

MEMORANDUM

TO: Michael Houghton, Select Board Chair
Joseph Lovejoy, Select Board Vice-Chair
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: December 31, 2020

RE: Select Board Agenda and Materials for the January 4, 2021 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for January 4, 2021.

III. Consideration of Minutes

Draft minutes from your meetings on December 21, 2020 are being prepared for your acceptance.

IV. Treasurer Report (first meeting of the month)

V. Department Reports & Presentations

VI. Correspondence

- A. Conservation Commission Recommendation of Acceptance of the Trail Management Plan

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

IX. Discussion of Monthly Reports (second meeting of each month)

X. New Business and Action Items

A. Acceptance of Trail Management Plan

At your last meeting, you deferred action on the Trail Management Plan. Please see the attached correspondence from the Conservation Commission recommending acceptance of the report. In addition, I have reattached the memo from Parks and Recreation Director Seth Hickey on this issue. Please let me know if you have any questions.

B. Budget Schedule Discussion, Next Steps and Budget Updates

I have some enclosed materials related to the budget process next steps and schedule including adding dates with the BAC as discussed at your joint meeting on Dec. 22nd. I have included a schedule which shows the key deadlines and dates and the various interactions (additional meetings the Board has in the period leading up to them). In addition, Dawna Duhamel will be in attendance at your meeting and we plan to update the Board on specific budget related items and plan to workshop with the Board on the warrant articles, updates since November, and confer with the Board on preferences and information requests for going forward.

C. Town Meeting Preparations (election and business section)

At this meeting, I plan to review with the Board the statutory requirements for the timing of holding Town Meeting and to get guidance on establishing a date for the Town meeting business section in relation to the pandemic. I have gathered staff input on dates for Saturdays in May and June for your consideration.

D. Town Report Update

I look forward to discuss Town Report logistics.

E. Hazard Mitigation Plan Grant Agreement Extension

Due to a number of logistical delays related to the preparation, submission, review and approval by our grant writer, the Town, State HSEM and FEMA approving officials, we have been recommended to pursue a grant extension for our \$9,000 HSEM grant for our HMP. I recommend the Board signify agreement with the extension from Jan. 30, 2021 to July 30, 2021.

XI. Town Administrator Report

I plan to present you with a number of updates on Town business. If you have any particular items of business you would like to make sure I am prepared to cover, please let me know. We will also need a non-public session for this meeting.

1. Advertising of Part-Time Office Assistant (Completed 12-30)
2. Open positions for March 2021 election
3. Use of Accrued Benefits Liability Trust
4. We have a Legislative Delegation meeting on the schedule for Jan. 19.

XII. Informational Items

XIII. Reservations, Event Requests & Permits

None for this meeting

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

None for this meeting

XV. Miscellaneous & Old Business

- A. PFAS in Town Center
- B. Open Items Tracking

XVI. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA JANUARY 4, 2021 7:00 P.M.

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

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

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

COVID Public Meeting Notice

This meeting is scheduled to be held “in person” at the Stratham Municipal Center. In accordance with this notice, if the Chair makes a determination to hold this meeting remotely notice will be published by 3:30 p.m. on the day of the meeting.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor’s Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

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 – December 20, 2020 (if available)

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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IV. Treasurer Report (first meeting of the month)

The Treasurer's Report is enclosed.

V. Department Reports & Presentations

No Department Presentation for this meeting

VI. Correspondence

A. Conservation Commission Recommendation - Acceptance of the Trail Management Plan

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

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

X. New Business and Action Items

- A. Acceptance of Trail Management Plan
- B. Budget Schedule Discussion, Next Steps and Budget Updates
- C. Town Meeting Preparations (election and business section)
- D. Town Report Update
- E. Hazard Mitigation Plan Grant Agreement Extension

XI. Town Administrator Report

XII. Informational Items

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

XVI. Miscellaneous & Old Business

- A. PFAS in Town Center
- B. Open Items Tracking

XVII. Adjournment

Town of Stratham - Finance Held Accounts

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

Balances as of 11/30/2020*

<u>Account Name:</u>	<u>Bank:</u>	<u>Balance</u>		<u>Balance 12/30/2020</u>
General Fund	Citizen's	\$3,360,005.91 *		\$3,444,081.85
Payroll	Citizen's	\$128,168.30 *		\$100,664.82
Investment Account	Citizen's	\$1,382,424.92		\$11,407,424.92
NHPDIP Investment (Town)	NHPDIP	\$21,135.95		\$14,952,171.59
NHPDIP (Recreation Funds)	NHPDIP	\$4,188.43		
NHPDIP (EMS)	NHPDIP	\$51,470.07		
Mobil Cistern	TD Bank	\$33,807.71		
200 Domain Drive Landscape Bond	People's Bank	\$2,548.47		\$7,090,044.26
Betty Lane Construction Bond	People's Bank	\$0.00	Closed 11/2020	
Betty Lane Performance Bond	People's Bank	\$0.00	Closed 11/2020	
Bunker Hill Commons Fire Cistern	People's Bank	\$8,016.67		
Cemetery Land Fund	People's Bank	\$7,501.84		
Drug Forfeiture Fund	People's Bank	\$33.25		
EMS Fund	People's Bank	\$371,380.99		
Fire Protection Fund	People's Bank	\$47,281.39		
Foss Property Sec. Dep.	People's Bank	\$3,658.29		
Gifford House Sec. Deposit	People's Bank	\$2,112.94		
Heritage Fund	People's Bank	\$6,949.46		
Kennebunk Savings Landscape Bond	People's Bank	\$1,016.75		
Kennebunk Savings Performance (Maint) Bond	People's Bank	\$2,541.86		
Lindt Offsite Improvements	People's Bank	\$1,259.86		
Park Cottage Sec. Dep.	People's Bank	\$967.50		
Police Detail Fund	People's Bank	\$97,547.57 *		
Recreation Revolving	People's Bank	\$135,386.21		
SHP Revolving Fund	People's Bank	\$40,748.92		
Stratham DARE	People's Bank	\$7,695.20		
Varsity Wireless Historic Sign	People's Bank	\$8,551.77		
Total:		\$5,726,400.23		

\$3,444,081.85
\$100,664.82
\$11,407,424.92
\$14,952,171.59

Balance 11/30/2019
\$7,090,044.26

NHPDIP
Current Seven Day Yield
12/24/2020
0.02%

**** Multiple Bonds Account/DESA**

<u>Bond Name</u>	<u>Bank</u>	<u>Balance</u>
Altid Enterprises	People's Bank	\$11,190.59
Barbaras Way 2020	People's Bank	\$18,504.66
Bond Checking (Multiple)	People's Bank	\$0.00
Bunker Hill Ave Improvements	People's Bank	\$17,196.72
GCNE	People's Bank	\$35,254.69
Green Solar Surety	People's Bank	\$4,401.18
Jotaph Realty	People's Bank	\$22,700.66
Murphy Lane	People's Bank	\$17,239.36
NHSPCA	People's Bank	\$357,672.58
Robie Farms	People's Bank	\$194,937.70
Tansy Ave	People's Bank	\$7,083.09
Winterberry Cistern	People's Bank	\$940.95
Total:		\$687,122.18

Total: \$6,413,522.41

Treasurer

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

From: [William McCarthy](#)
To: [David Moore](#)
Cc: [Allison Knab](#); [Seth Hickey](#)
Date: Monday, December 28, 2020 1:45:10 PM

Dear David,

Please present this letter of support to the BOS urging acceptance of the Trail Management Plan created by Snowhawk LLC.

Drafts of the plan were distributed to the CC, and the CC held a special meeting where we walked through the details of the plan. In view of the fact that there have been no substantive changes made to the plan since the last draft was circulated and no further feedback from the CC has been received on that draft, I believe that we can move forward and finalize the plan.

Best Regards,
Bill McCarthy

Sent from [Mail](#) for Windows 10

Remaining 2021 Budget Interactions and Key Dates

January 4, 2021

- SB Meeting
 - Review Schedule and Proposed Dates for Additional BAC Interactions
 - Review Draft Public Hearing Notice (for February 8th Public Hearing)
 - Review Draft Warrant
 - Update on Budget (new information and updates since Prelim. budget; updated tax rate impact by article)
 - Ongoing – advise TA of questions, ideas for cuts, info requests

January 7, 2021

- 2nd Joint Meeting between Select Board and Budget Advisory Committee

January 11, 2021

- 3rd Joint Meeting between Select Board and Budget Advisory Committee

January 19, 2021

- 4th Joint Meeting between Select Board and Budget Advisory Committee (Recommendations meeting – meet prior to SB meeting at 6:00 p.m.)
PROPOSED
- Regular SB Meeting – Update Direction to Staff
- Finalize Annual Report Dedication, In Memoriam

January 25, 2021

- Send Legal Notice to Newspaper (no budget figures)

February 1, 2021

- 5th Joint Meeting to review final SB Budget – meet prior to SB meeting at 6:00 p.m. (PROPOSED)
- Regular SB Meeting – Finalize Budget Direction to TA
- Review Audit
- Budget Presentation

February 8, 2021

- Public hearing on budget and warrant articles

February X, 2021

- Meet to deliberate on budget and articles if necessary following public hearing.

February 14, 2021

- Submittal date for Town Report

February 22, 2021

- Final day to post warrant

For Reference Only

SELECTED KEY DATES FOR DEADLINES & HEARINGS LEADING UP TO TRADITIONAL MARCH TOWN MEETING

This document is assembled from excerpts of a publication by New Hampshire Municipal Association. Dates change each year as a function of the number of days prior to town meeting.

NOVEMBER 2020

Monday, November 9, 2020

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2021 town meeting. [RSA 675:4-120 days prior to town meeting]

DECEMBER 2020

Wednesday, December 9, 2020

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2021 town meeting. [RSA 675:4- 90 days before town meeting]

JANUARY 2021

Thursday, January 7, 2021

Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; 675:7 – 10 clear days before January 18]

Friday, January 8, 2021

First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published in a newspaper in general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

Monday, January 18, 2021

Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3 – 14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption on February 1]

Wednesday, January 20, 2021

First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20 – seventh Wednesday before town meeting]

Wednesday, January 20, 2021

Last day to post and publish notice of final planning board public hearing on proposed adoption

or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; 675:7 – 10 clear days before February 1]

Friday, January 29, 2021

Last day for filing declarations of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; 652:20 – the Friday next following the first day for candidates to file declarations of candidacy on January 20]

FEBRUARY 2021

Monday, February 1, 2021

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [RSA 675:3 – one day before deadline for delivery of final zoning/building/historic ordinance ballot proposals to town clerk on February 2]

Tuesday, February 2, 2021

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at the town clerk's office. [RSA 675:3, V-fifth Tuesday before town meeting]

Tuesday, February 2, 2021

Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, to petition select board to include an article in the warrant. [RSA 39:3 – fifth Tuesday before town meeting]

Friday, February 5, 2021

Last day for giving notice of February 12 public hearing on annual budget. [RSA 32:5, I – 7 days before budget hearing]

Friday, February 12, 2021

Last day to hold at least one public hearing on annual budget (can hold supplemental public hearings after 2/12 provided the first public hearing is on or before 2/12). [RSA 32:5, I & V – 25 days before town meeting]

Monday, February 15, 2021

Last day for select board to publish notice of time, place and subject of public hearing on bond/note issue over \$100,000. [RSA 33:8-a, I -7 days before February 22]

Monday, February 22, 2021

Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [RSA 33:8-a, I – at least 15 days before town meeting]

Monday, February 22, 2021

Last day to hold public hearing on adopting the Official Ballot Referendum form of Meeting (SB2). [RSA 40:14, IV, at least 15 but not more than 30 days before the question is voted on]

Monday, February 22, 2021

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; 31:95; 669:2 – 14 days before town meeting]

MARCH 2021

Tuesday, March 2, 2021

Annual town report with budget must be available by today. [RSA 31:95; 41:14 – at least 7 days before town meeting]

Tuesday, March 16, 2021

Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [RSA 40:4-c – last day to seek recount is 7 days from date of town meeting]

Tuesday, March 16, 2021

Earliest day on which reconsideration of a March 9th vote on a bond or note issue over \$100,000 may take place (statute requires reconsideration at least 7 days after vote to reconsider). [RSA 33:8-a, IV]

Friday, March 19, 2021

Town clerk to forward to select board and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of select board. [RSA 35:11]

Monday, March 29, 2021

Minutes of Town Meeting and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [RSA 21-J:34]

**FY 2021
(12-31-2020)
Joint Meeting Schedule
Select Board and Budget Advisory Committee**

1st Joint Meeting between Select Board and Budget Advisory Committee

Tuesday December 22, 2020
7:00 p.m. – Morgera Room – Fire Station

- A. Initial questions and clarifications on previously distributed budget materials
- B. Overall budget introduction (summary, trends, revenues)
- C. Department presentations

2nd Joint Meeting between Select Board and Budget Advisory Committee

Thursday January 7, 2020
7:00 p.m. – Room A

- A. Department presentations

3rd Joint Meeting between Select Board and Budget Advisory Committee

Tuesday January 11, 2020
7:00 p.m. – Hutton Room

- A. Department presentations

4th Joint Meeting between Select Board and Budget Advisory Committee

Tuesday January 19, 2021¹
6:00 p.m. – Room A

- A. Budget Advisory Committee Recommendations Presented to Select Board

5th Joint Meeting between Select Board and Budget Advisory Committee

Monday February 1, 2021²
7:00 p.m. – Room A

- A. Select Board Review of Final Recommended budget

Public Hearing on Warrant Articles

Monday February 8, 2021
7:00 p.m. – Room A

¹ Proposed date for SB discussion at 1/4/2020 meeting (not yet scheduled)

² Proposed date for SB discussion at 1/4/2020 meeting (not yet scheduled)



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

TO: Stratham Select Board

FROM: Seth Hickey, Parks and Recreation Director

DATE: 12-21-20

RE: Acceptance of Trail Report

On February 12, 2020, the Town of Stratham entered into a contract with Snowhawk, LLC to create a trail assessment report for trails at Stratham Hill Park and surrounding properties. The project was a coordinated effort by the Stratham Conservation Commission and the Stratham Hill Park Association. The Stratham Parks and Recreation Department provided the staff support necessary to guide this process to completion.

Over the last few months, the report has been reviewed and edited by the three town entities. This has been a collaborative effort, from start to finish. Meetings were held prior to the first site visit to ensure all concerns were heard, and a plan was developed to incorporate everyone's topic areas. Recently, in a joint meeting, the Park Association and Conservation Commission has had a final opportunity to review the report.

Please accept the report as the final version. As the staff liaison, I am requesting the Stratham Select Board adopt this report as complete. We believe that all areas of concern have been addressed and the contents provide a path forward on how to best manage one of Stratham's finest resources. A link to the final report can be found here, <https://www.strathamnh.gov/stratham-hill-park>. Please note the report is posted as draft until adopted by the Select Board.

With the completion of the report, there remain items that require further discussion and vetting. The report from Snowhawk, LLC makes recommendations. These recommendations need to be reviewed and a plan needs to be developed on how to determine what is in the best interest of this trail system.

I would like to request the formation of an ad hoc subcommittee, to be appointed for one year to review the trail report and prioritize the recommendations outlined in the report. I will follow up with this request with an additional memo to the Select Board in January.