



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: April 14, 2022

RE: Select Board Agenda and Materials for the April 18th Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for April 18, 2022.

III. Consideration of Minutes – April 4, 2022

The minutes from your meeting on April 4, 2022 are included in your packet for your review and consideration for acceptance at your meeting.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations

- A. Chris Murdough – Assessing
- B. Mark Connors – Planning

VI. Correspondence

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

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

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



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## X. New Business and Action Items

### A. Discussion of 2022 goals alignment, confirmation and prioritization

I have enclosed the draft goals for the year 2022 for the Boards discussion and review.

### B. Appointment to Route 33 Legacy District Advisory Committee

The Heritage Commission has made their appointment to the Advisory Committee established in the Route 33 Heritage District Zoning. The Select Board's seat also needs to be appointed along with the Planning Board. The SB opening will be appear in the newsletter on the 22<sup>nd</sup>, satisfying your requirement in your policy. Following that, I will work with the Board Chair to bring forward names for consideration at your May 2<sup>nd</sup> meeting. Your appointed could be sat by your meeting on May 16th. We have received one application for the position.

### C. Review of Revised Naming Policy

The Board has requested a modest verbiage change to your Parks, Areas & Facilities Name Policy. Meanwhile, during the week of the 11<sup>th</sup> I received confirmation that the honoree for the Meeting Room A name has approved of the proposal. At this point, I plan to schedule a public hearing for your second meeting in May in accordance with your previous discussion and your policy.

### D. Fire Department Wage Adjustment Follow-up

At our last meeting we discussed adjustments to the call-out rates for the volunteer Fire Department personnel. This issue was raised initially during the budget proceedings and the funding for the proposed increase was included in the adopted budget. At this time, I want to confirm the Board's intention with regard to the policy change. The figures in the charts below has been confirmed to be the intended policy of the previous Fire Chief and the requested adjustments of the new Fire Chief. This change and impacts have also been reviewed with the Finance Administrator who has confirmed the 2022 budget for fire payroll can absorb these increases.



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The SVFD has provided a list of 41 members. Approximately 12 (29%) have single certifications only.

	Single Certification	Dual Certification	Stand pay
Stratham (2021)	\$13.00	\$16.00	\$7.25
Stratham (2022)	\$16.00	\$19.00	\$7.25

During budget deliberations, this chart below was provided as comparative wage information for area departments.

	Single Cert	Dual Cert	Standby
Newcastle		\$17.00	
Deerfield	\$19.00	\$21.00	
Candia		\$25.00	
Greenland		\$18.85	
Newmarket	\$16.00	\$20.00	\$7.25
East Kingston			

I look forward to discussing this with the Board to learn about what additional information would be helpful. An sample action here would be to approve the Fire Department’s request to increase the pay rates for Single and Dual Certified as requested above.

## E. Deed Waivers & Potential Property to be Deeded

The “to be signed” folder contains information pertaining to deed waivers and a potential property to be deeded. I will review them with the Board at your meeting.

## XI. Town Administrator Report

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

## XII. Informational Items

- A. Park Signage Discussion – please see my e-mail to the representatives from various Park stakeholders regarding an upcoming meeting on April 20<sup>th</sup>.



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## XIII. Reservations, Event Requests & Permits

- A. SMS Wellness Walk Road Closure Request - Wednesday May 11, 2022.
- B. Granite State Quest Ride - Saturday July 9, 2022
- C. Port City Amateur Radio Club requesting use of the top of the hill at Stratham Hill Park for their annual field day contest. Set up on Friday, June 24<sup>th</sup>, the contest is June 25 and 26. They will be off the hill by 4 pm on Sunday, June 26<sup>th</sup>.
- D. Jane Cummings, Seacoast Parkinson's Support Group, requesting use of the 4-H Pavilion on Thursday, May 5<sup>th</sup> from 12 – 3 and is requesting the fee be waived as in the past.
- E. Heidi Bellamente, Core Physicians, is requesting use of the Front Pavilion on Saturday, June 25 and is requesting the fee be waived.

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

## XV. Boards and Commissions Nominations & Appointments

- A. Appointments *for consideration*:
- B. Appointments *to be voted on*:
  - a. Reappointment of Thomas House to the Planning Board for a three year term expiring 2025

## XVI. Miscellaneous & Old Business

## XVII. Adjournment



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## SELECT BOARD AGENDA

APRIL 18, 2022

6:30 P.M. – Non-public Session

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](mailto:dmoore@strathamnh.gov).

To access materials related to this meeting, please see this link:  
<https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – April 4, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
  - A. Chris Murdough - Assessing
  - B. Mark Connors - Planning
- VI. Correspondence
- VII. Public Comment

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



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- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. Discussion 2022 goals alignment, confirmation and prioritization
  - B. Appointment to Route 33 Legacy District Advisory Committee
  - C. Review of Revised Naming Policy
  - D. Fire Department Wage Adjustment Follow-up
  - E. Deed Waivers & Potential Property to be Deeded
- XI. Town Administrator Report
- XII. Informational Items
  - A. Park Signage Discussion – April 20
- XIII. Reservations, Event Requests & Permits
  - A. SMS Wellness Walk – road closure request – May 11<sup>th</sup> at 1:30 pm
  - B. Granite State Quest Ride – Saturday, July 9, 2022
  - C. Port City Amateur Radio Club, Annual Field Day Contest, requesting use of top of the hill at SHP June 24, 25 and 26.
  - D. Seacoast Parkinson’s Support Group requesting 4-H pavilion, 5/5/22, and to have the fee waived.
  - E. Core Physicians Provider group requesting Front pavilion, 6/25/22, and to have the fee waived.
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
  - A. Appointments *for consideration*:
  - B. Appointments *to be voted on*:
    - a. Tom House for reappointment to the Planning Board
- XVI. Miscellaneous & Old Business
  - A. PFAS in Town Center
  - B. Open Items Tracking
- XVII. Adjournment

## **MINUTES OF THE APRIL 4, 2022 SELECT BOARD MEETING**

Meeting held in the Hutton Room at the Stratham Municipal Center

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

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister, Police Chief Anthony King, Building Inspector/Code Enforcement Officer Jim Marchese, Parks & Recreation Director Seth Hickey

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

Mr. Anderson motioned to accept the minutes from the March 21, 2022 Select Board meeting. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton recognized Mr. Marchese to give his department report. Mr. Marchese reported no new projects. He is unsure as to the reason behind the slowdown.

Mr. Marchese informed the Board that there was an extensive inspection of 275 Portsmouth Avenue involving our Fire Dept. and the Fire Marshall's office. That report will be forthcoming. Discussion ensued about changes that need to be made to bring them into compliance with ordinances.

Mr. Marchese's department report touched upon various ongoing projects: continuing work on PFAS efforts, implementing new software and following up on outstanding permits.

### **NEW BUSINESS**

Mr. Houghton moved to Stratham Hill Park Homeland Security drill. Chief King hopes to hold a training exercise involving Homeland Security and our own, as well as neighboring communities, police, fire and EMS. Lt. Pierce will organize the drill, which will take many months to plan. They will use swat teams, dogs, and drones. He will be applying for a grant to cover the cost. Steve Cooper, Homeland Security, talked about the preparation leading up to the drill. The group discussed, in general, the proposed drill. The public will be made aware of the event well in advance of it taking place. Mr. Houghton requested feedback from the Park Association chair who was in the room and expressed support. Mr. Houghton motioned to approve the use of Stratham Hill Park for a Homeland Security Drill to be scheduled for early fall. Mr. Anderson seconded the motion. The group discussed the need to be kept up to date on specific plans for the event as they are made known. The Police Chief agreed that he would update the Board on the particulars prior to any announcements regarding the event. All voted in favor.

Next, Mr. Houghton recognized Dan Crow, who introduced John Cushing, Fair Committee Chair. Mr. Cushing announced that they will not be holding the traditional Stratham Fair this year. Because of the uncertainty of the pandemic and the months of preparation necessary to hold the fair, they are not able to move forward with it this year. Mr. Cushing said that this year they are looking to do a lower cost, family friendly event that would host the 4-H and would be

sponsored by the Fire Association. They're hoping to minimize risk and investment. This one day event will be held on July 16<sup>th</sup>. It will not be a fundraiser, as the fair was intended to be in the past. The golf tournament is now the fundraiser for the Fire and Police Departments. The Police Dept. would like to combine their National Night Out with this event. They are getting other committees on board. Mr. Houghton feels this reimagined fair adheres to the agrarian roots of Stratham and expressed support. Mr. Crow thanked Mr. Hickey for his guidance in preparing for the new event and noted that going forward a group that includes 4-H, the Association, the Police Department and Mr. Hickey would continue to meet.

Mr. Houghton moved to Chief King for his department report. He began by requesting funds from the CIP to purchase the new police cruiser. They discussed the uses of the older vehicles for department operations such as building inspection and general business use for Municipal Center offices. Mr. Anderson motioned to approve the release of \$36,165 from the CIP balance. Mr. Houghton seconded the motion. All voted in favor.

Next Chief King requested funds from the Police Detail account be released to pay for the equipping of the new cruiser. Mr. Anderson motioned to approve the release of \$13,720 from the Police Detail account to pay for equipping the new cruiser as outlined by Chief King. Mr. Houghton seconded the motion. All voted in favor.

Chief King then requested funds be released to outfit the new cruiser with information technology. Mr. Anderson motioned to approve \$6,519.98 for the purchase of the MTD equipment. Mr. Houghton seconded the motion. All voted in favor.

Chief King requested funds be released to purchase two radars for traffic control— one for the new cruiser and one for the 2019 motorcycle. Seacoast Harley leases us a Harley at no cost. We perform maintenance. Mr. Anderson motioned to approve the release of \$4,685 from the Traffic Control CIP. Mr. Houghton seconded the motion. All voted in favor.

Lastly, Chief King requested funds to replace the portable radios along with a microphone for each one. He had committed to purchasing two new portables each year; this is the third year of purchasing – two radios, two microphones. Mr. Anderson motioned to approve the release of \$7,846.30 from the Radio Communication Capital Reserve Fund. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton motioned to open the public hearing regarding the grant for body worn cameras. Chief King stated that, due to changes in accreditation and police standards, the state is moving towards the use of body worn cameras. He has developed policy and received a grant to purchase the equipment. Our IT consultant, Lee Todis, has increased the computer storage capacity of the dept. to enable them to retain the videos. This reduces cost because we do not have to pay an outside company to maintain them. It also gives us more control. Chief King is requesting to purchase 13 cameras; one for each full time officer and a spare for part time officers. The grant is a matching grant. He is requesting to use the money donated to them from the golf tournament. Mr. Houghton motioned to accept the grant in an amount up to \$13,000 to be applied towards the acquisition of body worn cameras for the police department. Mr. Anderson seconded the motion. All voted in favor. Mr. Houghton motioned to allocate up to

\$13,000 of the proceeds from the golf tournament to be used as match to support the acquisition of body worn cameras. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton addressed the Review of Parks, Areas and Naming Policy. Mr. Moore recalled that there have been two naming requests. At the last meeting, Ms. Knab suggested an active outreach to ensure any interested parties have ample time for comment. Mr. Moore wanted clarification on whether the policy should be amended to reflect this. Mr. Moore will draft changes to the policy, do the necessary outreach and set the Public Hearing following word that Mr. Merrill has received consent from the honoree.

Mr. Houghton directed attention to the Parks & Recreation Director Seth Hickey for an update on the Trail Management Advisory Committee. Mr. Hickey referenced his memo and suggested charge for the committee. The committee will act upon Phase 1 as outlined in the report. Current members, with the exception of one, plan to continue. Mr. Hickey inquired about increasing membership to 9 committee members. Referencing Mr. Hickey's submission of a charge for TMAC, Mr. Houghton requested a change to Item 1 A regarding signage. Mr. Anderson requested a vice chair be elected within the committee.

At 8:06 p.m. Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II(a)(b)(c) and (d). Mr. Anderson seconded the motion. Roll call: Houghton – Yes; Anderson – Yes.

At 9:29 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting that failure to do so may render the proposed action ineffective. Mr. Anderson seconded the motion. All voted in favor.

The Board reviewed the informational items, including the annual Rockingham Planning Commission request for membership dues and the Dragon Mosquito public notice.

Mr. Moore received a request from the owner of 18 Christie Lane for a road closure for a private event. Mr. Moore reached out to staff who had no concerns but had some suggestions. Mr. Anderson motioned to allow the road closure at the hammerhead of Christie Lane on Saturday, July 30 from 12 pm -5 pm provided the stipulations outlined in Mr. Moore's memo are followed. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton motioned to approve the raffle permit request from Annie's Angels Memorial Fund. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton motioned to appoint Nancy Hunter to the Recreation Commission for a three-year term to expire in 2025. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore stated that he had not received Tom House's renewal application for the Planning Board and the Board decided to act on this appointment after the renewal came in.

Mr. Anderson motioned to approve the raffle permit request from Geri Denton on behalf of Troop 185. Mr. Houghton seconded the motion. All voted in favor.

#### ADMINISTRATION

Mr. Moore confirmed that DES has received our comments regarding Golf Club of New England's Large Groundwater Withdrawal renewal.

Mr. Moore reported that the Town Assessor would be submitting the next round of barn easements to them soon. Staff has coordinated with the Heritage Commission chair and town counsel on improving and matching our easement language to the most recent legislation.

Next, Mr. Moore called attention to the increase in pay rates called for by former Fire Chief Matt Larrabee. Although the increase is already in the budget, Mr. Moore needs formal authorization from the Board and will provide further clarification at the April 18<sup>th</sup> meeting.

The Seabrook Emergency Drill will be on Wednesday, April 6<sup>th</sup>. Mr. Moore said he will be there for the entire event. The Select Board discussed the timing of their attendance for the event.

Mr. Moore will arrange meet and greets for Mr. Anderson.

They discussed the schedule for signing of documents and checks.

#### RESERVATIONS

Mr. Moore received a request from Exeter Area Garden Club to use Room A on April 30 (and 29<sup>th</sup> for set up) to hold an indoor yard sale. Mr. Houghton motioned to approve the request. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore also received a request from Friends of the Library to use Room A on October 15 (and 14<sup>th</sup> for set up) to hold an indoor yard sale. Mr. Anderson motioned to approve the request. Mr. Houghton seconded the motion. All voted in favor.

Next, Mr. Moore receipted a request from Kim Williams, Acorn School, to use the Front Pavilion on October 1<sup>st</sup> and to have the fee waived in accordance with the policy. Mr. Anderson motioned to approve the request and waive the fee. Mr. Houghton seconded the motion. All voted in favor.

#### ADMINISTRATION

Mr. Moore turned conversation to 2022 goals for the organization. The document also identifies leads as well as timing goals. The Board reviewed these and decided to complete the conversation at its next meeting.

Mr. Moore stated that the Town Assessor has recommended 3 elderly exemptions and 3 veteran's credits and a land use change tax. The Board signed the paperwork.

The board signed other paperwork.

Mr. Houghton motioned to accept the resignation of Denise Lemire as Building and Code Enforcement Coordinator. Mr. Anderson seconded the motion. All voted in favor.

At 9:58 pm Mr. Houghton motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,  
Karen Richard, Recording Secretary

DRAFT

Identifier	Priority Le	Function	Strategy - Organizational-wide Goal	2022 Goal/Objective	Department Head/Lead	Timing Goal	Status	Notes
1		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Improve Finance Function in Accordance with Matrix	Christiane	Year long		
2		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight	Christiane	May		
3		Town Administration	Increase Efficiency and Modernize Business Practices	Employment Manual Update/Redraft	David/Christiane	June start		
4		Town Administration	Ensure Sustainable Future for Town Services	Ensure smooth SVFD leadership transition	David/Jeff	2022 year		
5		Town Administration	Steward Water Resources Effectively and Proactively	Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Jim	Ongoing		
6		Town Administration	Steward Water Resources Effectively and Proactively	Plan for long-term management of the PFAS contamination in Town Center	David/Mark/Nate	June		
7		Town Administration	Increase Efficiency and Modernize Business Practices	Draft Policies for Board Review (purchasing, media, other policies); Review existing policies	David	Ongoing		
8		Town Administration	Ensure Sustainable Future for Town Services	Build on Fire Department 2021 Conversations: What are alternative models and associated costs?	Jeff Denton/Christiane McAllister	August/September		
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Permit Software Decision-Implementation	Jim	April decision; December complete		
10		Building Inspection	Steward Water Resources Effectively and Proactively	Inform and educate residents about water quality threats to private drinking water wells	Jim/David	2022 Year		
11		Planning	Ensure Sustainable Future for Town Services	Planning: Recruit candidates to open positions and manage onboarding	Mark	April - June		
12		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark			
13		Town Administration	Pursue Master Plan Implementation	Implement Route 33 Zoning/establish processes	Mark	April/May/June		
14		Planning	Pursue Master Plan Implementation	Begin Open Space Plan (RFP Issuance - Steering Cmte. - Engagement)	Mark	June RFP issued		
15		Planning	Pursue Master Plan Implementation	Sign Ordinance Revision	Mark	November completion		
16		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May		
17		Planning	Steward Water Resources Effectively and Proactively	Improve source protection efforts, implement recommendations of Water Source Protection Plan	Mark/Planning Board	November completion		
18		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections	Mark/Seth/David	April reset		
19		Fire	Ensure Sustainable Future for Town Services	DPW: Recruit candidates to open positions and manage transition	Nate	April - September		
20		DPW	Increase Efficiency and Modernize Business Practices	DPW: Complete Department Standard Operating Procedures	Nate	September		
21		DPW	Pursue Master Plan Implementation	DPW: Complete existing conditions for SHP/address electrical needs	Nate	July		
22		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	May complete		
23		Parks & Recreation	Ensure Sustainable Future for Town Services	P&R: Participate in Community Needs/Expectations Discussions	Seth	September		
24		Parks & Recreation	Pursue Master Plan Implementation	Implement Phase 1 Recommendations of TMAC report	Seth	Year long		
25		Parks & Recreation	Increase Efficiency and Modernize Business Practices	P&R: Recreation Revolving Fund Review	Seth/Christiane	June/July		
26		Police	Ensure Sustainable Future for Town Services	Restructure of Police Department	Tony	by December		
27		Police	Increase Efficiency and Modernize Business Practices	Body Worn Camera Rollout	Tony	September complete		
28		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA - Continue Outreach	Tony	by December		

**Policy Adopted by the Stratham Select Board**

**August 19, 2019 (Revised 10-28-2019 to reflect new park name)**

**New Proposed Revision April 18, 2022**

**Town of Stratham**

**Parks, Areas & Facilities Naming and Dedication Policy**

**Purpose:**

The purpose of this policy is to establish a consistent approach and procedure to be followed by the Select Board for naming Town owned areas and facilities.

**Objective:**

Establish a process and set of criteria for approving requests made to the Town regarding naming facilities. Ensure that parks, recreational areas and other Town-owned facilities are easily identified and located. Ensure that given names to Town owned areas and facilities are consistent and reflect positively on Town of Stratham. Encourage public participation in the naming, renaming and dedication of these facilities.

**Definition:**

Town-owned areas and facilities includes all property assets under the Town of Stratham ownership including, but not limited to buildings, structures, open space, public parks, natural areas and land.

**Criteria:**

The policy of the Town of Stratham is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic Location
- b. Natural Features
- c. A person or place of historical or cultural significance
- d. A person, group or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should proceed at least 12 months after the Town has acquired title to the land and/or formally accepted the dedication.

4. Names that are similar to existing parks, properties or facilities in the Town should not be considered in order to avoid confusion.

5. The Town reserves the right to change the name to maintain consistency with these policies.

Procedure:

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the Select Board through the Town Administrator.
  - i. The proposed name
  - ii. Reasons for the proposed name
  - iii. Written documentation indicating community support for the proposed name
  - iv. Description/map showing location and boundaries of the park
  - v. If proposing to name a facility within a park, include a description/ map showing the location of the facility.
  - vi. If proposing to rename a park or facility, include justification for changing an established name.
  - vii. If proposing to name a park or facility after and outstanding person, include documentation that describes their contributions to the Town. Written documentation of approval by next of kin to be honored (if available/ possible) is required as part of the proposal.
- b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Select Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit as revised request.
- c. The Select Board will offer the opportunity for public input on the proposed naming during a public hearing noticed in accordance with State law. The Public hearing should take place no sooner than two weeks and no later than 6 weeks following the receipt of an accepted application request.
- d. Upon determination of a completed application (see below), the Select Board, or the Town Administrator on behalf of the Board, will actively advise stakeholders interested in the park, facility or area to be named of the public hearing and the opportunity to comment under this policy.
- ~~e.~~
- d.e. The Select Board will hold a public meeting to discuss the completed request application. At least two votes will be required, the first to accept the application as complete; and the second, to approve or disapprove the recommendation or take some other action. The second vote (to approve or disapprove the request) shall take place at a meeting subsequent to the public hearing in order to permit additional comment to be submitted.
- e.f. The Select Board may initiate the naming process in accordance with this policy whenever deemed necessary and/ or in the best interest of the Town.
- f.g. In the absence of any naming requests, the Select Board shall adhere to the criteria stated in this policy in recommendation of name.

g.h. The Town Administrator will be responsible for communicating the Select Board's decision in relation to the naming/renaming within two weeks of such a decision.

h.i. Following approval of a name by the Select Board, nothing in this policy shall compel any expenditure or capital project related to replacing or creating new signage. The timing, manner and strategy for affixing appropriate signage shall be at the complete discretion of the Select Board.

This portion of the policy is intended to record facilities that currently have names associated with them (prior to policy adoption - August 2019), which are recognized by the Board. In addition, this section records names added in accordance with this policy.

Area: Small park area near the Stratham Town Landing

Adopted name: Dorothy Clemons River Road Park at Stratham Town Landing

Approved 10-28-2019 by the Select Board



April 5, 2022

Dear Town Official,

Over the past 19 years the Granite State Quest – A Ride to Conquer Cancer has raised close to \$2.0 million for pediatric cancer research and patient care at the MassGeneral Hospital for Children. After careful consideration, we have decided that this year's event will be our last ride.

We are hopeful that once again you will support our event by allowing us to ride through your town on Saturday, July 9, 2022. As with prior years, this year's ride will start and finish at the Timberland Company in Stratham. We anticipate between 100 to 150 riders for this year's 35-mile ride. Enclosed you will find the Event Permit Application, a cue sheet of the route, supporting documents, along with a copy of the Release and Waiver Form each rider and volunteer is required to sign, and a Certificate of Insurance for Commercial General Liability.

Thank you for your support and we would appreciate it if you would contact us as soon as possible if you anticipate any concerns relative to our ride on Saturday, July 9th.

Best regards,

A handwritten signature in black ink, appearing to read "B. Taylor", is located below the "Best regards," text.

Bruce Taylor  
Founding Member  
btaylor@granitestatequest.org  
603 512-9093

STATE OF NEW HAMPSHIRE  
Application for Parade Permit or Other  
Activity Conducted on State Highway System

Today's Date 3/15/22

To: Department of Transportation  
Transportation Management Center  
PO Box 483, 110 Smokey Bear Blvd  
Concord, New Hampshire 03302-0483  
Phone (603) 271-6862  
Fax (603) 271-8626

Under provisions of RSA 286:2 and RSA 236:1, application is made for a parade / activity on the state highway system.

Indicative data is shown below:

Type of activity?

If so, what type (foot, bike, etc.)?

Will event effect highway safety?

Will highway traffic be delayed?

If so, how long?

Will highway traffic be detoured?

Name of sponsoring organization:

Mail permit to:

Phone no. where I may be reached:

Purpose of activity:

Name of Municipality:

Date of activity:

Starting and ending times:

State route(s) to be traveled:

Traffic control provided by:

Approved by Town Officials

\_\_\_\_\_  
Selectmen / Town Manager / Police Chief  
(circle one)

Please attach a simple map or sketch plotting the start, finish, route(s) of travel, detour(s), and parking area(s) if provided.

Recommended:

\_\_\_\_\_  
District Engineer

Stratham

Bike  
No  
No  
No  
Granite State Street Mass General  
Bruce Taylor Hospital  
18 Richland Road  
Willsley MA 02481  
603 512-9093  
Cancer Research  
July 9, 2022  
7:00 - 11:00 AM  
See attached  
N/A

Signed by [Signature]  
(Applicant)

## **The Granite State Quest**

*A Ride to Conquer Cancer*

The mission of the Granite State Quest is to raise funds to conquer childhood cancer. Partnering with the Massachusetts General Hospital, the funds raised by The Granite State Quest will be specifically directed towards pediatric cancer research developed and initiated by the Pediatric Hematology/Oncology Unit of the Mass General Hospital for Children. The MGH team has world-renowned experience in treating leukemia, lymphomas, and brain tumors.

The Granite State Quest is a one-day thirty five mile bicycle ride throughout southern New Hampshire. Our commitment is to make the Granite State Quest an annual event, thus providing the opportunity for individuals and families to directly participate in the quest to conquer cancer.

Date: Saturday, July 9, 2022  
Distance: 35 miles all in Southern NH  
Beginning and ending at Timberland Company  
Stratham, NH  
Capacity: 150 Riders  
Fundraising: \$750 suggested per rider – 35-mile ride  
Event Goal: \$125,000  
Registration Fee: \$50

For information contact:  
Bruce Taylor at [btaylor@granitestatequest.org](mailto:btaylor@granitestatequest.org)

*\*Registration fee is not tax deductible nor is applicable to fundraising minimum.*

# Granite State Quest Rider Registration Form

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address (line1): \_\_\_\_\_

Address (line 2): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: (    ) \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## Emergency Contact Information

Contact Name: \_\_\_\_\_

Contact Phone: (    ) \_\_\_\_\_

Contact Relation: \_\_\_\_\_

Allergies (list): \_\_\_\_\_

\_\_\_\_\_

**Granite State Quest**  
**Release and Waiver Form**

I, \_\_\_\_\_, (the "Participant") intending to be legally bound, understand and agree that I am voluntarily participating in **The Granite State Quest – A Ride to Conquer Childhood Cancer** (the "Event"). I agree to assume all responsibility for any and all risk of damage or injury that may occur to me as a participant (collectively, "Liabilities"), and I hereby, for myself, my heirs, executors, personal representative, and administrators release, waive, and discharge any and all rights, claims, causes of action and damages I may have, present or future, whether arising out of, or incident to, my participation in the Event, against the Massachusetts General Hospital, its officers, Board members, employees or agents, The Timberland Company, its officers, Board members, employees or agents, and against any sponsors of the Event.

I acknowledge that I am aware of the risks inherent in training for and participating in the Event and certify that I am physically fit, have not been otherwise informed by any physician and know of no restrictions imposed on me by any physician that would in any way prevent me from actively participating in the Event.

I also give permission to Massachusetts General Hospital, The Granite State Quest, and its sponsors for the free use of my name, picture and voice in any broadcast, telecast, print account, or any other account or medium of this Event.

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

\_\_\_\_\_  
Signature of Participant

\*Must be signed also by parent or legal guardian if the Participant is under age 18 on the date this Release and Waiver is signed.

I, the undersigned, hereby certify that I am the parent or legal guardian of the Participant, and as such and on behalf of myself and the Participant, I agree to the terms of this Release on behalf of the Participant and I hereby, in accordance with the terms of such Release, release and hold harmless Massachusetts General Hospital, its officers, Board members, employees or agents, The Timberland Company, its officers, Board members, employees or agents, and against any sponsors of the Event from the Liabilities.

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

\_\_\_\_\_  
Signature of Parent / Guardian

Granite State Quest 2022			
Road	Turn On	Distance	At Mile
Leave Timberland	Start	0	0.0
Route 111 (Exeter Road)	Right	0.3	0.3
NH 27	Left	0.5	0.8
North NH 1A Ocean Blvd	Left	6.3	7.1
Bridge after Odiorne Park	Reverse	10.2	17.3
South NH 1A	Reverse	0.0	17.3
Dunes Hotel	Stop	6.3	23.6
NH 27	Right	3.9	27.5
Route 111 (Exeter Road)	Right	6.3	33.8
Marin Way	Left	0.4	34.2
Arrive Timberland	Bear Left	0.5	34.7

*Controlled Risk Insurance Company of Vermont, Inc.  
(A Risk Retention Group)  
Burlington, Vermont*

*Medical Professional Liability and General Liability Policy*

**Additional Insured Endorsement**

Named Insured: THE MASSACHUSETTS GENERAL HOSPITAL

Effective Date: 01/01/2022

Policy No: MGH-CRICO-C-GLPL-1671-2022

Endorsement No: E2-784

Endorsement Effective Date: 4/5/2022

Policy Period: 01/01/2022 to 12/31/2022

Additional Insured: Granite State Quest; Town of East Kingston; Town of Exeter; Town of Hampton, Town of Hampton Falls, Town of Kensington; Town of Rye; Town of Stratham; Timberland Company

GRANITE STATE QUEST; TOWNS OF EAST KINGSTON, EXETER, HAMPTON  
HAMPTON FALLS, KENSINGTON, RYE, STRATHAM; TIMBERLAND COMPANY  
125 HIGH STREET SUITE 540  
BOSTON, MA 02114

**This Endorsement modifies the General Liability Policy.**

I. For purposes of this Endorsement only, Section IV of the General Liability Policy, PERSONS INSURED, is amended to include the person(s), organization(s) or entities set forth above as an additional insured ("**Additional Insured**"), but only with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused by:

1. the negligence of the **Named Insured**; or
2. the negligence of others acting on behalf of the **Named Insured**;

and, in either case of 1 or 2 above, only to the extent such liability arises out of The Massachusetts General Hospital and Granite State Quest participating in a 50-mile cycling fundraiser through Southern New Hampshire towns of East Kingston, Exeter, Hampton, Hampton Falls, Kensington, Rye and Stratham on July 9, 2022 (the "**Agreement**").

However, the insurance afforded to such **Additional Insured** pursuant to this Endorsement:

1. Only applies to the extent permitted by law; and
2. Only applies to **Claims** resulting from an **Event** occurring within the **Policy Territory, Policy Period, and** subsequent to the Endorsement Effective Date; and,
3. Will not be broader than that which the **Named Insured** is required by the **Agreement** to provide to such **Additional Insured**.

II. With respect to the insurance afforded to the **Additional Insured** only, Section II "LIMITS OF LIABILITY" is deleted and replaced with the following:

Regardless of the number of **Claims** made, **Suits** brought, **Insureds, Additional Insureds**, persons injured, or persons asserting **Claims**, the **Company's** liability is limited as follows:

- a. The limit of liability applicable to each **Claim** arising out of an **Event** is the amount required by the **Agreement**; or \$5,000,000 (Five Million Dollars), whichever is less. That amount is the most the **Company** will pay for all **Damages** as well as all **Claims Expense** arising out of each **Event** under this policy and endorsements attached hereto.
- b. The limit of liability applicable to each **Claim** because of all **Personal and Advertising Injury** sustained by any one person or organization or group of related persons or organizations is the amount required by the **Agreement** or \$5,000,000 (Five Million Dollars), whichever is less. That amount is the most the **Company** will pay for all **Damages** as well as all **Claims Expense** because of all **Personal and Advertising Injury** sustained by any one person or organization or group of related persons or organizations.

Subject to the limits of liability stated in a and b above, the most the **Company** will pay on behalf of the **Insureds**, **Additional Insureds**, and the **Named Insured** combined for all **Damages** and all **Claims Expense** for any one **Claim** is the amount required by the **Agreement** or \$5,000,000 (Five Million Dollars), whichever is less.

Any claims that have or are alleged to have as a common nexus or cause, any fact, circumstance, situation, act, decision, event, treatment, transaction or negligence or have or are alleged to have a series of logically connected facts, circumstances, situations, acts, decisions, events, treatments, transactions or negligence, shall be treated as arising from one **Event** or one **Personal and Advertising Injury** liability, as the case may be, and shall be considered a single **Claim** under this policy.

Notwithstanding the limits described in this LIMITS OF LIABILITY section, a sub-limit of \$50,000 per **Loss** applies to **Property Damage** to structures or portions thereof, including fixtures permanently attached thereto, which are rented or occupied, but not owned, by an **Insured** and caused by fire.

Notwithstanding the limits described in this LIMITS OF LIABILITY section, a sub-limit of \$25,000 per **Loss** applies to **Property Damage** to property which is:

1. An **Elevator** rented or occupied, but not owned, by an **Insured**; or
2. Rented or occupied, but not owned, by an **Insured** and the **Property Damage** is caused by an **Elevator Collision**.

In addition, the LIMITS OF LIABILITY applicable to a **Claim** against the **Additional Insured** shall not exceed the LIMITS OF LIABILITY as required under the terms of the **Agreement**.

This endorsement shall not increase the applicable Limits of Liability shown on the DECLARATIONS page of the Policy regardless of the number of **Claims**, **Insureds** or **Additional Insureds**.

III. Should the above described policy be canceled before the expiration date thereof, the **Company** will endeavor to mail 30 days written notice to the **Additional Insured**, but failure to mail such notice shall impose no obligation or liability of any kind upon the **Company**.

All other terms and conditions of the policy shall remain unchanged by this Endorsement.

Terms appearing in bold in this Endorsement shall have the same meaning as the definition of that term in the policy which this Endorsement modifies.

Notice: The Policy and this endorsement are issued by a risk retention group. A risk retention group may not be subject to all of the insurance laws and regulations of your state. State insurance insolvency guaranty funds are not available for risk retention groups.

IN WITNESS WHEREOF the **Company** has caused this Endorsement to be signed by its duly authorized representative.



**From:** [Anthony J King](#)  
**To:** [David Moore](#); [Tiffany Locke](#)  
**Cc:** [Amanda Bibeau](#); [Karen Richard](#); [Laura Batchelder](#); [Elizabeth LaCasse](#); [Jeff Denton](#); [Seth Hickey](#); [Nathaniel Mears](#)  
**Subject:** RE: Wellness Walk at SMS  
**Date:** Thursday, April 07, 2022 7:20:34 AM

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Good morning,

The PD will be there, and we look forward to seeing all the staff and kids. Will there be an alternate date in case of inclement weather?

Chief King

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**From:** David Moore [mailto:[dmoore@StrathamNH.gov](mailto:dmoore@StrathamNH.gov)]  
**Sent:** Wednesday, April 06, 2022 11:32 AM  
**To:** Tiffany Locke <[tlocke@sau16.org](mailto:tlocke@sau16.org)>  
**Cc:** Amanda Bibeau <[Abibeau@StrathamPD.org](mailto:Abibeau@StrathamPD.org)>; Karen Richard <[KRichard@StrathamNH.gov](mailto:KRichard@StrathamNH.gov)>; Anthony J King <[AKing@StrathamPD.org](mailto:AKing@StrathamPD.org)>; Laura Batchelder <[lbatchelder@sau16.org](mailto:lbatchelder@sau16.org)>; Elizabeth LaCasse <[elacasse@sau16.org](mailto:elacasse@sau16.org)>; Jeff Denton <[jdenton@StrathamNH.gov](mailto:jdenton@StrathamNH.gov)>; Seth Hickey <[SHickey@StrathamNH.gov](mailto:SHickey@StrathamNH.gov)>; Nathaniel Mears <[nmears@StrathamNH.gov](mailto:nmears@StrathamNH.gov)>  
**Subject:** RE: Wellness Walk at SMS

Tiffany,

Thank you for your e-mail. I will ensure the road closure request is handled by the Select Board on April 18<sup>th</sup>.

David M.

---

**From:** Jeff Denton  
**Sent:** Wednesday, April 6, 2022 10:38 AM  
**To:** Tiffany Locke <[tlocke@sau16.org](mailto:tlocke@sau16.org)>  
**Cc:** Amanda Bibeau ([Abibeau@StrathamPD.org](mailto:Abibeau@StrathamPD.org)) <[abibeau@strathampd.org](mailto:abibeau@strathampd.org)>; David Moore <[dmoore@StrathamNH.gov](mailto:dmoore@StrathamNH.gov)>; Karen Richard <[KRichard@StrathamNH.gov](mailto:KRichard@StrathamNH.gov)>; Anthony King <[AKing@strathampd.org](mailto:AKing@strathampd.org)>; Laura Batchelder <[lbatchelder@sau16.org](mailto:lbatchelder@sau16.org)>; Elizabeth LaCasse <[elacasse@sau16.org](mailto:elacasse@sau16.org)>  
**Subject:** Re: Wellness Walk at SMS

Hi Everyone,

This should not be an issue for the FD as long as we have emergency access to the road and there is sufficient adult supervision to keep the kids out of the way if we need to access the road with emergency apparatus. PD is always great at assisting us and I don't see an issue with it from our end. If there is anything you feel you need from us to support this great event please let me know.

Regards,

Jeff

## Jeffrey M. Denton, Chief

Stratham Volunteer Fire Dept.

[Jdenton@strathamnh.gov](mailto:Jdenton@strathamnh.gov)

Fire Station: 603-772-9756

On Apr 6, 2022, at 09:07, Tiffany Locke <[tlocke@sau16.org](mailto:tlocke@sau16.org)> wrote:

Good morning everyone,

I am writing on behalf of the SMS Wellness Committee about an upcoming Wellness Walk at Stratham Memorial School on Wednesday May 11th, 2022 at 1:30PM. This is a traditional event at SMS and our goal is for the SMS community to participate in this annual event with the purpose of celebrating Physical Education and Sports Month and to promote walking as a fitness activity. This event is open to SMS families and members of the community who will walk from Gifford Farm Rd (taking a right out of the school) to the intersection of Long Hill Road and back to the school. We will have a school nurse walking with us and one stationed at the main entrance, with road closure to enhance safety on our walk.

Currently we are reaching out to the appropriate divisions to make this event happen. We are communicating with the Police Department, Fire Department, Highway, and Town Administrators to see if we can make the following things happen:

- Request for road closure to the Board of Selectmen at the next meeting. Typically, SMS has not had to send a representative since this is an annual event, but since we haven't been able to do it for the past two years due to Covid we can send a representative if you'd like. Please just let us know.
- Road closure on our walk from 1:30-2:30 (Gifford Farm Rd-School to Long Hill Road)
- Officer on duty/school resource officer parking at the end of Long Hill Road and Berry Road to help block off traffic.

As in the past, we will continue to inform all residents who live on these streets about the road closure through the following ways: Postcards (will be mailed to every resident) and Facebook pages (SMS PTO, PD, FD, and Parks&Rec Facebook pages). Please let me know if you have any questions/concerns. Thank you for your time and helping with this wonderful event that brings families and exercise together for a healthy active lifestyle. If any of you would like to walk with us, we would love to have you!

Sincerely,  
SMS Wellness Committee

--

Tiffany Locke  
Physical Education  
Stratham Memorial School  
[tlocke@sau16.org](mailto:tlocke@sau16.org)

SAU 16 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, or stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 16 also provides equal access to buildings for youth groups. Questions about Title IX can be referred to the SAU 16 District Coordinator, Ellen Riiska, at [titleix@sau16.org](mailto:titleix@sau16.org), (603) 775-8426, or the assistant secretary for civil rights. On the SAU 16 District website, find the Statement of Non-discrimination notice. Included in the statement are the following: 1. The link to the materials SAU 16 utilized to train school district personnel in the Title IX process. 2. The link to the form used by SAU 16 to report a concern.



# TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • [www.strathamnh.gov](http://www.strathamnh.gov)

## COMMITTEE APPOINTMENT APPLICATION

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

THOMAS A. HOUSE 770.2491  
 Applicant Name (print) Phone #

89 WILLOWBROOK AVE. THOUSE@TAAARC.COM  
 Address Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 27

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

I WOULD LIKE TO REMAIN ON BOARD TO SERVE THE COMMUNITY.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

CURRENT CHAIR  
I HAVE BEEN A BOARD MEMBER SINCE 2011.  
 \_\_\_\_\_  
 \_\_\_\_\_

Thomas A. House 4/6/2022  
 Signature of Applicant Date