

## MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: November 6, 2020

RE: Select Board Agenda and Materials for the November 9<sup>th</sup> Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for November 9, 2020.

**Reminder: Non-meeting with Counsel at 6:30 p.m.**

### **III. Consideration of Minutes**

Draft minutes from your meeting from October 19<sup>th</sup> and October 26<sup>th</sup> are attached for your review. The amended October 5<sup>th</sup> minutes are included for approval. These required amendment because the RSA citation for the meeting's first non-public and the time of entering and coming out of the first non-public sessions were omitted.

### **IV. Treasurer Report (first meeting of the month)**

### **V. Department Reports & Presentations**

The department report will be provided by Police Chief Anthony King. Materials provided by Chief King and previously distributed to the Board are included in your packet.

### **VI. Correspondence**

### **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. Revised Select Board Meeting Schedule for 2021 – Adopt**

In your packet, I have included a revised Meeting Schedule for 2021 that includes the dates for the bi-annual Town Treasurer report as well as some edits to the departmental presentation nights for Library and Fire to accommodate conflicts.

*Recommended motion: To adopt the revised Select Board meeting schedule for 2021.*

### **B. Administrative Order and Procedure for Boards and Commissions Appointment Process - Review of Feedback and Adoption**

As you know, we have been working on a policy and procedure to formalize the appointment process for seats on Boards and Commissions under the appointment Authority of the Select Board. At your meeting on October 5<sup>th</sup>, the Board reviewed the draft policy that included changes I made based on a previous Board discussion in September. At the Board's request, I distributed the draft policy to Chairs of Boards and commission for review and feedback. I received great ideas, comments and suggestions by the requested date of October 23<sup>rd</sup>. I have created a new draft that incorporates this feedback and propose that new draft for your adoption. I have also include and a summary of the feedback received to date, including responses to some of the ideas/questions posed by the Board Chairs.

*Recommended motion: To adopt the revised Administrative Order and Procedure for Boards and Commissions Appointment Process*

### **C. Police Department Request – Acquisition of Vehicle from Detail Fund**

The Police Chief materials for his department report include a request for the expenditure of funds from the Police Detail Revolving Fund. I recommend action on this request take place under the Department Report section. For more information, please see the request from Chief King included in his department materials included in this packet.

### **D. Budget Development Status & Next Steps**

Along with Finance Administrator Dawna Duhamel, we plan to update the Board on staff's budget development preparations and seek additional guidance from the Board.

## **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.

**XII. Informational Items**

- A. Final Report 5G Commission
- B. Public Hearing Notice for 12/2/2020 Acceptance of Grant Funds
- C. Public Hearing Notice for 12/2/2020 for FIRM maps

**XIII. Reservations, Event Requests & Permits**

**XIV. Review of Recent or Upcoming Board & Commissions Agendas**

**XV. Boards and Commissions Nominations & Appointments**

**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

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## **TENTATIVE SELECT BOARD AGENDA NOVEMBER 9, 2020 7:00 P.M.**

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

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

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

If at any time during the meeting you have difficulty, hearing the proceedings, please e-mail [dmoore@strathamnh.gov](mailto: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 – October 19, 2020; October 26, 2020  
and revised October 5, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations –  
Police Department – Police Chief Anthony King
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)

The Select Board reserves the right to take up business in any order deemed appropriate by the Chair. A motion to enter Non-Public Session in accordance with RSA 91-A:3 may occur at any time during the meeting. Submission of items to be placed on the Agenda must be to the Town Administrator by 4 pm the Wednesday before the scheduled meeting.



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- X. New Business and Action Items
  - A. Revised Select Board Meeting Schedule for 2021 - Adopt
  - B. Administrative Order and Procedure for Boards and Commissions Appointment Process - Review of Feedback and Adoption.
  - C. Police Department Request – Acquisition of Vehicle from Detail Fund
  - D. Budget Development Status & Next Steps
  
- XI. Town Administrator Report
  
- XII. Informational Items
  - A. Final Report 5G Commission
  - B. Public Hearing Notice for 12/2/2020 Acceptance of Grant Funds
  - C. Public Hearing Notice for 12/2/2020 for FIRM maps
  
- XIII. Reservations, Event Requests & Permits
  
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
  
- XV. Boards and Commissions Nominations & Appointments
  - A. Dan McAuliffe to the Conservation Commission
  
- XVI. Miscellaneous & Old Business
  - A. PFAS in Town Center
  - B. Open Items Tracking
  
- XVII. Adjournment

## **MINUTES OF THE OCTOBER 19, 2020 SELECT BOARD MEETING**

**MEMBERS PARTICIPATING:** Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore and Director of Public Works Nate Mears. Town Assessor Andrea Lewy and Town Planner Tavis Austin.

The Board Chair opened the meeting at 7:00 p.m.

Mr. Lovejoy made a motion to approve the October 5, 2020 minutes. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Bailey Grijalva who came before the Board to talk about The Borgen Project. The Borgen Project is focused on downsizing global poverty. Ms. Grijalva requested the Board send a letter to the legislative delegation in support of increasing the international affairs budget and Covid relief. Mr. Houghton thanked her for the input and will take the matter under advisement.

Mr. Houghton then called upon Nate Mears to discuss the Casella Waste Management contract. At 7:15 p.m. Ms. Knab motioned to go into a non-public session. Mr. Lovejoy seconded the motion. All voted in favor. At 7:55 p.m. Mr. Houghton motioned to come out of the non-public session and seal the minutes finding that failure to do so would render a proposed action ineffective. Mr. Lovejoy seconded. All voted in favor.

Mr. Lovejoy motioned to approve the six-year contract beginning in February 2021 with Casella Waste Management to collect waste and recyclables for the Town of Stratham and to authorize the Town Administrator to sign a one-month extension contract on the current agreement from January to February 1<sup>st</sup>. Ms. Knab seconded the motion. Mr. Moore briefly described the program characteristics, which included many favorable and advantageous changes from earlier program design. Under the program recycling and trash will be picked up each week, cart sizes will be adjusted according to housing type, and the Town will not own or managed the carts or their delivery. He said the staff is drafting the explanatory materials and scheduling information that will be required to ensure a smooth rollout. All voted in favor of the motion.

Mr. Moore stated the Town is working with The Recycling Partnership to leverage grant fund monies to help offset collection costs the Town will pay for recycling. He said the Town is achieving TRP goals by ensuring recycling continues in a way that includes the use of recycled plastic containers and through the use of lids to keep recycling content from blowing around on recycling days. The grant value is approximately \$51,000 due to a change in their grant making criteria. Pending the receipt of the funds, a public hearing must be held, probably in November or December. The Board thanked Mr. Mears and Ms. Duhamel for all the work he they have done to move this project forward.

Mr. Houghton directed attention to correspondence. An email was received from resident David Moisin requesting traffic safety measures at what he believes to be a dangerous intersection at Muirfield and Shannon Dr. The DPW Director and Police Chief have looked into the matter

previously and did not recommend a stop sign. Alternative solutions are being sought and Mr. Moore will ensure a coordinated response from the Town.

Town Planner Tavis Austin presented a bond reduction. Mr. Houghton made a motion to approve the reduction in the surety bond for Treat Farm roadways by \$132,708.11. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Austin drew attention to the current bond status report. Referring to a question Fire Chief Matt Larrabee had from the prior meeting, Mr. Austin said that the monies set aside for fire cistern improvements could potentially be classified to address fire cistern needs in areas broader than the account labels infer. Recent Town projects have set aside a separate fire cistern easement to allow the Town to add fire suppression capabilities. The fire chief has prioritized locations for cisterns. The Planning Board has a history of doing it but the process hasn't been memorialized. The Board requested confirmation regarding the authority to move the funds. Mr. Austin will provide. Discussion ensued regarding Planning Board processes for releasing bonds and the Select Board's role in that process.

Next, Mr. Austin updated the Board on Planning Board activities. He outlined the timeline for public hearings and deadlines for petitions.

Mr. Austin submitted his resignation and requested an exit interview some time before the 29<sup>th</sup>.

Mr. Austin and Town Assessor Andrea Lewy explained a project that which outlines conservation easements. They hope to eventually tie it to GIS maps which would allow the public easily access the locations of the easements and the details of each property.

The Board said they will organize an exit interview for Mr. Austin. They thanked him for his work and wished him well with his new opportunity.

#### ASSESSING

Town Assessor Andrea Lewy presented the veterans' credits, recommending approval for two, denial for one based on ineligibility. Ms. Knab made a motion to approve the veteran's credits as recommended by Ms. Lewy. Mr. Lovejoy seconded the motion. All voted in favor.

She then presented an Intent to Cut for Lindt. Ms. Knab moved to approve the Intent to Cut Warrant for Lindt for \$123.25. Mr. Lovejoy seconded the motion. All voted in favor. The Board signed the form.

Ms. Lewy spoke in general about the two superior court cases and three Bureau of Tax & Land Appeals cases.

In response to Mr. Houghton's question, Ms. Lewy explained the effect of having Assessing Assistant Jim Joseph provide ongoing assistance to the town clerks during this election period. He has not been able to do field work which provides data verification, an important part of the reval process. This work is done over the course of a four-year period so the data is available for the revaluation year. Mr. Houghton thanked her for the explanation.

## NEW BUSINESS

Mr. Houghton drew attention to the 2021 Select Board schedule. Mr. Moore noted he included the Code Enforcement/Building Inspector on the schedule reflecting the organizational change made during the year. After confirming the bi-annual reporting dates in the Investment Policy, he will add the Treasurer to the schedule. Mr. Houghton motioned to adopt the 2021 Select Board schedule. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton reviewed and discussed the Ballot Clerk list. Mr. Lovejoy motioned to approve the Ballot Clerk list as presented. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore indicated a need to hold a Public Hearing for the flood insurance map update. According to state law, the Board can adopt by resolution new maps which can be incorporated by reference in the Zoning Ordinance. The Planning Board is also advancing on process steps, which will be timed to conclude prior to Select Board action following the public hearing. Mr. Houghton motioned to approve scheduling the public hearing. Ms. Knab seconded the motion. All voted in favor.

## ADMINISTRATION

Mr. Moore reported on the ongoing election preparations. He reviewed the logistics. They discussed the Board's participation on Election Day. He is making every effort to ensure the public is aware of the change in voting location. Due to the election, the Select Board will change their regular meeting to November 9<sup>th</sup>.

Mr. Moore will post the Town Planner position on NHMA, APA New England and other municipal sites, as well as Indeed. He requested a non-public later in the meeting to further discuss the issue.

Next, Mr. Moore advised the Board that CARES Fund Act requests must be submitted by October 30<sup>th</sup>. The guidance from the state directly and through NHMA indirectly that all public safety salaries and benefits are eligible for reimbursement. The issue has been one of some consternation in the NH municipal management community since the guidance about eligibility of staffing costs and required documentation has been revised. The Board agreed that they support an aggressive submittal that will ensure the Town accesses all of the funds available.

Mr. Moore reminded the Board that there will be a cookout at the Police station on October 22. Looking at their calendars, they gave their availability to Mr. Moore to schedule exit interviews for Tavis Austin and Mel McGrail. Ms. Knab made a motion to accept Mr. Austin's resignation. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore called attention to the draft Police Detail Revolving Fund Policy in the packet. He plans to review further with Finance Administrator Dawna Duhamel and Chief King, but comments and observations are welcome at any time.

He has received feedback from committee chairs regarding the Appointment Policy and Procedures draft distributed for comment. This document provides clear policy and procedures



related to the appointment process for the Town's Boards and Commissions seats under the appointment authority of the Select Board.

Mr. Moore presented a raffle permit request from the NHSPCA. Ms. Knab motioned to approve the NHSPCA raffle permit application. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore presented an updated document that tracks the various initiatives staff are working on. It's organized by goals. Mr. Moore also provided a list of open Planning projects that the staff is ensuring are followed-up on in the absence of the Town Planner following the 29<sup>th</sup> of October. Mr. Moore is working with staff in Assessing and Building on the Planner transition and reaching out for interim planning assistance from the Rockingham Planning Commission.

At 9:23 pm Mr. Houghton motioned to go into a non-public session to discuss items related to personnel in accordance with RSA 91-A:3, II(a). Mr. Lovejoy seconded the motion. All voted in favor.

At 10:12 p.m. Ms. Knab to come out of the non-public session and seal the minutes finding that failure to do so would render a proposed action ineffective. Mr. Lovejoy seconded the motion and all voted in favor.

At 10:12 pm Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,  
Karen Richard  
Recording Secretary

## **MINUTES OF THE OCTOBER 26, 2020 SELECT BOARD MEETING**

**MEMBERS PARTICIPATING:** Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy and Board Member Allison Knab and Town Administrator David Moore

The Board Chair opened the meeting at 3:30 p.m. Mr. Lovejoy then motioned to go into a non-public session in accordance with RSA 91A, II (a). Ms. Knab seconded the motion. All voted in favor.

At 5:40 pm the Select Board emerged from the non-public session. Ms. Knab motioned to seal the minutes noting failure to do so might render a proposed action ineffective. Mr. Lovejoy seconded the motion. All voted in favor.

The Board Chair moved to Miscellaneous updates. Town Administrator David Moore updated the Board on efforts to fill the planner position. He then reviewed preparations for the upcoming election. He also reviewed COVID related programming impacts that Parks & Recreation has been working through with the Recreation Board, sports boards, and venue providers including the local and regional school districts

At 6:00 pm Ms. Knab motioned to adjourn. Mr. Lovejoy seconded the motion. All voted in favor.

## MINUTES OF THE OCTOBER 5, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore and Fire Chief Matt Larrabee.

The meeting was held in the Hutton Room at the Stratham Municipal Center, 10 Bunker Hill Avenue Stratham, NH.

The Board Chair opened the meeting at 7:01 p.m.

Mr. Lovejoy made a motion to approve the September 21, 2020 minutes. Ms. Knab seconded the motion. All voted in favor. Ms. Knab made a motion to approve the October 1, 2020 (3:00 pm meeting) and October 1, 2020 (6:30 p.m. meeting) minutes. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton called attention to the Treasurer's Report. Vice Chair Lovejoy requested comparative data to the prior year in reports going forward. Mr. Moore will work with Town Treasurer and Finance Administrator to provide the information in future reports.

**At 7:05 p.m.**, Mr. Houghton made a motion to enter into a non-public in accordance with RSA 91-A:3, II(d) to discuss contract negotiations. Mr. Lovejoy seconded. All voted in favor.

**At 7:56 p.m.**, Vice Chair Lovejoy moved to seal the minutes of the non-public session noting that failure to do so would render a proposed action ineffective. Ms. Knab seconded the motion; all voted in favor.

Mr. Houghton welcomed and recognized legislative delegation member Representative Patty Lovejoy Representative Pat Abrami, Representative Deb Altschiller and Senator Tom Sherman to provide an update on legislative business. Mr. Houghton thanked Patty Lovejoy for her commitment and service to the Town over the years in the NH House of Representatives. Representative Abrami spoke about the budget and Covid 19's impact on government finances. Senator Sherman added that the House passed an additional assistance bill which should help restaurants and the economy however, funding as in the past for municipalities and schools is unlikely at this time. Mr. Moore stated that we have received at least one reimbursement from the CARES Act and we will be receiving reimbursement for COVID expenses of approximately \$85,000 – \$90,000. Collection of property taxes in Stratham was normal for the June bill. Senator Sherman said he is looking into using Rainy Day funds to help provide one time relief to property tax payers. He also recognizes the schools are seeing unanticipated increased costs due to Covid and is seeking ways to provide them with relief. Representative Altschiller updated the Board on NHMA initiated legislation that was passed and invited the Board and staff to reach out to her on any legislative need. Conversation turned to safety improvements being made to Rt. 33. Senator Sherman raised the issue of PFAS and what he's doing to ensure towns have safe drinking water. He then talked about various other issues he is involved in and offered his assistance in advocating for anything Stratham should need. The conversation turned back to PFAS issues. Mr. Moore said we are working with DES on remedial action plans for affected

properties. The group discussed regional infrastructure initiatives. Dr. Sherman talked about the possibility of a Covid 19 vaccine. He talked about the likelihood of a surge in cases this winter and urged people to continue to wear masks and practice social distancing. Contact tracing is being done in NH. He noted that individuals and small business that are struggling financially should reach out to the state for assistance.

Mr. Houghton then recognized Fire Chief Matt Larrabee who presented his department report. Chief Larrabee said that although payroll is higher this year because of the staffing model change, they are well within the budget for this year. Calls have been down. He suspects this is due to people avoiding hospitals, staying home, and businesses being closed. Surrounding towns also have lower call volume. Trainings have been ongoing. Al's Automotive donated a couple of automobiles to allow the firefighters to practice using the new Jaws of Life. Chief Larrabee noted that there continues to be restrictions on burn permits. Next, he addressed budget items. The fire station will need a point of entry treatment system to address the PFAS issue. A Covid line item has been added to the budget for general PPE, masks, gloves, etc. These items may be able to be reimbursed from grants from the State. He explained the scheduling of trainees and the possibility of staffing the station 7 days a week or putting 3 people on a shift. He is looking at leasing fire gear, which would be a lot less expensive than purchasing it. He is planning to add two items (thermal image cameras and portable radios) to the capital reserve fund, but push two items out a year, thereby maintaining the same number.

Many years ago Fire Chief Bob Law worked with the Planning Board to ensure that new developments set aside money for general fire protection improvements. Chief Larrabee believes that this is a good practice to maintain through the Planning Board. He talked about which developments now need work and the funding for those projects. He believes the Town Planner has this on his radar. Mr. Moore will look into the matter further with the Town Planner.

Mr. Houghton next addressed correspondence. Mr. Moore stated that we received a response from the State regarding safety issues on Rt 33. A meeting is scheduled for tomorrow with all the involved parties.

#### NEW BUSINESS AND ACTION ITEMS

Mr. Moore gave an over view of the changes made to the Appointments to Boards & Commissions Policy recommended by the Board. With this draft prepared, the Board asked Mr. Moore to solicit input from Board and Commission Chairs.

Mr. Moore reported that budget preparations are on track. A brief discussion took place about budget schedule moving forward.

Election preparations have consumed a great deal of time. Multiple people have been involved. The elections team including the Town Administrator (representing the Select Board), the Moderator, Assistant Moderator, Town Clerk, Health Officer and a representative of the Supervisors of the Checklist have been meeting regularly.

The Board discussed their meeting schedule. Mr. Lovejoy suggested an increased level of police presence on Election Day over general elections noting that this election is not taking place directly across from the Police Department. They discussed staffing for the event.

Mr. Moore stated that Kyle Saltonstall has submitted an application to be on the Conservation Commission. Ms. Knab motioned to appoint Kyle Saltonstall to the Conservation Commission as an alternate. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Lovejoy had received a request from a resident for a crosswalk at the intersection of Barker Rd and High St. The DPW Department followed-up with placement of roadway signs to advise traffic of the pedestrian activity; a crosswalk in the proposed location is not advisable due to visibility. Someone took the sign. With schools opening, many children cross at that location. Mr. Mears is following-up to replace the sign and the police have been contacted.

Mr. Moore made the Board aware of his intent to take some days off during the week of the 12<sup>th</sup> (as vacation time).

At 9:35 pm Vice Chair Houghton moved to go into a non-public session in accordance with RSA 91-A, II (a). Mr. Lovejoy seconded the motion. All voted in favor.

At 10:24 p.m. Vice Chair Lovejoy moved to seal the minutes finding that failure to do so would render a proposed action ineffective. Ms. Knab seconded the motion. The motion passed unanimously.

The Board resumed the public session. Mr. Lovejoy motioned to accept the resignation of Mel McGrail. Ms. Knab seconded the motion. All voted in favor.

At 10:25 p.m. Vice Chair Lovejoy moved to adjourn the meeting; Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

**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 9/30/2020\***

| <b><u>Account Name:</u></b>                | <b><u>Bank:</u></b> | <b><u>Balance</u></b> |
|--|---------------------|-----------------------|
| General Fund                               | Citizen's           | \$956,671.99 *        |
| Payroll                                    | Citizen's           | \$109,286.38 *        |
| Investment Account                         | Citizen's           | \$7,841,949.02        |
| NHPDIP Investment (Town)                   | NHPDIP              | \$21,134.54 *         |
| NHPDIP (Recreation Funds)                  | NHPDIP              | \$4,188.15 *          |
| NHPDIP (EMS)                               | NHPDIP              | \$51,466.62 *         |
| Mobil Cistern                              | TD Bank             | \$33,802.08           |
| 200 Domain Drive Landscape Bond            | People's Bank       | \$2,547.78            |
| Betty Lane Construction Bond               | People's Bank       | \$22,825.59           |
| Betty Lane Performance Bond                | People's Bank       | \$24,097.87           |
| Bunker Hill Commons Fire Cistern           | People's Bank       | \$8,014.51            |
| Cemetery Land Fund                         | People's Bank       | \$7,499.81            |
| Drug Forfeiture Fund                       | People's Bank       | \$33.24               |
| EMS Fund                                   | People's Bank       | \$333,128.55          |
| Fire Protection Fund                       | People's Bank       | \$47,268.60           |
| Foss Property Sec. Dep.                    | People's Bank       | \$3,657.30            |
| Gifford House Sec. Deposit                 | People's Bank       | \$2,112.37            |
| Heritage Fund                              | People's Bank       | \$6,947.58            |
| Jacqueline Way                             | People's Bank       | \$0.00                |
| Kennebunk Savings Landscape Bond           | People's Bank       | \$1,016.47            |
| Kennebunk Savings Performance (Maint) Bond | People's Bank       | \$2,541.18            |
| Lindt Offsite Improvements                 | People's Bank       | \$1,259.52            |
| Park Cottage Sec. Dep.                     | People's Bank       | \$967.24              |
| Police Detail Fund                         | People's Bank       | \$92,879.65 *         |
| Recreation Revolving                       | People's Bank       | \$138,674.48          |
| SHP Revolving Fund                         | People's Bank       | \$40,512.97           |
| Stratham DARE                              | People's Bank       | \$7,693.13            |
| Varsity Wireless Historic Sign             | People's Bank       | \$8,549.46            |
| <b>Total:</b>                              |                     | <b>\$9,770,726.08</b> |

| <b><u>Balance 11/5/2020</u></b> |
|---------------------------------|
| \$2,796,912.28                  |
| \$125,790.03                    |
| \$3,482,366.63                  |
| \$6,405,068.94                  |

| <b><u>Balance 10/30/2019</u></b> |
|----------------------------------|
| \$5,744,579.64                   |

| <b>NHPDIP<br/>Current Seven Day Yield</b> |
|---|
| 10/30/2020                                |
| 0.03%                                     |

Closed 3/2020

**\*\* Multiple Bonds Account/DESA**

| <b><u>Bond Name</u></b>      | <b><u>Bank</u></b> | <b><u>Balance</u></b> |
|------------------------------|--------------------|-----------------------|
| Altid Enterprises            | People's Bank      | \$11,187.56           |
| Bond Checking (Multiple )    | People's Bank      | \$0.00                |
| Bunker Hill Ave Improvements | People's Bank      | \$17,192.07           |
| GCNE                         | People's Bank      | \$35,245.15           |
| Green Solar Surety           | People's Bank      |                       |
| Jotaph Realty                | People's Bank      | \$22,694.52           |
| Murphy Lane                  | People's Bank      | \$17,234.70           |
| NHSPCA                       | People's Bank      | \$357,575.58          |
| Robie Farms                  | People's Bank      | \$327,563.50          |
| Tansy Ave                    | People's Bank      | \$7,081.17            |
| Winterberry Cistern          | People's Bank      | \$940.69              |
| <b>Total:</b>                |                    | <b>\$796,714.94</b>   |

**Total: \$10,567,441.02**

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

**To:** Stratham Select Board

**From:** Anthony King, Chief of Police

**Date:** November 4, 2020

**Subject:** November 9<sup>th</sup> PD Quarterly Report

**I. COVID STATUS:**

- **Department Status:**

To date, there have been no reported exposures; however, two employees were required to be tested following possible exposure. Both tested negative without any loss of time.

- **COVID Expenses:**

Following some scheduled training in the PD Training Room, \$650.00 was spent to sanitize all the chairs, tables and rug. Forwarded to Finance Director for reimbursement.

**II. BUDGET REVIEW AND COMPARISON:**

Comparable Analysis of year to date activity vs. last year's levels: Time January 1<sup>st</sup> through October 31<sup>st</sup>.

| <u>Police Department<br/>Line Item</u> | <u>2020 YTD</u> | <u>2019 YTD</u> | <u>YTD<br/>Difference</u> | <u>Rationale</u>  |
|--|-----------------|-----------------|---------------------------|---|
| Overtime                               | \$66,365.00     | \$75,147.00     | -12%                      | Benefitted time now being utilized  |
| Vehicle Maintenance                    | \$12,243.00     | \$13,703.00     | -11%                      | Normal routine maintenance, no unforeseen expenses  |
| Building Maintenance                   | \$5,438.00      | \$13,071.00     | -58%                      | Normal routine maintenance, service contracts, new card reader to evidence door (\$1000.00) |
| Uniforms                               | \$3,861.00      | \$10,174.00     | -62%                      | Normal spending over last two months of year  |
| New Equipment                          | \$4,680.00      | \$6,233.00      | -25%                      | Taser 3 year payment, E-Crash Printer accessories, Gun Safe, refrigerator for evidence room |
| Equipment Repair                       | \$2,295.00      | \$1,889.00      | +21%                      | Generator service, radar calibrations   |
| Technical Support                      | \$8,209.00      | \$16,327.00     | -50%                      | Normal expenses, No IT issues   |

### III. POLICE DEPARTMENT ACTIVITY:

**NOTE:** The reduction of activity was a direct result of the COVID pandemic, the temporary revision of many department procedures and closure of the police department lobby. Activity levels have increased dramatically over the past two months, especially in the area of traffic enforcement.

| <b>Calls for Service</b>         | <b>2020 YTD</b> | <b>2019 YTD</b> | <b>Variance</b> |
|----------------------------------|-----------------|-----------------|-----------------|
| Offense Reports                  | 295             | 389             | -24%            |
| MV Stops                         | 2225            | 3351            | -34%            |
| Summons/Citations                | 314             | 373             | -16%            |
| Warnings                         | 1869            | 2876            | -35%            |
| Arrests                          | 85              | 109             | -22%            |
| Accidents                        | 89              | 144             | -38%            |
| Assist Citizens                  | 306             | 538             | -46%            |
| Animal Incidents                 | 231             | 238             | -3%             |
| Neighborhood and Building Checks | 7176            | 6812            | +5%             |

### IV. DEPARTMENT UPDATES and IMPORTANT INFORMATION:

- Department Training:** To date, the PD has completed the following trainings by way of on-line training or small group attendance:
  - CPR/First Aid/Narcan training provided by the SVFD
  - 8 hours firearms training and qualifications
  - Scenario Based Training; Simmunition Training
  - Use of Force
  - COVID for Law Enforcement
  - Anti-Bias Training
  - Stinger Spike Mat Training
  - Controlling the Situation/ De-Escalation Tactics for LE
  - NH DOT Work Zone Training
- CALEA Accreditation:** The SPD enrolled in the process in September and is quickly working towards finalization of all policies to earn accreditation status. Well ahead of the projected time table, it appears that this goal could be accomplished by late summer, early fall 2021. Included for your review is a full list of Chapters, Policy Titles and applicable accreditation standards.



- **Technology:** Outdated PD printer/copier inventory has been replaced by Connected Office Technologies. Lease agreement \$303.00/month for 5 years.
- **Return to School:** SRO Bibeau set to return full-time to CMS November 30<sup>th</sup>. SAU reports 66% in person attendance with 33% continuing with remote learning.
- **NH Certification:** SPD submitted Use of Force Policy and Letter of Declaration to NHPSTC. As the “certification” agency for NH, this ensures SPD will be able to apply for upcoming Federal Grant opportunities. This was a presidential mandate and must be compliant with the U.S. Department of Justice’s; Standards for Certification on Safe Policing for Safe Communities. The letter is attached for your review.
- **Awarded three (3) Grants:**
  - \$1300.00 for BJA (Bureau of Justice Assistance) Bullet Proof Vest Replacement.
  - \$1200.00 for NH Liquor Compliance. Shared with North Hampton, Rye and Stratham towards overtime costs for compliance checks.
  - \$1320.00 E-Crash/E-Citation Printer Grant being reimbursed.

**V. REMAINING 2020 GOALS:**

- Continuation of policy and procedure research and development working towards a mock assessment in February 2021 and actual onsite assessment in June/July 2021.
- Continue with 2021 Budget Process:
  - Body-Camera Warrant
  - Full-Time Officer Acquisition
  - Update Cruiser Replacement Plan
  - Building Improvement: Sally-Port floor refinishing and painting of interior walls of PD (Quotes have been received for each project)
- Finalization of Department performance evaluations.
- Finalization of NHPSTC (NH Police Standards and Training Council) Yearly Compliance Reporting.
- December mandatory employee meeting: Employee appreciation lunch, department update and employee awards. TBD Either December 10<sup>th</sup> or 17<sup>th</sup>.

- Toys for Tots Drive: Will kick-off following the Thanksgiving Holiday. Date to be determined for Toy Drive day at the PD. Gift wrapping to families will be offered this year by Kate Drago at no cost.

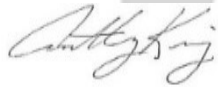
**VI. SELECT BOARD CONSIDERATION:**

To be included to my November 9<sup>th</sup> quarterly report:

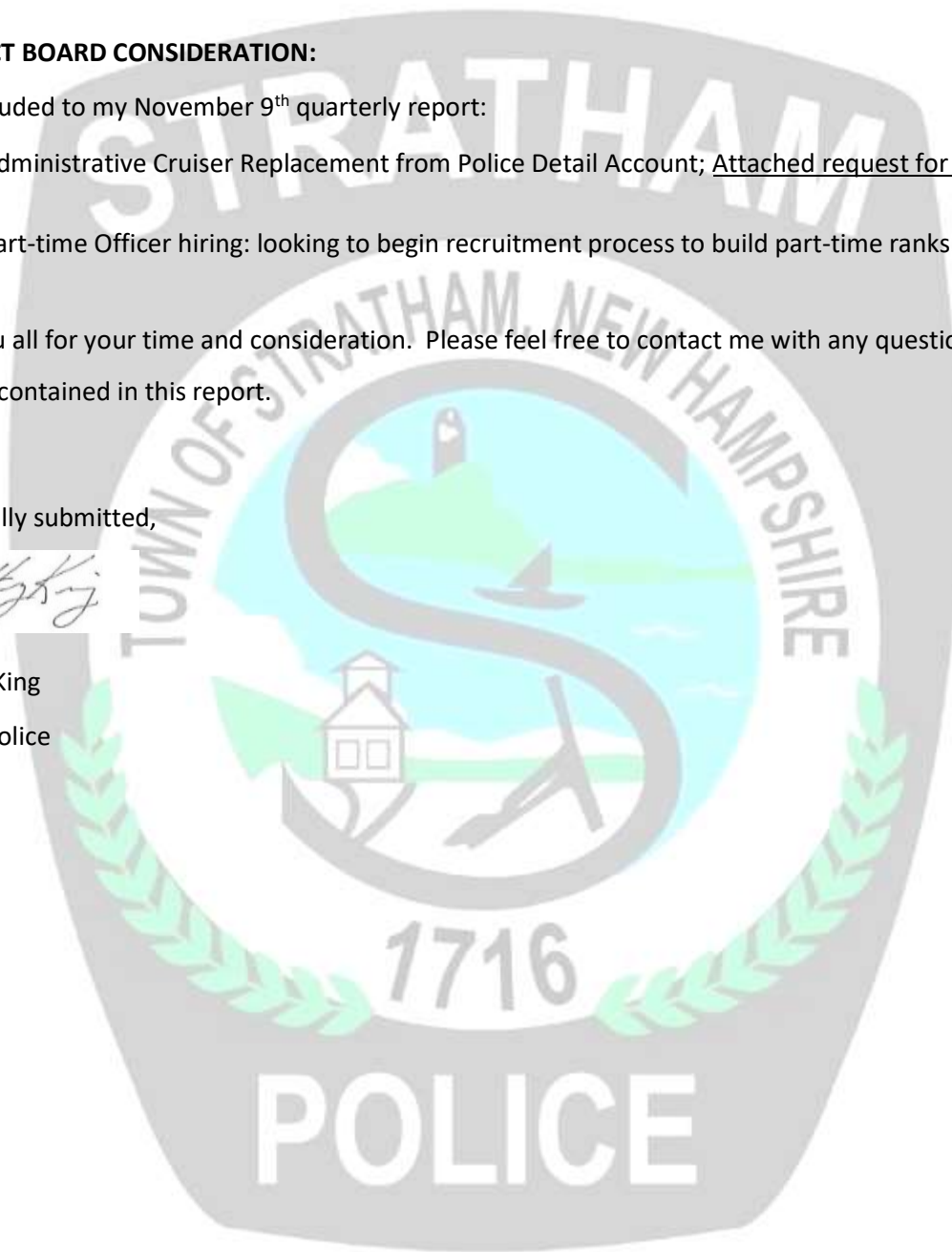
- Administrative Cruiser Replacement from Police Detail Account; Attached request for SB review
- Part-time Officer hiring: looking to begin recruitment process to build part-time ranks.

Thank you all for your time and consideration. Please feel free to contact me with any questions or concerns contained in this report.

Respectfully submitted,



Anthony King  
Chief of Police



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# STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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76 Portsmouth Avenue, Stratham, NH 03885  
(603) 778-9691 – FAX (603) 778-6183

November 2, 2020

John V. Scippa, Director  
New Hampshire Police Standards & Training Council  
17 Institute Drive  
Concord, NH 03301

Director Scippa,

In order to comply with the NHPSTC Certification procedures, I have attached the Stratham Police Department's "Use of Force" policy for the Council's review. This letter further attests that this "Use of Force" has been internally reviewed, and is compliant with the two mandatory safe policing principles contained in the U.S. Department of Justice's; *Standards for Certification on Safe Policing for Safe Communities*. The (2) minimum conditions have been met:

1. **Adherence to Applicable Laws:** The applying agency maintains use of force policies that adhere to all applicable federal, state, and local laws; and,
2. **Prohibition of Choke Holds:** The applying agency maintains use of force policies that prohibit the use of choke holds, except in situations where the use of deadly force is allowed by law.

In addition, this current policy also addresses the following recommended safe policing principles:

- Force Continuum and Termination of Use of Force
- Duty to Intervene
- Use of Force Training
- De-Escalation Tactics
- Providing Medical Care
- Applicable warning(s) prior to deadly force application

- The prohibition of Warning Shots
- The prohibition of shooting from, or at a moving vehicle

Lastly, the Stratham Police Department is currently enrolled with the CALEA National Accreditation program, and is fully committed towards demonstrating professional excellence through sound personnel practices and proactive community engagement. We look forward to our continued partnership with the NHPSTC.

Should you have any questions or concerns, please do not hesitate to reach out at your convenience.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Anthony King".

Anthony King  
Chief of Police



# STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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76 Portsmouth Avenue, Stratham, NH 03885  
(603) 778-9691 – FAX (603) 778-6183

**To:** David Moore, Town Administrator

**From:** Chief Anthony King, Stratham Police Department

**Subject:** Administrative Cruiser; Detail Fund Request

**Date:** November 4, 2020

Due to a need to realign the fleet, as well as, the loss of an unmarked administrative cruiser used by my Detective Sergeant, I am proposing that we purchase an administrative sedan in order to maintain our current state of readiness. I am further proposing that the Police Detail Account be utilized for the purchase and cost to equip this vehicle. **At the beginning of October 2020, the detail account held a balance of \$92,879.65**

As you have aware of, I have prepared and forwarded a 2021 CIP Plan which was updated to include the purchase of an administrative cruiser, as well as a front-line patrol cruiser. After further research, there will be a direct savings to the Town of approximately \$10,000.00 if an administrative sedan is purchased instead of a utility patrol vehicle. By purchasing this sedan out of the Police Detail Account, there will be no need to include this cost in the 2021 CIP, and therefor save the taxpayers of Stratham.

Recent bids were received which revealed the cost of a Dodge Charger to range from \$30,500-\$33,646. Equipping this vehicle with the necessary emergency lights and accessory equipment would be approximately \$7000.00. A spare radio taken from another vehicle would be reutilized, and would save an additional \$5000.00. Based on the current market, this vehicle could be ordered, but would not be available until the spring of 2021.

**I am requesting that the Select Board approve the expenditure of an administrative sedan and equipping this vehicle with funds from the Police Detail Fund.** If there are any unforeseen costs which will either be deducted or added to this total, I will advise you and the Finance Director.

I have attached my Cruiser CIP Plan for you and the Board's review. Should you have any questions or concerns, please do not hesitate to contact me at your earliest convenience.

Respectfully submitted,

Anthony King

Chief of Police

**CC:** Board of Selectmen

## **STRATHAM POLICE DEPARTMENT CRUISER FLEET: Updated October 2020**

### **Cruiser Function:**

Police vehicles are much more than a means of transportation for police officers. They are “mobile offices” in which officers spend a significant percentage of their working hours. Vehicles provide platforms to support mobile data terminals, emergency lighting systems, radios, rifles and additional emergency equipment. Because of the critical nature of policing and the necessity for emergency response, the police department fleet must maintain high performance standards to assure public safety. Consistent maintenance and regular replacement of police vehicles is vital so that operating capabilities are not jeopardized. The police fleet is paramount to response for life safety, and protecting our citizens and officers.

Front line police vehicles differ greatly in functionality when comparing to private commercial industry use. Police cruisers are emergency response vehicles which must hold up during stressful situations, and protect not only the officer and public, but anyone transported in the vehicle. These vehicles may be driven 24/7 and must hold up to rigorous braking, acceleration/deceleration, and turning during emergency responses. Vehicle idle time is usually very high since officers spend a lot of time monitoring traffic, businesses and neighborhoods when not actively patrolling.

**Cruiser Life:** The national average life expectancy of a front-line patrol vehicle varies from region to region, climate and type of law enforcement agency. For example, most State Police agencies operate on the highways and will average over 100 miles per shift where an urban police department cruiser may average 20-30 miles per shift. For most suburban, small town police departments, they may average 50-80 miles per shift. Overall, the average police vehicle appears to be replaced somewhere between 80,000-100,000 miles; however, many agencies will go well over the 100,000 mile mark when vehicles are then cycled into administration, investigations or details. When speaking about the age of cruisers, the average appears to be 4-5 years, again depending upon the area, climate and type of law enforcement.

**NOTE:** This does **NOT INCLUDE** idle time which Ford currently equates 1 hour of idle time= 25 miles of driving. \*\*\*\*\*

**CRUISE FLEET AND ASSIGNMENT:**

| REGISTRATION           | ASSIGNMENT              | YEAR | MAKE/Unit #       | MILEAGE  |           |            | IDLE Hours   |
|------------------------|-------------------------|------|-------------------|--|-----------|------------|--------------|
|                        |                         |      |                   | Dec. 2019  | Oct. 2020 | Difference |              |
| <b>ADMINISTRATIVE</b>  |                         |      |                   |  |           |            |              |
| MP8721                 | Chief King/Admin        | 2014 | Ford Explorer     | 33,750   | 45,000    | 11,250     | <b>752</b>   |
| MP8722                 | Lieutenant Pierce/Admin | 2014 | Ford Explorer     | 116,157  | 123,390   | 7,233      | <b>7,400</b> |
|                        | Detective               | 2009 | Dodge Charger     | <b>Sent to auction September 2020</b>  |           |            |              |
| <b>PATROL FUNCTION</b> |                         |      |                   |  |           |            |              |
|                        | Patrol                  | 2021 | Ford Explorer     | <b>New front line cruiser to replace #116 reassigned to detective function</b> |           |            |              |
| MP8727                 | Patrol                  | 2020 | Ford Explorer-220 | In-service Nov. 2020   | 0         | 0          | <b>0</b>     |
| MP8726                 | Patrol                  | 2020 | Ford Explorer-120 | In-service April 2020  | 7,525     | 7,525      | <b>600</b>   |
| MP87211                | Patrol                  | 2018 | Ford Explorer-118 | 32,850   | 55,368    | 22,518     | <b>3,600</b> |
| MP8723                 | Patrol                  | 2017 | Ford Explorer-116 | 88,831   | 115,435   | 26,604     | <b>5,700</b> |
| MP87210                | Supervisor              | 2019 | Chevy Tahoe-219   | 5,910  | 21,977    | 16,067     | <b>200</b>   |
| MP8729                 | Motorcycle              | 2011 | Harley Davidson   | 8031   | 8220      | 189        | n/a          |
| <b>DETAIL FUNCTION</b> |                         |      |                   |  |           |            |              |
| MP8724                 | Detail Cruiser          | 2013 | Ford Taurus-113   | 118,844  | 120,552   | 1,708      | n/a          |
| MP8725                 | Patrol                  | 2015 | Ford Explorer-115 | 127,267  | 137,283   | 10,016     | <b>8,067</b> |

**REPLACEMENT PLAN:**

It is my hope that the Select Board will support this CIP to maintain a responsible, proactive replacement plan for the police department's cruiser fleet. I would ask for the following annual funding over the next five (5) years which will account for replacement of the existing fleet. **NOTE: The costs shown are those associated with replacement of the vehicle only. It is our plan to equip those vehicles out of the Cruiser Detail Fund thereby creating a cost savings to the Town. Cruiser costs show a projected inflation of \$2000 per year.**



|      |   |
|------|---|
| 2020 | <ul style="list-style-type: none"> <li>• Purchase a front line cruiser to replace Unit #115. This cost will include the purchase and outfitting of the cruiser. \$35,000 for cost of cruiser and approximately \$15,000 to outfit</li> <li>• Unit #115 moved from patrol to be used as detail vehicle.</li> <li>• Unit #116 to be cycled to Detective Sgt. Cost only to detail vehicle with current equipment remaining (radio etc.)</li> <li>• Auctioning of 2009 Dodge Charger. Anticipate \$2,000-4,000 reimbursement</li> </ul> |
| 2021 | <ul style="list-style-type: none"> <li>• Replace Patrol Unit #116 (CIP) \$37,000 (To get us back to full complement)</li> <li>• Purchase Administrative cruiser. Approx. \$30,000 Research sedan vs. utility vehicle which will have a direct savings to the Town. Consider payment from Detail Account to offset CIP.</li> <li>• Low mileage Chief's cruiser will be shifted to Lieutenant and remain administrative function.</li> <li>• Lieutenant's cruiser to detail fleet/#113 to be auctioned</li> </ul>                     |
| 2022 | <ul style="list-style-type: none"> <li>• Replace Cruiser #118 (CIP) \$39,000</li> <li>• #118 to Detail Fleet</li> <li>• Consider efficacy of MC. Possible lease of new MC or return</li> </ul>  |
| 2023 | <ul style="list-style-type: none"> <li>• Replace either the Det. Sgt. Admin vehicle OR Supervisor Cruiser #119 (CIP) \$41,000</li> </ul>  |
| 2024 | <ul style="list-style-type: none"> <li>• Replacement either administrative vehicle or patrol unit. \$43,000</li> </ul>  |
| 2025 | <ul style="list-style-type: none"> <li>• Replacement either administrative vehicle or patrol unit. \$45,000</li> </ul>  |

**NOTE: The costs shown are those associated with replacement of the vehicle only. It is our plan to equip those vehicles out of the Cruiser Detail Fund thereby creating a cost savings to the Town. Cruiser costs show a projected inflation of \$2000 per year.**

**\*\*\*Administrative sedans will be researched to find the most practical, cost effective option.**

# 2021 SELECT BOARD MEETING SCHEDULE

**Draft Adopted 11-6-2020**

| <u>DATE OF MEETING</u>     | <u>DEPARTMENT TO REPORT</u>           |
|----------------------------|---------------------------------------|
| Monday, January 4, 2021    | Assessing, Planning                   |
| Tuesday, January 19, 2021  | Police, Legislative Delegation        |
| Monday, February 1, 2021   | Parks & Recreation                    |
| Monday, February 8, 2021   | Public Hearing on Warrant (Tentative) |
| Monday, March 1, 2021      | Library                               |
| Tuesday, March 9, 2021     | Town Meeting (Ballot portion)         |
| Monday, March 15, 2021     | Public Works                          |
| Monday, April 5, 2021      | Treasurer Report and Fire, Building   |
| Monday, April 19, 2021     | Assessing, Planning                   |
| Monday, May 3, 2021        | Police                                |
| Monday, May 17, 2021       | Parks & Recreation                    |
| Monday, June 7, 2021       | Library, Legislative Delegation       |
| Monday, June 21, 2021      | Public Works                          |
| Tuesday, July 6, 2021      | Fire, Building                        |
| Monday, July 19, 2021      | Assessing, Planning                   |
| Monday, August 2, 2021     | Police                                |
| Monday, August 16, 2021    | Parks & Recreation                    |
| Tuesday, September 7, 2021 | Library                               |
| Monday, September 20, 2021 | Public Works                          |
| Monday, October 4, 2021    | Treasurer Report, Building            |
| Monday, October 18, 2021   | Assessing, Planning                   |
| Monday, November 1, 2021   | Police, Fire                          |
| Monday, November 15, 2021  | Parks & Recreation                    |
| Monday, December 6, 2021   | Public Works                          |
| Monday, December 20, 2021  | Fire, Building                        |

## David Moore

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**From:** David Moore  
**Sent:** Monday, October 26, 2020 4:06 PM  
**To:** thouse@tharc.com; gdolan@wirebelt.com; Diane Morgera; Colin Lavery; Nathan Merrill; TRACY ABBOTT; William McCarthy; Boisvert, John; Mike Welty; Francisco Marin; kathryncoateskim@gmail.com  
**Cc:** Michael Houghton (mike@dowlingcorp.com); Joe lovejoy; Allison Knab (allisonmknab@yahoo.com); librarydirector@wigginml.org; Nate Mears; Dawna Duhamel  
**Subject:** Boards & Commissions Policy - Summary of Comments by Chairs  
**Attachments:** Final Draft - 10-26-2020 Administrative Order and Procedure - Boards and Commissions Appointment Process.pdf

Dear Boards and Commissions Chairs,

Thank you very much for your thoughtful responses to the invitation to comment on the Select Board's draft Boards and Commissions policy. I heard back from five Chairs; I received two marked-up documents and several observations/suggestions via e-mail responses. Many commented on the helpfulness of a policy and expressed support for the effort. A summary of all of the significant policy related comments I received can be found below (along with some responses from me). Truly, the time you took to respond improved this effort greatly. Thank you.

I have created a new draft that incorporates your input on policy matters as well as the grammatical and other changes to better ensure clarity. This latest draft (attached), will be provided to the Select Board for their review and consideration at their Nov. 9<sup>th</sup> meeting, they will also receive this summary of the comments received.

Summary of comments received from Board Chairs (and responses from me).

1. The use of "Board" as shorthand for "Select Board" and the repeated use of the word "Board" in reference to the various boards and commissions gets confusing. I suggest that in the beginning of the document you should clearly define "Board" as "Select Board" and "Committee" (or alternatively, "volunteer committee") as shorthand for the various boards, commissions, and committees. **Agree. The references to Boards and Commission repeatedly is cumbersome. I have tried a new approach explained in a note on the first page.**
2. There's a lot of emphasis in here on the staff people who are supposed to be the liaison to each committee. I fear this is potentially an area for communication failure. For example, X rarely attends our meetings and is not "in the loop" most of the time unless we have something on our agenda that is in his purview. It seems to me that the administrative function of managing committee appointments should remain in the Town Administrator's office as it has been historically, perhaps with Karen being the point person? **This policy defines expectations of the staff (and others) and one outcome of the effort is to hopefully improve the engagement you refer to. This is drafted to recognize the value of having staff familiar with the Boards' strategic intentions, subject matter, as well as needs and challenges and thereby better positioned to assist the Select Board and Chair in filling openings. This policy retains the Executive Assistant as central to the administrative pieces of managing appointments.**
3. it doesn't address how "Town Staff" are assigned to each Board/Commission. With some of the Commissions, it's self-explanatory but there are other boards where it may not be as clear. And if it is always going to be the same "person/role", would we want to include that information in this document? **The policy doesn't mention this. This is an administrative determination made by the Board and TA. I have added a column in the chart (in**

response to another suggestion) that outlines which position is assigned to which Board (for the purposes of implementing this policy).

4. I LOVE the idea that you and the select board have to help fill vacancies, and that you encourage people to attend a meeting, meet with the chair, etc. However, should the chair feel the candidate is not suitable, their opinion should count for a lot. Maybe not full veto power but their opinion should carry a lot of weight. **In my experience here I think this input would be considered very seriously by the Board in the process.**
5. When training is available from the state new people should be required to attend at least once. **I added a reference to trainings to the expectations section.**
6. Your attendance policy should make specific provisions for online attendance as well as in person. **Agreed; I have added a note in the new draft that, for the purposes of the attendance policy remote participate counts as "attending".**
7. I think a new candidate to fill an existing position on a board should attend more than 1 meeting as a resident observer . I suggest that the boards/commissions have a tiered participation process. Attend a few meetings to get the flavor of what is going on. Then become an "Alternate"; which would allow them to fill in for a team member in order to fill a quorum and vote at that meeting only. "Alternates" would be for a minimum of 1 year prior to becoming a full team member if there is an open position. **I think this has merit but I don't see this as something that is able to be monitored or administered effectively.**
8. All new members should be recommended by the Board/Commission to the Select Board for consideration prior to being "appointed". **The policy allows for this by ensuring Board Chairs get all new applications and requiring two SB meetings before appointments are voted upon; giving time for Boards and Commissions to consider and recommend.**
9. When it comes to the requirement to post all openings – the use of the word "shall" is quite rigid, perhaps soften it a bit with "generally"? My concern here is there may be instances when the perfect person has been recruited, but if the policy says you must advertise all openings, then you needlessly open up the possibility of unhappy disenfranchised citizens if they are not selected after responding to the ad. **This is interesting and I plan to highlight it for the Board. I think there is a value at stake here in providing a consistent means and opportunity for members of the public to learn about openings. In drafting the policy originally, the Board decided not to advertise openings where an incumbent would like to re-up for the same good reason you stated above (I have added such a sentence at the bottom of page two).**

**Administrative Policy and Procedure**

**Appointments to Boards and Commissions**

**(Final Draft – October 26, 2020)**

Adopted by Select Board: \_\_\_\_\_

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).

| <b>Boards</b>  | <b>Established by</b>                 | <b>Staff</b>                                |
|--|---------------------------------------|---|
| 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<br>(SB fills vacancies and alternates) | State Law                             | Library Director                            |
| Trustees of Trust Funds<br>(SB fills vacancies and alternates)   | State Law                             | Town Administrator                          |
| Cemetery Trustees<br>(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<br>Committee (make nomination)  | State Law                             | Town Planner                                |
| Rockingham Planning Commission                                   | State Law                             | Town Planner                                |
| Stratham Fair Committee<br>(act on nominations)                  | Select Board/Charitable Trust<br>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 31<sup>st</sup> 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.<sup>1</sup>

## **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

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<sup>1</sup> 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 31<sup>st</sup> 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.

DRAFT



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## TOWN OF STRATHAM

### SELECT BOARD

### NOTICE OF PUBLIC HEARING

**MONDAY, November 16, 2020, 7:00 PM**

**MUNICIPAL CENTER, 10 BUNKER HILL AVENUE**

The Select Board will hold a public hearing in accordance with RSA 31:95-b on the question of acceptance a grant of funds from The Recycling Partnership (TRP) of up to \$51,200 in grant funding to incentivize the collection of curbside recycling and environmental protection and education. For more information relative to this grant, please visit the Town Administrator's office Monday through Friday 8:30 a.m. to 4:00 p.m. or visit the Select Board portion of the Town's website.



# TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue · Stratham, NH 03885 Town Clerk/Tax  
Collector 603-772-4741

Select Board's Office/ Administration/ Assessing 603-772-7391  
Code Enforcement/ Building Inspections/ Planning 603-772-7391

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## **LEGAL NOTICE OF PUBLIC HEARING STRATHAM SELECT BOARD**

Notice is hereby given that the Stratham Select Board will hold a public hearing on December 7, 2020 at 7:00 p.m. in the Hutton Room at the Stratham Municipal Center, 10 Bunker Hill Avenue for the purpose of adopting a resolution to regarding new FEMA maps and study, as follows: “Pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special floods hazard areas by the Federal Emergency Management Agency (FEMA) in is “Flood Insurance Study for the County of Rockingham, NH”, dated May 17, 2005 and January 29, 2021, together with the associated Flood Insurance Rate Maps, dated May 17, 2005 and January 29, 2021, are declared to be part of the Town of Stratham Zoning Ordinance and are hereby incorporated by reference.”

*Full text of the proposed Zoning Ordinance Amendments and related information can be found on file with the Planning Department. All interested persons may appear and be heard. Persons needing special accommodations and /or those interested in viewing the application materials should contact the Stratham Planning Department at (603) 772-7391.*