032.00

Town of Stratham
For 11/30/2021

	Dept Budget 2021	YTD Actual 2021	Budget v. Actual Difference	% Expended	YTD Actual2020
INSURANCE REIMBURSEMENTS					
TOTAL GRANTS & INSURANCE					
GRAND TOTAL ALL EXPENSES	<u>9,570,195.72</u>	<u>31,738,939.15</u>	<u>(22,168,743.43)</u>	<u>331.64</u>	<u>32,013,038.82</u>

SELECT BOARD MEETING

12/06/2021

Date: 12/02/2021
To: Select Board
David Moore, TA
From: Christina Murdough, Assessor
Re: Signatures required

VETERANS CREDIT

MICHAEL RICHER
15 JANA LANE
MAP 24 LOT 22
PERSIAN GULF

APPROVE

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP 24 BLOCK 4 LOT 22

	AMOUNT	GRANTED	DENIED	DATE
<input checked="" type="checkbox"/> Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)	600	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500)		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Review Applicable Discharge Papers Form(s) _____				
<input type="checkbox"/> Other Information _____				

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption Veteran Surviving Spouse GRANTED DENIED

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category
Single				65-74 years of age
Married				75-79 years of age
Asset Limits				80+ years of age
Single				
Married				

STANDARD and LOCAL OPTIONAL EXEMPTIONS (If adopted by the City/Town)

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Blind Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Deaf Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Disabled Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Electric Energy Storage Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Solar Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Woodheating Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Wind-powered Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- * List of assets, value of each asset, net encumbrance and net value of each asset.
- * State Interest and Dividends Tax Form.
- * Statement of applicant and spouse's income.
- * Property Tax Inventory Form filed in any other town.
- * Federal Income Tax Form.

* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

11/30/2021 Applicant meets all criteria to qualify for 72:28. (cm)

<u>Michael Houghton</u> PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
<u>Joseph Lovejoy</u> PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
<u>Allison Knapp</u> PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE
_____ PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	_____ DATE

Richard, Michael



13575 Heathcote Boulevard
Suite 320
Gainesville, VA 20155-6693

703-352-4225
www.calea.org

November 19, 2021

Chief Anthony King
Chief of Police
Stratham Police Department
76 Portsmouth Avenue
Stratham, NH 3885

Chief King:

CALEA® Accreditation serves as the *International Gold Standard for Public Safety Agencies*. This correspondence serves to recognize the Stratham Police Department has been awarded Law Enforcement Accreditation effective November 19, 2021, for the First time. This award remains in effect for four years and the agency retains all privileges associated with this status during that period.

The process of CALEA Accreditation begins with a rigorous self-assessment, requiring a review of policies, practices, and processes against internationally accepted public safety standards. This is followed with an assessment by independent assessors with significant public safety experience. Additionally, public feedback is received to promote community trust and engagement, and structured interviews are conducted with select agency personnel and others with knowledge to assess the agency's effectiveness and overall service delivery capacities. The decision to accredit is rendered by a governing body of twenty-one Commissioners following a public hearing and review of all reporting documentation.

CALEA Accreditation is a continuous process and serves as the foundation for a successful, well managed, transparent, community-focused public safety agency. To this end, an agency must maintain its accredited status by remaining in compliance with CALEA standards at all times.

CALEA congratulates the Stratham Police Department for demonstrating a commitment to professional excellence through accreditation. The CALEA Accreditation indices are the *Marks of Professional Excellence* and should be displayed proudly by those that have earned them.

Sincerely,

A handwritten signature in black ink that reads "W. Craig Hartley, Jr." The signature is written in a cursive style.

W. Craig Hartley, Jr.
Executive Director



13575 Heathcote Boulevard
Suite 320
Gainesville, VA 20155-6693

703-352-4225
www.calea.org

November 19, 2021

Again, congratulations on your most recent CALEA Accreditation. As you move into the next four years, we are providing you with your annual, web-based standards assessment dates and site-based assessment date required under the new four-year assessment model used by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®).

The Stratham Police Department's Law Enforcement Accreditation Year 1, 2, 3 and 4 annual web-based assessments will take place during the following weeks:

Year 1: October 7 - 15, 2022
Year 2: October 6 - 14, 2023
Year 3: October 4 - 12, 2024
Year 4: April 18 - 26, 2025

The Stratham Police Department site-based review is scheduled for the week of June 2, 2025.

As a reminder, the agency must remit annual status reports through the CALEA Information Management and Reporting System (CIMRS) to document its progression of continuous organizational improvement for the next three years prior to the agency's award date of November 19th. In the fourth year, an annual status report is not required due to the timing of the annual web-based and site-based standards reviews.

Prior to your agency's first annual compliance review, you will receive an email from CIMRS@calea.org, with your CIMRS access. If your agency has already had an annual compliance review, each user's access to the CIMRS System is still valid and the link for CIMRS is <https://accrreditation.calea.org>. The agency should log into CIMRS and complete and/or update the necessary agency information.

If you should have any questions or need additional information, please contact the CALEA Assessment Team at (703) 352-4225.

Sincerely,

A handwritten signature in black ink that reads "W. Craig Hartley, Jr." The signature is written in a cursive style.

W. Craig Hartley, Jr.
Executive Director

2021 Equalization Information

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PROPERTY CODES INSTRUCTIONS

What are property codes?

Property codes classify properties according to the major property types found in New Hampshire. Special property codes can be used to classify specific neighborhoods or unique property characteristics within a single municipality. ***Not every municipality will have property for each of the listed property types.***

Why are property codes important?

Property codes allow the DRA to prepare a stratified ratio report for the individual stratum (property type or neighborhood) in a municipality. The stratified ratio reports are important for equalization to help determine the representativeness of the sample and to designate sales that may be outliers. For assessment purposes, the stratified ratio reports give a more precise picture of the assessment (i.e., ratios) and equity (i.e., coefficient of dispersion) levels in a municipality and can signal areas of the municipality where adjustments may be needed. ***The DRA will still prepare a ratio study using all sampled sales, regardless of type.***

Property Codes

Insert the Property Code that matches the sale property at the time of the sale in the column entitled PROP CODE. If the sale property is for one type of property and the assessment is for another type of property, provide comments regarding the difference in the town notes section. For example: Land only sale, land and building assessment. The municipal comments are important in determining which assessment should be used to calculate the ratio for an individual sale. ***A property code must be inserted for each sale.***

Modifier Codes

If there are characteristics that influence the value of the property, such as waterfront or view influence, insert the modifier code that applies to the sale in the column entitled PROP MODF. Use the modifier code that influences the actual assessment first if more than one. ***A property code must be inserted even if a modifier code is being inserted.***

Special Codes

If you feel that you have enough sales of a unique type of property not listed above or a special neighborhood and you would like a separate stratified analysis prepared, please contact the Municipal & Property Division, Equalization Bureau and a special code will be assigned. Some examples of special codes that have been used in the past are: L/O Condos, Utility Lockers, Camps & Historic Districts.

Classification Codes

The Assessing Standards Board adopted the following three strata for reviewing municipalities: Improved Residential, Improved Non-residential, and Unimproved. Assessment Review codes GC1, GC2, and GC3 have been developed to stratify the sales into three categories. Assessment Review code GC4 is used for all sales that do not fit into the three Assessment Review categories. These codes are not assigned by the municipalities. They are automatically assigned by the DRA based on the property codes provided by the municipalities.

WHO TO CONTACT?

All questions or concerns regarding equalization, including the assignment of special codes, should be directed to the Municipal & Property Division, Equalization Bureau at (603) 230-5950.

PROPERTY CODES

CODE	PROPERTY TYPES	CONDENSED	*CLASS	**CLASSIFICATION
Improved Residential Land & Building or Building Only Codes				
11	Single Family Home	SFHM	R	GC1
12	Multi-Family 2-4 Units	MFHM	R	GC1
13	Apartment Building 5+ Units	APT5	C	GC1
14	Single Residential Condominium Unit - Even if the unit is part of multi unit block - Condex	RC1U	R	GC1
15	Residential Condominium 2-4 Unit Building - purchase of multiple units	RC24	R	GC1
16	Residential Condominium 5+ Unit Building - purchase of multiple units	RC5+	C	GC1
17	Manufactured Housing with Land (see definition in Glossary)	MHWL	R	GC1
18	Manufactured Housing without Land (see definition in Glossary) RSA 674:31 (metal frame, permanent chassis)	MHNL	R	GC1
19	Unclassified/Unknown Improved Residential - Land/Camper/Camp/Garage outbldg	UIR	U	GC1
20	Building Only - Residential (Land Leased Properties) RSA 674:31-a (Includes pre-site built housing)	RSBO	R	GC1
Land Only Codes				
22	Residential Land	RESL	R	GC3
23	Commercial Land	COML	C	GC3
24	Industrial Land	INDL	I	GC3
25	Mixed Use Residential/Commercial Land	RECL	C	GC3
26	Mixed Use Commercial/Industrial Land	CMIL	C	GC3
27	Unclassified/Unknown Land	UUKL	U	GC3
Non-Residential Land & Building Codes				
33	Commercial Land & Building	CMLB	C	GC2
34	Industrial Land & Building	INLB	I	GC2
35	Mixed Use Residential/Commercial Land & Building	RCLB	C	GC2
36	Mixed Use Commercial/Industrial Land & Building	CILB	C	GC2
37	Unclassified/Unknown Non-Residential Land & Building	UULB	U	GC2
38	Building Only - Commercial/Non-Residential	NRBO	C	GC2
Non-Residential Condo Codes				
44	Commercial Condominium	COMC	C	GC2
45	Industrial Condominium - Airport Hangars	INDC	I	GC2
46	Unclassified/Unknown Non-Residential Condominium	UUNC	U	GC2
Other Codes				
55	Boatslip Only - Dockominium	BSLP	R	GC4
56	Condominiumized Land Site - Campgrounds	COLS	R	GC4
57	Unclassified/Unknown Other - Easements	UUOT	U	GC4
58	Garage/Storage Unit - Condo garage spaces, parking	STUT	R	GC4
59	Dry Berth	DBTH	R	GC4
70	Waterfront	WTRF		
71	Water Access	WTRA		
72	Island	ISLD		
73	Waterfront Influence	WTRI		
74	View Influence - Positive	VEW+		
75	View Influence - Negative	VEW-		
76	Homes with Accessory Dwelling Units	HADU		
SPECIAL CODES				
Special Codes are available at the request of assessing officials for unique property types or neighborhoods. See instructions on the following pages.				

***CLASS**

- R = RESIDENTIAL
- C = COMMERCIAL
- I = INDUSTRIAL
- U = UNKNOWN/UNCLASSIFIED

****CLASSIFICATION CODES ASSIGNED BY DRA**

- GC1 = IMPROVED RESIDENTIAL
- GC2 = IMPROVED NON-RESIDENTIAL
- GC3 = UNIMPROVED
- GC4 = MISCELLANEOUS

Exclusion Codes

It is the intent of the Department of Revenue Administration to use only arm's length transactions that sold for market value in the conduct of the ratio study (see *Statutory Authority and Glossary* on page 14 for "arm's length" and "market value" definitions).

As in prior years, assessing officials are requested to provide comments regarding various aspects of a sale. The DRA is providing assessing officials with exclusion codes to explain the conditions of the excluded sales. Put exclusion codes in the space provided titled "Exclusion Code." If there is more than one reason for excluding a sale, include additional exclusion codes in the same area. **DO NOT use exclusion (or any other) codes to describe a change in assessed values from the prior EQ year.** Assessing officials may choose to make comments in the town notes section instead of using codes.

It is the DRA's intention to utilize as many sales as possible. Unfortunately, this is not always possible. The sales and corresponding codes in the exclusion code table are typically not considered to be arm's length transactions. Therefore, they are not used in the ratio study. The sale may be used, however, if information is provided to the DRA regarding the terms and marketing of a sale to show that the sale meets the criteria of an arm's length transaction, and it can be established that the sales price equated to market value as defined in this document.

The table on the following pages lists the most common reasons for removing most sales not included in the ratio study but does not include every reason for excluding a sale. If a sale is a non-arm's length transaction and no code is provided, ***do not try to find the code that is the closest match for removing the sale!*** Please provide explicit and complete remarks in the town notes section for the sale. For any code with a "yes" in the "explanation required" column, further explanation is required in addition to the exclusion code.

EXCLUSION CODE LIST		
CODE	EXCLUSION REASON (USE THE MOST APPROPRIATE CODE)	MUNICIPAL EXPLANATION REQUIRED
Mismatch of Rights Sold/Assessed		
11	Property Sold Not Separately Assessed	
12	Subdivided Post Assessment /Pre Sale	
13	Improvements +/- (post sale/pre assessment)	
14	Improvements +/- (post assessment/pre-sale)	
15	Improvements +/- incomplete at assessment date -	
16	L/O Assessment - L/B Sale	
17	L/B Assessment - L/O Sale	
19	Multi-Town Property	
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely not) be sold separately	YES
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	YES
Determination of Price/Consideration		
22	Indeterminate Price/Consideration	
23	No Stamp Required Per Deed	YES
Open Market Exposure		
24	Sale Between Owners of Abutting Property	
25	Insufficient Market Exposure	YES
Ownership Interests Sold		
26	Mineral Rights	
27	Less than 100% Interest Transferred	
28	Life Estate/Deferred Possession 1 Yr +	
29	Plottage or Assemblage Impact	
30	Timeshare	
31	Easements	
32	Timber Rights	
Special Grantor/Grantee Relationships		
33	Landlord/Tenant as Grantor/Grantee	
34	Public Utility as Grantor/Grantee	
35	Government Agency as Grantor/Grantee	
36	Religious/Charitable/Educational as Grantor Grantee	
37	Financial Entity as Grantor/Grantee	
38	Family/Relatives/Affiliates as Grantor/Grantee	
39	Divorcing Parties as Grantor/Grantee	
40	Business Affiliates as Grantor/Grantee	
41	Government Related Entity	
Sales of Convenience		
43	Short Sales	YES
45	Boundary Adjustment	
47	Other Sale of Convenience	YES
Forced Sales		
48	By Sheriff or Other Court Official	
49	Deed in Lieu of Foreclosure	
50	Tax Sale	
51	Foreclosure	YES
52	Other Forced Sale	YES
Questionable Title		
54	Deed to Quiet Title	YES
56	Other Doubtful Title	YES

EXCLUSION CODE LIST		
CODE	EXCLUSION REASON (USE THE MOST APPROPRIATE CODE)	MUNICIPAL EXPLANATION REQUIRED
Other Circumstances		
57	Substantial Value in Trade	YES
58	Installment Sale	YES
60	Unidentifiable in Assessor's Records	
66	Complex Commercial Sale	YES
67	Unknown Value of Personal/Non-Taxable Property	YES
69	Assumed Lease with Unknown Terms	YES
70	Substantial Seller/Buyer Cost Shifting	YES
77	Special Assessment Encumbrance	YES
80	Subsidized or Assisted Housing	YES
81	Estate Sale with Fiduciary Covenants	
82	Deed Date Too Old or Incomplete	YES
83	Cemetery Lots	
Special DRA Consideration		
87	Over-representation of Locale (Entity, grantor) in Sample	
88	Over-representation of Property Type in Sample	YES
89	Resale in EQ Period	YES
90	RSA 79-A Current Use	
97	RSA 79-B Conservation Easement	
98	Sales Related Assessment Change	DRA USE ONLY
99	Unclassified Exclusion	YES

Exclusion Codes with Examples

EXCLUSION CODES WITH EXAMPLES			
CODE	REASON	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
Mismatch of Rights Sold/Assessed			
11	Property Sold Not Separately Assessed		
12	Subdivided Post Assessment /Pre Sale	Property subdivided between current year assessment and sale.	
13	Improvements +/- (post sale/pre assessment)	Improvements made after the sale but before April 1 st of the current year.	
14	Improvements +/- (post assessment/pre-sale)	Improvements made after April 1 st of the current year but before the sale.	
15	Improvements +/- incomplete at assessment date -	Generally, new construction or other types of improvements made by the buyer after the sale and before the current assessment. May use prior year's assessment for these sales.	
16	L/O Assessment - L/B Sale	A land only assessment and a home/bldg or other improvements built prior to April 1 st of current year. Property code should indicate what was sold.	
17	L/B Assessment - L/O Sale	Current year assessment for land and building. Property subdivided or building removed prior to sale. Property code should indicate what was sold.	
19	Multi-Town Property	Sales of property which are in more than one town or state.	
20	Multi-Parcel Conveyance (MPC) – Properties cannot (likely not) be sold separately	Properties that cannot or are likely not to be sold separately: <ul style="list-style-type: none"> • House is on one parcel, well & driveway on other • House on one parcel, other parcel backland no access. • Towns should indicate if the properties did not sell for market value. Was there a discount for purchasing multiple parcels? • These sales may be used in the ratio study if the sale price was for market value. 	YES
21	Multi-Parcel Conveyance (MPC) - Properties can be sold separately	Multi-parcel sales in which the individual parcels can or are likely to be sold separately in the future. Towns should indicate if the properties did not sell for market value. Was there a discount for purchasing multiple parcels?	YES
Determination of Price/Consideration			
22	Indeterminate Price/Consideration	Sales where the sale price cannot be determined. This code is rarely used.	
23	No Stamp Required Per Deed	Sales where no stamp is affixed to the deed. Generally, these sales are pre-excluded.	
Open Market Exposure			
24	Sale Between Owners of Abutting Property		
25	Insufficient Market Exposure	Parties knew each other prior to sale. Towns must provide an explanation and may provide comparable sales	YES
Ownership Interests Sold			
26	Mineral Rights		
27	Less than 100% Interest Transferred	Purchased less than full interest in the property.	
28	Life Estate/Deferred Possession 1 Yr +		
29	Plottage or Assemblage Impact	Sales where the combined value of multiple sites purchased is greater or less than the sum of the values of the individual sites.	
30	Timeshare	Timeshares, quarter-shares, etc.	
31	Easements		
32	Timber Rights		
Special Grantor/Grantee Relationships			
33	Landlord/Tenant as Grantor/Grantee		
34	Public Utility as Grantor/Grantee	Typically, sales to or from utilities are for easements or contain more in the sale price than just the value of the real estate	
35	Government Agency as Grantor/Grantee	Federal Government Agencies: <ul style="list-style-type: none"> • FDIC sale 	

EXCLUSION CODES WITH EXAMPLES			
CODE	REASON	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
		<ul style="list-style-type: none"> Housing & Urban Development (HUD) Veteran's Administration State Agencies: <ul style="list-style-type: none"> NH Dept. of Transportation Other NH state agencies Towns: <ul style="list-style-type: none"> Tax liens School districts Conservation commissions 	
36	Religious/Charitable/Educational as Grantor/Grantee	<ul style="list-style-type: none"> Schools Churches Charitable organizations. Other tax-exempt organizations 	
37	Financial Entity as Grantor/Grantee	<ul style="list-style-type: none"> Banks Mortgage companies Other financial companies 	
38	Family/Relatives/Affiliates as Grantor/Grantee	<ul style="list-style-type: none"> Sales between immediate or extended family members. Sales where the grantor & grantee are same. One of buyers & one of sellers are the same person. 	
39	Divorcing Parties as Grantor/Grantee		
40	Business Affiliates as Grantor/Grantee	Inter-corporate sales or intra-corporate sales	
41	Government Related Entity	<ul style="list-style-type: none"> New Hampshire Housing Federal National Mortgage Ins. 	
Sales of Convenience			
43	Short Sales	<ul style="list-style-type: none"> Sales requiring 3rd party approval Need MLS Sheet or MLS docket #, real estate agent name and number 	YES
45	Boundary Adjustment	Lot line adjustments	
47	Other Sale of Convenience	Relocation company sales	YES
Forced Sales			
48	By Sheriff or Other Court Official	Sheriff's deed <ul style="list-style-type: none"> Commissioner's deed Indentured deed 	
49	Deed in Lieu of Foreclosure	Must be indicated in title or content of deed.	
50	Tax Sale		
51	Foreclosure	Must be a foreclosure deed. Not to be used for sales after foreclosures.	
52	Other Forced Sale		YES
Questionable Title			
54	Deed to Quiet Title	Clear or correct a property title	
56	Other Doubtful Title	Sales with outstanding title issues.	
Other Circumstances			
57	Substantial Value in Trade		YES
58	Installment Sale	Sales which are not recorded, and the title is not transferred until all of the payments are made.	YES
60	Unidentifiable in Assessor's Records	Sales that were incorrectly assigned to the town by the NH Mosaic system or sales where the identifying information is not enough to match it to a known property in a town.	
66	Complex Commercial Sale	Sales of commercial/industrial properties in which the sale price listed might include the value of inventory, equipment, business name, etc. in addition to the real estate.	YES
67	Unknown Value of Personal/Non-Taxable Property	Sales where it is known that significant personal or non-taxable property was included in the sale, but the amount of that property cannot be determined. If the value of personal property is known, the sale price can be adjusted: 10% for residential properties and 25% for commercial/industrial properties	YES
69	Assumed Lease with Unknown Terms	Sales are encumbered with long term leases where the contracted rent is known to be substantially higher or lower than market rent.	YES

EXCLUSION CODES WITH EXAMPLES			
CODE	REASON	EXAMPLES/SPECIAL INSTRUCTIONS OR DOCUMENTS REQUIRED	MUNICIPAL EXPLANATION REQUIRED
70	Substantial Seller/Buyer Cost Shifting	Sales where the sale price is altered significantly because the buyer pays off back taxes, liens, etc. This does not include concessions, real estate commissions, etc.	YES
77	Special Assessment Encumbrance	Sales where the property is encumbered by a lien or other obligation that has a substantial impact on the sale price. This code is rarely used.	YES
80	Subsidized or Assisted Housing	Sales where the construction, ownership and/or occupancy is subsidized or assisted.	
81	Estate Sale with Fiduciary Covenants	Fiduciary must be indicated in the title or fiduciary covenants within the body of the deed. Does not include all estate sales.	
82	Deed Date Too Old or Incomplete	Sales where the date of the deed (sale) is not within a timely range of the date of recording of the deed.	YES
83	Cemetery Lots		
Special DRA Consideration			
87	Over-representation of Locale (Entity, grantor) in Sample	Sales to or by the same grantor will be excluded from the ratio study if they represent more than 10% of the sales used in the ratio study. The sale nearest April 1 st will be included. In small municipalities, where only one or two sales represent 10% of the sales used, the sales will be included.	
88	Over-representation of Property Type in Sample	Sales of a property type may be excluded if the # of sales is over-representative of that property type in the general population. For example, too many mobile home or condo sales. The ratio for these sales is significantly altering the ratio for the entire population.	YES
89	Resale in EQ Period	Resale of the same property within the equalization time period.	YES
90	RSA 79-A Current Use	Sales of property assessed in whole or in part pursuant to RSA 79-A. Sales may be used if a town has fewer than 20 valid sales. Indicate ad valorem assessed value and current use value in spaces provided.	
97	RSA 79-B Conservation Easement	Sales of property assessed in whole or in part pursuant to RSA 79-B. Sales may be used if a town has fewer than 20 valid sales. Indicate ad valorem assessed value and conservation restriction assessed value in spaces provided.	
98	Sales Related Assessment Change	DRA USE ONLY	
99	Unclassified Exclusion	All other sales which are deemed to be non-arm's length or did not sell for fair market value but for which no exclusion code is provided above.	YES

NH MOSAIC EQUALIZATION SYSTEM SOFTWARE

Overview

NH Mosaic Equalization system software is used to electronically process the annual sales-assessment ratio studies conducted by the DRA. This software was developed in conjunction with the Mosaic Parcel Map System software which contains the tax maps and assessing information for all municipalities within New Hampshire. This software enables all towns to electronically file their assessment information on a web-based platform. The software utilizes sales and assessment information provided by the county registries, municipalities' CAMA systems and the PA-34's.

The Equalization system:

1. Receives the sales from the county registries daily and includes the following information:
 - Sale Price (calc. from tax stamp)
 - Tax Stamp
 - Deed Recording Date
 - Sale Date
 - Registry Book & Page Number
 - Buyer Name
 - Seller Name
 - Deed type (if available)
2. Retrieves the following from the municipality's CAMA database:
 - Current and prior year assessments: 2020 & 2021
 - Property Type (See attached Property Code list)
 - Acreage; lot size
 - Tax Map & Lot Number
 - Building type & size
3. Attaches the PA-34 for each sale (if available). The PA-34:
 - Verifies known sale information
 - Adds information such as deed type, seller & buyer address, etc.
 - Adds Information regarding the inclusion & exclusion of the sale
4. Allows the user to enter the Mosaic Parcel Map System and see the parcel and the property record card for the sale. Municipalities have access to the Mosaic Parcel Map for their town.

Training and Assistance

Training and assistance are available upon request from the Municipal & Property Division field staff. Contact your Municipal & Property Division Monitor. Other training is available on the DRA website at www.revenue.nh.gov/munc_prop/property including:

- Mosaic Property Tax Equalization Reference Guide
- Property Tax Equalization Quick Help Sheets
- Training Videos

System Instructions

To log onto the system, go to ratiostudy.org. You should already have credentials for the system. If you do not, you can request credentials by submitting a technical support ticket at support.axiomnh.com, emailing the support team at support@axiomnh.com, or calling the support line at 1-888-508-8179 (603-413-4978).

REMINDER

Don't forget to upload your CAMA database when it is final: log in to the system and click on the "Utilities" tab and then click "Continue" next to "Upload Data".

MUNICIPAL ASSESSMENT DATA INSTRUCTIONS

The system provides municipalities with all the sales that occurred throughout the year. However, many of those sales are ineligible for the ratio study: these are classified as “PRE-EXCLUDED” sales in the system. Those sales that are eligible for the ratio studies are classified as “UNVERIFIED” sales. Municipalities must match each unverified sale to the correct CAMA data base record. Once matched, the Equalization System will automatically retrieve information from the CAMA database and insert it into the Equalization System. **Do not provide assessment information for any pre-excluded sales.**

For all unverified sales, towns must provide:

1. The 2020 and 2021 assessments for each sale. There are no exceptions. ***The assessment must be provided even if the assessing officials determine that a sale is not arm’s length or has had a revaluation.***
2. The reason for any assessment change in the town notes section such as improvements, garage added, NSA (Not Separately Assessed), land only in 2020, land and building in 2021. Every assessment that changed between 2020 and 2021 **must** have a corresponding note explaining the change. **DO NOT** use exclusion codes to explain these changes. If your municipality has had a revaluation or has done some reassessment work that affects either a portion of or the whole municipality, make a clear statement on the Equalization Certificate, indicating the reassessment work that has been done (i.e. revaluation, increased all valuations by 20%, reassessed all manufactured housing).
3. Notification if the property is in CURRENT USE:
 - Provide the ad valorem assessment (what the property would be assessed if it were not in C.U.), if available, in the assessed value space.
 - Provide the CU assessed value and the notation “CU” in the town notes section.

Using current use assessments when calculating ratios for sales will result in incorrect equalization ratios. Therefore, it is extremely important that we know which sale properties are in current use and what the ad valorem value is for those sales, if available.

4. The property code: The Property Codes Table lists the codes for each property type. If you have a property type, neighborhood, etc. that you would like stratified separately from the other sales, please call this office for a special code. For example, some municipalities have requested codes for islands, lake access, etc. If you were assigned a special code in 2020, you may still use that code.
5. Any information or comments regarding the details of the sale such as family sale, auction, etc. should be entered in the “Town Notes” section. BE SPECIFIC! DO NOT write “unqualified sale” or “not arms’ length.” If a sale is to be excluded, please refer to the Exclusion Codes Table and instructions provided. Those exclusion codes with YES in the explanation column must have an accompanying explanation.
6. A copy of any documentation regarding the circumstances of a sale that modifies the information provided by the vendor or by the PA-34, Inventory of Property Transfer form, which you believe the DRA should consider when determining the validity of the sale. An example of such documentation may include a copy of a municipal sales questionnaire filed by either the grantor or grantee.

REVIEW AND CONFIRM THAT THE INFORMATION RETRIEVED FROM THE SYSTEM IS CORRECT

Complete the ***Municipal Assessment Data Certificate*** (see next page) and upload a ***signed*** scan to RatioStudy.org when you have completed and released the assessment information to the DRA.

NO RATIO SHALL BE SET PRIOR TO THE RECEIPT OF THIS FORM.

2021
EQUALIZATION
MUNICIPAL ASSESSMENT DATA
CERTIFICATE



MUNICIPALITY: Stratham

We the undersigned do hereby certify that the assessment and sales information provided by us on the NH Mosaic Equalization System has been thoroughly reviewed by this Board and is complete and accurate to the best of our knowledge.

We understand that this information will be used by the NH Department of Revenue Administration to calculate the municipality's equalization ratio. The equalization ratio will be used to calculate the total equalized valuation for this municipality.

SIGNATURE OF ASSESSING OFFICIALS	DATE
<i>(Selectmen if Town; must be signed by a majority)</i> <i>(Assessor if City)</i>	

NAME OF CONTACT PERSON: Christina Murdough EMAIL: cmurdough@strathamnh.gov
OFFICE PHONE NUMBER: 603-772-7391 x 144 OFFICE HOURS: Tuesdays 8-4
(Note: If your office keeps irregular hours, please provide an alternate means of contacting you.)
Christina Murdough - cmassessing@gmail.com 603-848-5259

(Please check appropriate box, if applicable)

- Full Reval
 Cyclical Reval
(values updated)
 Cyclical In Progress
 Partial
 Update/
Statistical

NAME OF COMPANY DOING REVALUATION WORK: _____
(Please state if done in-house)

COMMENTS: _____

Please sign, scan, and upload this page to <https://ratiostudy.org/>

ADMINISTRATIVE REV RULE 2800

EQUALIZATION OF ASSESSMENT FOR EACH TOWN, CITY,
& UNINCORPORATED PLACE WITHIN THE STATE
Administrative Rule Rev 2800

Rev 2803.01 Municipal Assessment Data.

(a) Assessing officials shall submit municipal assessment data to the department as part of a sales assessment ratio study used in the equalization process.

(b) Assessing officials shall verify and provide the following municipal assessing data:

- (1) The previous tax year's assessment before applying exemptions or credits;
- (2) The current tax year's assessment before applying exemptions or credits;
- (3) A statement explaining the change if there is a difference between the prior and current tax year's assessments;
- (4) Comments verifying, amending and adding to the sales information that may affect the inclusion or exclusion of the sale; and
- (5) Information the assessing officials have knowledge of which would indicate that the sale or transfer might not reflect an arms length transaction as listed in section 3.05.02 (b) of the manual.

(c) Within 45 days of notification by the department, assessing officials shall:

- (1) Electronically file municipal assessment data with the department in a format compatible with the department's electronic system; and
- (2) Certify that the municipal assessment data certificate is complete and accurate to the best of their knowledge by mailing or delivering the certificate to:

New Hampshire Department of Revenue Administration
Equalization Bureau
109 Pleasant Street
P O Box 487
Concord, New Hampshire 03301-0487.

Rev 2804.01 Appeals.

(a) Assessing officials may contact the department prior to the calculation of the total equalized valuation for:

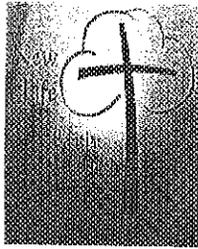
- (1) Revisions as stated in Rev 2803.04 (b); or
- (2) Consideration of an alternate ratio methodology as stated in 3.11 of the manual.

(b) A municipality may appeal the total equalized valuations calculated by the department at the conclusion of the equalization process to the board of tax and land appeals in accordance with RSA 71-B:5, II.

Source. #8258, eff 1-15-05; ss by #8816, eff 2-6-07; ss by #10277, eff 2-22-13 (formerly Rev 2805.01)

STATUTORY AUTHORITY AND GLOSSARY

Term	General Definition and RSA/Rule
Statutory Authority & Administrative Rules	RSA 21-J:3 VIII, requires municipal officials to report assessment information; RSA 21-J:9-a, Equalization Procedure; RSA 21-J:13 IX, Rulemaking Authority. Rev 2800.
Ad Valorem Value	The valuation of property prior to any adjustment for Current Use (RSA 79-A), Conservation Restriction Assessment (RSA 79-B), or exemptions.
Arm's Length Transaction	(1) A sale between a willing buyer and a willing seller that are unrelated and are not acting under, duress, abnormal pressure or undue influences. (2) A sale between two unrelated parties, both seeking to maximize their positions from the transaction.
Assessing Officials	The municipal assessors or selectmen. See RSA 75:1 (selectmen), RSA 41:2-g (elected assessors) and RSA 48:13 (city assessors) for statutory authority and duties.
Assessment	The gross local assessed value of a property prior to any adjustments for exemptions such as elderly, blind or disabled.
Coefficient of Dispersion	The C.O.D. is a measure of assessment equity and represents the average percentage deviation from the median ratio. A C.O.D. will be calculated for the entire sample and for each stratum.
Current Use/Conservation Restriction Assessment	The value of the property assessed in accordance with RSA 79-A or RSA 79-B.
Cyclical Revaluation	"Cyclical revaluation" means the process of combining a full statistical revaluation of the entire municipality with a cyclical inspection process. (Rev 601.16)
Equalization Year	October 1, 2020 to September 30, 2021.
Full Revaluation	"Full revaluation" means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment." (Rev 601.24)
Full Statistical Revaluation	"Full statistical revaluation" means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment." (Rev 601.25)
Manufactured Housing	<p>For equalization purposes, "manufactured housing" means any structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, or when erected on site, is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to required utilities, which include plumbing, heating and electrical heating systems contained therein. Manufactured housing as defined in this section shall NOT include pre-site built housing or modular housing as defined below. (RSA 674:31) (Use property code 17 or 18)</p> <p>For equalization purposes, "pre-site built housing" means any structure designed primarily for residential occupancy which is wholly or in substantial part made, fabricated, formed or assembled in off-site manufacturing facilities in conformance with the United States Department of Housing and Urban Development minimum property standards and local building codes, for installation, or assembly and installation, on the building site. Pre-site built housing or modular housing shall NOT include manufactured housing, as defined above. (RSA 674:31-a) (Do NOT use property code 17 or 18)</p>
Market Value	<p>Per Rev 601.32: The value of a property that meets the following criteria:</p> <ul style="list-style-type: none"> • is the most probable price, not the highest, lowest or average price • is expressed in terms of money • implies a reasonable time for exposure to the market • implies both buyer and seller are informed of the uses to which the property may be put • assumes an arm's length transaction in the open market • assumes a willing buyer and willing seller, with no advantage being taken by either buyer or seller, and • recognizes both the present use and the potential use of the property. The term includes "full and true value."
Partial Update/Partial Revaluation	"Partial update" means the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report. The term includes "partial revaluation." (Rev 601.38)
Price-Related Differential	The P.R.D. measures vertical inequities (differences in appraisal of low-value and high-value properties). A P.R.D. will be calculated for the entire sample and for each individual stratum.
Ratio	The assessment divided by the sale price equals the ratio for a single property. The mean, median and weighted mean are calculated using all of the individual sales in a sampling.
Strata	<i>(Stratum, sing.)</i> A class or subset of the population being studied. For example: residential land or manufactured housing.



November 30, 2021

Town of Stratham
Board of Selectmen
10 Bunker Hill Rd
Stratham, NH 03885

Dear Honorable Selectmen,

It has been a very strange 2 years. We continue to pray for our community.

New Life wishes to thank you again for the use of the auditorium on Sunday mornings. We would like to request the use of the auditorium again, for 2022. We have appreciated being able to help by shoveling snow in front of the doors as needed on weekends. Please let us know if there is anything we can do to be of service to Stratham.

In 2020, we intended to offer a safe respite for families that had drug or alcohol issues with their loved ones to come together. We still desire to do that in some fashion. We want to reach out to those who need spiritual help and will be in touch when the opportunity arises and it is safe for that to happen. We would appreciate any input or ideas you may have that would allow us to be a comfort to as many hurting people as possible. If you have anyone ask for that kind of support, please give them my number.

Thank you for your time and I look forward to hearing from you. My cell number is 603-767-4952 and my home number is 603-659-4939 if you have any questions.

Best regards,

Tommy Oliver, Pastor

Thomas Oliver, Pastor