



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

AUGUST 1, 2022

7:00 P.M. Public

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

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

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

If at any time during the meeting you have difficulty hearing the proceedings, please e-mail dmoore@strathamnh.gov.

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 –July 18, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Seth Hickey, Parks & Recreation Director
 - B. Anthony King, Police Chief
 - C. NH DOT Presentation – Rt. 33 Safety Improvements Greenland-Stratham – Mike Dugas, NHDOT
- VI. Correspondence
 - A. Summerfest Committee Thank You – Nate Mears
Summerfest Committee Thank You – Select Board and Town Administrator
 - B. SVFD Request – Jeff Sabine

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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- 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. Update on Electricity Aggregation
 - B. 18 Jana Lane Report Back
 - C. Schedule for Public Hearing on Homeland Security & Emergency Management Grant – Active Threat Exercise - \$79,515.95
- XI. Town Administrator Report
- XII. Informational Items
 - A. Rockingham Planning Commission Memorandum of Understanding (Electricity Aggregation)
 - B. Memo from Welfare Administrator on Recent Trends
 - C. Homeowner Assistance Fund
 - D. Staff Invite to Employee Benefit Discussions
 - E. Legal Notice – Water Restrictions
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*: None for this meeting
 - B. Appointments *to be voted on*:
- XVI. Miscellaneous & Old Business
- XVII. Adjournment



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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: July 29, 2022

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

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, August 1, 2022.

III. Consideration of Minutes – July 18, 2022

The minutes from your meeting on July 18, 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. Seth Hickey, Parks & Recreation Director
- B. Anthony King, Police Chief
- C. NH DOT Presentation – Rt. 33 Safety Improvements Greenland-Stratham – Mike Dugas, NHDOT

VI. Correspondence

- A. Summerfest Committee Thank You – Nate Mears
Summerfest Committee Thank You – Select Board and Town Administrator
- B. SVFD Request – Jeff Sabine

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. Update on Electricity Aggregation

At your last meeting, you authorized me to enter into the MOU with Rockingham Planning Commission on behalf of the Town. **It is included in your packet (see next section).** The next step is for the energy price to be quoted on August 9th at which time (same day) a contract will be presented for a 36-month term for signature by the entities in the aggregation group. This term has been vetted and approved by the SEC as well as the aggregation group.

This is done electronically and must be completed by all of the entities in the group on the same day. The contract is reviewed by Counsel for the RPC and is in the same or very similar form as the contract entered into previously. More information is included in your packet from July 18th. At this time, I recommend the Board authorize me to enter into the contract on August 9th in coordination with the RPC and further consultation as warranted with our SEC.

Recommended Action: Authorize the Town Administrator to enter into the 2022 energy contract with Constellation Energy following the completion of the Rockingham Planning Commission aggregation process.

- B. 18 Jana Lane Report Back

Please see the **attached memo from Mark Connors** which constitutes the report back requested by the Board at a previous meeting. I look forward to discussing next steps with the Board, which may include formally commencing the RSA 41-A process. A previous Town meeting authorized the Select Board to acquire (and sell) interests in land following specific RSA driven process requirements. This process was used to sell the Bartlett-Cushman property at 82 Portsmouth Avenue.

- C. Schedule for Public Hearing on Homeland Security & Emergency Management Grant – Active Threat Exercise - \$79,515.95.

In follow-up to previous consultation with the Select Board, the Stratham PD has submitted and been awarded a grant of \$79,515.95 for an Active Threat Exercise that is currently in the planning stages. This grant being over \$10,000, the Select Board is required in State law to hold a formal public hearing on the grant prior to its expenditure.

Recommended Action: Request the Town Administrator to schedule a public hearing on the grant acceptance for September 6, 2022, the Board's next regularly scheduled 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.

1. Proposal Selection for Salt Shed Roof Project and for 2022 Paving Program – materials related to these two bids have been previously distributed to the Board. As these materials include competitive pricing submittals, the materials are not public until the completion of the procurement process (contract signature).
2. Memo on Ten-Year Plan – In addition to the content from Mike Dugas of NH DOT on proposed improvements to Route 33, we anticipate (and have requested) he provide an update on the status of the Bunker Hill Avenue Intersections improvement project. In addition, **Mark Connors has provided a memorandum (attached)** on the Ten Year Plan upcoming. I recommend Mark be recognized to speak in support of his memo as part of Mr. Dugas appearance.
3. Information Technology Discussions – A group of staff members will be meeting to follow-up on the IT discussion from the June 22nd meeting next week (Tuesday August 2nd). Volunteers from the staff include Derek Hall and Jeff Denton of the SVFD, Mike Doucette of the SPD, Scott Campbell and Sam Lucius of the WML, and Jim Joseph of the TC/TC office. I look forward to reporting out on the staff discussions.

XII. Informational Items

- A. Rockingham Planning Commission Memorandum of Understanding (Electricity Aggregation). This is enclosed for your information.
- B. Memo from Welfare Administrator on Recent Trends – As you are aware, the Town is required to provide certain direct assistance to eligible residents. In Stratham, Karen Richard has been designated our Welfare Administrator. Karen's case load is typically very low (3 - 4 cases per quarter). Currently, Karen has four housing related assistance cases, which is unusual in terms of number. Karen is skilled at accessing appropriate resources prior to using Town budgeted funds. She and I will keep you apprised of developments in this area if they will have unplanned budgetary impacts.
- C. Homeowner Assistance Fund – NHMA submitted a reminder to all municipalities about a state housing assistance resource administered by NH Housing. It is included here for your information.

- D. Staff Invite to Employee Benefit Discussions – For your information, I have included the Finance Administrators note to staff regarding upcoming sessions she has mentioned previously to the Board and announced at the June 22nd All Employee meeting.
- E. Legal Notice – Water Restrictions – We have posted the water restriction notice and it takes effect on July 29th. For your immediate reference, here is a summary of the levels:
- A. *If THE TOWN OF STRATHAM issues a Level 1 restriction, then*
- i. Lawn watering by odd numbered addresses is allowed on odd numbered days.*
 - ii. Lawn watering by even numbered addresses is allowed on even numbered days.*
 - iii. Lawn watering shall not occur between the hours of 8AM and 7PM.*
- B. *If THE TOWN OF STRATHAM issues a Level 2 restriction, then*
- i. Lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.*
 - ii. Lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.*
 - iii. Lawn watering shall not occur between the hours of 8AM and 7PM.*
- C. *If THE TOWN OF STRATHAM issues a Level 3 restriction, then*
- i. Lawn watering is prohibited.*
- F. Reminder: the August 15th Meeting of the Select Board has been designated as “if needed only”. At this time, I do not forecast a need to hold this meeting. I would expect to revisit this with the Select Board Chair if pending Town business requires this (or another meeting).

XIII. Reservations, Event Requests & Permits

- A. See Fire Department Request for signage on Town property related to August 14th event in memory of Chief Jeff Sabine

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

- A. Appointments *for consideration*: None

- B. Appointments *to be voted on*: None

XVI. Miscellaneous & Old Business

XVII. Adjournment

MINUTES OF THE JULY 18, 2022 SELECT BOARD MEETING

Meeting held in the Hutton Room at the Stratham Municipal Center

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

ALSO PRESENT: Town Administrator David Moore; Town Planner Mark Connors

At 6:00 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) Personnel. Seconded by Mr. Anderson. Roll Call: Houghton – Yes, Anderson – Yes, Knab -Yes

At 7:05 Mr. Houghton motioned to exit the non-public session and seal the minutes noting that failure to do so may adversely affect the reputation of another or render the proposed action ineffective. Mr. Anderson seconded the motion. All voted in favor.

At 7:06 pm Mr. Houghton opened the public session of the Select Board. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton directed attention to the Treasurer's Report, asking for questions or comments. None were noted.

Mr. Houghton recognized Town Planner Mark Connors who began by reporting on the Open Space Plan meeting. He's been incorporating suggestions from boards and commission chairs into the RFP. Desires around open space planning have changed over the years. In the past, the focus was on environmental and wildlife protection. Nowadays, there is a push for connecting parcels and more intensive recreational uses. Mr. Connors would like to see better outreach surrounding our assets and its uses.

Mr. Connors reported on the DOT project of installing a center aisle from Sandy Point to Greenland. Because they will be making the road shoulder narrower, our concern is for pedestrian/cyclist safety. There is a possibility they may install a side path. The project engineer will be at the next Select Board meeting. Mr. Moore advocated the Town stay involved in the design process.

Mr. Connors said that although improvements on Marin Way were budgeted for this year, DOT is seeking additional information about our project and we are following-up. DPW Director Nate Mears has been having ongoing discussions with them to address the issue in coordination with Mr. Connors.

Mr. Connors reported that the PCAC will be reformed as a subcommittee of the Planning Board with tasks delegated by them. Their primary focus will be on Master Plan goals, like the complete streets policy. They will be identifying corridors and proposing improvements for pedestrian and bicyclists. Mr. Moore feels that with guidance from the Planning Board, their projects will be more manageable and feasible.

Mr. Connors feels the departments in the office are running smoothly. MRI has been helping with inspections. He is thrilled to have Susan Connors, the new planning project assistant,

onboard. She has a strong background in environmental issues which is extremely helpful on the storm water and water quality projects.

Next, Mr. Connors reported that the new construction next to Market Basket has run into PFAS and chloride groundwater contamination issues, likely due to an antique business that was on the property decades ago. They must install a monitoring well and construct a vapor barrier around the foundation.

Rt. 33 Heritage Legacy District met and the Planning Board approved interim fees. Everything is in place for property owners to submit applications for new zoning. A letter will be going out to the owners within the corridor soon.

Mr. Connors reported on the possible donation of a portion of 18 Jana Lane to the Town. The Planning Board recommends the Select Board accept the donation. Its valuation is low; low taxes. It abuts one of the few large conservation areas and has good connectivity to publicly owned lands. The Conservation Commission expressed interest in a site walk. This will likely be set up prior to their meeting on the 27th.

Mr. Connors reported having preliminary conversations regarding digital mapping tools. It is a recommendation for heritage, historic and conservation land. Mr. Moore suggested making it an implementation task in the open space plan.

Mr. Connors is working on zoning amendments for the Planning Board to consider. Some items include a sign ordinance update and housing recommendations.

Mr. Anderson motioned to approve the minutes from July 5th. Mr. Houghton seconded the motion. All voted in favor.

Ms. Knab wanted to give a giant thank you to Mr. Mears for contacting Fish and Game about mowing the park.

Next, Mr. Houghton moved to the electricity aggregation project. The Energy Commission has been staying up to date with our aggregation with Rockingham Planning Commission. The Committee recommends continuing the MOU. Our contract expires in October. RPC is organizing this group. This aggregation helps us secure better pricing than if we were on our own. Mr. Anderson motioned to allow the Town Administrator to enter into a MOU with Constellation Energy. Ms. Knab seconded the motion. All voted in favor. Mr. Moore will provide an update on August 1st.

INFORMATIONAL

Mr. Moore reported that the CMS auditorium is not available on the Saturday after Town Election, which is when Town Meeting is typically held. Mr. Anderson advocated holding the meeting on March 25th at CMS. Mr. Houghton favored keeping with the tradition of holding Town Meeting on the Saturday after the election and finding a different venue, perhaps SMS. Mr. Moore said he would explore options and report back.

Mr. Moore called attention to a training the Select Board could attend, the Academy of Good Governance.

Mr. Moore reported that New Hampshire Retirement System has had a reduction of rates for the next biennium.

DES has declared a moderate drought. It is unclear if the declaration was a formal announcement of a drought, which would allow municipalities without water systems to implement restrictions. In the past, we had been prepared with the required three day notice once a drought is officially declared. Mr. Houghton requested a reminder of the stages of I, II and III. Right now, voluntary restrictions are being urged. Mr. Moore will confer with Police Chief King and DPW Director Mears. HOAs have more flexibility in imposing restrictions.

RESERVATIONS

Mr. Moore said that the Guerette's are requesting use of a fire pit during their rental of the pavilion. The Board was not in favor of this request indicating the site was not designed to accommodate this use and the presence of simultaneous non-party members using the site could pose safety concern.

ADMINISTRATION

Mr. Moore referred to his goals document and the June 30th budget report in the packet. Mr. Moore reported that Finance Administrator Christiane McAllister has made positive changes regarding accounting improvements and will explain more at her next board appearance.

Ms. Knab expressed concern about the permitting software rollout and wants to proceed cautiously. Mr. Moore is working on finalizing the contract. The rollout will include testing and training.

Mr. Houghton was pleased that at halfway through the year, we are halfway through the budget. He asked if there were any concerns they needed to be aware of. Other than being overextended on energy line items, Mr. Moore has no concerns.

Mr. Houghton directed attention to the Employee Meeting follow up. At 8:55 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II(c) to discuss a matter which might adversely affect the reputation of another. Ms. Knab seconded the motion. Roll call: Houghton – yes; Knab – yes; Anderson – yes.

At 9:55 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting that failure to do so may render a proposed action invalid. Mr. Anderson seconded the motion. All voted in favor.

At 9:55 pm Mr. Houghton motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard, Recording Secretary



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Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Mark Connors, Town Planner
FOR: August 1, 2022
RE: **NHDOT Route 33 Improvements**

The NH Department of Transportation is proposing modifications to NH Route 33/Portsmouth Avenue from the area just north of the former NH Community Technical College past the Stratham/Greenland town line to just west of Winnicutt Road in Greenland (a distance of approximately 2.1 miles). NHDOT Highway Safety Engineer Michael Dugas will be present at the Select Board meeting to discuss the plans. This project originated from discussions initiated by the Town of Greenland in response to a fatal crash along the corridor and the involvement of State Senator Tom Sherman. After some evaluation, NHDOT is proposing the installation of a center turning lane that would run continually down the corridor into Greenland. In order to accommodate this, the travel lanes would be reduced in width from 12-feet to 11-feet and the paved shoulders would be reduced from 10-feet to 5-feet. NHDOT will also evaluate the posted speed limits along the corridor which is currently posted for speeds between 40 mph (closer to Stratham Hill Park) and for 50 mph (north of Linwood Lane). There have been some calls in Stratham to reduce the speed limit of the road particularly from residents of the Pheasant Run townhouse community located near the town line.

NHDOT feels that the corridor has a relatively large number of access points from intersecting driveways and local roads and would benefit from this treatment. It has been implemented along several other NH highways, including in Rochester along Routes 11 and 125 (in the Gonic neighborhood) and along Route 11 in Farmington just east of its intersection with Route 153. Staff will come to the meeting with some photographs of before and after conditions along these corridors.

This section of Route 33 is part of the Great Bay Bicycle Loop and is reasonably popular with cyclists. Although the proposed improvements will improve safety conditions for left-turning traffic, staff's chief concern is that it would appear to degrade conditions for pedestrians and cyclists. NHDOT has indicated that the high speed of the corridors degrades pedestrian and bicycle conditions regardless of the shoulder width and that a separated path for pedestrians and cyclists would be the best long-term solution to create an environment that feels safe for cyclists and pedestrians. The Town would be interested in engaging with NHDOT and the Regional Planning Commission to pursue funding for such improvements.

***Route 33
Safety Improvement
43272

Town of Stratham***

August 2022

Agenda

1. Project limits and history
2. Existing conditions
3. Proposed improvements
4. Cost and schedule
5. Future considerations

Project Limits



2.1 miles of Route 33 from the entrance to the former Community College in Stratham easterly to Pond View Drive in Greenland.

Project history

- Sen. Sherman approached DOT in 2020
 - Local concerns – safety and congestion
- Possible improvements discussed
 - Immediate: passing zone eliminated
 - Mid-term: modify lane configuration
 - Long-term: corridor study

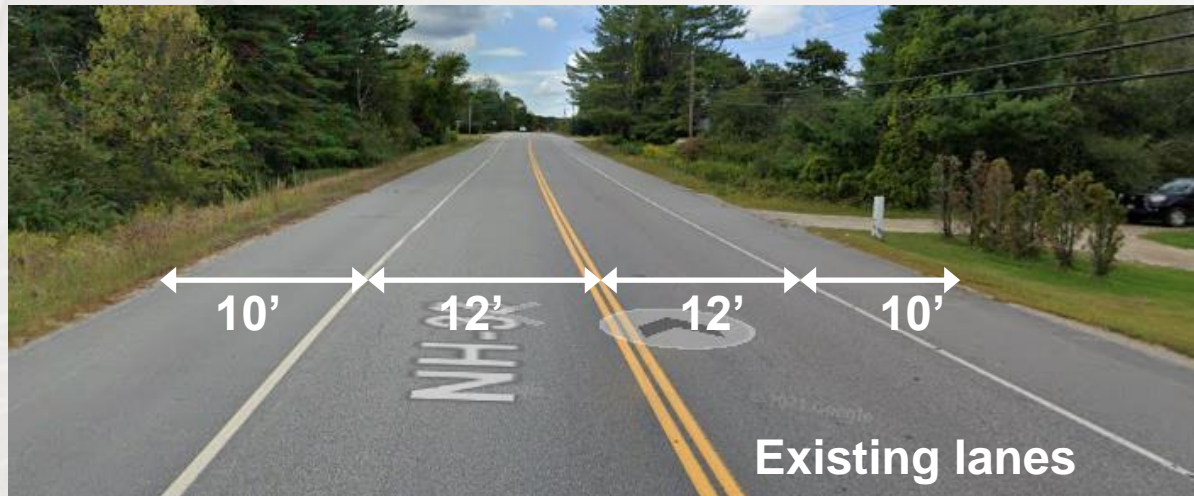
Existing conditions

- 12' lanes, 10' shoulders
 - Elsewhere – turn lanes and narrow shoulders
- Speed limit – 50 & 40 mph
- Traffic volume – 13,000 vpd
- 50 access points
 - Driveways and town roads

Safety performance

- 132 crashes over 10 years
 - 1 serious injury
 - 16 lesser injuries
- Contributing factors
 - Distraction / inattention
 - Failure to yield

Proposed improvements



Proposed improvements



- Replace existing guardrail
- Install one location to shield steep slope

Proposed improvements

- Improve safety by
 - Left turn refuge
 - Separate opposing traffic
 - Modest speed reduction
 - **~30% reduction in crashes**
- Bikes
 - Reduced shoulder width, but...
 - No high-speed traffic on shoulder
 - Room for vehicles to shy
 - Consistent with much of highway

Proposed improvements

- Evaluate speed limit
 - Required engineering study
 - Before / after speed measurements
 - Consistent and credible

Proposed improvements

- Cost
 - \$2,000,000
 - Federal safety funds
 - No local cost
- Schedule
 - Advertise for bids – fall 2022
 - Construction - 2023

Future considerations

1. Corridor study

- 1992 study is outdated
- Current trends may suggest different solutions
- Work with Rockingham PC

2. Improvements for non-motorized users

- Heightened focus on most vulnerable
- New Pedestrian-Bicycle Plan is imminent
- Identify and prioritize candidates

Questions and comments

Michael Dugas

State Highway Safety Engineer

Michael.J.Dugas@dot.nh.gov



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Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Mark Connors, Town Planner
FOR: August 1, 2022
RE: **NHDOT Ten Year Plan Update**

The Regional Planning Commission recently completed a scoring process for evaluating transportation projects for potential inclusion in the NHDOT Ten Year Plan. A total of 99 projects across the region were scored and the fifteen projects with the highest scores advanced to consideration for preliminary engineering and cost estimates, which is a requirement for inclusion of a project into the NHDOT Ten Year Plan.

Two projects from Stratham were included among the final 15 projects, including the reconfiguration and reconstruction of the Stratham Traffic Circle and the addition of pedestrian and bicycle improvements to Portsmouth Avenue/NH Route 108 centered in the Gateway District stretching from approximately Stratham Heights Road to Bunker Hill Avenue.

A total of only six projects will receive funding for preliminary engineering and cost estimates, while two other projects may receive funding if there is enough leftover funds to allow for it. Initially, the Stratham Traffic Circle was ranked as among the six projects guaranteed for funding, while the Portsmouth Avenue pedestrian/bicycle improvements was ranked at #8, which would only receive funding if additional funds remained leftover.

At the most recent Transportation Advisory Committee (TAC) meeting, staff advocated to reverse the ordering of the Stratham projects to prioritize the Portsmouth Avenue pedestrian/bicycle improvements over the Stratham Traffic Circle project. This was supported by a vote of the Planning Board which recommended the Portsmouth Avenue improvements as the Town's highest transportation priority project (among projects not already included in the Ten Year Plan) and the results of the Town's most recent Transportation Survey where the Portsmouth Avenue improvements received the highest rating from residents among projects not already in the Ten Year Plan. The TAC agreed to the change and the Portsmouth Avenue project ranking was swapped with the Traffic Circle project so that it would be guaranteed funding for preliminary engineering and cost estimates.

The attached aerial maps show areas of Portsmouth Avenue where sidewalks exist and where there are gaps in the network. There are several options for pedestrian/cyclist improvements. The Town might decide to pursue a treatment called a side path on one side of Portsmouth Avenue which would be separated from the travel lanes with a grassy median and include a wider width of approximately 10-feet to support both pedestrian and cyclist traffic while the

other side of the road might include a more conventional sidewalk. Lower density areas of the corridor may not require any new infrastructure.

The TAC is only an advisory committee so the final decision regarding the ordering of the projects will be left up to the Commission itself. For this meeting, I would like to get the Select Board's affirmation that the Portsmouth Avenue improvements represent the Town's highest transportation priority so that message can be conveyed to Stratham's representatives on the Commission.

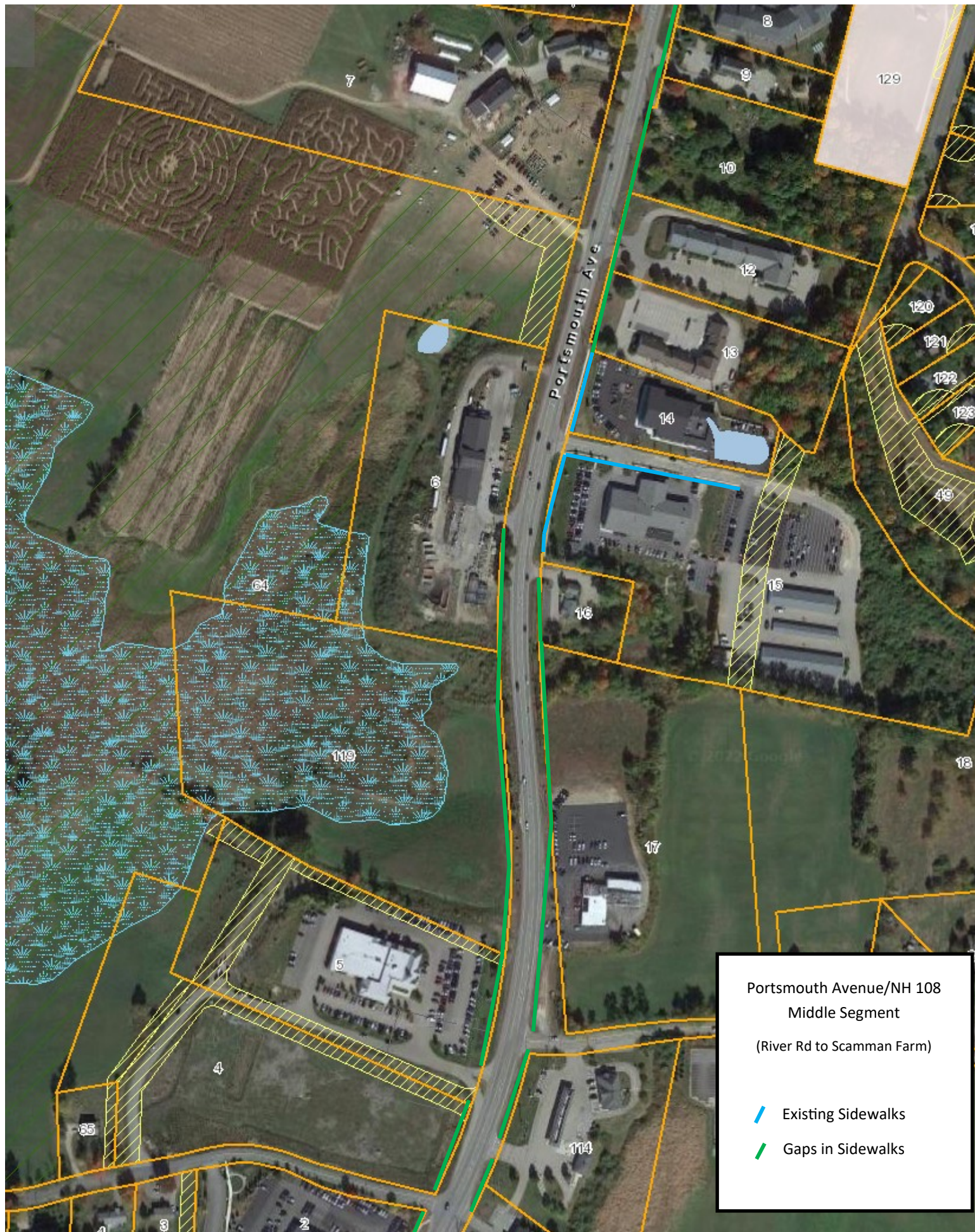
<u>Funding for Preliminary Engineering & Cost Estimates</u>		
MUNICIPALITY	PROEJECT	SCALE
Portsmouth	Replace Maplewood Avenue culvert over North Mill Pond	Local
Raymond	Safety Improvements to NH 102 and Blueberry Hill Road Intersection	Local
Stratham	Pedestrian/Bicycle Improvements to Portsmouth Avenue/NH 108 centered in the Gateway District	Local
Hampton	Address impacts of sea level rise and storm surge flooding of High Street	Regional
Portsmouth	Functional & operational improvements to Portsmouth Traffic Circle to improve safety and traffic flow	Inter-Regional
Hampton-Hampton Falls	Address impacts of sea level rise and storm surge flooding of US Route 1 through the Hampton-Seabrook estuary	Inter-Regional

<u>If funds allow, Funding for Preliminary Engineering & Cost Estimates</u>		
MUNICIPALITY	PROEJECT	SCALE
Hampton	Complete Streets Improvements to Ashworth Avenue/NH Route 1A through Hampton Beach area	Regional
Stratham	Reconfiguration of the Stratham Traffic Circle in the Town Center for improved traffic and pedestrian safety	Regional



Portsmouth Avenue/NH 108
South Segment
(Stratham Heights Rd to River Rd)

- Existing Sidewalks
- Gaps in Sidewalks





Portsmouth Avenue/NH 108
North Segment
(Scamman Farm to Bunker Hill Ave)

- Existing Sidewalks
- Gaps in Sidewalks



July 18, 2022

Stratham Highway Department

Nathan Mears

THANK-YOU for enthusiastically supporting our committee in the design and execution of the first **Stratham Summerfest**.

The efforts from you and your team were remarkable as we prepared for the event. Reviewing the electrical configuration, swapping a grille between food shacks, insuring water line integrity, trimming trees, and the list goes on and on. We couldn't have executed this event without you folks. Please relay our sincere appreciation to your team.

This new program was designed to feature 4H, showcase the supporting town departments, and offer the community a low-cost family day. *Agriculture* was the theme – as called out with animal venues, antique tractor display, and the country porch stage.

A medical helicopter visit, Coast Guard fly-over, Pie-eating contest, and Fire obstacle course for kids were all hits. Inaugural First Responders Softball Game was a great finish to a fun day.

Weather was perfect, attendance was strong, and feedback has been quite positive.

As you know, all **Stratham Summerfest** event proceeds will directly benefit the Stratham Fire, Stratham Police, and Stratham Parks & Recreation departments. Thank-You Nate!

Stratham Summerfest Committee

Dan Crow, John Cushing, David Pierce, Seth Hickey, June Sawyer



July 18, 2022

STRATHAM TOWN ADMINISTRATION

David Moore
Mike Houghton
Joe Anderson
Allison Knab
Karen Richard
Meredith Madden (Summer Intern)

THANK-YOU all for enthusiastically supporting our committee in the design and execution of the first **Stratham Summerfest**.

This new program was designed to feature 4H, showcase the supporting town departments, and offer the community a low-cost family day. *Agriculture* was the theme – as called out with animal venues, antique tractor display, and the country porch stage.

A medical helicopter visit, Coast Guard fly-over, Pie-eating contest, and Fire obstacle course for kids were all hits. Inaugural First Responders Softball Game was a great finish to a fun day.

Weather was perfect, attendance was strong, and feedback has been quite positive.

As you know, all **Stratham Summerfest** event proceeds will directly benefit the Stratham Fire, Stratham Police, and Stratham Parks & Recreation organizations.

Our sincere thanks to all of you for helping to make **Stratham Summerfest** a success.

Stratham Summerfest Committee

Dan Crow, John Cushing, David Pierce, Seth Hickey, June Sawyer



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Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Mark Connors, Town Planner
FOR: August 1, 2022
RE: **Potential Land Donation to Town – 18 Jana Lane**

Pursuant to the Select Board's request, the Planning Board and Conservation Commission recently evaluated the proposal by Richard and Marilyn Young to donate a 0.84 tract of land at 18 Jana Lane (Tax Map 24, Lot 31) to the Town of Stratham. Both the Planning Board and Conservation Commission voted to recommend the Select Board accept this donation.

The Planning Board and Commission discussed several advantages of the proposal including the tract's location adjacent to the Salt River Association Land which, through its conservation easement, allows for public access for passive recreational activities. The Board and Commission felt that there was minimal risk to accepting the donation but that it provided for many potential benefits. Because the parcel is currently only assessed at \$17,200, it generates only approximately \$320 in tax revenues annually. The impact of removing the parcel from the community tax base would therefore be non-consequential. The Jana Lane parcel has been identified as a potential location for a trailhead and a few parking spaces to provide better public access to the Salt River land and to other abutting conservation tracts owned by the Town and the NH Fish and Game Department that do provide for public access. For your reference, minutes from the Planning Board discussion and a letter from the Conservation Commission are attached.

The Town is aware that a sizable portion of the parcel is wetland. Drainage from the housing development has been directed to this area through existing conveyance systems. However, the Youngs have indicated that the eastern areas of the parcel include uplands. The only way to confirm this would be to have the property surveyed and flagged by a certified wetland scientist.

If development of the property involved a wetland impact or crossing, a Dredge and Fill Permit would need to be obtained from NHDES. However, if the impacts are relatively minimal, it is possible no significant mitigation would be required.

At this early juncture, it is too soon to determine the best use of the property, but it is clear from the discussions and further analysis that the potential benefits of accepting the donation of 18 Jana Lane outweigh the potential disadvantages. Staff agrees with the Planning Board and Conservation Commission recommendations that the Select Board vote to begin the process of formally accepting the land donation. Whatever the Board decides, staff will promptly let the Youngs know.

Finally, if the Board votes to accept the land donation, staff would recommend that an outlay be budgeted for, ideally for next year, to survey the property and develop preliminary plans for its highest and best use.

Mr. Canada made a motion to open the public hearing. Mr. Zaremba seconded the motion. All voted in favor. Mr. Canada made a motion to close the public hearing. Mr. Zaremba seconded the motion. All voted in favor and the motion was approved.

Mr. Canada made a motion to adopt the following interim fee schedule for Route 33 Heritage District application fees: base fee/existing residential/agricultural applications is \$50; the new residential application fee is \$150 plus \$100 per new housing unit; minor commercial/mixed use applications is \$150 where no more than 1,500 square feet of additional interior space is proposed; and major commercial/mixed use applications is \$150 plus \$100 per 1,000 square feet where more than 1,500 square feet of additional interior space is proposed and to be capped at \$450. The fees will remain in place until revised at the continued public hearing on September 7, 2022. Mr. Houghton seconded the motion. All voted in favor and the motion was approved.

4. Public Meeting:

a. Potential land donation of 18 Jana Lane to Town of Stratham

Mr. Connors presented the topic. The property is 0.84 acres on Jana Lane in Stratham. Mr. and Mrs. Young, the owners, previously lived adjacent to this property that abuts the Salt River Association Conservation Land which is open to the public for passive recreation uses like hiking, cross country skiing, picnicking, and even for boating access to Squamscott River. The land abuts other land owned by the State of New Hampshire and the Town of Stratham which are also open for public access. There is an opportunity for Stratham to build a trailhead on the property to access the adjacent conservation land potentially with a small parking area. Mr. Canada asked for confirmation that it is not a buildable lot. Mr. Connors believes that it is not buildable based on some information that the Youngs presented to Stratham, but buildable for a trailhead and limited parking is very different than buildable for a single-family structure. Mr. Connors referred to the letter and maps submitted to the Select Board from the Youngs.

Mr. Canada asked if there is any liability to Stratham and suggested the tax value must be low if it is not buildable. The Youngs had the land for sale for \$125,000 and the tax assessor increased the assessed value, but they could not find a buyer and submitted to the assessor an opinion from a wetlands scientist who believes the lot is quite wet and would be very difficult to build a home on. Based on the information submitted, the tax assessor reduced the assessed value to approximately \$20,000. Mr. Houghton asked if we have access to New Hampshire Fish and Game's parcels for trails and walking. Mr. Connors replied yes. Mr. Houghton stated it would be nice to get this parcel to connect to Salt River, come down Linda Lane to New Hampshire Fish and Game's parcel to Turnberry. Mr. Connors stated that unfortunately Turnberry does not allow public access.

Mr. Kunowski asked if Stratham were to acquire this, would there be a problem with abutters with regards to the public access? Would the abutters have a say if Stratham could make it a trailhead? Mr. Connors does not believe it would be problematic; this would be a Town project and we would probably notify abutting property owners as a courtesy. We would obviously want

176 to work with the abutting property owners, he said. Mr. Zaremba asked if there were reasons to
177 not accept the donation? Discussion ensued that it would be removed from the tax revenue base
178 but is a nominal value. Mr. Zaremba noted there would be a cost to maintaining the trailhead, but
179 is a separate discussion and not pertinent. Mr. Connors noted that the downside is that we find
180 out it is completely wet and we cannot build a trail. If that were the case, there may be another
181 town use for it, for example perhaps a fire department use, but there is very limited downside.
182 Mr. Canada asked for confirmation that the Planning Board is reviewing this because the Select
183 Board asked for a recommendation. Mr. Connors replied yes.

184
185 **Mr. Canada moved that the Planning Board recommend to the Select Board to accept the**
186 **donation because there is very little downside and the tax benefit is minimal. Mr. Zaremba**
187 **seconded the motion. All voted in favor and the motion was approved.**
188

189 **b. Formation of the Pedestrian-Bicycle Sub-Committee of the Planning Board.**
190

191 Mr. House asked if Ms. Hollasch is on the sub-committee. Mr. Connors replied yes and that he'd
192 like to present this topic with the Master Plan Implementation topic regarding walking, biking,
193 and automobiles which is listed later in the agenda. Stratham has had for many years the PCAC
194 (Pedestrian and Cyclist Advocacy Committee). The charge of the PCAC was approved annually
195 by the Select Board, but it was a very independent Committee. This year it was felt that some
196 changes might be beneficial and that discussion moved toward creating a subcommittee of the
197 Planning Board focused specifically on pedestrian and bicycle issues. It would change from an
198 advocacy committee however, to one that makes recommendations to the Planning Board and is
199 delegated certain tasks by the Board. The Planning Board could delegate specific activities to the
200 committee with deadlines for completion. The Sub-Committee would also be staffed by the
201 Planning Department so staff would help address these tasks.

202
203 The committee has been inactive since the start of the year and we've been recruiting people to
204 serve on it. We have a group of four members of the public and Ms. Hollasch has volunteered to
205 be the Planning Board representative. There could be a second Planning Board representative if
206 any other members are interested in serving on it. The committee would like specific tasks
207 designated to them. Mr. Connors presented ten recommendations from the 2019 Master Plan and
208 three suggested tasks to the Planning Board.

209
210 Mr. House asked if there was a consultant who worked on the first recommendation in the past.
211 Mr. Houghton believes there was someone from the State Transportation Department who gave a
212 presentation on the first recommendation of adopting a "Complete Streets" policy. Mr. House
213 suggested we find and review that presentation. Mr. Houghton stated that part of the outcome of
214 that presentation was bicycle lanes that were created in certain places around town. Mr. Connors
215 stated the second recommendation related to "Green Streets" might be able to merge with the
216 first recommendation to address both issues at once.

217
218 There are three suggested tasks for the sub-committee. The first is to produce a draft Complete
219 Streets Policy for the consideration of the Planning Board and the Select Board including
220 specific corridors or roadways where pedestrian and bicycle accommodations would be most
221 impactful. The second is to advise the Planning Board, Conservation Commission, and Open
222 Space Plan Committee (which has not been formed yet) on recommendations related to the Open
223 Space and Connectivity Plan and participate in public outreach activities associated with the



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

July 27, 2022

Stratham Select Board
Attn: Michael Houghton, Chair
10 Bunker Hill Avenue
Stratham, NH 03820

Dear Mr. Houghton

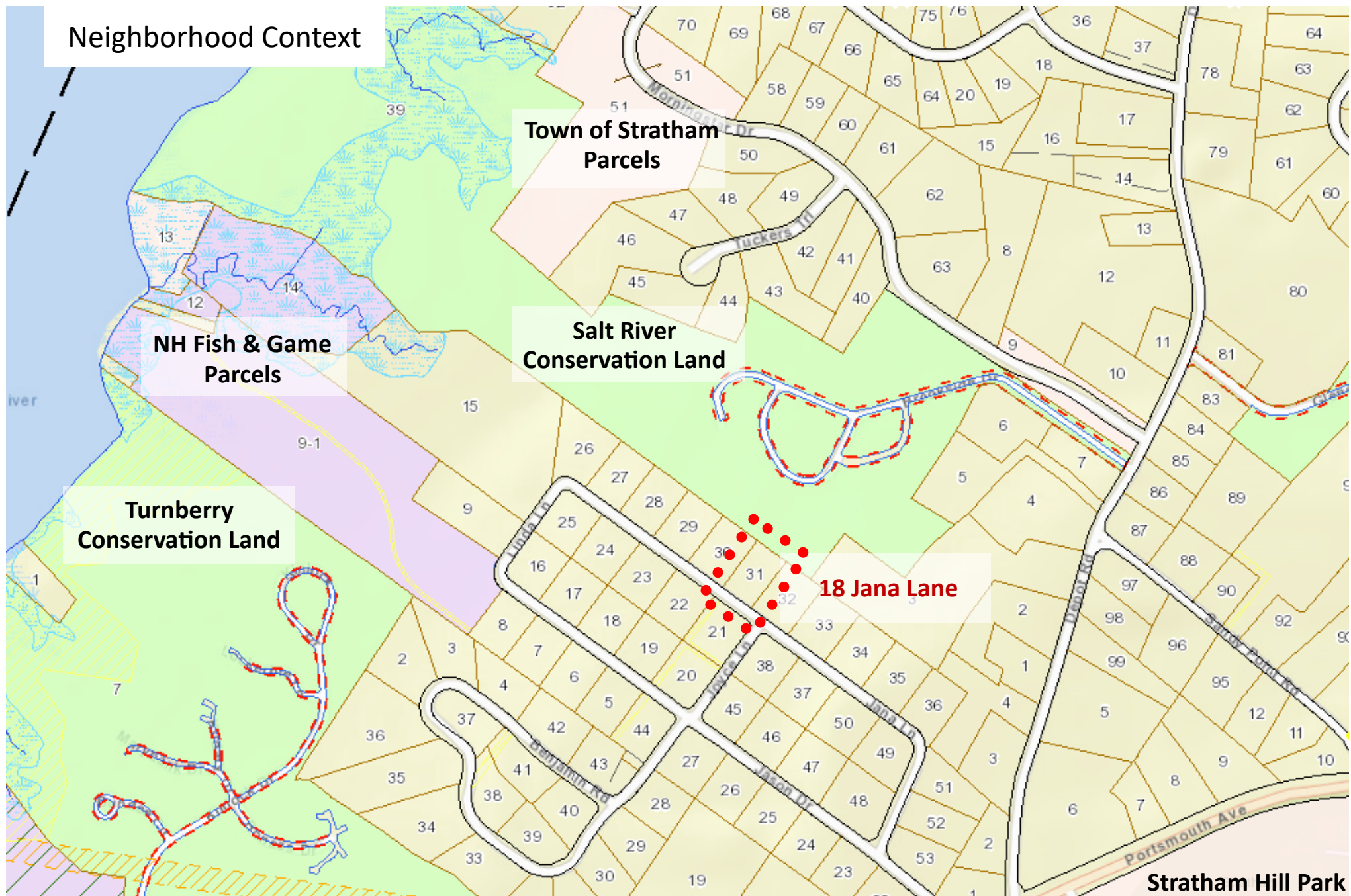
The Conservation Commission discussed the proposed donation of the land at 18 Jana Lane to the Town at its meeting on July 27, 2022. I served as chair for the meeting in the absence of the Chair and Vice Chair. The Commission voted to recommend that the Select Board accept the donation of the land without the need for the site walk. The Conservation Commission felt that there was clear conservation value in the property with little downside to the Town which informed their decision to recommend to recommend the acceptance of the Youngs' donation.

Please feel free to contact me should you have any questions.

Sincerely,

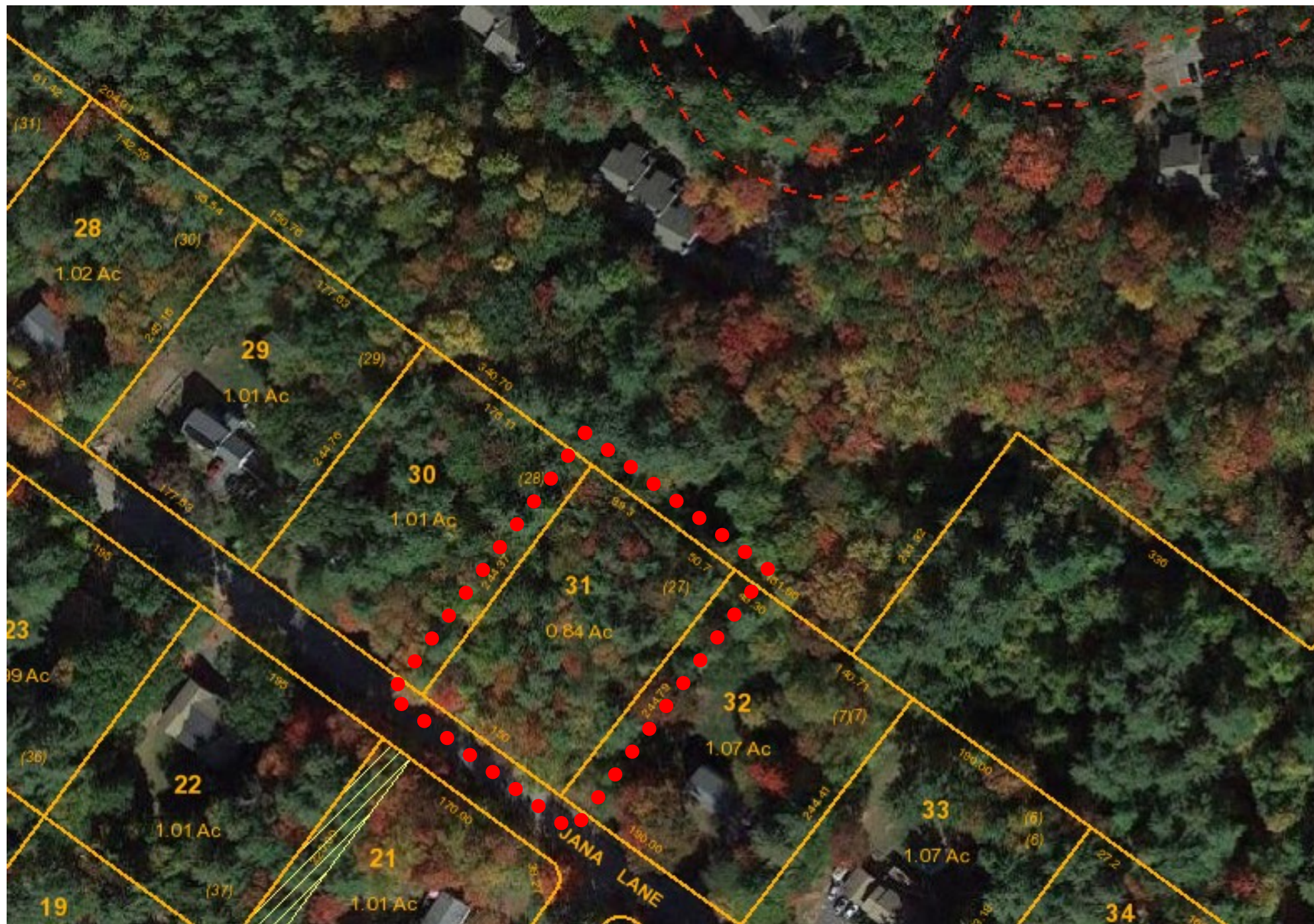
William 'Bill' McCarthy
Stratham Conservation Commission

Neighborhood Context



Neighborhood Context







June 30, 2022

Stratham Select Board
C/O David Moore, Town Administrator
10 Bunker Hill Avenue
Stratham, NH 03820

RE: Potential land donation of 18 Jana Drive

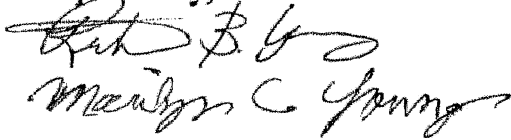
Dear Members of the Stratham Select Board,

We own property at 18 Jana Lane in Stratham (Tax Map 24, Lot 31). The lot is approximately 0.84 acres and includes approximately 150 feet of frontage along Jana Lane. We previously lived at the abutting lot at 20 Jana Lane but sold the property and relocated out of the area. If the Town is interested, we would like to donate the property to the Town. The lot abuts the Salt River Association Conservation Area and we believe it would be beneficial for conservation and/or recreational purposes. Additionally, there may be some benefit to the Fire Department to maintain equipment on the property to serve the Jana Lane/Joyce Lane/Jason Drive/Linda Lane neighborhoods.

Although we are willing to transfer the land to the Town at no cost, the transfer of the property would be contingent on the Town being responsible for costs associated with the property transfer, including associated taxes, legal or other professional fees, document preparation (including preparation of the deed) and other costs associated with the transfer and/or the Town's due diligence of this offer. However, if we choose to be represented by our own attorney, we recognize we would be responsible for those costs and we will remain responsible for the paying property taxes on the parcel up to the date of the property transfer.

We recognize that the Board will likely want to conduct its due diligence and solicit the input of other Boards and Commissions, however we are anxious to move forward and would appreciate a response if the Town desires to accept the land donation no later than August 1, 2022. We understand that the transfer may not happen until a later date to allow for sufficient time to accommodate the need for public hearings and the preparation of the necessary transfer paperwork.

Respectfully,

Handwritten signatures of Richard and Marilyn Young. The first signature is for Richard Young, and the second is for Marilyn C. Young.

Richard and Marilyn Young

David Moore

From: David Moore
Sent: Thursday, July 28, 2022 12:21 PM
To: Jeff Denton
Cc: Josh Crow
Subject: RE: Sabine strong yard sign

Gentlemen,

I will recommend that the Select Board permit this at their meeting on Monday evening. I can let you know via text if they approve on Monday night (feel free to text me) or Karen or I will let you know first thing on Tuesday.

David M.

From: Jeff Denton <jdenton@StrathamNH.gov>
Sent: Thursday, July 28, 2022 11:39 AM
To: David Moore <dmoore@StrathamNH.gov>
Cc: Josh Crow <jcrow@StrathamNH.gov>
Subject: Re: Sabine strong yard sign

David,

I concur with this request. Chief Sabine lost his battle with occupational cancer and was a member of our Seacoast First Responder family. We would like to support Chief Sabine's family and friends as they honor his legacy and help support other responders with cancer. Please consider approving this request.

Thank you.

Jeff

Jeffrey M. Denton, Chief

Stratham Volunteer Fire Dept.

Jdenton@strathamnh.gov

Fire Station: 603-772-9756

On Jul 28, 2022, at 11:18, Josh Crow <jcrow@strathamnh.gov> wrote:

Good morning David,
Attached are yard signs that we're dropped off by Darin Sabine's mother to support a upcoming charity run along with some more info. I am asking for permission to place these signs at the station on town property Winnicutt and Portsmouth ave. I didn't know if we have a policy or process to follow just asking before I put them out.

SABINE STRONG 3.3 MILE & KIDS DASH

Sign Up Now!



Sunday
August 14, 2022
Newington, NH

<https://runsignup.com/Race/NH/Newington/SabineStrong33KidsDash>

Fire Chief Darin J. Sabine

Newington Fire Chief Darin Sabine was born on August 4, 1984 in Newington, NH and his last alarm was on September 7, 2019 after a 2-year battle with colon cancer.

Chief Sabine was diagnosed in early 2017 with Stage 4 colon cancer. He had spent much of his short time here on earth either with family or at a fire station. He was dedicated to his family and brotherhood. He fought hard to spend as much time as he could with his wife and two little girls.

With this race we will keep Chief Sabine's memory alive and raise funds to support his family and other first responders and their families who have been affected by cancer. The race length of 3.3 miles is in honor of Newington Fire Department 33.



Fundraiser for Sabine Strong Foundation 33

The mission of the Sabine Strong Foundation 33 is to raise funds to help support first responders and their families affected by cancer or other life threatening illnesses or injuries.



Thanks
Josh

Sent from my iPhone



TOWN OF STRATHAM

INCORPORATED 1716

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MEMORANDUM

TO: Michael Houghton, Select Board Chair
Allison Knab, Select Board Vice Chair
Joe Anderson, Select Board
David Moore, Town Administrator

FROM: Karen Richard, Welfare Administrator

DATE: July 26, 2022

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

David has asked that I give a brief update on the Welfare Assistance cases. I've seen a rise in the number of calls and applicants in recent weeks (4 in the past couple of weeks). These cases are all housing related. The majority of cases this year have been requests for rent / housing (as opposed to electricity, fuel, etc.). For the cases that are behind in rent, I've worked with Southern New Hampshire Services (a division of the Community Action Program) and for a foreclosure, I've been working with the Housing Assistance Fund and AHEAD. Although they are overwhelmed with applicants, SNHS has been fantastic to work with – they have paid thousands of dollars, taking the burden off of us.

There are cases where a low-income person must vacate a property for other reasons. In these cases, there is no place for them to go. Availability for apartments is low. Rents are high and landlords have their choice of tenants. Waiting lists for low-income apartments is years long. It is a difficult situation.

If you have any questions or would like further information, please don't hesitate to contact me.



July 17, 2022

Margaret M.L. Byrnes, Executive Director
NH Municipal Association
25 Triangle Park Drive
Concord, NH 03301

VIA Email: mbyrnes@nhmunicipal.org

RE: New Hampshire Homeowner Assistance Fund (NH HAF)

Dear Margaret,

We have received some feedback that several New Hampshire municipalities are either unaware of the NH Homeowner Assistance Fund (NH HAF) program or lack understanding of its purpose and benefits. Would you be willing to put out some sort of communication blast to provide the following information to your membership? The NH Homeowner Assistance Fund (NH HAF) fully launched at the beginning of March and applications are being received, processed, and paid. I am reaching out to provide some additional guidance regarding NH HAF with the request that it be passed along to the members of the NH Municipal Association:

**New Hampshire Homeowner Assistance Fund
A Statewide Federal Homeowner Assistance Program**

Background Information:

- NH HAF is a federally funded program through the Governor's Office for Emergency Relief and Recovery and is administered by NH Housing.
- New Hampshire Housing has contracted with a full-service vendor named Speridian Technologies, LLC, along with their sub-contracted case management vendor, Tidal Basin Group. Correspondence from these two entities can be trusted and will be sent to you on behalf of the NH HAF program.

Program Details:

- Attached is a NH HAF Application Guide and Checklist to provide general information regarding the program as well as help interested homeowners prepare for the application process.

- There are three types of assistance offered through NH HAF:
 - Mortgage Loan Reinstatement – Maximum benefit of \$20,000*
 - Property Charges Default – Maximum benefit of \$20,000*
 - Utility/Internet Payment Assistance – Maximum benefit of \$3,000*

*Total assistance per property is \$20,000 whether utilized for one type of assistance or a combination of any of the three.

Assistance Payments and Processing:

- NH HAF payments are not made to homeowners, but rather to the servicer, provider, and/or municipality. Thus, it is necessary for the NH HAF program to collect some general information for each municipality regarding their preferred method of payment. This request may come from Speridian Technologies, Tidal Basin, New Hampshire Housing, or RCL Consulting.
- When an applicant applies for property tax or water and sewer utility assistance, NH HAF, through Speridian Technologies and Tidal Basin, will reach out to the municipality to verify homeowner information and delinquency.
- Payments will be made in accordance with the provider's preferred method of payment and in accordance with details shared below.

Protections & Law:

- Internal Revenue Service Rev. Proc. 2021-47
 - NH HAF assistance will not be considered taxable income for the Homeowner.
 - Homeowners are not permitted to deduct any property tax payments that were not paid from the Homeowner's own sources (such as NH HAF assistance).
- NH RSA 80:69 - "Any person with a "legal interest" in land subject to a real estate lien may redeem the same by paying or tendering to the tax collector, at any time before a deed thereof is given by the collector, the amount of the real estate lien..."
- To address the questions raised as to the legality of New Hampshire Tax Collectors accepting tax lien payments from those without a "legal interest" in a given property, the following procedures have been implemented:
 - All property tax payments will be issued as a two party check payable to both the homeowner and the municipality and mailed directly to the municipality. The homeowner will be required to indorse the check over to the municipality for payment of the delinquent property taxes, thus transforming the payment into one made by the property owner.

Sharing the NH HAF Resource:

- Click Here [NH HAF Tool Kit & Info](#) to access the NH HAF Tool Kit which includes consistent branding, content, and messaging to provide confidence to the public about this program.
- If you wish to promote this program on your website, please feel free to utilize the Logo (provided in the NH HAF Tool Kit) with a link to the HomeHelpNH.org webpage.
- If you wish to assist a homeowner with the application process, Click Here [HomeHelpNH](#) to access the website.
- Please reach out if you desire to secure printed materials to share with your contacts. NH Housing is happy to provide these resources to you.

I hope you find this information helpful. I encourage you and any municipality to reach out to me for answers to additional questions that may arise.

Sincerely,



MARI VOISINE

Program Manager, Homeowner Assistance Fund

New Hampshire Housing

PO Box 5087, Manchester, NH 03108

D 603.310.9339

mvoisine@nhhfa.org | NHHousing.org

HomeHelpNH.org

Enclosure: NH HAF Application Guide and Checklist

THE NH HOMEOWNER ASSISTANCE FUND

APPLICATION GUIDE & CHECKLIST



ELIGIBILITY REQUIREMENTS

- You own and occupy, as your primary residence, the property for which you require assistance.
- You experienced a coronavirus pandemic-related reduction in income or increase in expenses.
- Your income is equal to or less than 125% of Area Median Income. (This will be reviewed with you during the application process.)
- You have past-due expenses associated with your primary residence, such as:
 - Mortgage payments
 - Property taxes
 - Homeowner insurance, flood insurance, mortgage insurance premiums
 - Homeowner association and condominium fees
 - Utility or internet payments

NO REPAYMENT TERMS

- If you receive less than \$5,000 in assistance, these funds will be provided as a non-recourse grant with no repayment necessary.
- If you receive assistance equal to or greater than \$5,000, funds will be provided as a two-year, forgivable grant that requires a recorded Promise to Pay and Mortgage. Repayment in full will be required if the property is sold or refinanced within two years. The Promise to Pay and Mortgage will be automatically released by the NH Homeowner Assistance Fund two years from the date of assistance.

LOSS MITIGATION

- If you apply for assistance with past-due mortgage payments, completing loss mitigation will be required. Loss mitigation is a request for mortgage assistance that includes information required by your servicer for evaluating the request. Exceptions can be requested when:
 - A servicer has not been timely/responsive with loss mitigation review; or
 - There is an urgent threat of foreclosure, making loss mitigation unlikely; or
 - There are circumstances that prevent the completion of loss mitigation.
- **Contact AHEAD for assistance with loss mitigation:**
800-974-1377 ext. 1014

NUMBER OF APPLICATIONS

- Apply for all delinquent housing-related expenses in your first application, as there is a 6-month waiting period before a new application can be submitted.
- New applications may include expenses incurred since the previous application.

APPLICATION CHECKLIST

- ☐ Social Security card
- ☐ Contact information of the Authorized Representative helping with your application
- ☐ Most recent federal tax return
- ☐ Deed to property
- ☐ Mortgage information (if applicable)
- ☐ Proof of income for the most recent four weeks or from the timeframe of your hardship. Proof of Public Assistance may be used as proof of eligibility.

Proof of all needed assistance:

- ☐ Copies of recent mortgage statement(s)
- ☐ Most recent property tax bill
- ☐ Most recent insurance bill
- ☐ Most recent homeowner or condominium association bill
- ☐ Most recent utility/internet bill
- ☐ A copy of the loss mitigation determination letter from your servicer (if available)



Apply at **HomeHelpNH.org**