



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

SEPTEMBER 19, 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 – September 6, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations - Proposed Eagle Scout Project – Tyler Denton
- VI. Correspondence
 - A. One Sky Community Services letter
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
 - A. 18 Jana Lane Land Donation

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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- B. Childhood Cancer Awareness Proclamation
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. 2023 Budget Topics and Schedule
 - B. Discussion of follow-up items from All Employee Meeting June 22nd
 - C. Monthly Goals Update
- XI. Town Administrator Report
- XII. Informational Items
 - A. Household Hazardous Waste Collection – October 15
 - B. NHMA Right to Know Law Workshop – October 13
 - C. NH DOT meeting regarding culverts on Squamscott Rd – Sept. 13
- 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: September 15, 2022

RE: Select Board Agenda and Materials for the September 19th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, September 19, 2022.

III. Consideration of Minutes – September 6, 2022

The minutes from your meeting on September 6, 2022 are included in your packet for your review and consideration for acceptance at your meeting.

IV. Treasurer Report (second meeting of the month)

Please see attached a new look Treasurer's report that reflects our new structure and bank accounts.

V. Department Reports & Presentations

Proposed Eagle Scout Project – Tyler Denton

VI. Correspondence

A. One Sky Community Services letter

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

A. 18 Jana Lane land donation

This is the first of two required public hearings. This hearing follows the third and final statutorily required consultation, this time with the Heritage Commission. At its meeting on September 14, 2022, the Heritage Commission unanimously voted to recommend the Board accept the donation of land as proposed. Earlier required consultations with Conservation Commission and Planning Board expressed the same sentiment and addressed in your packet.

Recommended Action: Following the public hearing, I would recommend the Board provide direction to me on scheduling the next public hearing, which could be held on October 3.

B. Childhood Cancer Awareness Proclamation

As you may recall, the Select Board was approached about recognizing Childhood Cancer awareness. Staff have researched the issue and drafted this proclamation, a local article about the issue is included in your packet as informational. If the Board would like, we could include this in the September 25th Select Board newsletter

Recommended Action: vote to adopt the proclamation.

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

X. New Business and Action Items

A. 2023 Budget Topics and Schedule

At your meeting, I will present a series of budget-related topics as a “preview” to the issues for the 2023 as well as a schedule for consideration. A portion of this discussion may be appropriate for non-public session.

B. Discussion of follow-up items from All-Employee Meeting June 22nd

The Board may recall outlining three specific follow-up items from the June 22nd All Employee/Select Board meeting. At the request of the Board Chair, I have included this topic on the agenda. As a resource for the discussion, I have also enclosed the message sent out to all employees following the meeting where the three action areas were outlined.

C. Monthly Goals Update

Please see an updated description of where we are on various priorities identified earlier in the year.

XI. Town Administrator Report

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

A. Departmental Report for Public Works – October 3, 2022

B. Open Space Plan – 8 proposals received.

C. August 2022 Budget Report (see enclosed)

D. Update on ARPA Spending

E. Primex – Contribution Assurance Program (CAP)

The Town is being asked by Primex if we want to participate in this program, where in exchange for extending our coverage agreements we receive an assurance of a max premium contribution for our Property and Liability Insurance and/or our Worker's Compensation Insurance over the next three year period. Finance Administrator Christiane McCallister and I will be able to speak further to this at your meeting.

F. Follow up to NH DOT Public Information Meeting September 14, 2022

Seventy-five members of the public attended this information session at Greenland School. In Greenland, there has been much energy and engagement surrounding Route 33 and the turnout reflected this. The Route 33 Improvement Project presented by NHDOT at the meaning is intended to address one problem on one section of the roadway however residents in Greenland have been concerned about issues with the speed limits, limitations of the Winnicut River bridge, traffic impacts from Pease development. Feedback on the bike lane issues was limited with one resident expressing support and the other expressing concern. At least one bike advocate requested DOT include pavement markings (bike lane) in their project. However, DOT advises those improvements will need to be maintained by municipalities. I will be able to speak further to the meeting. This project is slated to be put out to bid this fall and constructed in 2023. A \$2.4 million costs was projected.

G. Follow-up on Stevens Park Conceptual Improvements – Next Step Recommendation

Following his consultation with you in August and previous consultations with Nate Mears and I, Seth Hickey has developed a scope of work for a Stevens Park concept plan to address parking, pavilion shelter and court space. As promised, I am brining this back prior to any next step, which I will discuss with you at the meeting. See attached write-up.

- XII. Informational Items
 - A. Household Hazardous Waste Collection – October 15
 - B. NHMA Right to Know Law Workshop – October 13
 - C. NH DOT meeting regarding culverts on Squamscott Rd – Sept. 13
- 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
 - B. Appointments *to be voted on*: None
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

**Bank Statement Balances as
of 8/31/2022**

Amt. Transferred
/Beginning Bal.

Town of Stratham - Finance Held Accounts

<u>Account Name:</u>	<u>Fund</u>	<u>Bank:</u>			<u>Bank:</u>	<u>Account Name:</u>
General Fund	100	Citizen's	\$ 11,123,619.88		\$ - TD	General Fund Checking
Payroll	100	Citizen's	\$ 158,702.82		\$ - TD	General Fund Electronic Deposits
Investment Account	100	Citizen's	\$ 557.23		\$ -	n/a
EMS Fund	102	People's Bank	\$ 559,005.36		\$ - TD	Fire Dept EMS Fund
Recreation Revolving	104	People's Bank	\$ 300,500.20		\$ - TD	Recreation Revolving Fund

TD Stratham Disbursement Account

TOWN MISC ACCOUNTS

Police Detail Fund	103	People's Bank	\$ -	\$ 198,687.90		
SHP Revolving Fund	105	People's Bank	\$ -	\$ 50,142.63		
Stratham DARE	112	People's Bank	\$ -	\$ 6,229.76		
Drug Forfeiture Fund	106	People's Bank	\$ -	\$ 33.32		balance combined with DARE
Heritage Fund	109	People's Bank	\$ -	\$ 7,002.74		
Cemetery Land Fund	300	People's Bank	\$ - *	\$ 7,515.08		

ASSET ACCOUNTS

Bunker Hill Ave Improvements		People's Bank	\$ - *	\$ 17,227.09		
Bunker Hill Commons Fire Cistern		People's Bank	\$ - *	\$ 8,030.83		
Mobil Cistern		TD Bank	\$ 33,857.76 *	\$ -		
Tansy Ave		People's Bank	\$ - *	\$ 7,095.60		
Winterberry Cistern		People's Bank	\$ - *	\$ 942.61		
Fire Protection Fund		People's Bank	\$ - *	\$ 47,364.87		
Green Solar Surety		People's Bank	\$ - *	\$ 4,409.12		
Varsity Wireless Historic Sign (designated for Heritage Comm for signage--spend)		People's Bank	\$ - *	\$ 7,299.16		

RENTAL PROPERTY DEPOSIT ESCROW ACCOUNTS

Foss Property Sec. Dep.		People's Bank	\$0.00 *	\$ 3,664.75		
Gifford House Sec. Deposit		People's Bank	\$0.00 *	\$ 2,116.67		
Park Cottage Sec. Dep.		People's Bank	\$0.00 *	\$ 969.21		

PERFORMANCE BONDS

Altid Enterprises (2011 Bond-Mark will confirm release w/ DPW)		People's Bank	\$0.00 *	\$ 11,210.35		
Kennebunk Savings Landscape Bond		People's Bank	\$0.00 *	\$ 1,018.54		
Kennebunk Savings Performance (Maint) Bond		People's Bank	\$0.00 *	\$ 2,546.35		
200 Domain Drive Landscape Bond		People's Bank	\$0.00 *	\$ 2,552.97		
Lindt Offsite Improvements (expired impact fees?)		People's Bank	\$0.00 *	\$ 1,262.08		
NHSPCA		People's Bank	\$0.00 *	\$ 35,895.36		
Robie Farms--renamed Treat Farms		People's Bank	\$0.00 *	\$ 111,747.32		
GCNE (2004)		People's Bank	\$0.00 *	\$ 35,316.93		
Jotaph Realty (2005)		People's Bank	\$0.00 *	\$ 22,740.74		



One Sky Community Services, Inc

755 Banfield Road Suite 3 Portsmouth, New Hampshire 03801

Phone: (603) 436-6111 Voice/TDD: (603) 436-4103

Fax: (603) 966-3140 Visit us online: www.oneskyservices.org

David Moore, Town Administrator
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

Dear David,

Just wanted to thank you again for taking the time to speak with me about our organization and how beneficial it can be to those with developmental disabilities in your community.

As you know through our conversation, supportive, affordable housing is a major concern not only to us, but the other organizations that do what we do throughout the State. One Sky is working hard to try to alleviate the situation the best it can. We are always looking at creative options and collaborations that might lead to solutions.

Please do not hesitate to let me know, should you find land or existing housing that might be conducive to our needs.

Once again thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Cordaro", written over a horizontal line.

Matt Cordaro
Chief Executive Officer



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885 Town

Clerk/Tax Collector 603-772-4741

Select Board/ Administration/ Assessing 603-772-7391

Code Enforcement/ Building Inspections/ Planning 603-772-7391

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

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

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

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

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

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

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

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



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July 27, 2022

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

Dear Mr. Houghton

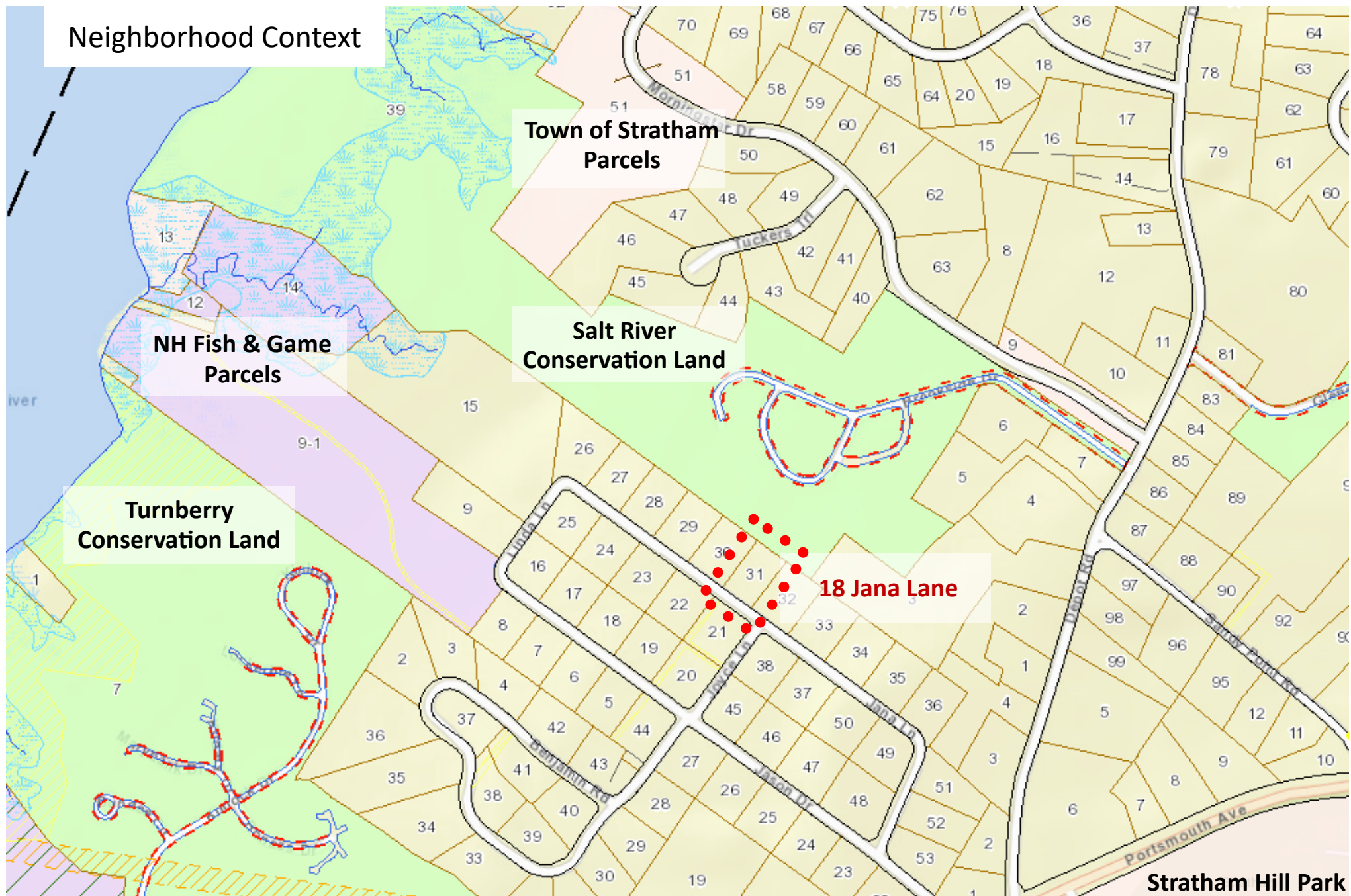
The Conservation Commission discussed the proposed donation of the land at 18 Jana Lane to the Town at its meeting on July 27, 2022. I served as chair for the meeting in the absence of the Chair and Vice Chair. The Commission voted to recommend that the Select Board accept the donation of the land without 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

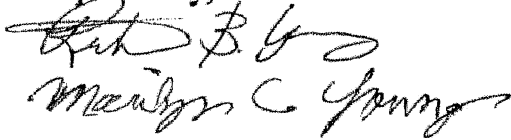
Dear Members of the Stratham Select Board,

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

Ad Preview

STRATHAM SELECT BOARD PUBLIC HEARING NOTICE

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

**Meeting to be held in the
Hutton Room**

Monday, September 19, 2022

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

In accordance with RSA 41:14a on the question of acceptance of a donation from Richard and Marilyn Young of a 0.84 tract of land at 18 Jana Lane (Tax Map 24 Lot 31), currently assessed at \$17,200.

To view materials associated with this public hearing, please visit the Town Administrator's office Mon – Fri. from 8:00 am–4:00 pm or visit

www.strathamnh.gov/selectboard/pages/public-hearing-notices-special-meetings



Childhood Cancer Awareness Week

September 25th – October 1st

Whereas each year more than 15,000 children under the age of 19 in the United States, and more than 300,000 children globally, are diagnosed with cancer;
Whereas every year more than 1,700 children under the age of 19 in the United States lose their lives to cancer;

Whereas childhood cancer is the leading cause of disease-related death from and the second overall leading cause of death for children in the United States;
Whereas the 5-year survival rate for children with cancer has increased from 58 percent in the mid-1970s to 85 percent in 2022, representing significant improvement from previous decades; and

Whereas cancer occurs regularly and randomly and spares no racial or ethnic group, socioeconomic class, or geographic region:

Now, therefore, we, the Select Board of the Town of Stratham, New Hampshire designates September 25th – October 1st as ``National Childhood Cancer Awareness Week"; and urge the people and organizations of Stratham to observe the week with awareness and support for the fight against childhood cancer.

Proclaimed this 19th day of September, 2022 by the Stratham Select Board

From: [David Moore](#)
To: [Anthony J King](#); [Christiane McAllister](#); [Deborah Bakie](#); [Jason Pond](#); [Jim Joseph](#); [Jim Marchese](#); [Karen Richard](#); [Lee Todis](#); [Scott Campbell](#); [Mark Connors](#); [Meredith Madden](#); [Nathaniel Mears](#); [Seth Hickey](#); [Shandy Supit](#); [Susan Connors](#); [Tara Madden](#); tntabbott@comcast.net; [Tracy-Lynn Abbott](#)
Cc: [Christiane McAllister](#)
Subject: Message from the Select Board
Date: Friday, July 22, 2022 2:32:00 PM

Dear All,

Please see this message from the Select Board concerning the All Employee/Select Board meeting on June 22nd.

Tony, Nate, Jeff, and Scott, please make sure you forward this to your teams.

Thank you and have a great weekend.

David M.
Town Administrator

Dear All Employees,

We would like to thank you for your participation and contributions made in our discussion at the All Employee meeting. We found the conversation productive, enjoyable and a great reflection of the wonderful work being done in service to Stratham residents. It was particularly gratifying to see the numerous testimonies of the teamwork and collaboration taking place across the departments. We also took away specific areas of improvement and issues to address and we want to share with you our plans to address them.

We believe the categories of improvement are Information Technology, Compensation & Benefits; Employee Policies and Manual.

Information Technology: We heard the staff's frustration with continued challenges in responsiveness and communication within the area of information technology as well as concerns about our model for service delivery (contracted service vs. in person presence). There appeared to be consensus that our equipment and technology needs are sufficient and up to date, however service is a glaring deficiency.

In follow-up, we are in the process of assessing our way forward but we are going to ask a group of interested staff members to assist. We expect this group will serve as a sounding board for potential approaches from here and to advise on service levels and needs. This includes discussing further our model of service delivery. Please e-mail David by the end of the day on July 26th if you would be interested in contributing your voice.

Employee Policies and Manual: We heard the feedback about retaining and recruiting employees to join our team, questions about holidays, and concern about paid leave time and other ideas for

compensation that may play a role in broader retention strategies.

Moving forward, the employee manual is in need of updating and we are going to embark (and have begun) on a process to update policies, make the document more current, and address issues raised like those above. As a Board we have reviewed the employee manual in a workshop, reviewed the elements of the manual that need updates in accordance with regulatory standards, heard from David and Christiane about those items that need greater clarity from their perspective, and gained insight from staff at Primex as well as NHMA materials on employee manuals. We are also mindful that some types of changes would benefit from greater engagement with staff.

At this time, David and Christiane are working to create a clear track-changed update of the manual based on legal and regulatory updates as well as their recommended changes from an administrative perspective. As a Board, we will reassess after reviewing these and look to additional process steps. Meanwhile, we encourage you to reach out to Christiane with additional input you may have about the need for changes (or ideas) for the employee manual. This input is welcome any time, but we certainly encourage it in the coming days and weeks.

An employment manual update has the potential be a much longer process and drain on resources than anyone here as an interest in seeing. This process above is intended to bring focus, attention and meaningful engagement so that the work can proceed efficiently and focus on items of interest. The Board will be back in touch with updates on this project.

Compensation & Benefits: At the meeting, we heard concern across departments about the Board's annual compensation adjustment policy, which has lacked definition and clarity. The inconsistency over the years has resulted in confusion and frustration, exactly opposite of the Board's intention.

The Board has heard these concerns and will be working to address and engage further on the strategy for annual adjustments certainly as part of the 2023 budget process.

Once again, we thank you for your candor and participation. We look forward to working on these issues and more in the months ahead.

Sincerely,

Michael Houghton, Chair

Allison Knab, Vice-Chair

Joe Anderson, Select Board

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2022 Goal/Objective	Department Head/Lead	Timing Goal	Status	September 2022 Notes
1		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Improve Finance Function in Accordance with Matrix	Christiane	Year long	In progress	Great progress here with bank transition and
2		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight	Christiane	May	In progress	See new Treasurer's report and layout reflecting banking improvements
2		Town Administration	Increase Efficiency and Modernize Business Practices	Information Technology Assessment and Next Steps	David/Christiane	July start	In progress	Four firms have our solicitation and proposals due September 30th
3		Town Administration	Increase Efficiency and Modernize Business Practices	Employment Manual Update/Redraft	David/Christiane	June start	In progress	This is in the update phase with Christiane and David
4		Town Administration	Ensure Sustainable Future for Town Services	Ensure smooth SVFD leadership transition	David/Jeff	2022 year	In progress	In progress
5		Town Administration	Steward Water Resources Effectively and Proactively	Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Jim	Ongoing	In Progress	Major progress made with grant acceptance by Select Board, which is now at Governor and Council.
6		Town Administration	Steward Water Resources Effectively and Proactively	Plan for long-term management of the PFAS contamination in Town Center	David/Mark/Nate	June	In Progress	This report is being finalized and outreach to potential partners being planned
7		Town Administration	Increase Efficiency and Modernize Business Practices	Draft Policies for Board Review (purchasing, media, other policies); Review existing policies	David	Ongoing	Not started	Not Started
8		Town Administration	Ensure Sustainable Future for Town Services	Build on Fire Department 2021 Conversations: What are alternative models and associated costs?	Jeff Denton/Christiane McAllister	August/September	Not started	
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Permit Software Decision-Implementation	Jim	April decision; December complete	In progress	In contract review stage.
10		Building Inspection	Steward Water Resources Effectively and Proactively	Inform and educate residents about water quality threats to private drinking water wells	Jim/David	Summer to Fall 2022	In progress	We have new web page content in development and working with the State DES initiative as planned. Susan Connors has joined this staff team.
11		Planning	Ensure Sustainable Future for Town Services	Planning: Recruit candidates to open positions and manage onboarding	Mark	April - June	In progress	Onboarding continuing.

12		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark	End of 2022	In progress	Report due to Town in fall from RPC
13		Town Administration	Pursue Master Plan Implementation	Implement Route 33 Zoning/establish processes	Mark	April/May/June	Complete	All steps required in zoning complete.
14		Planning	Pursue Master Plan Implementation	Begin Open Space Plan (RFP Issuance - Steering Cmte. - Engagement)	Mark	June RFP issued	In progress	Six proposals received during the week of September 12th. These will be reviewed and Select Board will need to identify a Steering Committee
15		Planning	Pursue Master Plan Implementation	Sign Ordinance Revision	Mark	November completion	In progress	With Planning Board
16		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	In Progress	With Planning Staff
17		Planning	Steward Water Resources Effectively and Proactively	Improve source protection efforts, implement recommendations of Water Source Protection Plan	Mark/Planning Board	November completion	In progress	With Planning Board
18		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections to SHP	Mark/Seth/David	April reset	In progress	Next outreach identified.
19		DPW	Ensure Sustainable Future for Town Services	DPW: Recruit candidates to open positions and manage transition	Nate	April - September	In progress	Department is fully staffed
20		DPW	Increase Efficiency and Modernize Business Practices	DPW: Complete Department Standard Operating Procedures	Nate	September	In progress	In progress
21		DPW	Pursue Master Plan Implementation	DPW: Complete existing conditions for SHP/address electrical needs	Nate	July		
22		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	September complete	In progress	
23		Parks & Recreation	Ensure Sustainable Future for Town Services	P&R: Participate in Community Needs/Expectations Discussions	Seth	September		Library consultations and NH Listens Project complete.
24		Parks & Recreation	Pursue Master Plan Implementation	Implement Phase 1 Recommendations of TMAC report	Seth	Year long	In progress	

25		Parks & Recreation	Increase Efficiency and Modernize Business Practices	P&R: Recreation Revolving Fund Review	Seth/Christiane	June/July	Not yet started	
26		Police	Ensure Sustainable Future for Town Services	Restructure of Police Department	Tony	by December	In progress	Positions posted for Sargent and Lieutenant
27		Police	Increase Efficiency and Modernize Business Practices	Body Worn Camera Rollout	Tony	September complete	In progress	Body Worn cameras still delayed. Due to equipment chain issues, there was a 3-4 month delay on receiving this equipment.
28		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA - Continue Outreach	Tony	by December	Ongoing	
29		Police	Ensure Sustainable Future for Town Services	Stratham Hill Park: Active Shooter Homeland Security exercise.	Tony	October	In progress	In progress and scheduled
30		Police	Ensure Sustainable Future for Town Services	Police Vehicle Research Project: Research efficacy, cost, hybrid, electric, eco-boost engines	Tony	September	In progress	Report back to Select Board completed August 2022

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
GENERAL GOVERNMENT					
EXECUTIVE					
Select Board					
100 4130 01 101 Select Board Stipends	12,000.00	0.00	0.00	12,000.00	0.00
Administration					
100 4130 02 102 Town Administrator Salary	101,459.00	9,038.46	76,588.21	24,870.79	75.49
100 4130 02 103 Executive Assistant	48,564.00	3,848.02	32,816.29	15,747.71	67.57
100 4130 02 201 Supplies	5,500.00	146.93	1,774.61	3,725.39	32.27
100 4130 02 204 Association Dues	9,800.00	0.00	8,686.00	1,114.00	88.63
100 4130 02 208 Contracted services	1,500.00	0.00	2,350.00	(850.00)	156.67
100 4130 02 209 Workshops & Training	1,750.00	0.00	1,197.50	552.50	68.43
100 4130 02 216 Advertising	2,000.00	81.95	799.95	1,200.05	40.00
100 4130 02 224 Meetings & Meals	4,000.00	0.00	1,768.87	2,231.13	44.22
100 4130 02 225 Mileage	500.00	0.00	59.67	440.33	11.93
100 4130 02 230 Fed-Ex	250.00	0.00	0.00	250.00	0.00
100 4130 02 231 Postage	12,000.00	0.00	8,493.98	3,506.02	70.78
100 4130 02 262 Town Report	3,500.00	0.00	2,518.25	981.75	71.95
100 4130 02 317 Service Contract (copier)	6,500.00	542.00	4,444.40	2,055.60	68.38
100 4130 02 319 Background Checks	500.00	96.50	522.00	(22.00)	104.40
100 4130 02 328 Town Meeting	1,000.00	0.00	0.00	1,000.00	0.00
Total Administration	198,823.00	13,753.86	142,019.73	56,803.27	71.43
Total Executive	210,823.00	13,753.86	142,019.73	68,803.27	67.36
ELECTION & REGISTRATION					
100 4140 01 201 Supplies	3,200.00	74.00	2,757.88	442.12	86.18
100 4140 01 219 Ballot Clerks	2,500.00	0.00	812.00	1,688.00	32.48
100 4140 01 220 Moderator/Asst. Moderator	875.00	0.00	275.00	600.00	31.43
100 4140 01 221 Meals	1,100.00	0.00	291.99	808.01	26.54
100 4140 01 301 Supervisors of the checklist	3,600.00	0.00	1,800.00	1,800.00	50.00
100 4140 01 308 Workshops & Training	100.00	0.00	0.00	100.00	0.00
100 4140 01 317 Equipment Maintenance	625.00	0.00	0.00	625.00	0.00
Total Election & Registration	12,000.00	74.00	5,936.87	6,063.13	49.47
FINANCIAL ADMINISTRATION					
FINANCE					
100 4150 01 120 Finance Payroll	138,232.00	9,412.60	79,422.34	58,809.66	57.46
100 4150 01 204 Dues/Misc Exp.	150.00	320.00	355.00	(205.00)	236.67
100 4150 01 217 Audit	18,500.00	0.00	18,260.38	239.62	98.70
100 4150 01 306 Financial Software Lic/Training	9,000.00	0.00	2,752.75	6,247.25	30.59
100 4150 01 308 Workshops & Training	600.00	246.75	1,254.34	(654.34)	209.06
100 4150 01 401 Contracted Services	7,000.00	2,166.80	13,583.62	(6,583.62)	194.05
100 4150 05 111 Finance-Treasurer Stipend	6,250.00	3,270.25	3,270.25	2,979.75	52.32
Total Finance	179,732.00	15,416.40	118,898.68	60,833.32	66.15
ASSESSING					
100 4150 02 114 Assessing Payroll	7,566.00	611.04	6,040.98	1,525.02	79.84
100 4150 02 201 Assessing Supplies	0.00	0.00	371.95	(371.95)	0.00
100 4150 02 204 Dues/Misc Exp.	500.00	(97.00)	479.00	21.00	95.80
100 4150 02 218 Registry Expense	100.00	0.00	1.00	99.00	1.00
100 4150 02 304 Tax maps	4,000.00	0.00	3,700.00	300.00	92.50
100 4150 02 316 Cell Phone Reimbursement	0.00	0.00	488.04	(488.04)	0.00
100 4150 02 317 Equipment Maintenance/Software	7,000.00	0.00	333.34	6,666.66	4.76
100 4150 02 401 Contracted Services	70,000.00	6,800.00	26,462.50	43,537.50	37.80
Total Assessing	89,166.00	7,314.04	37,876.81	51,289.19	42.48
Town Clerk/Tax Collector					
100 4150 03 112 TC/TC Payroll	141,909.00	10,381.42	83,285.52	58,623.48	58.69
100 4150 03 201 Office Supplies	4,000.00	117.83	2,415.86	1,584.14	60.40
100 4150 03 204 Dues & Memberships	60.00	40.00	60.00	0.00	100.00
100 4150 03 209 Conventions	400.00	235.00	235.00	165.00	58.75
100 4150 03 218 Registry of Deeds	400.00	29.20	149.62	250.38	37.41
100 4150 03 223 Lien Notifications	600.00	0.00	243.75	356.25	40.63
100 4150 03 225 Mileage	400.00	119.50	177.50	222.50	44.38
100 4150 03 269 Restoration of records	3,000.00	0.00	2,970.00	30.00	99.00
100 4150 03 306 Computer Support-Service	11,650.00	0.00	11,618.90	31.10	99.73
100 4150 03 308 Workshops & Training	550.00	0.00	250.00	300.00	45.45

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
100 4150 03 318 New Equipment	975.00	0.00	975.00	0.00	100.00
Total Town Clerk/Tax Collector	163,944.00	10,922.95	102,381.15	61,562.85	62.45
Total Financial Administration	432,842.00	33,653.39	259,156.64	173,685.36	59.87
COMPUTER SERVICES					
100 4150 04 201 IT Supplies/Materials	7,000.00	2,201.99	9,286.34	(2,286.34)	132.66
100 4150 04 205 Computer services	70,000.00	4,377.00	33,532.97	36,467.03	47.90
Total Computer Services	77,000.00	6,578.99	42,819.31	34,180.69	55.61
LEGAL EXPENSES					
100 4153 01 202 Legal Expenses	30,000.00	1,705.62	11,883.43	18,116.57	39.61
Total Legal Services	30,000.00	1,705.62	11,883.43	18,116.57	39.61
PERSONNEL ADMINISTRATION					
100 4155 01 171 Medicare	51,231.00	3,406.61	29,326.09	21,904.91	57.24
100 4155 01 173 New Hampshire Retirement	595,800.00	63,964.38	504,033.48	91,766.52	84.60
100 4155 01 174 Social Security	138,000.00	8,658.75	79,075.58	58,924.42	57.30
100 4155 01 176 Unemployment	1,642.00	0.00	1,642.00	0.00	100.00
100 4155 01 191 Insurance Buyout Program	48,206.00	0.00	24,296.34	23,909.66	50.40
100 4155 01 192 Life/AD&D	7,000.00	544.50	4,934.64	2,065.36	70.49
100 4155 01 193 Long-Term Disability	12,000.00	867.94	6,564.05	5,435.95	54.70
100 4155 01 194 Short-Term Disability	12,000.00	971.59	8,670.23	3,329.77	72.25
100 4155 01 195 Health/Dental Insurance	438,250.00	26,437.77	335,934.14	102,315.86	76.65
100 4155 01 196 HealthTrust HRA/FSA	13,000.00	2,047.56	14,377.66	(1,377.66)	110.60
100 4155 01 197 Misc. Fees	600.00	0.00	0.00	600.00	0.00
100 4155 01 198 Leave Compensation	8,000.00	1,290.45	1,290.45	6,709.55	16.13
100 4155 02 198 Compensation Adjustments	85,000.00	0.00	0.00	85,000.00	0.00
Total Personnel	1,410,729.00	108,189.55	1,010,144.66	400,584.34	71.60
PLANNING & ZONING					
PLANNING					
100 4191 01 120 Planner Salary	79,000.00	6,353.12	54,625.71	24,374.29	69.15
100 4191 01 121 Bldg. & Code Enf. Coordinator	50,494.00	3,840.00	31,809.14	18,684.86	63.00
100 4191 01 122 Land Use Project Coordinator	20,728.00	1,680.00	3,738.00	16,990.00	18.03
100 4191 01 201 Supplies	1,500.00	80.40	1,644.01	(144.01)	109.60
100 4191 01 203 Legal Ads	3,800.00	206.58	1,546.28	2,253.72	40.69
100 4191 01 204 Dues & Memberships	500.00	0.00	89.99	410.01	18.00
100 4191 01 270 Rockingham Conservation District	500.00	0.00	0.00	500.00	0.00
100 4191 01 271 Rock. Planning Commission	7,669.00	0.00	7,669.00	0.00	100.00
100 4191 01 276 Special Projects	2,500.00	150.00	631.70	1,868.30	25.27
100 4191 01 306 Software License & Training	3,200.00	0.00	1,683.22	1,516.78	52.60
100 4191 01 308 Training	1,000.00	0.00	822.50	177.50	82.25
100 4191 01 318 Equipment	200.00	0.00	56.23	143.77	28.12
100 4191 01 319 Gas - Mileage	75.00	0.00	58.70	16.30	78.27
Total Planning	171,166.00	12,310.10	104,374.48	66,791.52	60.98
BUILDING INSPECTOR/CODE ENFORCEMENT					
100 4191 02 122 BI / CEO Payroll	78,000.00	6,003.00	51,014.98	26,985.02	65.40
100 4191 02 201 Supplies	1,750.00	162.77	2,324.70	(574.70)	132.84
100 4191 02 235 Fire Inspection Fees	800.00	0.00	0.00	800.00	0.00
100 4191 02 260 Plan Review	100.00	0.00	0.00	100.00	0.00
100 4191 02 266 Reference Materials	1,500.00	0.00	0.00	1,500.00	0.00
100 4191 02 306 Software License & Training	2,500.00	0.00	0.00	2,500.00	0.00
100 4191 02 308 Workshops & Training	2,000.00	0.00	440.00	1,560.00	22.00
100 4191 02 318 Equipment	1,500.00	0.00	82.22	1,417.78	5.48
100 4191 02 376 Vehicle Maintenance	250.00	0.00	560.35	(310.35)	224.14
Total Building Inspector/Code Enforcement	88,400.00	6,165.77	54,422.25	33,977.75	61.56
Total Planning & Zoning	259,566.00	18,475.87	158,796.73	100,769.27	61.18
GENERAL GOVT. BUILDINGS					
100 4194 01 104 Facilities Payroll	52,927.00	4,110.62	39,193.31	13,733.69	74.05
100 4194 01 106 Custodial PT	17,517.00	1,499.19	8,608.67	8,908.33	49.14
100 4194 01 222 MC Supplies	4,500.00	334.84	3,274.30	1,225.70	72.76
100 4194 01 314 MC Electricity	27,500.00	3,844.37	15,408.15	12,091.85	56.03
100 4194 01 315 MC Heat	9,440.00	0.00	9,853.85	(413.85)	104.38
100 4194 01 316 MC Telephone	9,486.00	304.84	6,700.94	2,785.06	70.64
100 4194 01 318 MC Equipment	3,200.00	0.00	119.88	3,080.12	3.75

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
100 4194 01 375 MC Building Maintenance/Repairs	30,500.00	536.44	23,166.57	7,333.43	75.96
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	0.00	3,164.97	1,835.03	63.30
100 4194 03 375 Foss Property Maintenance/Repairs	2,500.00	0.00	0.00	2,500.00	0.00
100 4194 04 314 Historical Soc. Electricity	1,400.00	205.78	738.11	661.89	52.72
100 4194 04 315 Historical Soc. Heat	5,000.00	0.00	3,940.55	1,059.45	78.81
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	0.00	198.00	2,302.00	7.92
100 4194 06 240 Smyk Landscape Maintenance	3,200.00	885.48	885.48	2,314.52	27.67
100 4194 07 375 Park Cottage Maintenance	1,200.00	1,451.63	1,995.11	(795.11)	166.26
Total General Govt. Buildings	175,870.00	13,173.19	117,247.89	58,622.11	66.67
CEMETERIES					
100 4195 01 141 Cemetery Payroll	40,000.00	1,424.61	13,658.09	26,341.91	34.15
100 4195 01 222 Supplies	2,000.00	0.00	1,618.05	381.95	80.90
100 4195 01 240 Ground Maintenance	8,301.00	4,465.00	8,576.00	(275.00)	103.31
100 4195 01 306 Computer Maintenance	500.00	0.00	170.88	329.12	34.18
100 4195 01 317 Equipment Maintenance	4,170.00	22.63	1,406.66	2,763.34	33.73
100 4195 01 318 Equipment	240.00	0.00	217.82	22.18	90.76
100 4195 01 401 Contracted Services	1,500.00	0.00	0.00	1,500.00	0.00
Total Cemeteries	56,711.00	5,912.24	25,647.50	31,063.50	45.22
INSURANCE					
100 4196 01 190 Workers' Compensation	46,473.00	0.00	23,144.50	23,328.50	49.80
100 4196 01 248 Property & Liability Insurance	68,288.00	0.00	51,800.23	16,487.77	75.86
Total Insurance	114,761.00	0.00	74,944.73	39,816.27	65.31
OTHER GEN. GOVT.					
100 4199 01 243 Town Ctr Water Contamination Expenses	2,500.00	1,155.70	5,272.60	(2,772.60)	210.90
100 4199 01 999 ARPA applied costs	0.00	40,550.00	40,550.00	(40,550.00)	0.00
Total Other Gen. Government	2,500.00	41,705.70	45,822.60	(43,322.60)	1,832.90
TOTAL GENERAL GOVERNMENT	2,782,802.00	243,222.41	1,894,420.09	888,381.91	68.08
PUBLIC SAFETY					
POLICE					
PD Payroll					
100 4210 01 130 Police - Full Time	908,206.00	70,387.96	616,719.32	291,486.68	67.91
100 4210 01 131 Secretary Payroll	50,732.00	4,099.20	34,328.55	16,403.45	67.67
100 4210 01 133 Police-Holiday pay	27,125.00	0.00	4,095.63	23,029.37	15.10
100 4210 01 134 Prosecutor Payroll	38,454.00	2,987.58	25,290.97	13,163.03	65.77
100 4210 01 135 Police Overtime	105,000.00	5,295.79	39,116.97	65,883.03	37.25
100 4210 01 136 Police - PT	20,000.00	0.00	8,255.48	11,744.52	41.28
Total Payroll	1,149,517.00	82,770.53	727,806.92	421,710.08	63.31
PD Operations					
100 4210 02 201 PD Office Supplies	8,000.00	116.93	2,043.88	5,956.12	25.55
100 4210 02 226 Community Service Program	1,000.00	301.95	517.94	482.06	51.79
100 4210 02 278 Special Response Team (SERT)	2,500.00	0.00	2,500.00	0.00	100.00
100 4210 02 305 Technical Support	18,000.00	1,232.16	8,276.62	9,723.38	45.98
100 4210 02 308 Training & Dues	22,000.00	1,241.23	9,492.92	12,507.08	43.15
100 4210 02 310 Uniforms	12,000.00	267.76	6,502.17	5,497.83	54.18
100 4210 02 317 Equipment Repairs	3,000.00	0.00	830.84	2,169.16	27.69
100 4210 02 318 New Equipment	8,000.00	3,154.70	9,284.50	(1,284.50)	116.06
100 4210 02 319 Gas & Oil	19,000.00	0.00	14,281.14	4,718.86	75.16
100 4210 02 376 Vehicle Maintenance	17,000.00	3,665.72	14,352.81	2,647.19	84.43
100 4210 02 888 PD Grant Paid Expenditures	0.00	0.00	11,213.10	(11,213.10)	0.00
Total PD Operations	110,500.00	9,980.45	79,295.92	31,204.08	71.76
PD Building					
100 4210 03 314 Electricity	11,000.00	2,250.41	5,582.70	5,417.30	50.75
100 4210 03 315 Heating	4,500.00	0.00	3,945.96	554.04	87.69
100 4210 03 316 Telephone	8,000.00	0.00	4,493.51	3,506.49	56.17
100 4210 03 375 PD Building Maintenance	16,000.00	1,325.99	5,754.05	10,245.95	35.96
Total PD Building	39,500.00	3,576.40	19,776.22	19,723.78	50.07
Total Police	1,299,517.00	96,327.38	826,879.06	472,637.94	63.63
FIRE DEPARTMENT					
FD Operations					
100 4220 01 100 Fire Dept. Payroll	343,208.00	18,486.72	157,288.88	185,919.12	45.83

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
100 4220 01 130 FD Detail	5,000.00	500.00	4,737.50	262.50	94.75
100 4220 01 204 Dues	2,500.00	0.00	1,271.35	1,228.65	50.85
100 4220 01 222 Supplies	2,500.00	0.00	2,123.18	376.82	84.93
100 4220 01 228 EMS Supplies	13,000.00	1,205.53	8,257.13	4,742.87	63.52
100 4220 01 236 Fire Prevention	3,000.00	1,633.00	1,633.00	1,367.00	54.43
100 4220 01 243 Haz-Mat Start Team	3,200.00	0.00	3,198.20	1.80	99.94
100 4220 01 245 Insurance	1,232.00	0.00	0.00	1,232.00	0.00
100 4220 01 308 Training & Conferences	3,000.00	1,530.00	2,615.01	384.99	87.17
100 4220 01 310 Uniforms	3,000.00	0.00	803.35	2,196.65	26.78
100 4220 01 317 Equipment Maintenance	28,000.00	10,277.05	30,045.06	(2,045.06)	107.30
100 4220 01 318 New Equipment	31,800.00	729.57	8,708.65	23,091.35	27.39
100 4220 01 319 Gas & Oil	4,500.00	0.00	3,494.95	1,005.05	77.67
100 4220 01 323 Billing Expenses	13,000.00	1,398.83	9,797.62	3,202.38	75.37
100 4220 01 999 COVID expenses	2,000.00	0.00	618.60	1,381.40	30.93
Total FD Operations	458,940.00	35,760.70	234,592.48	224,347.52	51.12
FD Building					
100 4220 02 240 Landscape Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
100 4220 02 246 Internet/IT Charges	6,000.00	125.96	6,593.77	(593.77)	109.90
100 4220 02 314 Electricity	15,000.00	2,591.37	9,285.86	5,714.14	61.91
100 4220 02 315 Heat	16,000.00	0.00	16,404.54	(404.54)	102.53
100 4220 02 316 Telephone	8,000.00	223.44	4,285.15	3,714.85	53.56
100 4220 02 375 Building Maintenance & Repairs	12,000.00	1,437.32	10,360.17	1,639.83	86.33
Total FD Building	58,000.00	4,378.09	46,929.49	11,070.51	80.91
Total Fire Department	516,940.00	40,138.79	281,521.97	235,418.03	54.46
EMERGENCY MANAGEMENT					
100 4290 01 227 Emergency Management Expenses	9,638.00	0.00	6,444.35	3,193.65	66.86
Total Emergency Management	9,638.00	0.00	6,444.35	3,193.65	66.86
DISPATCH SERVICES					
100 4299 01 316 Dispatch Phone Expense	1,000.00	80.96	544.63	455.37	54.46
Total Public Safety	1,827,095.00	136,547.13	1,115,390.01	711,704.99	61.05
PUBLIC WORKS					
HIGHWAY					
100 4312 01 140 Highway Payroll	238,449.00	16,231.46	159,459.16	78,989.84	66.87
100 4312 01 141 Highway Overtime	29,952.00	0.00	17,208.39	12,743.61	57.45
100 4312 01 142 Temporary Plow Drivers	10,000.00	0.00	4,217.89	5,782.11	42.18
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	0.00	0.00	33,161.00	0.00
100 4312 01 211 Drainage	7,392.00	0.00	4,389.75	3,002.25	59.39
100 4312 01 222 Supplies	4,200.00	286.27	4,250.84	(50.84)	101.21
100 4312 01 224 Meals	1,000.00	0.00	1,151.25	(151.25)	115.13
100 4312 01 279 Substance Abuse Testing	1,250.00	81.00	1,069.50	180.50	85.56
100 4312 01 303 Rented Equipment	6,000.00	378.45	1,776.61	4,223.39	29.61
100 4312 01 306 Computer Software Maintenance	1,734.00	0.00	1,198.99	535.01	69.15
100 4312 01 308 Training	1,500.00	0.00	65.00	1,435.00	4.33
100 4312 01 310 Uniforms	5,740.00	719.00	3,839.39	1,900.61	66.89
100 4312 01 314 Electricity	8,750.00	1,376.84	5,563.73	3,186.27	63.59
100 4312 01 315 Heating	2,500.00	0.00	1,109.96	1,390.04	44.40
100 4312 01 316 Telephone	4,208.00	169.85	1,795.04	2,412.96	42.66
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	1,382.81	52,778.34	(2,778.34)	105.56
100 4312 01 318 New Equipment & Signs	8,400.00	1,082.56	3,891.45	4,508.55	46.33
100 4312 01 319 Gas & Oil	39,200.00	0.00	26,875.27	12,324.73	68.56
100 4312 01 320 Road Paint	10,080.00	0.00	593.50	9,486.50	5.89
100 4312 01 321 Salt	55,300.00	0.00	514.50	54,785.50	0.93
100 4312 01 322 Aggregate	8,500.00	0.00	5,168.45	3,331.55	60.81
100 4312 01 325 Paving & Road Reconstruction	150,000.00	0.00	4,589.57	145,410.43	3.06
100 4312 01 375 Building Maintenance	20,000.00	113.18	3,505.03	16,494.97	17.53
100 4312 01 401 Contracted Services	3,500.00	0.00	1,955.00	1,545.00	55.86
Total Highway	700,816.00	21,821.42	306,966.61	393,849.39	43.80
STREET LIGHTING					
100 4316 01 314 Street Lighting	10,000.00	1,567.58	6,323.10	3,676.90	63.23

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
Total Public Works	710,816.00	23,389.00	313,289.71	397,526.29	44.07
SANITATION					
SOLID WASTE COLL. & DISPOSAL					
100 4323 01 142 Sanitation Payroll	41,000.00	3,106.12	27,460.01	13,539.99	66.98
100 4323 01 212 MSW/Recycling Coll. & Disposal	925,816.00	61,167.21	462,897.84	462,918.16	50.00
100 4323 01 242 Hazardous Waste Collection	5,277.00	0.00	920.00	4,357.00	17.43
100 4323 01 247 Landfill Closure Costs	9,500.00	2,544.35	9,822.40	(322.40)	103.39
100 4323 01 309 Transfer Station Expenses	95,081.00	9,462.40	50,318.94	44,762.06	52.92
100 4323 01 314 Electricity	810.00	110.70	506.49	303.51	62.53
100 4323 01 317 Materials & Supplies	6,144.00	106.51	645.60	5,498.40	10.51
Total Solid Waste Coll. & Disposal	1,083,628.00	76,497.29	552,571.28	531,056.72	50.99
PUBLIC WORKS (OTHER)					
HEALTH					
ANIMAL CONTROL					
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	0.00	600.00	0.00
Total Animal Control	600.00	0.00	0.00	600.00	0.00
PEST CONTROL					
100 4414 02 326 Pest Control Contracted Services	54,144.00	8,275.00	30,580.00	23,564.00	56.48
PUBLIC SERVICE AGENCIES					
100 4415 01 000 Annie's Angels	2,500.00	0.00	0.00	2,500.00	0.00
100 4415 01 001 American Red Cross	800.00	0.00	0.00	800.00	0.00
100 4415 01 351 Seacoast Mental Health Ctr.	3,000.00	0.00	0.00	3,000.00	0.00
100 4415 01 352 Waypoint	2,500.00	0.00	0.00	2,500.00	0.00
100 4415 01 353 Haven	4,250.00	0.00	0.00	4,250.00	0.00
100 4415 01 354 Big Brother & Big Sister	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 355 Community Action Prog.	4,500.00	0.00	0.00	4,500.00	0.00
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	0.00	0.00	500.00	0.00
100 4415 01 357 Richie McFarland Children's Center	4,200.00	0.00	0.00	4,200.00	0.00
100 4415 01 359 AIDS Response of the Seacoast	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 360 Rockingham County Nutrition Program	5,420.00	0.00	0.00	5,420.00	0.00
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	0.00	0.00	200.00	0.00
100 4415 01 362 Crossroads House	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 366 Child Advocacy Center	1,250.00	0.00	0.00	1,250.00	0.00
100 4415 01 368 Families First	2,500.00	0.00	0.00	2,500.00	0.00
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	0.00	0.00	2,000.00	0.00
100 4415 01 370 Transportation Assistance for Seacoast Citizens	3,000.00	0.00	0.00	3,000.00	0.00
Total Public Service Agencies	39,620.00	0.00	0.00	39,620.00	0.00
WELFARE					
DIRECT ASSISTANCE					
100 4445 01 314 Public Asst. Electricity	1,250.00	0.00	0.00	1,250.00	0.00
100 4445 01 340 Public Asst. Food	150.00	0.00	50.00	100.00	33.33
100 4445 01 341 Public Asst. Heat	1,500.00	0.00	981.20	518.80	65.41
100 4445 01 343 Public Asst. Medical-Pharmacy	100.00	0.00	0.00	100.00	0.00
100 4445 01 344 Public Asst. Rent-Mortgage	7,500.00	0.00	1,609.44	5,890.56	21.46
100 4445 01 345 Public Asst. Misc. Assistance	875.00	0.00	59.40	815.60	6.79
Total Direct Assistance	11,375.00	0.00	2,700.04	8,674.96	23.74
CULTURE & RECREATION					
PARKS					
100 4520 01 144 PT Ranger Payroll	78,871.00	3,440.53	29,612.55	49,258.45	37.55
100 4520 01 201 Supplies	400.00	10.38	499.24	(99.24)	124.81
100 4520 01 240 Grounds Maintenance	36,480.00	8,670.63	33,094.87	3,385.13	90.72
100 4520 01 308 Training	350.00	0.00	0.00	350.00	0.00
100 4520 01 310 Uniforms	600.00	0.00	52.40	547.60	8.73
100 4520 01 314 Electricity	6,100.00	2,419.77	4,973.56	1,126.44	81.53
100 4520 01 317 Equipment Maintenance	3,500.00	419.38	815.43	2,684.57	23.30
100 4520 01 330 Park Maintenance Supplies	4,625.00	1,254.94	4,202.15	422.85	90.86
100 4520 01 376 Park Vehicle Maintenance	4,000.00	1,456.00	4,193.56	(193.56)	104.84
100 4520 01 377 All Other Park Building Maintenance	5,050.00	212.50	6,156.65	(1,106.65)	121.91
Total Parks	139,976.00	17,884.13	83,600.41	56,375.59	59.72

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
RECREATION					
100 4520 02 145 Recreation Payroll	74,284.00	8,191.37	56,263.47	18,020.53	75.74
100 4520 02 147 Program Asst Salary	48,445.00	1,020.00	24,969.28	23,475.72	51.54
100 4520 02 201 Office Expenses	1,200.00	71.98	1,204.25	(4.25)	100.35
100 4520 02 273 Seniors Trips	6,000.00	1,885.00	13,343.30	(7,343.30)	222.39
100 4520 02 316 Cellphone Reimbursement	1,302.00	0.00	1,138.76	163.24	87.46
100 4520 02 319 Gas-Mileage	650.00	0.00	439.91	210.09	67.68
100 4520 02 324 Brochures/Newsletters	1,500.00	0.00	659.96	840.04	44.00
100 4520 02 328 Special Events	13,000.00	150.00	2,084.35	10,915.65	16.03
Total Recreation	146,381.00	11,318.35	100,103.28	46,277.72	68.39
Total Parks & Recreation	286,357.00	29,202.48	183,703.69	102,653.31	64.15
LIBRARY					
100 4550 01 147 Library Payroll	430,548.00	33,409.27	263,946.04	166,601.96	61.30
100 4550 01 249 Non-salary expenses	104,200.00	0.00	70,000.00	34,200.00	67.18
Total Library	534,748.00	33,409.27	333,946.04	200,801.96	62.45
PATRIOTIC PURPOSES					
100 4583 01 238 Flags	500.00	0.00	0.00	500.00	0.00
100 4583 01 277 Patriotic Misc.	1,200.00	0.00	366.24	833.76	30.52
Total Patriotic Purposes	1,700.00	0.00	366.24	1,333.76	21.54
CONSERVATION					
100 4611 01 207 Conservation Commission	5,000.00	0.00	634.47	4,365.53	12.69
HERITAGE COMMISSION					
100 4619 01 215 Heritage Administrative Expenses	400.00	0.00	124.91	275.09	31.23
100 4619 01 302 Survey/Software-Heritage	5,000.00	0.00	0.00	5,000.00	0.00
100 4619 01 308 Training/Conferences	100.00	0.00	0.00	100.00	0.00
100 4619 01 313 Veterans/Engraving	200.00	0.00	50.00	150.00	25.00
TOTAL EXPENSES	5,700.00	0.00	174.91	5,525.09	3.07
ECONOMIC DEV. COMM.					
TOWN CENTER REVITALIZATION					
ENERGY COMMISSION					
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	0.00	1,200.00	0.00
DEBT SERVICE					
PRINCIPLE - LONG TERM					
100 4711 00 400 Debt Service Principal	570,000.00	0.00	570,000.00	0.00	100.00
INTEREST - LONG TERM					
100 4721 00 401 Debt Service Interest	135,400.00	0.00	135,400.00	0.00	100.00
CAPITAL OUTLAY					
LAND					
MACH/EQUIP/VEHICLE CIP EXPENSES					
100 4902 20 900 Town-wide Computer Replacement-prior	7,210.82	1,909.98	3,669.96	3,540.86	50.90
100 4902 20 901 Town-wide Computer Replacement-current	5,000.00	0.00	0.00	5,000.00	0.00
100 4902 21 900 Permitting software/digital storage-prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4902 22 900 Town-wide Technology - prior	16,803.10	0.00	10,969.97	5,833.13	65.29
100 4902 22 901 Town-wide Technology - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4902 23 900 Police Station Solar Array Buyout - prior	5,000.00	0.00	0.00	5,000.00	0.00
100 4902 23 901 Police Station Solar Array Buyout - current	5,000.00	0.00	0.00	5,000.00	0.00
100 4902 24 900 Traffic Control Program - prior	2,202.00	0.00	2,202.00	0.00	100.00
100 4902 24 901 Traffic Control Program - current	5,000.00	0.00	2,483.00	2,517.00	49.66
100 4902 25 900 MC Town vehicles - prior	15,000.00	0.00	0.00	15,000.00	0.00
100 4902 26 900 PD Cruiser Replacement - prior	4,410.49	4,410.49	4,410.49	0.00	100.00
100 4902 26 901 PD Cruiser Replacement - current	39,000.00	31,539.51	31,539.51	7,460.49	80.87
TOTAL MACH/EQUIP/VEHICLE CIP EXPENSES	121,626.41	37,859.98	55,274.93	66,351.48	45.45
BUILDING CIP EXPENSES					
100 4903 30 900 Library Interior Improvements-prior	20,000.00	(983.60)	0.00	20,000.00	0.00
100 4903 30 901 Library Interior Improvements-current	15,000.00	0.00	0.00	15,000.00	0.00
100 4903 39 900 Library Assessment & Facility Plan - prior	20,000.00	0.00	20,000.00	0.00	100.00

Town of Stratham

For 8/31/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
TOTAL BUILDINGS	55,000.00	(983.60)	20,000.00	35,000.00	36.36
ALL OTHER/NON-BUILDING CIP EXPENSES					
100 4909 40 900 Cemetery Improvements - prior	26,503.12	0.00	13,888.13	12,614.99	52.40
100 4909 50 900 Parks Facilities Improvements - prior	3,000.00	3,000.00	3,000.00	0.00	100.00
100 4909 50 901 Parks Facilities Improvements - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 51 900 Parks Rds/Parking Lot Improvements - prior	9,000.00	0.00	0.00	9,000.00	0.00
100 4909 51 901 Parks Rds/Parking Improvements - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 59 900 Parks-Open Space Connectivity Plan - prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 59 901 Parks-Open Space Connectivity Plan - current	35,000.00	0.00	0.00	35,000.00	0.00
100 4909 60 900 SHP Facilities & Fields Improvments - prior	7,296.87	0.00	0.00	7,296.87	0.00
100 4909 60 901 SHP Facilities & Fields Improvments - current	22,000.00	0.00	0.00	22,000.00	0.00
100 4909 61 900 SHP Roads/Parking Improvments - prior	56,000.00	0.00	0.00	56,000.00	0.00
100 4909 69 901 SHP Area Plan - current	25,000.00	0.00	0.00	25,000.00	0.00
100 4909 71 900 Town-wide Parking Lots Paving - prior	54,000.00	0.00	0.00	54,000.00	0.00
100 4909 71 901 Town-wide Parking Lots Paving - current	27,000.00	0.00	0.00	27,000.00	0.00
100 4909 72 900 Road Reconstruction Program - prior	59,008.61	0.00	23,199.39	35,809.22	39.32
100 4909 72 901 Road Reconstruction Program - current	145,000.00	0.00	(50,000.00)	195,000.00	(34.48)
100 4909 74 900 Bike & Ped Transp Improvements- prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 74 901 Bike & Ped Transp Improvements- current	5,000.00	0.00	0.00	5,000.00	0.00
100 4909 75 900 State Roadway/Intersection Proj Partic- prior	50,000.00	0.00	0.00	50,000.00	0.00
100 4909 75 901 State Roadway/Intersection Proj Partic-current	25,000.00	0.00	0.00	25,000.00	0.00
100 4909 81 900 Stormwater Planning - prior	48,000.00	0.00	0.00	48,000.00	0.00
100 4909 82 900 Water & Sewer Infrastructure Study - prior	20,000.00	0.00	0.00	20,000.00	0.00
100 4909 91 900 Revaluation Expenses - prior	42,100.35	0.00	9,695.36	32,404.99	23.03
100 4909 91 901 Revaluation Expenses - current	24,000.00	0.00	0.00	24,000.00	0.00
100 4909 92 900 PFAS Response & Remediation - prior	49,439.35	0.00	49,752.68	(313.33)	100.63
100 4909 92 901 PFAS Response & Remediation - current	75,000.00	11,661.95	33,790.93	41,209.07	45.05
100 4909 99 900 Master Plan Update - prior	38,237.50	0.00	0.00	38,237.50	0.00
TOTAL ALL OTHER/NON-BUILDING CIP EXPENSES	879,585.80	14,661.95	83,326.49	796,259.31	9.47
TOTAL CIP EXPENSES	1,056,212.21	51,538.33	158,601.42	897,610.79	15.02
TOTAL OPERATING BUDGET ONLY	8,050,185.00	550,542.58	5,133,776.48	2,916,408.52	63.77
OPERATING TRANSFERS OUT					
CAPITAL PROJECT FUND					
TRANSFERS TO CAPITAL RES. FUND					
100 4915 04 295 FD Cap Reserves	110,000.00	0.00	110,000.00	0.00	100.00
100 4915 04 296 Radio Communication Cap Res	5,000.00	0.00	5,000.00	0.00	100.00
100 4915 04 330 Highway Vehicle Cap Res	125,000.00	0.00	125,000.00	0.00	100.00
100 4916 01 599 Heritage Preservation	50,000.00	0.00	50,000.00	0.00	100.00
TOTAL TRANSFERS TO CAPITAL RES. FUND	290,000.00	0.00	290,000.00	0.00	100.00
PAYMENTS TO OTHER GOVERNMENTS					
100 4933 11 686 CMS Assessments	12,386,136.00	1,216,365.00	8,051,456.00	4,334,680.00	65.00
100 4933 11 687 SMS Assessments	10,878,304.00	989,145.00	6,921,724.00	3,956,580.00	63.63
TOTAL OTHER PAYMENTS	23,264,440.00	2,205,510.00	14,973,180.00	8,291,260.00	64.36
INSURANCE REIMBURSEMENTS					
TOTAL GRANTS & INSURANCE					
GRAND TOTAL ALL EXPENSES	32,660,837.21	2,807,590.91	20,555,557.90	12,105,279.31	62.94



September 14, 2022

David Moore, Town Administrator
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

RE: Contribution Assurance Program (CAP) for CY 2023 – CY 2025 for the Property & Liability Program

Dear David:

Primex³ is pleased to offer the **Town of Stratham** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

We are pleased to offer you a **CAP** Agreement that provides you budgetary assurance through **December 31, 2025**. (See enclosed **CAP** Agreement and Resolution.) **Please return your executed CAP Agreement and Resolution on or before September 30, 2022, to ensure your participation in CAP for the upcoming October 15, 2022 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Property & Liability Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

A handwritten signature in black ink, appearing to read "C Weber", written over a light blue horizontal line.

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

**Property & Liability
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception¹, that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2023 January 1, 2023 through December 31, 2023
(maximum 9% increase over January 1, 2022 through December 31, 2022 contribution)

CY 2024 January 1, 2024 through December 31, 2024
(maximum 9% increase over January 1, 2023 through December 31, 2023 contribution)

CY 2025 January 1, 2025 through December 31, 2025
(maximum 9% increase over January 1, 2024 through December 31, 2024 contribution)

By signing this Agreement, the **Town of Stratham** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **December 31, 2025**. The **Town of Stratham** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Stratham** agrees that the nine percent (9%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Stratham** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Stratham** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Stratham** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Stratham** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Stratham** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Stratham**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Stratham** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Stratham** with legal authority to contractually bind the **Town of Stratham** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative of the
Governing Body

Title

Date

Print Name

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Stratham** adopted on _____.

Board: _____
Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____



September 14, 2022

David Moore, Town Administrator
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

RE: Contribution Assurance Program (CAP) for CY 2023 – CY 2025 for the Workers' Compensation Program

Dear David:

Primex³ is pleased to offer the **Town of Stratham** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.**

We are pleased to offer you a **CAP** Agreement that provides you budgetary assurance through **December 31, 2025**. (See enclosed **CAP** Agreement and Resolution.) **Please return your executed CAP Agreement and Resolution on or before September 30, 2022, to ensure your participation in CAP for the upcoming October 15, 2022 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Workers' Compensation Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber", written over a light blue horizontal line.

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

**Workers' Compensation
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception¹, that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2023 January 1, 2023 through December 31, 2023
(maximum 10% increase over January 1, 2022 through December 31, 2022 contribution)

CY 2024 January 1, 2024 through December 31, 2024
(maximum 10% increase over January 1, 2023 through December 31, 2023 contribution)

CY 2025 January 1, 2025 through December 31, 2025
(maximum 10% increase over January 1, 2024 through December 31, 2024 contribution)

By signing this Agreement, the **Town of Stratham** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **December 31, 2025**. The **Town of Stratham** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Stratham** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Stratham** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Stratham** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Town of Stratham** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Stratham** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Stratham** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Stratham**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Stratham** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Stratham** with legal authority to contractually bind the **Town of Stratham** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative of the
Governing Body

Title

Date

Print Name

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Stratham** adopted on _____.

Board: _____
Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

DRAFT

Scope of Work/Project Plan

September 15, 2022

TOWN OF STRATHAM

SCOPE OF WORK: Capital Improvements at Stevens Park

Background and Intent: Stevens Park is Town-owned facility located at 68 Bunker Hill Avenue in Stratham. The facility current has two tennis courts, a softball field, two soccer fields, a Babe Ruth baseball field and a playground. All of the athletic fields have independent irrigation systems. These facilities are used for both Town run activities and rented to other community agencies.. The Park is programmed by the Parks and Recreation Department and maintained by the Public Works Department.

Objective and Goals: The Parks and Recreation Department has identified three areas that need to be addressed at Stevens Park.

- **Parking,** currently there is not enough parking spaces for the larger weekend events.
- **Court Space,** in recent years there has been a growing interest in courts sports. Both tennis and pickleball have grown in popularity. The current set up for pickleball requires nets be set up prior to play.
- **Pavilion,** the Department has identified the need at the park for a shade structure with bathrooms. This structure would allow the Town to better accommodate summer camp programming and permit broader use of the facility by the community (through rentals, if the Board chose). Currently, there only chemical toilets and there is no shelter at the facility. The Stratham Soccer Board has fundraised \$25,000 towards this project.

Existing Resources: There are schematic drawing of the facility. This drawing has been updated as the facility as expanded.

Proposed Tasks and Deliverables: Develop a conceptual improvement plan for Stevens Park that addresses the expanded parking, additional courts and shade structure with bathrooms and identify and address associated technical challenges and drainage. Develop an estimated budget.

Timeline: Work to be completed by this fall.

Project Management: Stratham Parks and Recreation, Parks and Recreation Director, Seth Hickey

2022 HOUSEHOLD HAZARDOUS WASTE COLLECTION

Saturday, October 15 8 AM - 12 PM Exeter Public Works Garage, Newfields Road(RT 85)

COLLECTING FOR EXETER, STRATHAM, NEWFIELDS, EAST KINGSTON, EPPING, SEABROOK & SOUTH HAMPTON RESIDENTS ONLY

We can take waste from your:



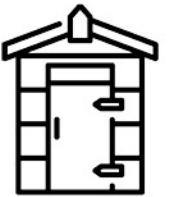
House

Rechargeable batteries, metal polish, photo chemicals, drain & oven cleaners, furniture polish, mercury thermometers and compact fluorescent light bulbs



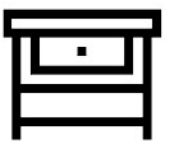
Garage

Motor oil, auto batteries, antifreeze, wax & polish, brake fluid, engine degreasers, asbestos (wetted and double bagged), and carburetor cleaner



Shed

Pesticides, insect sprays, rodent killers, pool chemicals, muriatic acid, no-pest strips, lead sinkers, flashing, and creosote



Workbench

Rust remover, wood preservatives, mercury, paint thinners, oil-based paints, solvents, degreasers



-Sponsored by the Towns of Exeter (778-0591), Stratham (772-4741), Newfields (772-5070), East Kingston, Epping (642-8406), Seabrook (474-9771), & South Hampton

-Organized by Rockingham Planning Commission (778-0885)

-For more info call the listed phone numbers or email: email@therpc.org

-Icon credits: flaticon.com

2022 HHW COLLECTION REQUIREMENTS

- Online registration is required to participate
- Select a 30 minute drop off window
- A flat user fee of \$15 will be charged to offset the costs of collection
- Please continue to social distance from volunteers
- You do not need to leave your car

Register for the HHW at:

<https://publicinput.com/ExeterHHW2022>

HOW MUCH WASTE CAN I BRING?

Due to high demand we must limit the amount of waste for each household. A general guideline of 10 gallons of liquid waste or up to 20 pounds of non liquid materials may be disposed of by each household. In general your waste should fit in two 5 gallon buckets or a 2 foot by 3 foot box.

NOT ALLOWED

The following wastes cannot be accepted:

- Latex paint (not hazardous)
- Alkaline batteries (not hazardous)
- Electronics
- Gas cylinders
- Explosive materials
- Ammunition
- Radioactive materials
- Infectious and biological wastes
- Prescription medicines/syringes
- Esters
- Unknown materials

✓ **Please Register a Voting Delegate for NHMA Policy Conference!**



**NEW HAMPSHIRE
MUNICIPAL ASSOCIATION**

EVENTS & TRAINING

Events

Calendar

NHMA Annual

Conference

Webinars

Workshops

[Home](#) > [Events & Training](#) >

REGISTRATION OPEN: 2022 Right-to-Know Hybrid Workshop on Meetings and Records

Thursday, October 13, 2022 - 9:00am to 1:00pm

2022 Right-to-Know Hybrid Workshop for Meetings and Records



This Workshop will be held in a hybrid format (In person attendance and a virtual attendance option)

In person attendance - 25 Triangle Park Drive Concord, NH. In person attendance is limited to 60 people.

Virtual Attendance via Zoom

Thursday, October 13, 2022

9:00 a.m. - 1:00 p.m.

Registration Fees: \$65.00 (in person)
\$55.00 (virtual)

8:30 a.m. Registration and Continental Breakfast. *Lunch will not be provided.*

PROGRAM

Join Legal Services Counsel Stephen Buckley and Municipal Services Counsel Jonathan Cowal who will discuss the requirements for holding a proper public meeting, as well the exceptions to the meeting requirement (the so-called "non-meeting"). The attorneys will also address managing virtual public access and allowing public body members to participate remotely when their physical attendance is not reasonably practical. Consideration will also be directed at preparing meeting minutes and facilitating public comment through meeting rules of procedure.

The attorneys will also address statutory changes regarding keeping an inventory of non-public session minutes, exemptions for attorney-client communications, deliberating in non-public session to discuss unsealing minutes, and limiting the nondisclosure of minutes related to the sale or acquisition of real or personal property.

The attorneys will also provide guidance on handling governmental record matters arising under the Right-to-Know Law. Handling governmental records requests requires an understanding of all aspects of request processing including: the requirements for availability, storage, electronic records, redaction, cost estimates, mandated access for certain records and appointments for review of records. This virtual workshop will also address what records are exempt from disclosure, along with whether a record request that would require a search for multiple documents must be fulfilled or whether a request impermissibly seeks to create a record that does not exist. In addition, guidance will be provided on the retention of governmental records and how claims under the Right-to-Know Law are enforced.

The attorneys will explain the newly created Right-to-Know Ombudsman which modifies the Right-to-Know Law to allow a complaint to be filed with the ombudsman rather than superior court.

Attendees will receive an electronic copy of NHMA's publication, *New Hampshire's Right-to-Know Law*. Additional materials such as the PowerPoint presentation will also be distributed electronically. No print outs of the materials or hard copy of the publication will be provided.

Pre-registration and pre-payment is required. If you register but cannot attend, a recording of the workshop will be provided as long as payment has been received.

Questions? Please contact us at 603-230-3350 or nhmaregistrations@nhmunicipal.org.

REGISTRATION NOW OPEN!



Share



Download iCal Event

Workshop



New Hampshire Municipal Association
25 Triangle Park Dr.
Concord, NH 03301
603.224.7447
nhmainfo@nhmunicipal.org

Contact NHMA
Member Login
Classifieds
Public Notices
Site Map

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: NHDOT Tidal Culvert Project on Squamscott Road - Thursday October 13 RE: Some available dates for Rm A in Oct.
Date: Thursday, September 8, 2022 12:24:54 PM
Attachments: [image001.png](#)

Karen,

Can you please confirm this date is available, put it on my e-calendar and reply all to the e-mail you were copied on and say "David asked me to reply to confirm....".

David M.

From: William Straub <wstraub@cmaengineers.com>
Sent: Thursday, September 08, 2022 12:06 PM
To: David Moore <dmoore@StrathamNH.gov>; Mudgett, Kirk <Kirk.O.Mudgett@dot.nh.gov>
Cc: Mark Connors <mconnors@StrathamNH.gov>; Nathaniel Mears <nmears@StrathamNH.gov>; Karen Richard <KRichard@StrathamNH.gov>
Subject: NHDOT Tidal Culvert Project on Squamscott Road - Thursday October 13 RE: Some available dates for Rm A in Oct.

Hi David,

NHDOT and the design team suggests Thursday, October 13 at 6 PM for the meeting to present and discuss the tidal culvert replacement project on Squamscott Road.

Please let us know when that is confirmed. Kirk Mudgett from NHDOT and/or I will be in touch with an topic outline/agenda that you can use to notify public and interested parties.

In the meantime, pls call if questions or comments.

Best,

Bill

William A. Straub, P.E.
Principal/Project Manager



CMA Engineers, Inc.
35 Bow Street
Portsmouth, NH 03801
CELL 603 828-6167
www.cmaengineers.com

From: David Moore <dmoore@StrathamNH.gov>
Sent: Tuesday, August 30, 2022 4:05 PM
To: William Straub <wstraub@cmaengineers.com>
Cc: Mark Connors <mconnors@StrathamNH.gov>; Nathaniel Mears <nmears@StrathamNH.gov>; Karen Richard <KRichard@StrathamNH.gov>
Subject: FW: Some available dates for Rm A in Oct.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Bill,

Here are dates that Room A is open for the meeting on the Squamscot Culverts project. I look forward to hearing which date you choose and collecting from you the info about the meeting so we can distribute word in our newsletter (goes out every other Friday including next Friday the 9th, our social media, and distribute to our interested Boards and Commissions.

Should this culvert work address widening the roadway to accommodate a future bike facility on both sides or either side?

David M.

David Moore
Town Administrator

Are you signed-up for our Select Board Newsletter?

Please visit <https://www.strathamnh.gov/subscribe> or simply reply to this e-mail asking to be added to our list!

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

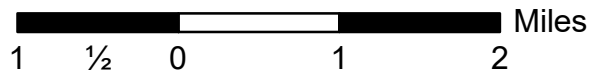
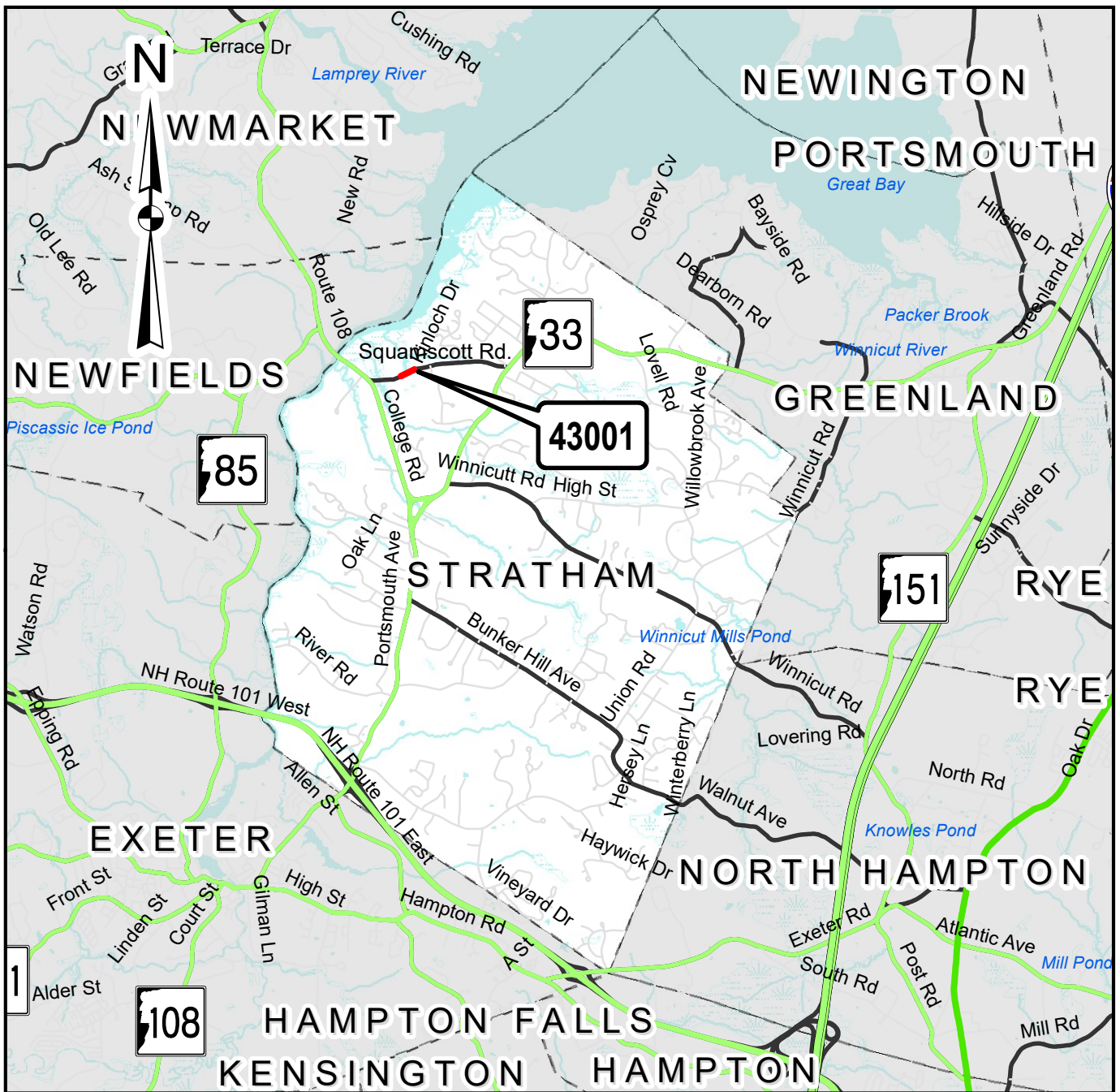
(603) 772-7391 ext. 181

www.StrathamNH.gov

From: Karen Richard <KRichard@StrathamNH.gov>
Sent: Tuesday, August 30, 2022 3:12 PM
To: David Moore <dmoore@StrathamNH.gov>
Subject: Some available dates for Rm A in Oct.

Right now, Room A is open on the following dates in October beginning at 6:00 pm.

SQUAMSCOTT RD.



LEGEND

- Streams
- Water Bodies
- US Routes
- State Routes
- Interstates
- Local Roads
- Town Boundary

New Hampshire
DOT
Department of Transportation

State #: 43001

LOCATION MAP

