

Administrative Orders and Procedures

2021

Town of Stratham
Select Board

Adopted – April 5, 2021

In accordance with the Town of Stratham Select Board Manual, the Select Board - at its first meeting each year following the close of the Town Meeting – adopts its Administrative Orders and Procedures. The approval dates noted in the attached orders and procedures note the date of initial adoption by the Select Board. Revision dates are also noted.

List of Administrative Orders and Procedures

1. Appointments to Boards & Commissions – Adopted November 9, 2020
2. Facility Reservation Policies and Procedures – Adopted in 2020
3. Political Advertising Relevant Laws & Policies – Adopted September 9, 2020
4. Parks, Area, and Facilities Naming Policy - August 19, 2020
5. Teleworking Policy – Adopted March 25, 2020
6. Investment Policy - Adopted in 2020, readopted annually by Select Board
7. Mailbox Policy – Adopted February 12, 2007
8. Social Media Policy & Guidelines – Adopted July 7, 2017

Select Board Reference Documents

Employment Manual – revised 2011, with Addenda

Memorandum of Understanding – Charitable Trust Unit - Stratham Fair

Recreation Revolving Fund Policy (a policy of the Recreation Board) - adopted 11-18-2020

Recreation Board Revised By-Laws (a policy of the Recreation Board) - adopted 2-12-2020

Administrative Policy and Procedure

Appointments to Boards and Commissions

Adopted by Select Board: November 9, 2020

This policy is designed to implement and supplement the policy for Appointments of Board & Commission members in the Select Board Manual. Where conflicts exist between this policy and the Manual, the Manual shall supersede.

The Town of Stratham benefits from - and significantly relies on - the civic-mindedness of its residents and their willingness to support the Town's governance through service on volunteer Boards and Commissions. This policy and procedure is established to achieve the following:

1. Harness volunteer energy of our residents for the betterment of the Town;
2. Recognize and show appreciation for residents willing to volunteer;
3. Ensure residents are aware of opportunities and are afforded the opportunity to serve;
4. Ensure full membership on Boards & Commissions; and
5. Effectively track appointments, terms, term expirations, and term renewals, in a manner that complies with the State RSAs and terms of establishment of each Board and Commission.

Note: Throughout this document going forward, the term "board" is used as short-hand to refer to all Boards, Commissions and Trustees as well as special and ad-hoc Committees. All references to the Select Board are "Select Board".

Select Board Responsibility & Staff Roles

The responsibility to ensure that seats on the various Town of Stratham volunteer boards are occupied in a manner consistent with the terms of law establishing the them (State RSA or Select Board Action) rests with the Select Board. The following additional roles and responsibilities are expected:

- The Town Administrator's role is to support the Select Board in carrying out this function and to supervise the performance of Town staff assigned duties under this policy.
- Town staff who are assigned to serve as staff support for the various boards are responsible for assisting the Select Board, Town Administrator and Chairs of each in ensuring a complete membership and tracking terms, term expirations and renewals and following this policy as well as ensuring a process for orienting and supporting new members.

The Select Board welcomes and encourages the support of the community, board chairs, and the membership of each board in recruiting residents to serve and supporting them to grow in their roles.

Membership and Terms

Each board is established via official action in state law, adopted by Town Meeting, or some other formal action. Special or Ad-hoc Committee(s) are appointed by the Select Board. The length of terms, membership criteria and other details vary depending on terms of establishment. Most terms expire following Town Meeting, annually. For example, for a term, which expires in 2021, the expiration shall be the adjournment of the Town Meeting in that year.

This list includes only those boards whose regular members, alternates and associated vacancies are under the appointment authority of the Select Board (SB).

Boards	Established by	Staff
Select Board (Vacancy)	State Law	Town Administrator
Planning Board	State Law	Town Planner
Zoning Board of Adjustment	State Law	Building Inspector/Code Enforcement Officer
Library Board of Trustees (SB fills vacancies and alternates)	State Law	Library Director
Trustees of Trust Funds (SB fills vacancies and alternates)	State Law	Town Administrator
Cemetery Trustees (SB fills vacancies)	State Law	Director of Public Works
Heritage Commission	State Law	Town Administrator
Conservation Commission	State Law	Town Planner
Recreation Commission	State Law	Parks & Recreation Director
Public Works Commission	State Law	Town Administrator
Energy Commission	State Law	Town Administrator
Exeter Squamscott River Advisory Committee (make nomination)	State Law	Town Planner
Rockingham Planning Commission	State Law	Town Planner
Stratham Fair Committee (act on nominations)	Select Board/Charitable Trust Unit	Town Administrator
Technical Review Committee	Zoning Ordinance	Town Planner

Process for Applying to Town of Stratham Volunteer Boards

Opportunities to serve on newly formed boards and vacancies on existing boards under the appointment authority of the Select Board shall be advertised by posting on the Town's website for at least a two week period and distributed via other means (such as Town newsletters) prior to being appointed by the Select Board. For seats where a current member seeks reappointment, no such advertising period is required.

Town staff assigned to boards shall be responsible for requesting the Executive Assistant to post these openings including relevant details such as whether they are for full terms, partial term, or as an alternate and the expiration of the term.

Town staff are expected to actively work to fill open or vacant positions from the time they occur to the time they are filled and to generally support the Select Board, Town Administrator and relevant chairs to maintain a full boards with a complement of alternates according to each board's terms of establishment.

Town staff assigned to each board shall ensure complete applications are provided to the Executive Assistant, appointment letters are distributed, board chairs are notified and all necessary communication to ensure the new member is successfully connected with the chair for communications purposes. The staff person is also responsible for ensuring the website is updated with the name of the new member.

The Town Administrator shall be responsible for issuing appointment letters noting the date of the Select Board action and other details such as the term length and expiration, including voting member or alternate status.

Prior to December 31st of each year, the Town staff assigned to each board shall submit to the Town Administrator a summary of the board expirations for the following year. The Town staff shall also coordinate with the chairs to determine if expiring members are seeking renewal and to coordinate the submission of a new application as required.

Staff shall make the Town Administrator aware of resignations immediately and in writing and shall collect a written statement of resignation from the board member. The Town Administrator shall be responsible for ensuring Select Board action on resignations.

The Town Administrator shall bring forth all applications received for each position to the Select Board chair for inclusion on the Select Board's Agenda. Each application for appointment will appear on two Select Board agendas. Applicants for open positions, shall first be placed on a Select Board meeting agenda and noted as "for consideration", prior to being acted upon at the next regular Select Board meeting. At the time a name appears for a second time on an agenda, it shall be referenced on the agenda as "to be voted on".

Following appointment, board members will be required to swear an oath with the Town Clerk. An appointment letter from the Town Administrator reporting on the Select Board's action, which shall include the Town Clerk (and other appropriate staff) as a "carbon copy", will advise the board of the same. Records of appointment developed by the Town Clerk and confirmation of oath will be provided to the Select Board for signature and returned to the Town Clerk for filing.

Review of Applications and Placement on Select Board Agendas

The Select Board Chair and the Town Administrator shall be responsible for ensuring applications are presented and acted upon by the Select Board in accordance with its procedures outlined in the Select Board Manual and this policy.

Town staff assigned to each board are responsible for ensuring each formal application for appointment is transmitted to the chair of that board as a courtesy prior to that application appearing on a Select Board agenda for consideration.

Some Boards take an active role in recruiting new members and recommending them to the Select Board. The process of recommending new members as a board, is accommodated in this policy through sending applications to chairs before they appear on Select Board agendas for consideration and by allowing time for consideration by requiring the appointment be voted on at a second meeting of the Select Board (see above). Board chairs are also encouraged to provide feedback to the Select Board Chair or Town Administrator in their capacity as chair or by communicating feedback of their board.

Responsibility of Applicants to Boards and Commissions

The Select Board's goal is to place volunteers in seats that will be personally fulfilling for residents as well as productive and effective for the Town and each board's charge, mission or legislative purpose. In accordance with this goal, the following actions are recommended to applicants preparing to apply for appointment to Town boards.

1. Familiarize themselves with the board's purpose, work and charge.
2. Contact the relevant board chair or Town staff to express interest and or learn about the responsibilities and requirements of members.
3. Attend at least one meeting as a member of the public for further understanding. If the board meets infrequently, we encourage speaking with the chair.
4. Assess and confirm their general ability to attend the regular meetings if appointed.
5. Access relevant training materials and workshops, including those by New Hampshire Municipal Association (NHMA) of which the Town is member.¹

Expectations and Attendance

In appointing residents to boards the Select Board expects members to actively engage and participate in the business of that board. Members are expected to show commitment to the mission and engage in the tasks of their committee as well as fulfill their role in a professional and ethical manner. In furtherance of this expectation, the Select Board has established the following attendance policy. Note: while the policy

¹ To access trainings or workshops, members are encouraged to request assistance from the Executive Assistant who can assist with registration and payment to NHMA if applicable.

establishes vacancy based on number of unexcused absences, removal from office shall ultimately be determined by state law (where applicable, for Land Use boards and for any other board where removal procedures are established by law). For the purposes of complying with this attendance policy, participation by remote means constitutes “attendance”.

Records of attendance shall be kept by the chairs with the assistance of assigned staff. The attendance records of boards shall be reported to the Select Board on an annual basis, by December 31st of each year, or the last Friday of December, whichever is latest. If a member notifies the chair prior to a meeting that he or she will not be able to attend the meeting due to sickness, vacation or work or business commitment, such absence will be considered an excused absence and so noted in the minutes of the meeting and the annual attendance summary sent to the Select Board. The Select Board may declare vacant the office of any member who has unexcused absences from more than one-third of the regularly scheduled meetings of the board in any calendar year.

Policy Adopted by the Stratham Select Board

August 19, 2019

Town of Stratham

Parks, Areas & Facilities Naming and Dedication Policy

Purpose:

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

Objective:

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

Definition:

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

Criteria:

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

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

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

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

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

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

Procedure:

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the Select Board through the Town Administrator.
 - i. The proposed name
 - ii. Reasons for the proposed name
 - iii. Written documentation indicating community support for the proposed name
 - iv. Description/map showing location and boundaries of the park
 - v. If proposing to name a facility within a park, include a description/ map showing the location of the facility.
 - vi. If proposing to rename a park or facility, include justification for changing an established name.
 - vii. If proposing to name a park or facility after and outstanding person, include documentation that describes their contributions to the Town. Written documentation of approval by next of kin to be honored (if available/ possible) is required as part of the proposal.
- b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Select Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit as revised request.
- c. The Select Board will offer the opportunity for public input on the proposed naming during a public hearing noticed in accordance with State law. The Public hearing should take place no sooner than two weeks and no later than 6 weeks following the receipt of an accepted application request.
- d. The Select Board will hold a public meeting to discuss the completed request application. At least two votes will be required, the first to accept the application as complete; and the second, to approve or disapprove the recommendation or take some other action. The second vote (to approve or disapprove the request) shall take place at a meeting subsequent to the public hearing in order to permit additional comment to be submitted.
- e. The Select Board may initiate the naming process in accordance with this policy whenever deemed necessary and/ or in the best interest of the Town.
- f. In the absence of any naming requests, the Select Board shall adhere to the criteria stated in this policy in recommendation of name.
- g. The Town Administrator will be responsible for communicating the Select Board's decision in relation to the naming/renaming within two weeks of such a decision.
- h. Following approval of a name by the Select Board, nothing in this policy shall compel any expenditure or capital project related to replacing or creating new signage. The timing, manner and strategy for affixing appropriate signage shall be at the complete discretion of the Select Board.

Town of Stratham Investment Policy

A. Summary

The Town of Stratham Investment Policy provides guidelines to support the appropriate management of investments with the aim to achieve the best possible results for the Stratham taxpayer, considering such matters as safety, liquidity and return on investment. The Town Treasurer is responsible for setting investment strategy and oversees the daily execution of policy in accordance with New Hampshire Statute RSA 41:29.

B. Scope

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports. This policy does not apply to funds held in escrow for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

C. Objectives

1. **Secure preservation of principal** by minimizing custodial credit risk and interest rate risk. The Town will minimize risk by limiting investments to the safest types of securities such as deposit accounts, certificates of deposits and short term securities listed under the Authorized Investments section of this policy. Investments will be secured by appropriate insurance and collateralization.
2. **Maintain sufficient liquidity** to meet operating cash flow requirements that are reasonably anticipated. No investment will exceed one year in length.
3. **Attain market-average rate of return on investments taking** into account #1 and #2 above.
4. **Satisfy all legal requirements.**

D. Delegation of Authority

New Hampshire Statute RSA 41:29 is the legal authority under which the Town Treasurer operates. The responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Select Board. The Treasurer shall act in accordance with the Town Investment Policy. No person may engage in an investment transaction except as provided under the terms of the Town Investment Policy and the procedures hereby established.

E. Prudence and Ethical Standards

The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion

and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual/entity with which business is conducted on behalf of their Town.

F. Investment Parameters

1. Authorized Investments

The following investments will be permitted by this policy:

1. Participation units in the New Hampshire Public Deposit Investment Pool (NHPDIP)
2. Interest-bearing deposits in a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch in NH. Each bank is required to comply with the Collateral Requirement section within this policy. Deposits may include money market accounts, certificates of deposits, repurchase agreement and all other types of interest bearing accounts.
3. Funds may be deposited in federally insured banks outside of New Hampshire if such banks pledge and deliver third party custodial bank or regional Federal Reserve Bartle collateral security for such deposits of the following types: US government obligations, US government agency obligations, or obligations of the state of New Hampshire in value at least equal to the amount of deposit in each case.
4. Obligations fully guaranteed as to principal and interest by the US Government including: US Treasury bills, bonds and notes, Government National Mortgage Association (Ginnie Mae or GNAMA), Export-Import Bank (EXIMBANK), Small Business Administration (SBA), Farm Services Agency (FSA), General Services Administration (GSA), Maritime Administration. Refer to: GF0A Elected Officials Guide to Investing (at www.gfoa.org).

2. Collateral Requirement

The Town Treasurer shall insure that prior to acceptance of any moneys for deposit or investment, the federally insured bank shall make available at the time of such deposit or investment *an option* to have such funds secured by collateral having a value at least equal to

the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Collateral may be held in the name of the town with a third-party custodial bank or with the banks trust department. Collateral may also be pledged as an Irrevocable Letter of Credit.

Each collateral agreement must be in writing, approved by the Board of Directors of the depository institution or its delegated Officers (with approval reflected in the minutes), and, continuously, from the time of its execution, stand as an official record of the depository institution. Each institution must provide the town with a corporate resolution or secretary certificate stating the specific person(s) authorized to pledge the agreement, the type of agreement and the dollar amount.

3. Selection of Primary Banking Institution

The Town Treasurer shall determine the primary banking institution to be used by the Town, in conjunction with the Board, who is responsible for establishing the budgetary parameters under which the Town Treasurer may operate. The Board, in conjunction with the Town Treasurer, shall periodically review the banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/or cash management provider(s). If a competitive bid is sought, the investment of Town funds, in accordance with this policy, will be a key consideration in assessing and awarding such bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

4. Performance Evaluation

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

G. Reporting

The Treasurer shall report the Town's general fund cash position to the Select Board on a monthly basis. On a bi-annual basis (April and October), the Treasurer shall provide an update on the Town's investments.

At the close of each fiscal year, the Treasurer shall make a report to the Town providing an account of the financial transactions during the year and account balances at year end.


H. Policy Considerations

This policy may be amended by a majority vote of the Select Board, at a regularly scheduled Board meeting. Any amendments made will take effect the Monday immediately

after the meeting and after being recorded with the Town Clerk. The policy will be reviewed and adopted annually by the Board.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Select Board for the Town of Stratham, on this, the 4th day of May 2020.

ATTEST: Select Board:



Michael Houghton, Chair



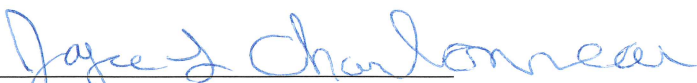
Joe Lovejoy, Select Board Vice Chair



Allison Knab, Select Board

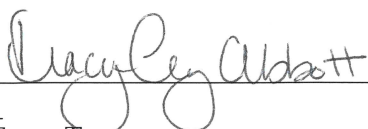
UNDER SEAL OF THE TOWN, received, filed and recorded on this
10th (day) November (month) 2020 (year)

ATTEST:



Town Clerk

Acknowledgement of Receipt:



Town Treasurer

TOWN OF STRATHAM
BOARD OF SELECTMEN


POLICY: DAMAGED MAILBOXES

This policy establishes the procedures for repairing/replacing mailboxes damaged by snow plowing or other activities of the Stratham Highway Department.

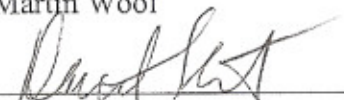
- 1) It is not the Town's responsibility to repair/replace mailboxes that are located within Town rights-of-way. Mailboxes placed in rights-of-way are tolerated as a convenience to the mail recipient.
- 2) If a mailbox is located outside the Town's right-of-way and it is damaged, either the Highway Agent or Town Administrator must be notified of the damage within 72 hours of the alleged incident. This will allow for timely verification of the incident and is required in order to qualify for repair/replacement.
- 3) No funds will be disbursed directly to the owner, except in accordance with paragraph five (5) below. Town personnel will make a reasonable attempt to repair the damage to a qualifying mailbox in a timely manner. Town personnel will normally provide labor and materials. Town personnel will make the sole determination if a replacement mailbox is required based on the extent of the damage.
- 4) Regardless of construction type or value of a damaged mailbox, it is the Town's policy to replace it with a standard mailbox available at local hardware stores and mounted on a 4x4 post.
- 5) If the property owner does not desire a replacement as described in paragraph four (4) above, the Town will pay up to \$25 toward the replacement upon receipt of an itemized bill for materials.

Adopted/Reaffirmed: 2/12/07
date

Town of Stratham
By Its Selectmen


Kirk Scamman


Martin Wool


David Short



Town of Stratham

Facility Reservation Policy

The Town makes various facilities and spaces available to members of the public for uses that further the goals of the Town and otherwise provide public benefits to the residents of Stratham and in some cases neighboring communities and non-profits.

The rental of Town facilities by the public requires reservation and Town approval.

Fees charged and guidance for facility usage is outlined in the policies and ordinances specific to these facilities. These policies and procedures shall not conflict or contradict Town ordinances or policies, but shall serve as a convenience to potential renters.



Facility Reservation Procedure

The Stratham Select Board has established the following procedures regarding the reservation of Town property described below.

In particular, procedure covers rooms and other facilities available to the public for reservation at the following locations:

Stratham Hill Park – Portsmouth Avenue - Front, Scamman and 4-H Pavilion

Stratham Town Offices – 10 Bunker Hill Avenue – Room A and Hutton Room

Stratham Fire Station – 4 Winnicut Road - Morgera Room

This procedure is intended to implement the relevant policies in Town ordinances and policies.

Fees Charged

All policies, procedures, rental/reservation rates are established and approved by the Town of Stratham Select Board in accordance with the adoption of these procedures (and as amendment dates as noted).

Revenues Deposited

All revenues to the Town under this policy for Meeting Room A shall be revenues to the General Fund.

All revenues to the Town under this policy for Pavilion Rentals shall be revenues to the Park Reservation Fund.

Rates associated with these rentals are user fees.

Refunds & Cancellations

Cancellations must be made 14 days prior to the rental. Refunds will be issued at the discretion of Recreation Director.

Administration of the Policy

This policy is to be administered by the Parks & Recreation Director at the direction of the Town Administrator. Staff roles are identified in the procedures below and shall be assigned or reassigned as appropriate by the Town Administrator in furtherance of the procedure.

Recreation Director	Approval for rentals (fee waivers require Select Board Approval) Provide direct support to public and event organizers to answer questions, meet on site and assist with processing and completing reservations	Meet with Town Administrator to review requests bimonthly
Administrative Assistant	Provide general support to public to answer questions, process walk in reservations, collect and process payments	Review rental requests with Recreation Director
Program Coordinator	Provide general support to public to answer questions, process walk in, phone and email reservations	Review rental requests with Recreation Director
Town Clerk's Office	Provide general support to public to answer questions	Direct questions to Recreation Director

Reservations and questions regarding reservation can be taken by phone call, Email and by visiting the Stratham Municipal Center during normal business hours. All reservations require an online account to be created on the Town of Stratham's reservation/ registration system. The online software allows for the review availability, reserve facility and to process payment.

Rooms/ Spaces Available and Rate Information

The following municipal property is available for reservation by public in accordance with the policies and conditions described below and elsewhere in this policy. This section includes details for each asset, including rooms, tables and chairs and available technology as well as information on rates.

Pavilions

Rentals are for a full day, 7am-9pm

Rentals are limited to residents of Newfields, Greenland, Portsmouth, North Hampton, Exeter, Newmarket, Hampton and Stratham and qualifying nonprofit organizations

Rentals do not include exclusive access to bathrooms. Bathrooms are shared with the public.

Music and other noise to be kept to a reasonable level

Special permission must be issued by the Select Board to serve alcohol

4H Pavilion, located near Jack Rabbit Lane

Scamman Pavilion, located near playground structure

Fee: \$75.00

Both pavilions hold up to 50 people. 4 tables in Scamman Pavilion and 6 tables in 4H Pavilion.

Front Pavilion, located near Portsmouth Avenue

Fee: \$150.00

Front pavilion hold 100 people. 12 tables

Equipment provided

8' picnic tables

Pavilions have electricity and lights

Stratham Municipal Center

Rentals are for set time, 4 hour increments

Only Stratham residents may reserve this room

Meeting Room A

Fee: \$50.00

Community Room A holds up to 75 people.

This center is closed to all parties by midnight.

Music and other noise are to be kept to a reasonable level

Equipment:

14 Folding Tables

150 chairs

Kitchen is available.

Setup and cleanup are the user's responsibility.

A \$50 charge may be incurred if room is left in poor condition or damaged.

Setup Options: There are no predefined setups for this room.

Morgera Room

Rentals are for a set time, increments vary

Only Stratham residents affiliated with the Fire Department, Town related functions or local nonprofit groups may reserve the room

No fees charged for the room rental

Political Advertising

Summary of Relevant Law and Policy for Residents & Political Candidates

Town of Stratham, NH
September 2020

Adopted by Select Board 9-21-2020

This document is intended to serve as a summary of relevant law and policy concerning political advertising in Stratham. For additional detail and information, please refer directly to the relevant statute or resource referenced below. The NH Department of Justice Election Law Division has an online information resource for political advertising questions, which can be found here <https://www.doj.nh.gov/election-law/faq.htm#advertising>.

- ✓ All signage for political candidates must comply with **State law** (RSA 664:17 <http://www.gencourt.state.nh.us/rsa/html/LXIII/664/664-17.htm>), attached.
- ✓ Political advertising is also regulated through the **Stratham Zoning Ordinance** (see Section 7.6 and 7.6).
- ✓ **NHDOT** has also issued guidance to political candidates regarding signage on and near State-highways (see annual guidance from July 2020, attached and located at <https://www.nh.gov/dot/media/nr2020/20200722-political-signs.htm>).

Summary of key provisions from the law and ordinances above and Select Board policy:

- Signage placed in rights-of-way along State-owned roadways, is permitted so long as - in accordance with RSA 664:17 - the property owner over which the right-of-way passes has given permission. Please refer to State of NH DOT policy related to signage for political advertising (attached - <https://www.nh.gov/dot/media/nr2020/20200722-political-signs.htm>). State-owned roadways in Stratham include the following: NH Route 33 (Portsmouth Avenue) from Greenland to the Stratham Traffic Circle; NH Route 108 (College Road) from Newfields to Exeter); Bunker Hill Avenue; Winnicutt Road; and Squamscott Road.
- In Stratham, the Town - in its capacity as a property owner along various state highways - will not grant permission to candidates or residents to place political signage in the rights-of-way over Town-owned property.
- The Town will not grant permission to place signs for political candidates on Town-owned property.
- Political signage placed in rights-of-way along town-owned roadways, will be permitted so long as, in accordance with RSA 664:17, the property owner over which the right of

way passes has given permission. No permission will be granted for rights-of-way in front of Town-owned property along state or Town-owned roads.

- The Town of Stratham Code Enforcement Officer (CEO) will remove signage on utility poles and other structures on public property and public rights of way. CEO will remove signage on Town-owned property and within rights-of-way in front of Town-owned property (state or town-owned roads). To contact the Code Enforcement Officer, please contact the Town's Building Department at 772-4741 ext. 180.
- All signage shall be erected in a manner which does not disrupt the safe flow of traffic; non-compliant signage subject to removal at the direction of the Code Enforcement Officer.
- No signs shall be permitted on utility poles, or other structures on public property and are subject to removal by the Code Enforcement Officer.
- If signage is removed by the Town's Code Enforcement Officer, the signage will be held until one week after the election at the Public Works Facility at 70 Bunker Hill Avenue. Please call to arrange pick-up 603 772-5550.
- According to NHDOT, signage removed for safety or interference with maintenance operations, will be removed by State maintenance staffs and be located at the location DOT patrol headquarters. The District 6 office can be contacted by calling (603) 868-1133 (<https://www.nh.gov/dot/org/operations/highwaymaintenance/districts/6.htm>).

TITLE LXIII ELECTIONS

CHAPTER 664 POLITICAL EXPENDITURES AND CONTRIBUTIONS

Political Advertising

Section 664:17

664:17 Placement and Removal of Political Advertising. – No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except for removal by the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept until one week after the election at a place designated by the state, city, or town so that the candidate may retrieve the items.

Source. 1979, 436:1. 1994, 4:28. 2006, 273:1. 2013, 24:1, eff. July 15, 2013.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517 • www.strathamnh.gov

From the Stratham Zoning Sign Ordinance:

7.5 EXEMPT SIGNS (REV. 3/16, 3/18)

The following signs are exempt from the permit requirements of this Article, but are otherwise subject to the standards contained herein. Any failure to comply with these standards and any other provisions of this Article shall be considered a violation of the Zoning Ordinance.

l. Signs erected in connection with elections or political campaigns shall comply with all provisions of NH RSA 664:14-21. No such sign may exceed the sign area permitted for other signs within the zoning district in which it is located.

t. Temporary Signs not covered in the foregoing categories, provided that such signs meet the following restrictions: i. Not more than one (1) such sign may be located on any lot; ii. No such sign may exceed six (6) square feet in surface area; and, iii. The maximum sign height shall be six (6) feet above grade to the top of the sign and its supporting structure. iv. Such a sign may not be displayed for longer than seven (7) consecutive days or no more than fourteen (14) days out of any one (1) year period. v. The Code Enforcement Officer is authorized to mark temporary signs in any reasonable way that does not interfere with the content of the temporary sign so as to ensure compliance with this Article.

7.6 PROHIBITED SIGNS (AMENDED 3/19)

The following signs are prohibited:

a. Any sign located within, on, or projecting over a property line which borders a public or private street, highway, alley, lane, parkway, avenue, road, sidewalk, or other right of-way, except as provided in this Ordinance. The Code Enforcement Officer may cause to be removed any temporary or portable sign erected or displayed upon, or projecting into public property.

i. Any banners, pennants or temporary signs, except as provided for herein.

j. Any sign attached to any public utility pole or structure, streetlight, tree, fence, fire hydrant, bridge, curb, sidewalk, park bench, or other location on public property, also known as "snipe signs," except as provided herein.

Shanti Wolph

Building Inspector/Code Enforcement Officer
603-772-7391 x180
swolph@strathamnh.gov

NEWS RELEASE

For Immediate Release

July 22, 2020

Contacts:

Eileen P. Meaney, Chief Communications Officer, NHDOT (603)
271-6495

NHDOT Reminder To Candidates Regarding Placement Of Political Signs

Highway Safety is Paramount

Another election year is upon us and the Department of Transportation is once again reminding candidates and their campaign workers about proper placement of political signs:

- The law prohibits placement of political signs on the interstate highways, including the entrance and exit ramps.
- The law prohibits placement of political signs on or affixed to utility poles or highway signs, including delineators.
- Signs that create a traffic hazard or obstruct the safe flow of traffic will be removed. Signs affixed to bridges create a traffic hazard and will be removed.
- Signs will be removed to perform maintenance. This is prime mowing season, so it is best not to place signs in an area with long grass that is likely to be mowed in the near future.
- Placement of signs on private property requires permission from the landowner.
- Signs on private property that obstruct traffic signs or signals, or restrict a motorist's field of view at an intersection, will be removed as a traffic hazard. (RSA 236:1, 236:73.)
- Candidates are required to remove all political signs by the second Friday following the election, unless the election is a primary and the advertising concerns a winning candidate. (RSA 664:17.)

In an effort to best use the Department's resources, NHDOT Commissioner Victoria F. Sheehan has written to the political party chairs and political candidate regarding placement of political signs. In the event the Department needs to remove political signs for safety or maintenance, the signs will be held at the local patrol headquarters until one week after the election and then discarded. (RSA 664:17.)

New Hampshire Department of Transportation
PO Box 483 | 7 Hazen Drive | Concord, NH | 03302-0483
Tel: 603.271-3734 | Fax: 603.271.3914

Town of Stratham
Social Media Policy & Guidelines

Adopted: July 17, 2017

Effective: July 18, 2017

I. **Purpose of This Policy:**

The purpose of this policy is to set guidelines related to the Town of Stratham's Social Media sites and applications. The primary mission of the Town's Social Media efforts will be focused on providing information on Town services and programs to the general public.

II. **Departments Activities Affected:**

All Town Departments, Boards, Commissions, and Committees. Each creator of a Town Social Media site can have additional guidelines for their site so long as those guidelines do not conflict with any of the terms of these guidelines.

III. **Definitions:**

Public Body: any duly appointed/elected board, commission, and/or committee of the Town of Stratham

Social Media: any blogs, other types of self-published online journals, and/or collaborative Web-based discussion forums and networking platforms. Social Media facilitates an environment for the Town and users of such site to share opinions and information about Town-related issues, events, and subjects. The Town supports participation in Social Media as an additional method by which to promote its services and resources. Examples are, but not necessarily limited to: Facebook, Instagram, Twitter, etc.

IV. **Policy:**

It is the policy of the Town of Stratham to ensure that certain standards are set with respect to Social Media to serve all its constituents in a positive, productive manner. The Town supports the use of Social Media as another method to communicate information to its citizens regarding its Town government.

V. **Procedures:**

1) Establishment of, and participation by Town staff or public bodies on, individual official Town Social Media sites, pages, or online communities must be approved in advance by the Town Administrator. Such approval will be based on compliance with these guidelines as documented by the stated need and goals of the proposed Social Media. The Town Administrator will provide any user managing the site on behalf of the Town with a copy of these guidelines with an acknowledgement of receipt. All approved sites will be listed as an Addendum to these guidelines.

Town of Stratham
Social Media Policy & Guidelines

- 2) Town Departments/public body's chair will assign appropriate personnel to manage their individual Social Media sites and provide those assigned these tasks a copy of this policy.
 - 3) Where possible, each Social Media site should clearly indicate that it is maintained by the Town of Stratham and have contact information for the manager of the site along with a link back to the Town's official website and Social Media Policy.
 - 4) Comments containing any of the following inappropriate forms of content shall not be permitted on Town of Stratham Social Media sites and are subject to removal by the Town Administrator or his/her designees.
 - a. Comments not related to the original topic, including random or unintelligible comments.
 - b. Profane, obscene, or pornographic content and/or language.
 - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender or gender identity, or national origin.
 - d. Defamatory or personal attacks.
 - e. Threats to any person or organization.
 - f. Comments in support of, or in opposition to, any political campaigns or ballot measures. Postings/comments by Town officials found to be "Electioneering" in violation of RSA 659:44 & 44-a are prohibited.
 - g. Social Media posts that advocate voter action are not allowed. Instead, posts that report on positions taken by a Public Body are permitted.
 - h. Conduct in violation of any federal, state, or local law.
 - i. Encouragement of illegal activity.
 - j. Information that may tend to compromise the safety and security of public systems.
 - k. Content that violates a legal ownership interest, such as a copyright, of any party.
 - l. Redundant or repetitive comments, with the same or similar content posted multiple times under various posts.
 - m. Content that would violate any other policy of the Town of Stratham.
 - n. Commercial promotions or spam
- VI. A comment stating an opinion, posted by a member of the public on any Town of Stratham Social Media site, is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the Town, nor do such comments necessarily reflect the opinions or policies of the Town.
- VII. The Town of Stratham reserves the right to deny access to Town of Stratham Social Media sites to any individual who violates the Town of Stratham's Social Media Policy at any time and without prior notice.

Town of Stratham
Social Media Policy & Guidelines

- VIII. Town of Stratham Department Heads and public body chairs shall monitor their Social Media sites periodically for comments requesting responses from the Town and for comments in violation of this policy.
- IX. Town of Stratham Department Heads, employees, and officials may post content on their respective Social Media pages in their official capacity, if authorized to do so by their Department Head or by a majority vote of respective public body. Comments made by individuals from their personal accounts are personal expressions and not Town representations. Such comments on personal accounts should clearly state that they are solely the expression of the individual.
- X. Multiple member Boards, Committees, and Commissions should be sensitive to the use of Social Media in such a way so as not to inadvertently violate the spirit and intent of RSA 91-A, the State's Right to Know Law, particularly as it pertains to public meetings.
- XI. All comments posted to any Town of Stratham Social Media sites are bound by the respective statements of rights and responsibilities associated with those sites and the Town reserves the right to report any violation of these statements to the appropriate Social Media site with the intent of the site taking appropriate and reasonable responsive action.
- XII. This policy shall be administered through the Selectmen's Office. Specific questions regarding this policy may be direct to the Town Administrator's office.

XIII. **Privacy:**

The Town does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate Town-related information with users on that site. Users may remove themselves at any time from the Town's "friends," "follow," or "fan" lists, or request that the Town remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly. Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

XIV. **Liability for Use:**

The Town of Stratham assumes no liability regarding any event or interaction that takes place by any participant in any Town-sponsored Social Media, and does not endorse content outside of the pages maintained by the Town and the posts created by Town staff in the course of their work duties. The Town reserves the right to use any comments, posts, and messages on the Town's Social Media sites for use in public relations and marketing materials. The Town is not responsible for other people viewing or accessing personal accounts/profiles that are left open on computers in the Library.

Town of Stratham
Social Media Policy & Guidelines

XV. Participation:

Participation in the Town of Stratham’s Social Media implies agreement with all Town policies, including its Social Media Policy, Technology Policy and Internet Policy, and the Terms of Service of each individual third-party service. By posting a comment or other content you agree to indemnify the Town of Stratham and its officers, agents, and employees from and against all liabilities, judgments, damages, and costs (including attorney’s fees) incurred which arise out of, or are related to the content that you post.

XVI. Notwithstanding the foregoing, the Town of Stratham is not obligated to take any of the actions contained in this Policy & Guidelines, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the Town’s Social Media.

XVII. If a user does not agree to these terms, they are not to use the services provided.

XVIII. Ongoing Use Evaluation:

The role and utility of Social Media in relation to the goals and purposes of the Town of Stratham will be evaluated periodically by the Town staff and Board of Selectmen, and may be terminated at any time without notice to subscribers.

XIX. Severability:

To the extent that any provisions of this policy conflict with State law, then State law shall prevail and the remaining provision of this policy shall remain in force.

Approved this 17 day of July, 2017.

Bruno Federico, Chairman

Joseph Lovejoy, Vice Chairman

Michael Houghton, Selectman

Town of Stratham
Social Media Policy & Guidelines

Addendum
Officially Approved Town of Stratham
Social Media Sites

1. Town of Stratham
2. Stratham Parks & Recreation Facebook Page
3. Stratham Recreation Twitter Account
4. Stratham Hill Park Facebook Page
5. Stratham Hill Park Association Page
6. The Stratham Fair Facebook Page
7. The Town of Stratham Highway Department Facebook Page
8. Stratham DPW Twitter Account
9. Stratham NH Police Department Facebook Page
10. Stratham NH Police Twitter Account
11. Stratham Fire Department Facebook Page
12. Stratham Fire Station Facebook Page
13. Stratham Fire Department Twitter Account
14. Stratham Conservation Commission Facebook Page
15. Stratham Heritage Commission Facebook Page
16. Stratham 300th Anniversary Facebook Page
17. Wiggin Memorial Library Facebook Page
18. Wiggin Memorial Library Goodreads Page
19. Wiggin Memorial Library Instagram Page
20. Wiggin Memorial Staff Recommendations Wiki Page
- 21.

Town of Stratham

COVID-19 Emergency Temporary Remote Work Policy

Adopted March 25, 2020

Due to the current COVID-19 (coronavirus) outbreak, the Town of Stratham is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home. A determination by the employer about job duties as being conducive is subject to review at any time and may be reversed, such decision to be effective immediately.

Remote work agreements are expected to be short term, and such agreements do not change the terms and conditions of employment with the Town. The Town will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and the Town may require employees to return to regular, in-office work at any time.

Security

Consistent with the Town's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Feedback

If the employee and supervisor agree, and the Town Administrator concurs, a telecommuting agreement will be prepared and signed by all parties, and a 10-day trial period will commence.

Evaluation of telework performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor to discuss work progress and problems. The evaluation of telework performance will place focus on work output and completion of objectives rather than on time-based performance.

After successful conclusion of the trial period, the supervisor and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

This agreement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by the emergency remote work arrangement.

If your supervisor deems that the temporary remote work arrangement described in this agreement is not working effectively or as envisioned, the Town may at any time adjust or end this agreement.

Time Worked

Telecommuting hourly employees will be required to accurately record all hours worked on their timesheet. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworking employee’s supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Employees shall submit their timesheets to their Supervisor using the due dates on the attached 2020 pay period schedule.

Equipment

The Town will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Town will also reimburse the employee for pre-approved business-related expenses, such as shipping costs that are reasonably incurred in carrying out the employee's job. Reimbursement for such expenses shall be made in accordance with the Town’s Employee Manual.

The employee will establish an appropriate work environment within his or her home for work purposes. The Town will not be responsible for costs associated with the setup or operation of the employee's home office, such as remodeling, furniture, lighting, utilities, nor for repairs or modifications to the home office space.

In effect: March 25, 2020 until further notice

I have read and been informed about the content, requirements, and expectations of the COVID-19 Emergency Temporary Telework Policy for eligible Town of Stratham employees. I abide by the guidelines outlined in this agreement as a condition of my employment and my continuing employment at Stratham.

I understand that if I have questions, at any time, regarding this guideline, I will consult with my Department Head.

Attached to this policy is an approved and fully executed Work Plan. This executed policy and executed Work Plan shall together denote approval of teleworking under this policy.

Employee Signature: _____

Employee Printed Name: _____

Supervisor Signature: _____

Date: _____

Procedures & Work Plan Requirements for Administering the Teleworking Policy

March 25, 2020

1. Following adoption of a policy by the Select Board, the Town Administrator (TA) shall be responsible for administering this policy.
2. In consultation with each department head, a roster of employees who the Town would consider entering into a teleworking arrangement would be determined.
3. The Department head would submit a work plan to the Town Administrator for approval; it shall be the Department heads responsibility to ensure complete work plans and that they are adhered to.
4. Work plans to outline the following (at a minimum):
 - a. List regular and routine office duties expected to be performed in the telework environment (in as much detail as possible).
 - b. List special projects to be advanced (be specific as to tasks to advance)
 - c. Confirm hours of work (8:30 a.m. to 4:00 pm.)
 - d. Document "coverage" of phones and e-mails if monitoring is to be shared between employees
 - e. Confirm phone app is downloaded for telephone; confirm computer hardware availability; internet connection.
 - f. State whether the employee will or will not need virtual private network (VPN)
 - g. If required, confirm the employee has VPN and remote desktop working. Remind employee to leave computer on in Town offices.
 - h. Include Department head acknowledgement of acceptable work plan
 - i. Include employee signature on work plan
 - j. Employee signature of confidentiality agreement
 - k. Employee acknowledgement the arrangement is temporary in nature.
 - l. Work plans to be signed by the Town Administrator.
 - m. Weekly report submittal.
 - n. Monthly report submittal.