



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: April 28, 2023

RE: Select Board Agenda and Materials for the May 1st Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, May 1, 2023.

- III. Consideration of Minutes – April 17, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
 - A. Stratham Police Department – Chief King
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Library Director Request for raised bed planter
 - B. Discussion of Organizational Goals for 2023
 - C. 2023 Police Detail Rate Adjustments
 - D. Recreation Department Staffing

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.

1. Updates on various outstanding items:

- a. Application for 2023 Drinking Water & Groundwater Bureau's Strategic Planning Grant Program (see attached)
- b. Signage updates – Sewall Room and Livestock Barns
- c. Summerfest morning events
- d. Staff appreciation event
- e. Internal staff newsletter
- f. Local School District action on election dates; no date set for Presidential Primary
- g. Energy aggregation schedule
- h. Contracting services for DPW – report out on bids received
- i. Recruiting for open positions: DPW, Fire (Inspection)
- j. Monday July 3, 2023 Meeting of the Select Board

XII. Informational Items

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*:

1.

B. Appointments *to be voted on*:

1. Rebecca Waltz for nomination to the Recreation Commission for a 3 year term to fill the Vacancy One seat to expire at Town Meeting 2024
2. Geri Denton for nomination to the Age Friendly Committee to expire with the termination of the committee
3. Francis MacMillan, reappointment to three year term on Zoning Board of Adjustment expiring 2026.

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

May 1, 2023

7:00 P.M.

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

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

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

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

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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – April 17, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
 - A. Chief Anthony King, Police
- VI. Correspondence
 - A. 4/14/23 letter from Comcast re: programming
 - B. 4/24/23 resignation letter from Jamie Schaaf
- 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. Library Director Request for raised bed planter
 - B. Discussion of Organizational Goals for 2023
 - C. 2023 Police Detail Rate Adjustments
 - D. Recreation Department Staffing
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
 - A. Request from Dept. Children, Youth & Family Services to use Front Pavilion and waive fee on 6/13/23 for a reunification celebration
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*:
 - B. Appointments *to be voted on*:
 - 1. Rebecca Waltz for nomination to the Recreation Commission for a 3 year term to fill the Vacancy One seat to expire at Town Meeting 2024
 - 2. Geri Denton for nomination to the Age Friendly Committee to expire with the termination of the committee
 - 3. Francis MacMillan, reappointment to three year term on Zoning Board of Adjustment expiring 2026.
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

MINUTES OF THE APRIL 17, 2023 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister, Town Clerk/Tax Collector Deborah Bakie, Town Planner Mark Connors

At 7:00 pm Ms. Knab opened the regular meeting and requested a motion on the April 3rd minutes. Mr. Anderson motioned to accept the minutes of April 3, 2023. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab read the National Library Week proclamation. They signed the proclamation.

Ms. Knab recognized Town Planner Mark Connors. Mr. Connors reviewed current land use activity which is seeing an uptick with the Spring season. Mr. Anderson asked about our process for verifying that structures are built according to their approved plans. Discussion ensued with recommendations and next steps being put forth. Mr. Connors moved on to Zoning Board applications. He reported on a request for a variance involving a solar array application. The process for applications impacting wetlands was reviewed.

Mr. Connors reported that Rt. 33 applications have been coming in. The purchase of the Pace property through the Conservation Commission Fund is moving forward. Mr. Pace asked for a press release when it goes through.

Mr. Connors gave an update on Planning Board applications. The group discussed the Stoney Brook planning application, 275 Portsmouth Ave and Aberdeen West.

Other projects Mr. Connors discussed include the Age Friendly Community Plan. A subcommittee that focuses on communication has been formed. The RPC will provide further direction. Ms. Knab suggested an update to the website. Open Space Planning Committee has had two meetings so far. They plan to do public outreach in early summer.

Mr. Connors noted that the Building Dept. is short staffed. It has been challenging but they are managing.

Ms. Knab recognized Town Clerk/Tax Collector Deborah Bakie. Ms. Bakie requested release of the funds from the CIP to purchase the voting booths as approved at Town Meeting. Ms. Bakie commented on the durability and privacy of the proposed new booths. Ms. Knab motioned to release the CIP funds in the amount of \$15,000 for the voting booths. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab recalled that the Select Board had previously decided to hold all town elections in one place (SMS) to avoid confusion. However, in the wake of recent events, Ms. Knab would like to ensure that discussion is revisited decision. She expressed concern with any dates where the school being open during an election. She requested Mr. Moore put it on the May 1st agenda so

that the issue could be discussed when Mr. Houghton and Chief King are present. Ms. Bakie suggested the school consider holding remote learning days on election days.

Ms. Bakie thanked the Board for their support with introducing a lunch break for her office staff.

Ms. Knab recognized Ms. McAllister for her finance update. Ms. McAllister reported on the March financials. The Treasurer is attempting to reconcile the accounts for March but has encountered variances for all. Ms. McAllister will meet with her to discuss. They discussed the timing of receiving the Treasurer's reconciliations. Mr. Anderson expressed concern about the lack of reconciled accounts. Mr. Moore will set up a meeting with the Treasurer, Ms. McAllister and Mr. Anderson to discuss. Ms. McAllister noted the Treasurer was tasked with creating a new way to reconcile the accounts. Assembling all the pieces of information is complex than they realize. They suggested perhaps she needs more support.

Ms. McAllister updated the Financial Summary report in the General Fund to make the cash flow more apparent. She, in coordination with the Trustees of the Trust Funds, worked with Cambridge Trust to allow electronic transfers which improves operations.

Ms. Knab motioned to open the public hearing to discuss the Transfer Station Fees and proposed revisions. Mr. Anderson seconded the motion. All voted in favor. Ms. Knab called for public comment on the Transfer Station fees. Upon hearing none, Ms. Knab motioned to close the public hearing. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson voiced support for Public Works Director's recommendations. Mr. Anderson motioned to pass the Transfer Station fees as presented in the March 21, 2023 letter from Nate Mears. Ms. Knab seconded the motion. All voted in favor. Mr. Moore clarified that this vote is following up on a process that began with the Town's adoption of 419-A. Last year the Solid Waste Ordinance was adopted which included fees to be sunseted upon completion of this process. With adoption tonight those fees become null and void. This new way of adopting Transfer Station fees goes into effect. They plan to review the fees annually.

NEW BUSINESS

Ms. Knab moved to the Community Power Coalition of NH (CPCNH) item on the agenda. Mr. Moore explained that by signing the Joint Powers Agreement (action taken earlier in the spring) we will become a member of the CPCNH. As a part of becoming a member, we are required to designate a primary and an alternate representative to the coalition. Mr. Anderson said the EAC suggested two of their members be the designee (primary be Paul Deschaine and alternate be Charlie Case). Mr. Anderson motioned to designate Paul Deschaine as the voting member to represent Stratham at the Community Power Coalition of NH and Charlie Case as the alternate member. Ms. Knab seconded the motion. All voted in favor.

Mr. Knab moved to the agenda item regarding being an Age Friendly Community. Mr. Anderson suggested adding under number 2, identify additional outreach methods. Ms. Knab noted it was interesting that the older residents were very cognizant of wanting it to represent younger residents as well and the challenges associated with that. Mr. Anderson motioned to adopt the draft charge as amended and reappoint the committee members to include Tracy Abbott, Lucy Cushman, Dick Swett, Roberta Febo, Chris Zarembo and Allison Knab as Select

Board representative and Mark Connors and Scott Campbell as ex-officio. Ms. Knab seconded the motion. All voted in favor. An addition to the committee will be discussed later in the meeting.

Next, Ms. Knab moved to the release of funds from the golf fundraiser. Mr. Moore added that these funds are available in accordance with the donation terms. The terms of the donation from the Fire Association established a process for releasing these funds. Ms. McAllister described the accounting for the donation. Ms. Knab motioned to approve the release of \$5,547 from the Stratham First Responder Golf Tournament donated funds as matching funds for the NH Highway Safety grant match as described in Chief King's April 10th memo. Mr. Anderson seconded the motion. All voted in favor.

ADMINISTRATION

Mr. Moore said that Karen Richard is coordinating the Covid 19 vaccine clinic which will be Tuesday, May 9th.

Mr. Moore stated that the Energy Aggregation Committee has developed a schedule to implement the energy aggregation plan. They will do public outreach in May and June. They hope to give the Select Board the option of moving forward with an additional Town Meeting in the fall if the Board chooses to do so. They discussed timing and legal requirements of holding a special town meeting, which are minimal given there is no request for an appropriation. As Select Board representative on the EAC, Mr. Anderson gave the Board an update on their work.

As a follow up to the Age Friendly survey response regarding transportation as a priority, Mr. Moore reported that some staff met with Carol Gulla of TASC to discuss TASC's transportation services in town. We wanted to gain a greater understanding of their services, needs and goals and how we can better collaborate.

Mr. Moore received a request from the Community Church to include in an upcoming Select Board newsletter information about their community supper fundraiser. The Board discussed possible guidelines they would adhere to for organizations requesting inclusion in the newsletter. They approved the request.

Mr. Moore called attention to the ESRLAC correspondence.

At 8:25pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A3, II(c and e) for the purpose of discussing matters that might affect the reputation of another and to discuss legal advice. Mr. Anderson seconded the motion. Roll call: Knab-yes, Anderson-yes

The Board discuss personnel updates and legal advice associated with the settlement of open assessing cases. No decisions were made.

At 8:45 pm, the public session resumed. The Board did not vote to seal the minutes.

RESERVATIONS

Mr. Anderson motioned to approve the Active Retirement Association's request to use the Front Pavilion on 9/11/23 and to waive the fee. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab motioned to approve Waypoint's use of the Scamman Pavilion on 6/9/23 and to waive the fee. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to appoint John "Jock" Dyer to Trail Management Advisory Committee to coincide with the term of that Committee. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to appoint Kathy Bower and Michele McCann-Corti as Alternates to the Library Board of Trustees for a term of one year expiring at Town Meeting 2024. Ms. Knab seconded the motion. All voted in favor.

At 8:53 pm Mr. Anderson motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

EXHIBIT “A”

SCOPE OF SERVICES

PRELIMINARY DESIGN PHASE PFAS Contamination - Engineering Evaluation

Town of Stratham, New Hampshire
April 12, 2023

PROJECT BACKGROUND

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

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

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

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

PROJECT GOALS

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

The goals of this project are to:

- Choose a Regional Partner with which to connect. The following were identified as options in the Interim Technical Memorandum: Exeter, Newmarket, Portsmouth, and North



Hampton (Aquarion Water).

- Refine the scope of work, costs, and schedule based on the selected Regional Partner.
- Identify next steps for final design, including hydrological investigations, pilot studies, topographical survey, and subsurface investigations.

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

SCOPE OF WORK

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

Finalize Regional Partner

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

Regional Interconnection – Conceptual Design

Following step one, the following will be completed:

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

MEETINGS AND WORK SESSIONS

Coordinate and attend meetings as follows:

- One (1) kick-off meeting with Town staff and NHDES. The focus of this meeting will be to:
 - Review projected goals.
 - Develop a summary vision statement for the work.
 - Identify information needed.
- Two (2) meetings with Regional Partners to present project.



- Two (2) additional meetings with preferred Regional Partner.
- Coordinate and conduct “standing meetings” online at a frequency appropriate for the phase of the work. It is anticipated that these meetings would be conducted 1 to 2 times per month during the work and are intended to be online, informal check-ins for 30 minutes or less.

SUMMARY OF DELIVERABLES

The following suggested deliverables will be provided:

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

WORK NOT INCLUDED

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

ENGINEERING FEES

<i>Task</i>	<i>Amount</i>
<i>Task 1 – Regional Interconnection Evaluation</i>	\$50,000
<i>Total</i>	\$50,000

BUDGETS

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

SCHEDULE

The Town anticipates completing this scope of work within 180 days following authorization to proceed.

Scope approval and funding	Summer 2023
Evaluation and Technical Memorandum	Fall/Winter 2023/2024





April 14, 2023

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

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following change to the Xfinity channel lineup provided in your community:

- The programmer carried on Leased Access channel 1098 has terminated their agreement effective May 9, 2023. Leased Access will no longer be available on Xfinity channel 1098 as of May 9th.
- The programmer carried on Leased Access channel 1094 has terminated their agreement effective May 12, 2023. Leased Access will no longer be available on Xfinity channel 1094 as of May 12th.

Customers are receiving notice of these changes in their bill. Please do not hesitate to contact me with any questions at **Thomas_Somers@comcast.com**.

Very truly yours,

Jay Somers

Jay Somers, Sr. Manager
Government Affairs

From: [David Moore](#)
To: [Karen Richard](#); [Christiane McAllister](#)
Subject: Fwd: Official resignation
Date: Tuesday, April 25, 2023 9:13:11 AM

Karen - please put this on the agenda a correspondence.

David

Begin forwarded message:

From: James Schaaf <jschaaf@strathamnh.gov>
Date: April 24, 2023 at 2:49:44 PM EDT
To: David Moore <dmoore@strathamnh.gov>
Cc: Christiane McAllister <cmcallister@strathamnh.gov>, Seth Hickey <SHickey@strathamnh.gov>
Subject: Official resignation

James Schaaf
127B Longmarsh Road
Durham N.H. 03824
jayclimber9@gmail.com
207-408-3866

4/24/2023
David Moore
Town Administrator
Town of Stratham
10 Bunker Hill Ave
03885

Dear David,

I am officially writing to announce my resignation from my position as Program Coordinator for the Town of Stratham in the Parks and Recreation Department effective on May 14th 2023. I hope in the coming weeks I can aid in a smooth transition to the new Program Coordinator or interim coordinator .

Over the last 8 months I have truly enjoyed being part of the Stratham community. I have made fantastic connections here and I admire this crew of very dedicated and hard working professionals. With this said, I have been offered an opportunity in the town of Portsmouth that I just cannot ignore. I will truly miss Stratham and I hope I can maintain both personal and professional relationships with the town employees and community members.

I would like to sincerely thank you as well as the town for this opportunity. I have grown tremendously under the tutelage of Seth Hickey in the field of

recreation and I will be forever grateful for that. I will certainly take what I have learned here with me.

Please know that I am more than happy to answer questions and will happily support the department in their transition even after I end my employment with the town. This is truly a special community and I am honored to have been a part of it.

Sincerely,
James Schaaf

To: Stratham Select Board

From: Chief Anthony King, Stratham Police Department

Subject: Detail Rate Adjustment

Date: April 19, 2023

Dear Board Members,

In 2019 I had approached the Select Board to discuss my intentions to increase the detail rate based on a review of comparable rates and in the interest of future recruitment and retention. Based on that discussion, a three-year built in increase to the detail rate was approved and finalized. The rate in 2020 was increased from \$50.00 to \$52.00. In 2021 the rate was increased to \$53.00 and in 2022 the rate increased to \$54.00. In 2020, the cruiser fee was increased from \$12.00 to \$15.00 and the administrative fee was increased from \$12.00 to \$15.00 as well. It was further discussed that this would be re-visited at the conclusion of the three-year rate increases.

In light of the difficulties in law enforcement recruitment and retention in not only New Hampshire, but nationwide as well, agencies have been revising their detail rates accordingly, to include associated cruiser and administrative fees. As a reminder, these rates have no direct tax implications to the Stratham taxpayer with any funds received going directly into the revolving Police Detail Account.

I have attached the most recent detail spreadsheet of Rockingham County Police Departments for your review. Based on this and conversation with several police administrators, I am suggesting the following:

1. In the spirit of another three-year plan, an increase of the detail rate to \$58.00 in 2023. In 2024 the rate would be increased to \$62.00 and in 2025, the rate increased to \$64.00.
2. Increase the administrative fee from \$15.00 to \$17.00 which include, intake, posting, filling of the detail, invoicing, payment submittal to the town, delinquent account tracking and associated payroll costs, i.e. NH retirement.
3. Increase the cruiser fee from \$15.00 to \$17.00 due to increasing fuel and maintenance costs.
4. Include holiday detail rate at \$80.00
5. Include emergency detail rate at \$80.00. (This rate would apply from the hours of 6pm and 6am) during emergency situations only and outside normally scheduled detail projects.
6. Include hazardous duty detail rate which is defined as any strike, picketing, protesting, demonstration, rally or related activity that is marked by danger or is perilous in nature. The final decision of what meets hazardous duty will be determined by the Chief of Police. The rate

for this pay is (2x) the current detail rate per hour at the expense of the employer other than the Town of Stratham.

This would ensure that we are remaining competitive with area departments, which will ultimately lead to aiding in the retention of our current officers, while attracting future officers as well. Morale will be positively impacted, and when the agency is forced to monitor more closely or even decrease overtime shifts, our officers still have the ability to earn accordingly.

I look forward to your input or suggestions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony King', written in a cursive style.

Chief Anthony King

Local Rates					
Departments	Officer Rate	Cruiser Fee	Admin Fee	Total	Notes
East Kingston	\$60.00	\$20.00	\$30.00	\$110.00	Weekend/Holidays \$90.00
Seabrook	\$60.00	\$10.00	\$30.00	\$100.00	4h min, After 4hr-paid for 8, Weekend Double
NH State Police	\$68.00		\$28.05	\$96.05	
Kensington	\$65.00	\$15.00	\$15.00	\$95.00	Holiday/Emergency Time and a Half
Rye	\$60.00	\$12.00	\$23.00	\$95.00	4hr min/Holidays \$10 per hr. extra
Greenland	\$52.00	\$19.00	\$23.00	\$94.00	
Raymond	\$60.00	\$16.00	\$16.99	\$92.99	\$62.00 in 2024
Lee	\$60.00	\$15.00	\$15.00	\$90.00	
Newfields	\$60.00	\$15.00	\$15.00	\$90.00	8hr min after detail starts
Hampton Falls	\$55.00	\$12.00	\$23.00	\$90.00	Holiday Pay Officer up to \$82.00
North Hampton	\$50.00	\$15.00	\$25.00	\$90.00	
Portsmouth	\$52.00	\$14.00	\$23.50	\$89.50	COLA adjustment each year
Hampton	\$50.00	\$14.35	\$25.00	\$89.35	
Deerfield	\$70.00		\$15.00	\$85.00	
Nottingham	\$70.00		\$15.00	\$85.00	
Barrington	\$60.00	\$10.00	\$15.00	\$85.00	
Exeter	\$60.00	\$10.00	\$15.00	\$85.00	
South Hampton	\$60.00	\$10.00	\$15.00	\$85.00	Weekend/Holidays \$90.00
Newmarket	\$49.00	\$10.00	\$26.00	\$85.00	
Stratham	\$54.00	\$15.00	\$15.00	\$84.00	
Newington	\$56.00	\$10.00	\$14.00	\$80.00	
RCSO	\$52.00	\$14.00	\$14.00	\$80.00	
Brentwood	\$50.00	\$17.00	\$13.00	\$80.00	
Epping	\$51.88	\$15.00	\$13.00	\$79.88	
Average	\$57.70	\$13.73	\$19.27	\$90.71	



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

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

TO: Stratham Select Board

CC: David Moore, Town Admin.
Christiane McAllister, Finance Admin.
Recreation Commission

FROM: Seth Hickey, Parks and Recreation Director

DATE: 4/26/23

RE: Additional Staffing for the Parks and Recreation Department

The Recreation Department has played an important role in the Stratham community for many years. I have been told by Flossy Wiggin that at one time she held the position of volunteer director of the Recreation department when her children were younger. In the 2019 master plan for the Town, it states that current workload for Department is ‘considerable’. This is noted in the opening section of Recreational services of the master plan that, this is “due primarily to the number of facilities, trails, programs and special events they supervise or participate in.” Since the writing of the Town Master Plan, more responsibilities have been placed on the Department, adding to the work load of a staff of two people.

In the early phases of the 2020 budget cycle of the Towns general operating budget the Department had requested additional staffing to better support the Department. That request was added to the budget as an ‘ala carte’ item, and quickly removed as the COVID pandemic unfolded. At that time, the plan was to have the additional staffing support senior services as the Department had just opened our Senior Gathering Space and kicked off our expanded senior citizen programming. Despite this position being removed from the budget in 2020, the Department has since taken on the continued responsibility to meet the programming needs of the Stratham seniors with a minimum of 10 hours programming each week. These ten hours of programming on average require at least 6-8 hours each week of administrative support.

One year ago, our Program Coordinator of eight years resigned from her position. This provided an opportunity to evaluate the Department and restructure the areas of focus for this position. During the rewriting of the Program Coordinator job description position, more responsibility was shifted to this position from the volunteers that had historically facilitated our youth sports. The Program Coordinator is now expected to be at all of our weekend sporting events during the

course of our four sports seasons, this equates to 25, eight hour Saturdays and many evening commitments to cover clinics, practices and Committee meetings. All of this time newly focused on our youth sports, the backbone of the Recreation Department, pulls the Coordinator 'out of the office' for an average of 15 hours per week during those seasons.

Since the master plan was published in 2019, there have been several subcommittees that have been formed in Town. Some of those new committees have ties back to the Recreation Department. The Department has been tasked with providing support for Trail Management Advisory Committee, the Age Friendly Committee and the Open Space Committee. This added committee work equates to 10-15 hours per week of required coverage to properly support their needs and meetings. Within this calendar year, two of the committees, Open Space and Age Friendly will conclude their work. At that time, committee work will result in Department work for the Recreation Department. Thus, creating additional staff time to support these initiatives on the Recreation Department.

While the demands on the Department continue to grow and the number of residents enrolled in our programs increase year after year, the Department is still at the staffing level it was in 2019. The Department would like to request the support of the Select Board to provide the Recreation Department with additional part time staffing. The Department would like to hire a part time Program Assistant to provides administrative support for the Department and provide hands on support for our senior citizen programming. I have created a job description for the position that is attached to this memo. The Recreation Commission is in full support of funding this position as requested. The scope and responsibility of the Department has changed dramatically since Floss's days as the 'Recreation Director', but what has not changed is the unique character of the Stratham Recreation Department being fundamentally defined by the abundance of natural parks and recreation resources right here in our own town. The increased demands for our programming suggest that we have been successful in our efforts. My goal is to continue to successfully provide the level and kinds of programming residents are asking for, participating in, as well as contributing to, and now I am asking for your support in this effort. Please reach out with any questions.

JOB TITLE: PROGRAM ASSISTANT

JOB SUMMARY: The Program Assistant is a part-time non-exempt position responsible for assisting the Recreation Director in the development, planning, marketing/promotion and execution of a variety of recreation programs. The Program Assistant has a hands-on role in managing a schedule of weekly programs and bus trips for our senior citizen program. This position will also provide administrative support to the Recreation Department.

SUPERVISION RECEIVED: Works under the administrative direction of the Parks and Recreation Director and the general policy direction of the Select Board in accordance with NH RSAs; duties are performed independently requiring the significant exercise of judgment and initiative.

EMPLOYMENT STATUS: Part-time (20 hours per week). This is a part-time hourly position.

DUTIES AND RESPONSIBILITIES:

(The listed examples are illustrative only and are not intended to include all duties found in this position.)

- Serve as point of contact for Department communications to include phone, email, and in person.
- Manage program/event registrations, including the collection of participation fees via online and cash transactions.
- Assist in the management Department financials (Accounts Payable and Accounts Receivable), work with the Finance Department to monitor department budgets and provide monthly reporting to the Recreation Director.
- Plan and coordinate Senior Citizen activities, programs and events.
- Community 'Bus Trip' Outings for residents (4-6 events annually).
- Plan, organize and administer a comprehensive community Recreation program as detailed in the above summary.
- Develop new programs and assist in the Recreation recruitment, training and management of all program volunteers and vendors.
- Design and produce marketing assets to promote Recreation Department-sponsored programs, including printed collateral (info flyers and posters), content for Stratham Magazine, digital and social media marketing.
- Management of all vendors and volunteers involved in the execution of programs and events.
- Establish and build partnerships with neighboring communities to further evolve cooperative community offerings.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Highly organized with the ability to manage multiple, simultaneously occurring programs/projects
- Tracking and management of department receipts and preparing remittance documents to the finance department.

- Assist the Director and Program Coordinator with the departments budgets.
- Excellent verbal and written communication skills
- Ability to establish and maintain professional relationships with other town employees, civic groups and the general public.
- Understanding of current Recreation programming trends as they pertain to older adults.
- Ability to work with large or small groups.
- Ability to utilize various digital systems, including Microsoft Office, social media platforms and other software utilized by the Recreation Department.
- Schedule will be Monday through Friday, 9AM-12PM.
 - Quarterly bus trips, all day
 - Monthly luncheons, 10AM-2PM
 - Schedule subject to change as needed to meet position requirements as needed. Some weekends and evenings maybe necessary.
- First Aid, CPR & AED certified.

PHYSICAL REQUIREMENTS: Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen and hear. Occasionally may be required to lift objects up to 50 pounds. Normal vision is required.

SUPERVISION EXERCISED: Carries out all supervisory functions in accordance with Town's rules, policies and applicable laws.

The Program Assistant has responsibility for supervising:

- Volunteers at the various programs and events detailed above
- All vendors involved in the execution of programs and events detailed above

TOOLS AND EQUIPMENT USED: Computers, software, calculator, copier, fax machine, phone and other general office equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation Management or related field; one to two years of progressively responsible experience in professional, municipal Parks and Recreation; or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

Town of Stratham
Program Assistant
Parks & Recreation Department

The Town of Stratham, New Hampshire (population 7,700) is seeking a qualified candidate to serve as its Programming Assistant for the Parks and Recreation Department. This multi-faceted part-time position (20 hours per week) provides administrative support to the Recreation Department and assists the Recreation Director in the development, planning, marketing/promotion and execution of a variety of programs for our senior community, including a schedule of weekly programs and bus trips.

Applications will be accepted on a rolling basis. Interviews are scheduled to start the week of May 8th.

Stratham is committed to providing a positive work environment that is both personally and professionally fulfilling. Stratham residents are proud of the Town's quality of life, "close knit" feel and excellent schools as well as its highly regarded municipal services, including park and recreational offerings.

To apply for the above position, submit a cover letter with resume and a completed Town of Stratham Employment application to Karen Richard, Executive Assistant, Town of Stratham, 10 Bunker Hill Avenue, Stratham, NH 03885 or krichard@strathamnh.gov.

Application forms and complete job description are available at the Stratham Town Administrator's Office and online at www.strathamnh.gov/town-administration/pages/employment-opportunities.

The Town of Stratham is an Equal Opportunity Employer. Competitive benefits package offered.

Wage: \$19.00 – \$23.00 per hour.



Memo

To: Stratham Select Board

From: Kerry Cronin, Library Director

cc: David Moore, Town Administrator

Date: April 20, 2023

Re: Request to Place Raised Bed Planter at Municipal Complex

This spring the Wiggin Memorial Library launched a new Seed Exchange where residents can check out flower, herb, and vegetable seeds for this year's planting season. In order for the service to be sustainable, our hope is that gardeners will save and return or donate a packet of seeds for future use. A speaker series on various gardening topics such as raised bed planters, and invasive plant species is currently taking place as a way to promote this new resource.

In order to offer a multi-generational hands-on learning component, I am requesting the opportunity to temporarily install a raised bed fabric planter that is 6' with 8 sq. ft. of growing area. The Friends of the Wiggin Memorial Library have generously donated funds to cover the cost of the soil and plants and several community members have reached out to offer their support with the planting and garden maintenance.

Below please find a photo of the planter and two potential patio locations for your consideration. If approved, our goal is to have it fully installed with plants by the end of May. The 2023 Summer Reading Theme is "All Together Now" based on kindness and community, which we believe this community gardening project would reflect.

Thank you for your consideration. Please let me know if you have any questions.



Figure 1 Sample Raised Bed Planter



Figure 2 Location Option #1



Figure 3 Location Option #2