



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## SELECT BOARD AGENDA

Special Meeting

JANUARY 24, 2024

4:00 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**

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
  - A. January 10, 2024 special meeting
  - B. Joint BAC minutes January 8, 11 and January 18
- III. New Business and Action Items
  - A. Request for rehearing re: 13-15 Stoneybrook Lane ZBA decision
  - B. Budget Worksession
  - C. Funding request – PREP
  - D. 2024 Local Source Water Protection Program Grant: SWP-368
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

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.

**Joint Select Board and Budget Advisory Committee Meeting Summary**  
Municipal Center, Hutton Room, 10 Bunker Hill Avenue, Stratham, NH 03885

Meeting Date: January 8, 2024

Attendees:

- Mike Houghton, Select Board Chair
- Allison Knab, Select Board Vice Chair
- Joe Anderson, Select Board
- June Sawyer, Budget Advisory Committee
- Wayne Young, Budget Advisory Committee
- Tedd Tramaloni, Budget Advisory Committee
- Jennifer Scrafford, School Board Representative
- David Moore, Town Administrator
- Christiane McAllister, Finance Administrator

Absent:

- Connie Aubin-Adams, Budget Advisory Committee

At 6:00 pm Select Board Chair Mike Houghton opened the joint meeting of the Select Board and Budget Advisory Committee (BAC). He asked each member to introduce themselves. Mr. Moore then gave a brief overview of the 2024 budget and a CIP orientation.

The Operating budget totals \$8,503,760, which represents an increase of \$292,572 or 3.56% over FY2023. Other budgetary appropriations include, \$678,000 in Capital Improvement Funds (\$15,000 or 2.26% increase over FY2023) and \$250,000 in Capital Reserve Funds (\$35,000 or 14% decrease over FY 2023).

Together with revenues and credits the total amount to be raised from taxation is \$5,153,003 (\$92,765 or 1.83% increase over last year).

Department heads then gave their department presentations. Staff presentations included:  
Seth Hickey, Parks & Recreation Director  
Anthony King, Police Chief  
Mark Connors, Planning & Community Development  
David Moore presented the Assessing report.

Following each presentation the BAC, Select Board and department heads discussed presentation highlights and addressed questions. No actions were taken. Department presentation are attached.

The meeting adjourned at 7:45 p.m.

# Town of Stratham

## Select Board Budget Advisory Committee Joint Meetings

Monday January 8, 2024

Thursday January 11, 2024

Thursday January 18, 2024

## Budget Process & Schedule

Budget Advisory Committee - Appointed by the Moderator - Makes recommendations to the Select Board

- October – Budget Submissions
- November – Preliminary Budget Developed
- January
  - Advisory Committee Process
  - Select Board Receives Input and Finalizes
- February – Public Hearing on Warrant (est. February, 5, 2024)
- March – Information Night and Town Meeting

# Town Services In Context

Town                      County                      Local Education                      State Education



# Town Services In Context

Town                      County                      Local Education                      State Education



## Town Services

- This portion of your bill funds your:
  - Wiggin Memorial Library
  - All public works functions (including trash and recycling pick-up, transfer station, street clearing operations, and park and playground maintenance)
  - Parks and recreation programming and senior services
  - Police services
  - Stratham Volunteer Fire Department
  - Land use regulatory services, elections, general town administration
  - Capital projects and rolling stock.
  
- For a home valued at \$500,000, your annual tax for these services is \$1,575.

Budget Advisory Committee

## Some Highlights from 2023

- Introduction of Community Power
  - Another source for savings for community
  - Unanimous vote of hundreds who turned out
- Information Technology – Managed Services Provider transition
  - Significant step forward in responsiveness and follow-through
  - Back-up personnel, ticketing system
- Assessing Function – New General Assessing Contractor
  - More disciplines, back-up personnel, cost avoidance for some appeals
  - 2024 budget is 50% less than the 2019
- Grants –
  - Over \$80,000 from four Police Department grants
  - \$50,000 in NH DES Engineering Grant for PFAS
  - One meeting in December – over \$87,000 in Fire Association/Golf donations
  - \$75,000 in Drinking Water Groundwater Trust Monies for Conservation Purchase

Budget Advisory Committee

## Challenges

- Maintaining competitiveness in labor market
- Attract talent
- Managing through staff transitions
  - Finance Office
  - Planning & Community Development
  - Public Works
  - Police Department

Budget Advisory Committee

## Initial Warrant Articles

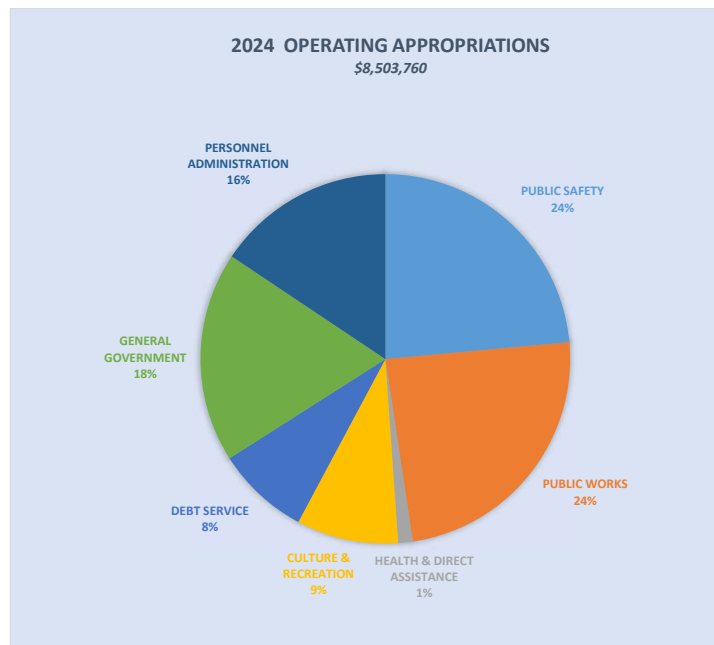
- **ARTICLE 12: 2024 Operating Budget**
- **ARTICLE 13: Capital Improvements Program**
- **ARTICLE 14: Appropriate Funds to Several Capital Reserve Funds**
- **ARTICLE 15: Raise and Appropriate from the EMS Special Revenue Fund**
- **ARTICLE 16: Raise and Appropriate from the EMS Special Revenue Fund: Equip.**

Budget Advisory Committee

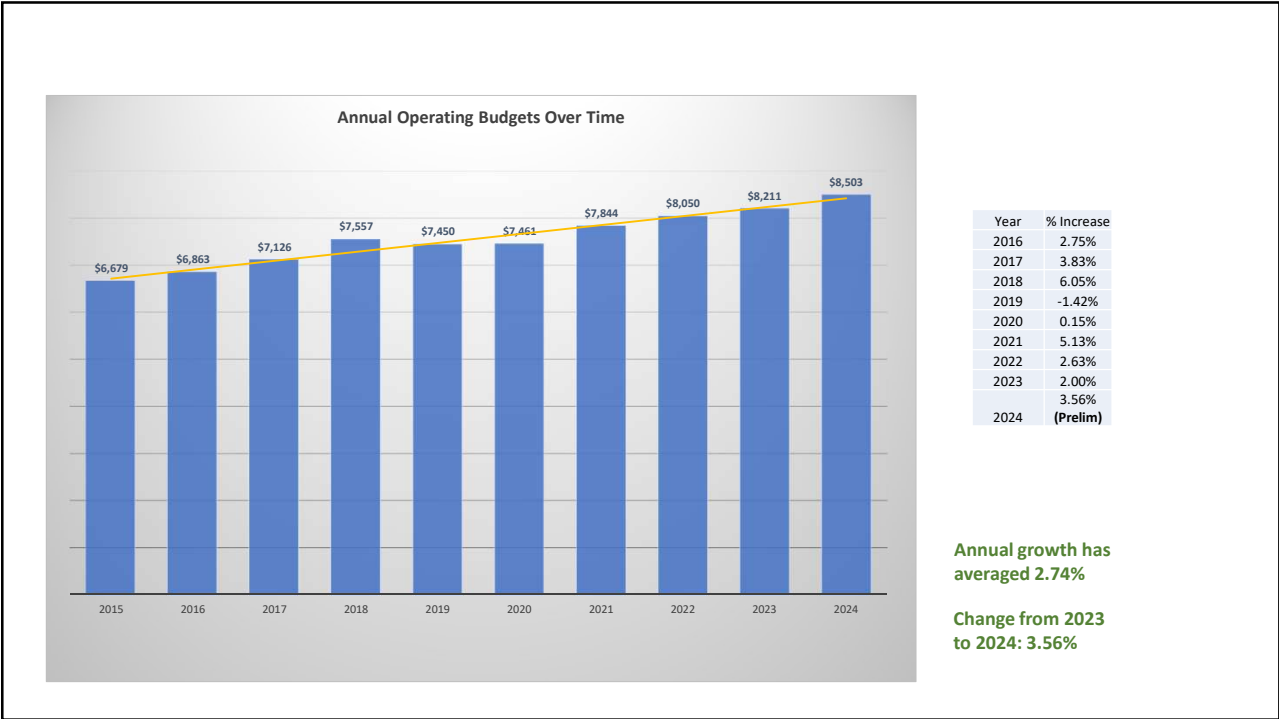
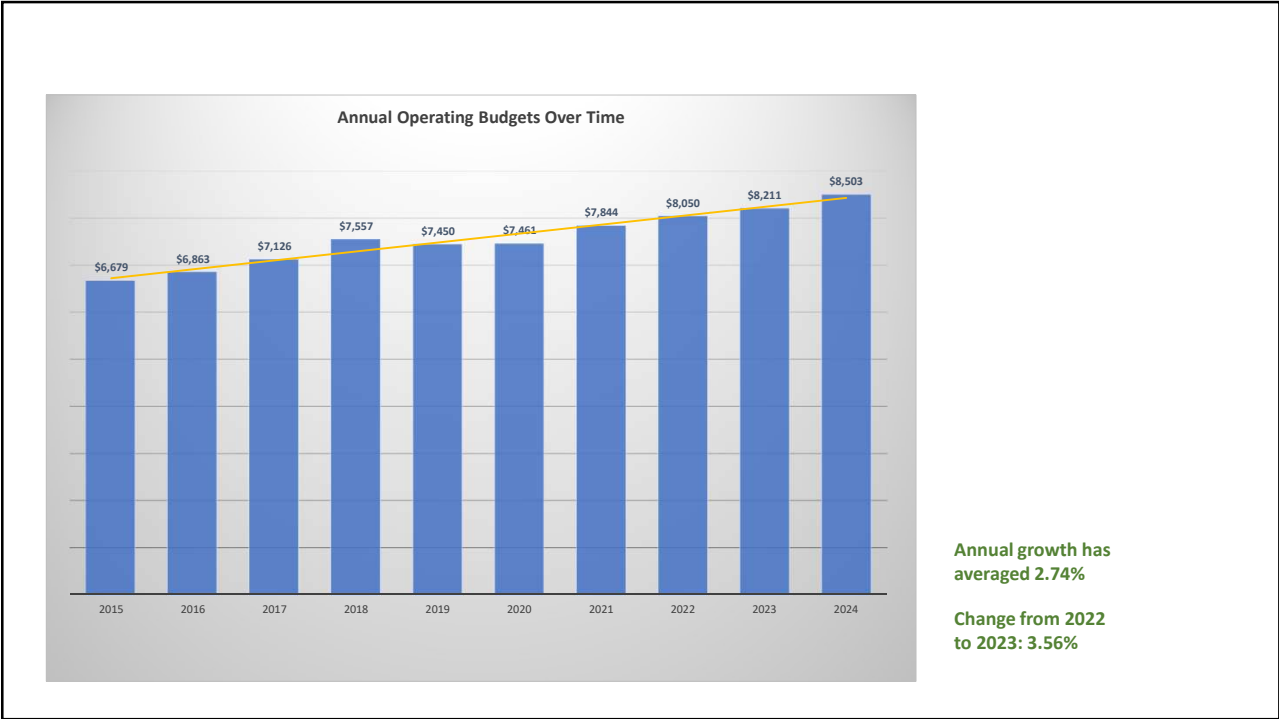
## 2024 Operating Budget (Preliminary)

- Total \$8,503,760
- An increase of \$292,572 or 3.56%
- \$15,000 increase (2.26%) in Capital Improvement Funds
- \$35,000 decrease (14%) in Capital Reserve Funds.
- Revenue increase
- Tax effort overall - \$5,153,003 (\$92,765 or 1.83% increase over last year)

9



10





## Tax Rate History:

	2019	2020	2021	2022	2023
Town	3.30	3.09	3.15	3.07	3.15

Budget Advisory Committee

13

Town of Stratham  
FY2024 Preliminary Budget  
Estimated Tax Impact

12/28/2023

Description	Art #	2022 Budget	Art #	2023 Budget	Art #	2024 Preliminary	\$ Change	Tax Impact
Operating Budget Appropriations		8,050,185		8,211,188		8,503,760.00	292,572	5.22
Capital Improvements Program (CIP)		473,000		663,000		678,000	15,000	0.42
Capital Improvements funded by other		370,000		970,000		-	(970,000)	-
Capital Reserve Funds		290,000		285,000		250,000	(35,000)	0.15
Accrued Benefits Trust							-	-
<b>Total Appropriations</b>		<b>9,183,185</b>		<b>10,129,188</b>		<b>9,431,760</b>	<b>(697,428)</b>	<b>5.79</b>
Estimated revenues						(3,954,857)	1,040,193	-2.43
EMS Special Revenue Fund		(370,000)					-	
Revised Revenues		(3,403,007)		(4,995,050)				
Anticipated Use of Fund Balance		(600,000)		(600,000)		(600,000)	-	-0.37
Use of Fund balance to offset CRF Article		(150,000)		(150,000)		(150,000)	-	-0.09
<b>Net Appropriations</b>		<b>4,660,178</b>		<b>4,384,138</b>		<b>4,726,903</b>	<b>342,765</b>	<b>2.90</b>
Overlay		43,220		400,000		150,000	(250,000)	0.09
Funding of Veteran's Credits		280,300		276,100		276,100	-	0.17
<b>Municipal Tax Effort</b>		<b>4,983,698</b>		<b>5,060,238</b>		<b>5,153,003</b>	<b>92,765</b>	<b>3.16</b>
Veteran's Credits								
<b>Assessment Valuation w/ utilities (Estimated) Tax Impact</b>		<b>1,620,725,595</b>		<b>1,608,852,837</b>		<b>1,628,852,837</b>		<b>1,573</b>
		<b>3.07</b>		<b>3.15</b>		<b>3.16</b>		<b>1,582</b>

This prelim 2024 tax projection is provided for comparison purposes only; 2024 revaluation will change town's base valuation.

PROJECT CATEGORY & TITLE	2023	2024	2024	2024 Net	2025	2026	2027	2028	2029	Balance	Balance +
		CIP	ARPA*	Appropriations						(2020-2023) - estimate	Proposed 2024
		Total									
<b>EQUIPMENT &amp; VEHICLES</b>											
Town-wide Workstation Replacements	5	12	0	12	10	7	7	7	7	0	12
Town-wide Technology	7	45	45	0	7	7	7	7	7	0	0
Online permitting software & electronic storage	0	0	0	0	0	0	0	0	0	10	10
Ballot Machine Replacements	0	14	0	14	0	0	0	0	0	0	14
Police Station Solar Array Buyout	5	5	0	5	5	5	0	0	0	15	20
Traffic Control Program	5	5	0	5	5	5	5	5	5	0	5
Shared Town Vehicle Replacement	0	0	0	0	0	0	0	0	0	11	11
Police Cruiser Replacement Program	25	25	0	25	45	47	49	51	53	0	25
<b>Total Equipment &amp; Vehicles</b>	<b>47</b>	<b>106</b>	<b>45</b>	<b>61</b>	<b>72</b>	<b>71</b>	<b>68</b>	<b>70</b>	<b>72</b>	<b>36</b>	<b>97</b>
<b>BUILDINGS</b>											
Library Improvements	20	15	0	15	0	0	0	0	0	23	38
Municipal Center HVAC Replacements	0	75	0	75	0	0	0	0	0	0	0
Election Booths Replacements	15	0	0	0	0	0	0	0	0	0	0
Police Station HVAC Replacements	0	70	0	70	0	0	0	0	0	0	0
<b>Total Buildings</b>	<b>35</b>	<b>160</b>	<b>145</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>38</b>
<b>OTHER INFRASTRUCTURE</b>											
Cemetery Improvements	0	0	0	0	7	0	7	0	7	7	7
Town-wide Parks & Recreation Improvements (non-SHP)	7	0	0	0	7	0	7	7	7	28	28
Stevens Park Pavilion & Facility Improvements	10	125	0	125	0	0	0	0	0	10	135
Parks Parking Lot & Roadway Imps. (non-SHP)	0	0	0	0	40	0	0	0	0	7	7
Open Space & Connectivity Plan Implementation	5	10	0	10	5	10	5	10	10	0	10
<b>Total Other Infrastructure</b>	<b>22</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>19</b>	<b>50</b>	<b>19</b>	<b>17</b>	<b>24</b>	<b>52</b>	<b>187</b>
<b>STRATHAM HILL PARK</b>											
Gifford Barn Stabilization Project	10	0	0	0	0	0	0	0	0	20	20
SHP Park-wide Facilities & Playing Field Improvements (SHP)	7	7	0	7	7	7	7	7	7	7	14
Firetower Painting (SHP)	0	10	10	0	0	0	0	0	0	15	15
Parking Lot & Roadway Replacement/Improvements (SHP)	0	0	0	0	0	0	0	0	0	28	28
Stratham Hill Park Area Plan	25	0	0	0	50	50	50	50	50	50	50
<b>Total Stratham Hill Park</b>	<b>42</b>	<b>17</b>	<b>10</b>	<b>7</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>120</b>	<b>127</b>
<b>TRANSPORTATION/ROADWAYS</b>											
Fire Station Parking Lot Paving	0	75	75	0	0	0	0	0	0	6	6
Police Station Parking Lot Paving	0	0	0	0	0	0	0	0	0	0	0
Road Reconstruction Program	370	350	0	350	370	370	370	370	370	63	413
Bike and Pedestrian Transportation System	0	0	0	0	5	5	5	5	5	10	10
State Roadway/Intersection Capital Projects Participation	0	0	0	0	50	50	50	50	50	75	75
<b>Total Transportation/Roadways</b>	<b>370</b>	<b>425</b>	<b>75</b>	<b>350</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>154</b>	<b>504</b>
<b>ENVIRONMENTAL &amp; PLANNING</b>											
Stormwater Planning & Grant Match	8	10	0	10	8	8	8	8	8	16	26
PFAS Response and Remediation	105	175	75	100	75	75	75	75	75	0	100
Property Revaluation Expenses	24	0	0	0	20	20	20	20	20	82	82
Master Plan Update & Related Studies	10	0	0	0	10	5	10	5	5	10	10
<b>Total Environmental &amp; Planning</b>	<b>147</b>	<b>185</b>	<b>75</b>	<b>110</b>	<b>113</b>	<b>108</b>	<b>113</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>218</b>
<b>Total CIP Projects</b>	<b>663</b>	<b>1,028</b>	<b>350</b>	<b>678</b>	<b>686</b>	<b>711</b>	<b>682</b>	<b>677</b>	<b>686</b>	<b>493</b>	<b>1,171</b>

CAPITAL FUND TRANSFERS	2023	2024	2024	2024 Net	2025	2026	2027	2028	2029	Est. 12/31/2023	
Land Conservation Fund	0	0	0	0	0	0	0	0	0	970	970
Heritage Preservation Fund	50	0	0	0	0	0	0	0	0	262	312
Fire Department Capital Reserve Fund	110	125	0	125	110	110	110	110	110	57	182
Radio Communications Capital Reserve Fund	0	0	0	0	15	15	15	15	15	53	53
Highway Department Capital Reserve Fund	125	125	0	125	125	125	125	125	125	386	511
Town Buildings & Grounds Maint. Exp. Trust Fund	0	0	0	0	100	100	100	100	100	330	330
<b>Total Capital Fund Transfers</b>	<b>285</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>2,058</b>	<b>2,515</b>

# STRATHAM POLICE DEPARTMENT BUDGET PRESENTATION 2024



## MISSION AND GOALS

**Mission:**

The men and women of the Stratham Police Department are dedicated to serving the Town of Stratham, and our residents with the highest degree of professionalism, and compassion. We are committed to promoting, and building strong community relationships in order to make Stratham a more caring, and safe place to live, work and visit.

**Goals:**

- Planning for the future through responsible financial preparation;
- Investing in our people;
- Ensuring effective organization and deployment of staff resources; and,
- Communicating effectively both internally and externally.

## Challenges in 2023 and Beyond

**Staffing, Recruitment and Retention:** The police department is currently down (2) full-time officers and a part-time ACO.

**Causes:** Law enforcement agencies in New Hampshire, as well as across the country are facing a historic crisis when speaking to recruiting and retaining qualified candidates. Retirements, resignations, transferring from one agency seeking better pay and benefits, changing of occupations, public opinion, stress and wellness are the primary drivers.

**Remedies:** Continue to invest in our employees through competitive pay and benefits, providing training and advancement opportunities, practicing compassionate leadership, wellness/team-building programs and providing state of the art equipment and technology.

## 2023 Accomplishments

- ✓ January 2023 implementation of body-worn cameras department-wide.
- ✓ The PD Successfully passed our Year-2 CALEA compliance review. This is a four-year process towards achieving national re-accreditation status.
- ✓ Stratham PD was awarded the "First Place" Community Policing Award (populations under 15,000) by the New England Chiefs of Police Association for establishing vital community policing initiatives. Strong community partnerships remain a top priority in our daily operations.
- ✓ PD community policing initiatives included the following: Summerfest at SHP; End 68 Food Drive; Halloween Patrol; DEA Drug Take Back; Annual Toy Drive; Santa Parade/Lights for Lives; Cub Scout PD Tour; Stratham First Responder Golf Classic; Bike to School and SMS Wellness Walk events.
- ✓ Provided high levels of training for the agency to include: Yearly Firearms Training and qualifications; Defensive Tactics; Primex Simulator Training (Shoot don't Shoot) Scenarios and De-escalation; Legal Updates; Department All-Hazards Training Review; Use of Force; Taser; Ethics in Law Enforcement; Implicit Bias/Fair and Impartial Policing; Mental Illness Training; and Primex Officer Driver Training.

## Funding Awarded in 2023

- **\$33,300** NH Office of Public Safety Grant to replace all cruiser Mobile Data Terminals (MDT's)
- **\$8,200** NH Office of Public Safety Grant to fund overtime costs for multiple traffic enforcement patrol mobilizations
- **\$30,836** PD proceeds received through 3rd Annual Golf Tournament to benefit Stratham First Responders.
- **\$1,800** BJA Bullet-Proof Vest replacement grant
- **\$43,000** for dash-cameras through the Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program Office.

NOTE: For any grants requiring a "Matching Cost", those funds were taken from the Golf Fund Donation Line.

## 2024 PD Operational Budget

- **Overall 0.1% total budget decrease from 2023**
- **Decreases caused by vacancies within the Police Department:** The PD is still attempting to fill (2) full-time officer positions and an ACO position
  - PAYROLL:** Overall 1.4 % **DECREASE** or \$17,851 from 2022
    - a. **Prosecutor Position:** Total overall decrease of \$22,340.00 due to hiring of new position to fill retirement vacancy
    - b. **Overtime** decreased by \$2560.00
    - c. **Part-Time/ACO** Line increased \$15,000 for filling open vacancies for staffing shortages
  - OPERATIONS INCREASES:** Increase of \$10,500 or 7.1% from 2023
    - a. **Technical Support:** \$5000.00 Increase of recurring yearly maintenance provider costs (FirstNet, Comcast, Office Tech, Microsoft, ZoomShift, Central Square RMS, Body Cameras Software)
    - b. **Vehicle Maintenance:** \$3000.00 Increase due to rising equipment and labor costs
    - c. **Uniforms:** \$2500.00 increase due to rising uniform costs

## Future Budget Planning

- ❑ We as a department should never be satisfied with the status quo, but always seek ways to improve all the department's operations through future planning.
- ❑ Diligently monitor the approved budget to ensure that the financial, operational and capital improvement plans that were developed and appropriated are being adhered to.
- ❑ Be proactive in seeking available grant funding resources in order to defray costs and limit taxpayer burden.
- ❑ Continuously working towards long-term employee retention while promoting officer wellness throughout the department with incentives and training.
- ❑ Continuously evaluating department needs to include building maintenance, tactical equipment, personal protective equipment and technology with the overall goal of officer safety and efficient delivery of police services.
- ❑ Continuously enhance the role of department personnel in the planning, development and implementation process regarding budgetary needs.

# PARKS & RECREATION

January 8<sup>th</sup>

Budget Advisory Presentation



### Vision

- ▶ To provide a quality of life for residents of all ages by developing and maintaining parks, trails, and public facilities and providing quality recreation and senior citizen programs that maintain a balanced sense of community.

### Mission of the Department

- ▶ Build, nurture and grow a healthy and vibrant community through the provision of a variety of quality recreation programs, activities and special events.
- ▶ Create, sponsor, and partner to provide relevant programming meeting the needs Stratham to include families and individuals at all stages of life, of all abilities, and a variety of recreational interests.
- ▶ Effectively steward Stratham's Town parks and opens spaces intended for recreational uses by advertising their availability, schedule programming, adhering to policies for use of Town properties and planning for their effective deployment on behalf of the community
- ▶ Collaborate with, and serve as a resource for, others in the community seeking to pursue initiatives and improvements that further this mission including other Town departments, School Districts, organizations, civic groups and volunteers.

## VISION AND MISSION

### Address the needs of underserved residents

- ▶ Identify underserved populations within our community and develop an action plan to address these populations in the next few years. Priority at this time will be given to the senior population as this is our fastest growing and most engaged group here in Town.
- ▶ *Seniors*
- ▶ *Pre-school age*
- ▶ *Teens*

### Department Policies/Procedures and Current Staffing Structure

- ▶ Review current policies and ensure that current protocol is meeting the needs and demands of the Department. Identify areas that are not being currently addressed or possibly need to be reevaluated and make the necessary adjustments to those policies. Evaluate current staffing structure and responsibilities to ensure the highest quality services for the community.
- ▶ Connectivity between Town Owned Resources
  - ▶ Work with local groups/ committees to identify priorities within the Master Plan to connect existing Town owned properties through a system of trails and road crossing to ensure residents have walking and biking access to the community resources.
- ▶ Infrastructure at Stratham Hill Park
  - ▶ Create a multi-year plan to address the necessary repairs to buildings, roadways, parking lots and athletic fields.

## CURRENT DEPARTMENT GOALS

Total Recreation	2023
Payroll	\$140,595
Remaining	\$27,652
Senior Programming	\$20,000
Remaining Balance	\$7,652
Office Supplies	\$1,200
Cellphone	\$1,302
Mileage	\$650
Brochures	\$1,500
Special Events	\$3,000

Total Budgeted for Recreation in 2023
\$168,247

## YEAR END BUDGET REVIEW

### RSA 35 B-2

- ▶ According to New Hampshire RSA 35-B:2, the purpose of the Recreation Revolving fund is that "the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all monies in such fund, and **shall pay out the same only upon order of the recreation or park commission...**"

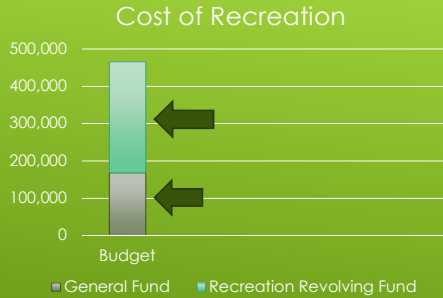
### Town of Stratham

- ▶ The Town of Stratham designated the **Stratham Recreation Commission** as the Governing Body of the Recreation Revolving Fund, Article 12, Town Meeting, March 11th, 2003.

## RECREATION REVOLVING FUND



## Recreation Expenses 2023



Totals for 2023 (December 1<sup>st</sup>)

General Fund Subsidy

\$168,247

Recreation Revolving Fund Expenses

\$297,181.20

Grand Total for Recreation Services in Stratham

\$465,428.20

## TOTAL COST OF RECREATION

64% of Recreation Expenses are being paid from the Recreation Revolving Fund

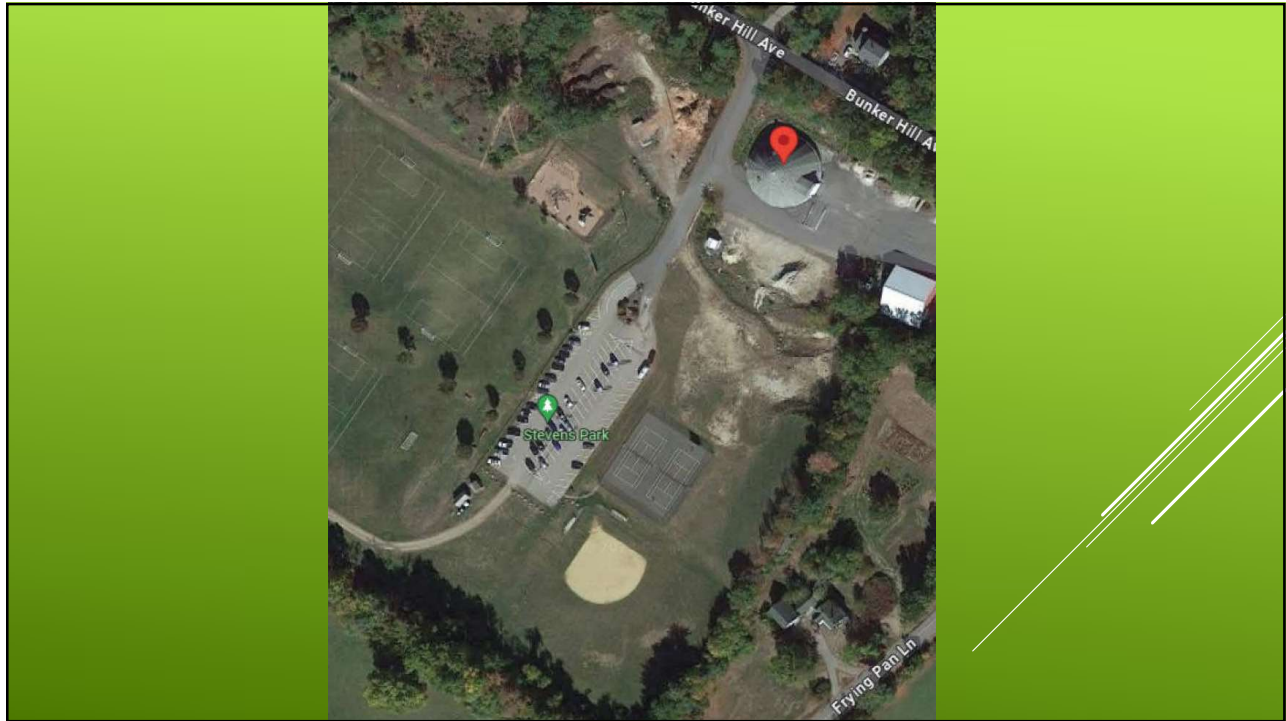
- ▶ 2023 Capital Expenses as of December 1<sup>st</sup>, 2023
  - ▶ Recreation Revolving Fund

Pump Track Renovation	\$25,000
Summer Camp Staff Payment 2022	\$53,385.88
Pickleball (nets & windscreen)	\$9,196.00
Dog Waste Bags	\$7,639.24
Ford Transit Van	\$52,553

TOTAL SPENT: \$152,784.42

	2022	2023	2024	% change over 2022 to 2024
Payroll	122,729	140,595	163,610*	33%
Senior Programming	6,000	20,000	25,000	316%
Office Supplies	1,200	1,200	1200	0
Cellphone	1,302	1,302	0	-100%
Mileage	650	650	650	0
Brochures	1500	1,500	1,500	0
Special Events	13,000	3,000	3,000	-77%
	146,381	168,247	195,010	
			*\$25,000 reimbursed via Recreation Revolving Account as offsetting revenue	





# Planning & Community Development

PLANNING / BUILDING

2024 BUDGET PRESENTATION

## Planning & Community Development at a Glance

- Combined Planning and Building functions, includes code enforcement and health officer
- One-stop shop for all land use approvals and building development projects
- Short and long-range planning initiatives
- Dedicated to operating a highly accessible office that provides highest levels of service and professionalism to residents and implements best practices in the formation and administration of Building, Planning, and Zoning regulations.
- Staffs the Planning Board, Zoning Board of Adjustment, and Conservation Commission
- Staff of 3.5



## 2023 Activities / Accomplishments

- Successful merger/integration of the Planning/Building functions
- Seacoast Well Testing Initiative
- Ultimately Successful Recruitment – Fully staffed operation
- Open Space & Connectivity Plan – Early 2024 adoption planned
- Land Conservation - \$92K State Source Water Protection Grant
- Excellent teamwork, filling in gaps in face of staffing challenges



## 2023 Challenges

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- Loss of Building Inspector James Marchese
- Staffing Challenges / Transitions
- E-Permitting



## 2024 Budget at a Glance

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- Challenging to forecast due to 2023 disruptions
- Slight decrease in total funding of 1.4 percent (drop in software licensing & training makes up largest decrease)
- No change in headcount (Staff of 3.5), but anticipate continuity in 2024
- Focus on professional development and cross-training



## Looking ahead to 2024

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- Open Space & Connectivity Plan Adoption and Implementation
- Building Permit Fee Update (self-sustaining building functions)
- Stormwater Protection Measures (MS4 Permit Requirements)
- Professional Development for Staff
- E-Permitting (utilizing existing vendors)
- Planning proactively with neighboring communities (including on continuity of staffing)
- Improved Town GIS System Information & Offerings
- Coordination with Assessing and assistance with outreach for town-wide revaluation



## Assessing

- \$101,385
- This represents a increase of \$9,734 or 10.6%
- Contracted Services line item (Second Year)
- Increase in General Assessing contract
- Payroll is 15% for Deputy Town Clerk
- 2024 Reval – funded through CIP



# Town of Stratham

## Select Board Budget Advisory Committee Joint Meetings

Monday January 8, 2024  
Thursday January 11, 2024  
Thursday January 18, 2024

**Joint Select Board and Budget Advisory Committee Meeting Summary**  
Municipal Center, Room A, 10 Bunker Hill Avenue, Stratham, NH 03885

Meeting Date: January 11, 2024

Attendees:

- Mike Houghton, Select Board Chair
- Allison Knab, Select Board Vice Chair
- Joe Anderson, Select Board
- June Sawyer, Budget Advisory Committee
- Connie Aubin-Adams, Budget Advisory Committee
- Wayne Young, Budget Advisory Committee
- Tedd Tramaloni, Budget Advisory Committee
- Jennifer Scrafford, School Board Representative
- David Moore, Town Administrator
- Christiane McAllister, Finance Administrator

At 6:00 pm Select Board Chair Mike Houghton opened the joint meeting of the Select Board and Budget Advisory Committee (BAC).

Department heads then gave their departments' 2024 budget presentations. Staff presentations included:

Jeffrey Denton, Chief, Fire Department

Deborah Bakie, Town Clerk / Tax Collector

Kerry Cronin, Wiggin Memorial Library Director

Christiane McAllister, Administrator, Finance Administration

Following each presentation the BAC, Select Board and department heads discussed presentation highlights and addressed questions. No actions were taken. Department presentation are attached and made part of the minutes.

The meeting adjourned at 7:30 p.m.



# Town of Stratham

Select Board  
Budget Advisory Committee  
Joint Meetings

Thursday January 11, 2024

## **2024 FIRE DEPARTMENT BUDGET**

Jeff Denton  
Fire Chief

## 2023 FIRE DEPARTMENT

- **2023 was a growth year for the Stratham Fire Dept.**
  - Continued progress towards our operational vision.
    - Operational Safety is #1.
    - New Fire Inspector has worked out well.
    - Improved focus on recruiting and retention
- **Call volume statistics:**
  - 787 Calls in 2023
    - FIRE- 190
    - EMS - 597
  - 782 in 2022 (1 % Increase in 2023 compared to 2022)
  - 831 in 2021 (6% Decrease in 2023 compared to 2021)
  - Historically we have been increasing 5-7%/year for the past decade. (these numbers reflect COVID-19 pandemic fluctuations)
- **October of 2022 Third Annual Golf Tournament with PD.** Raised over \$30K for FD association to support the operational Fire Dept. needs.
- **Dec 2022: 10<sup>th</sup> annual Lights-4-Lives charity fundraising event:**
  - Santa parade was a big success.
  - Raised funds to do a fireworks display at the annual tree bonfire to thank our supporters for 10 years and over \$80,000 in funds raised to support local citizens and organizations in need.

## 2023 FIRE DEPARTMENT

### 2023 Operations successes:

- Completed Initial Leadership training for all FD Officers
- Completed Baseline Pump operator training for all current and future Fire Pump Driver/Operators.
- Successful Pancake Breakfast/ Fire Prevention and Recruiting open house
  - First since 2019 due to the pandemic.
- Designed and instituted a new onboarding/mentoring/mission qualification program.
- Instituted a robust recruiting and retention program utilizing our R&R committee.
  - Recognized at the State level as a model program.
- Maintained Safety levels at 100% injury free level throughout operations.
- Increased engagement as a member of Seacoast Chiefs Mutual Aid Assn.

## 2024 OPERATIONAL BUDGET

- 2023 Budget saw continued inflation and all costs increasing significantly
  - Dues increase – Increase in Seacoast Chiefs Mutual aid Assn. Dues through 2026
  - Training and conferences line item increased
    - Pump operations/water supply training from outside contractors.
    - Planned increase in initial training for new members as a result of recruiting and retention efforts.
  - Utilities all increased due to actual cost increases (Inflation)
- Personnel Budget– As requested for 2024:
  - **Working with Select Board changes to achieve goals:**
    - Help to retain current highly trained staff for both day shift and off hours call coverage.
    - Remain competitive with surrounding fire departments who are all understaffed and looking to hire qualified FF/EMT's.
    - Help to attract new members to maintain our ability to cover calls 24/7/365
  - **Categories of adjustment**
    - **Exploring Pay Rate increase – current rates are \$16/\$19 – no change in two years**
    - **Stipends for Officer Positions to compensate for currently unpaid staff work that maintains the Department**
    - **Adding a 3<sup>rd</sup> member on 24/7 but at a minimum on our day shift M-F 7am-5pm**
      - Safety – Adds a third member on an engine to comply with 2 in/2 out SOP for all fire responses.
      - Allows additional member in station for supervision and managing multiple back to back calls.
      - Helps get our newer members the much needed experience they need to build confidence as newer firefighters/EMT's under supervision.
    - **Incentivizing holiday coverage**
- Fire Gear- Major price increases continue as well as long lead times.
  - Primary sets (new and replacements) continue to be funded via operations budget (4-6 sets per year)
  - Secondary set being addressed through fundraising and donations to start off. Raised \$50K for 12 sets in 2023.
    - Needed for cancer awareness program and operational readiness.
- Building, Vehicle and Equipment maintenance costs : increasing due to inflation and aging fleet/infrastructure.
  - Continued delays for delivery of our new Ambulance 2 (estimated Sept 2024 now– ordered in March 2022 with a 12-16 month delivery est.)
  - Anticipate 2 + Years to receive our replacement Engine 1 ordered in April 2023.
  - Building requires more maintenance due to aging infrastructure– Roof, Parking lot Paving, Heating system maintenance etc..

## 2024 OPERATIONAL BUDGET

- **Uniforms:**
  - Increase line item to provide personnel with duty uniforms on an annual basis
  - Needed for new members and normal wear and tear of uniforms in the line of duty.
- **Gear line item: This is to replace current expiring gear (PPE)**
  - Issued to Town Residents/ Dept. Members who are established responders
    - Gear expires after 10 years per NFPA 1851 and manufacturer
    - Planned purchase of 6 sets of primary fire gear in 2024
      - Estimated at \$5,000/set for total of \$30,000 (price increases are probable)
  - Leased Gear (stop gap measure)
    - Approximately \$1000/set per year. Contracted for 2 sets in 2023 totaling \$2000
    - Using for part time day shift personal when first hired
    - Used when individual goes to FF1 and for long procurement times for new gear(up to a year)
- **Other items include:**
  - New pagers and fire gear for new members
  - Added Fire inspection line item to budget for inspection expenses such as code books and computer needs.
  - IT/Internet service Line Item:
    - Changeover to new Database management and reporting software (current software sun setting in 2025)
    - Adding Preplanning and response software for use in apparatus response and planning.
    - Supplies line item increase– Need for food at extended fire scenes or training/ office supplies for new programs and other misc. items.

## 2024 OPERATIONAL FOCUS

- Staffing/Recruiting and Retention
  - Day Staff Coverage
    - Currently 2 on shift—propose 3 on shift on day shift.
  - Volunteer Staffing
    - More and more difficult to get people to be volunteer FF/EMT.
    - Also more difficult to attract qualified day shift personnel. (rate increase will help)
    - Increased competition with other towns for qualified members. (rate increase will help)
    - Night/Weekend call shifts—currently 2 on shift— propose 3 on shift
  - R&R Committee Continues to do great work and make recommendations on Recruiting and Retention.
    - Focus on low cost large impact ideas to recruit and retain qualified FF/EMS personnel.
    - Data driven focus via surveys and research into what may work to improve our numbers.
    - Retention efforts include several events to bond the department membership together have been highly successful.
      - Recruited 8 new members this year both with and without certifications and experience.
- Training
  - FF-1 Spring- 2 new members attending. (one will get FF 2 as well in the ME program)
  - EMT Training— Spring 2024— 2-5 members planning on attending.
  - EMT-A/ FF-2- Fall - as needed
  - Continued Active shooter/EMS warm zone training with PD.
  - Pump operator advanced skills and certification training— outside training contractor
  - Rural Water Supply training and exercise— outside contractor
- Summerfest
  - 3<sup>rd</sup> annual Summerfest 1 day event planning is moving forward for July event.
- Golf Tournament- 4<sup>th</sup> annual
  - October 3rd 2023

## 2024 CAPITAL RESERVE FUND

- FD Capital Reserve Fund to provide funding for “large” purchases
  - Engine 3 Purchase 2028 (order in 2026 due to 2 year lead times)
    - Needed to provide continued reliability and safety.
    - 20 year replacement (NFPA 1911 Standard)
      - Current Eng-3 will actually be 22 years old at planned replacement delivery date)
  - SCBA Replacement 2033 (due at 15 year point)
  - Other items coming due for replacement in the near future:
    - Radio’s- Base radios are the last in the station to be updated. (approx. \$30,000)
    - Air Compressors- Original equipment from the old station- will need replacement within 2-5 years as a planning factor- currently still meet requirements. (approx. 45K)
    - Thermal Cameras- One replaced last year
      - Two more older models will need replacement soon. (approx. \$10K each)
    - EMS equipment updates- Purchase 2<sup>nd</sup> Lucas auto CPR device to replace aging auto pulse and have one on each ambulance— standardized between ALS and our ambulances. (approx. \$20K)

## 2024 CAPITAL RESERVE FUND

- Funding Sources
  - Fire Dept. Capital Reserve Fund
  - Ambulance Billing Account
    - Used to purchase Ambulances/Fire Apparatus, Non-Consumable EMS Equipment, EMS Training
    - Used to offset additional Capital Purchases (ex: SCBA, Radios, etc..)
  - Stratham Fire Department Association
    - Money raised by members of the Association.
    - Donated to the Town to make equipment and large Capital Purchases (ex: SCBA, UTV, Etc..)
  - Stratham Fair Trust- under revision
    - 50% of Fair Profit used to go to this fund to support FD Operational needs.
    - *No longer viable source since the fair is no longer producing income due to cancelation.*
- Over past 5 years we have equalized CRF to be more consistent and eliminate peaks.
  - Continuing to update plan based on current fiscal environment.
- 2023 CRF annual appropriation -- \$110K/year
  - Needs to be increased to cover future equipment and apparatus replacement expenses.
  - Apparatus and equipment costs have rapidly outpaced the current appropriation due to inflation.

## 2024 CAPITAL RESERVE FUND

- Recommendations:
  - Increase current Funding Schedule to allow adequate funding for Capital Items.
  - Maintain consistent funding while working with other departments to maintain capital expenditures as low as possible.
- Replace Engine 3: 2008 E-ONE. First Line Engine for Residential
  - Based on performance current recommendation is purchase as planned in 2028 to replace the current engine within the 20 year timetable.
- Replace Forestry 1: 1997 Ford chassis with squad body- replace in 2026.
- Every year we evaluate performance and testing results. Current performance meets all requirements.

## 2024 AMBULANCE ACCOUNT

- Recommend two warrant articles from Ambulance Account:
  - \$10K for Fire / EMS Training and equipment needs
  - \$10K for ALS Reimbursement for Medicare/Medicare Patients.

## Town Clerk-Tax Collector Elections

Deb Bakie  
Town Clerk-Tax Collector

# 2024

## Budget Form

**Department/Budget Unit:** Elections

**Mission:** To keep the budget in line with previous years that have had (4) elections.

**Budget Comments:**

This budget reflects an increase of \$32,225.00 due to having four (4) elections in 2024. There is an additional estimated cost to replace the voting machines of \$7,000 per unit that has been added to this total amount, Stratham is going to be requesting (2) with the increasing voter population and in the event that we need to take one out of service for maintenance, we currently already have (2) of the older models. The newer machines will not require replacement ink as they use thermopaper. The current machines will no longer be serviceable beginning in end of 2024 or early 2025.

**Budget:**

ELECTION	<i>2023 Adopted</i>	<i>2024 Proposed</i>
100 4140 01 201 Supplies	\$2500.00	\$7,000.00
100 4140 01 219 Ballot Clerks	\$1500.00	\$9,000.00
100 4140 01 220 Moderator/Asst. Moderator	\$900.00	\$3,600.00
100 4140 01 221 Meals	\$500.00	\$4,000.00
100 4140 01 301 Supervisors of the checklist	\$3,600.00	\$3,600.00
100 4140 01 308 Workshops & Training	\$100.00	\$100.00
100 4140 01 317 Equipment Maintenance	\$625.00	\$650.00
XXX XXXX XX XXX Ballot Counting Devices (2) 7k ea.	CIP? \$0.00	\$14,000.00
<b>TOTAL EXPENSES</b>	<b>\$9725.00</b>	<b>\$41,950.00 (27,950.00)</b>

**Services and Programs:** The above figures represents the costs to run the scheduled Elections.

**2024 Departmental Goals:** For the Town Clerk, staff and election officials to run a smooth, efficient and cost effective election. To reduce my budget line item under supplies, I am requesting the money for the voting machines in the amount of \$14,000 comes from the CIP. In 2024 there will be (4) elections. It is imperative that the town replaces the voting machines to prevent any issues that may arise with outdate unserviceable equipment. With that being said, I'd like to " earmark" the CIP for replacement of these devices. In conclusion, I'd also like to add that I feel it would be beneficial for the Town to delay the purchase in the event that there are any system flaws but still would like the town to purchase the replacement by the 2024 September/ November elections.

# 2024 Budget Form

**Department/Budget Unit:** Town Clerk/Tax Collector

**Mission:** To keep the Budget in line with last year's expenses.

**Budget Comments:**

The cost of shredding will be left in my budget as this is a continuous annual need. There is not a large enough area to securely store documents needed to be shredded, IAW RSA 33-A:3-a. We also added a larger printer to my office this fall as this is a much needed item. This will be used for semi-annual printing of the tax bills and election checklists without having to tie up the main admin printer in the Town Administrator area.

**Budget:**

There is a slight increase in my budget this year due to an anticipated increase in office supplies. There is also a slight increase under conferences, again due to an anticipated increase in participation fees, i.e. food & lodging. In an effort to cut costs under the Restoration of records, I am opting to delay restoration of records to odd years. Next request for restoration of records will be in 2025.

<b>Town Clerk/Tax Collector</b>	<b>2023 Adopted</b>	<b>2024 Proposed</b>
100 4150 03 112 TC/TC Payroll	\$142,000.00	\$146,576.00
100 4150 03 201 Office Supplies	\$4,500.00	\$5,000.00
100 4150 03 204 Dues & Memberships	\$60.00	\$100.00
100 4150 03 209 Conference	\$600.00	\$800.00
100 4150 03 218 Registry of Deeds	\$400.00	\$300.00
100 4150 03 223 Lien Notifications	\$600.00	\$400.00
100 4150 03 225 Mileage	\$400.00	\$200.00
100 4150 03 269 Restoration of records	\$3000.00	\$500.00
100 4150 03 306 Computer Support-Service	\$11,780.00	\$12,300.00
100 4150 03 308 Workshops & Training	\$500.00	\$500.00
100 4150 03 318 New Equipment	\$0.00	\$200.00
<b>XXX XXXX XX XXX Service Contract (Copier)</b>	<b>\$0.00</b>	<b>\$3000.00</b>
<b>TOTAL EXPENSES</b>	<b>\$163,840.00</b>	<b>\$169,876.00</b>

**2024 Departmental Goals:**

I have included the regional workshop training for Tax Collection and Motor Vehicles, as well as the Town Clerk Conference. Staying current on the RSA's, updated procedures for Motor Vehicle transactions, Tax Collection and election processes is imperative to ensure success in this department. The ability to network with other various Town Clerks and their staff during these training opportunities is extremely beneficial. During the 2023 Clerk's Conference in Bartlett, I was selected to serve in a (1) year position that recently became vacant as the Seacoast Co-Chair in the Executive Committee in the New Hampshire Town Clerk's Association. I look forward to this opportunity to allow me to expand on my knowledge and continuing to enhance on my leadership abilities.





# Wiggin Memorial Library

Budget Presentation  
January 11, 2024

Kerry Cronin, Library Director

## MISSION AND GOALS

### **Mission:**

*Our mission is to inspire readers, enrich lives, and create community.*

### **Goals:**

- Embrace innovation to provide high quality services, programs, and collections.
- Facilitate community building through outreach, collaboration, & partnerships.
- Invest in staff training, development and teambuilding.
- Continue improvements to both indoor and outdoor spaces to make the library comfortable and welcoming to all.
- Improve technology infrastructure, including a new website to improve access.



## 2023 Accomplishments

- Onboarding of several new team members including: Library Director, Customer Service Librarian, and Head of Youth Services.
- Expansion of early literacy programming and play space.
- Implementation of new seed lending library, raised bed garden, and gardening related programming.
- Hosted first Volunteer Fair and launched a new cookbook club to create community engagement.
- Installed a new art hanging system with inaugural exhibition of Racial Unity Team’s Arts and Poetry award winners.
- Collaborated with multiple community partners to develop programs in honor of Martin Luther King, Jr. and for Voter Information Night.
- Promoted library services at off-site locations such as the winter market.
- Encumbered funds for carpet replacement.



## Proposed Library Budget

Draft budget approved by Library Board of Trustees at November meeting:

- Library materials & operating expenses (3.4%)
- Wages & Salaries (includes 3% COLA) (4.3%)

	<u>2023 Adopted</u>	<u>2024 Proposed</u>
100 4550 01 147 Library Payroll \$470,000		\$450,442
100 4550 01 249 Non-Salary Expenses \$114,130		\$110,400

<b>TOTAL</b>	\$560,842	\$584,130
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FY2024 Library Budget Request					
	Category	FY2023 Budget	FY2024 Request	Change	% Change
<b>Payroll</b>					
	Payroll	\$ 450,442	\$ 470,000	\$ 19,558	4.3%
<b>Operations</b>					
	Media (Materials)	\$ 50,000	\$ 54,000	\$ 4,000	8.0%
	Programs	\$ 11,000	\$ 9,000	\$ (2,000)	-18.2%
	Education/Training	\$ 8,000	\$ 8,000	\$ -	0.0%
	Technology	\$ 12,000	\$ 12,480	\$ 480	4.0%
	Website	\$ 7,500	\$ 7,500	\$ -	0.0%
	Supplies	\$ 8,750	\$ 8,750	\$ -	0.0%
	Postage	\$ 750	\$ 600	\$ (150)	-20.0%
	Equipment	\$ 8,000	\$ 8,500	\$ 500	6.3%
	Maintenance	\$ 500	\$ 500	\$ -	0.0%
	Professional Service	\$ 3,900	\$ 4,800	\$ 900	23.1%
	<b>Operations Subtotal</b>	<b>\$ 110,400</b>	<b>\$ 114,130</b>	<b>\$ 3,730</b>	
	<b>TOTAL EXPENSES=</b>	<b>\$ 560,842</b>	<b>\$ 584,130</b>	<b>\$ 23,288</b>	<b>4.2%</b>

## Proposed CIP

\$15,000 request for professional redesign of the library's website, which will result in the following benefits:

- ✓ Modern design with improved accessibility
- ✓ Adherence to current web standards and protocols
- ✓ Improved organization for ease of navigation
- ✓ Ease of updating information
- ✓ Increased user engagement



# WIGGIN MEMORIAL LIBRARY

*start here, go anywhere!*



Thank you.

DEPARTMENT OF PUBLIC WORKS

## 2024 Preliminary DPW Budget

21

A “status quo” budget, with payroll adjustments

DIVISION	Budget 2023	Preliminary 2024 Budget	% change	\$ change
General Government Buildings	183,020.00	186,300.00	1.79%	3,280
Cemeteries	45,485.00	42,050.00	-7.55%	(3,435)
Highway	748,478.00	789,111.00	5.43%	40,633
Street Lighting	10,750.00	10,000.00	-6.98%	(750)
Sanitation	1,072,305.00	1,064,710.00	-0.71%	(7,595)
Public Works (Other)	1.00	1.00	0.00%	-
Parks	141,495.00	157,300.00	11.17%	15,805
Pest Control	54,144	50,000	-7.65%	(4,144)
<b>TOTAL PUBLIC WORKS</b>	<b>2,255,678.00</b>	<b>2,299,472.00</b>	<b>1.94%</b>	<b>43,794.00</b>

## INITIAL DEPARTMENTAL GOALS FOR 2024

22

- Recruit, retain, support and invest in new and existing staff
- Building on work with Cemetery Trustees
- Publish final draft of Public Works Department SOP to include staff training program.
- Focused Capital Planning for Parks facilities and infrastructure.
- Support Town’s MS 4 data collection, mapping and reporting.

# General Administration & Finance

DAVID MOORE, TOWN ADMINISTRATOR  
 CHRISTIANE MCALLISTER, FINANCE ADMINISTRATOR

## Personnel Administration Highlights

Town of Stratham Preliminary Budget 12-28-2023	2024	Budget 2022	Actual 2022	Budget 2023	YTD 12/30/23* Actual 2023	Preliminary 2024 Budget	% Change over 2023 Budget
<b>PERSONNEL ADMINISTRATION</b>							
100 4155 01 171 Medicare		51,231.00	43,800.04	50,000.00	46,481.98	50,750.00	1.5%
100 4155 01 173 New Hampshire Retirement		595,800.00	543,832.55	572,000.00	554,312.59	560,000.00	-2.1%
100 4155 01 174 Social Security		138,000.00	120,733.48	138,000.00	128,946.36	146,500.00	6.2%
100 4155 01 176 Unemployment		1,642.00	1,642.00	2,000.00	0.00	2,260.00	13.0%
100 4155 01 191 Insurance Buyout Program		48,206.00	53,074.97	83,000.00	71,222.93	88,000.00	6.0%
100 4155 01 192 Life/AD&D		7,000.00	6,584.64	7,100.00	6,187.50	6,000.00	-15.5%
100 4155 01 193 Long-Term Disability		12,000.00	9,207.92	12,000.00	10,495.94	10,250.00	-14.6%
100 4155 01 194 Short-Term Disability		12,000.00	11,630.83	13,500.00	11,735.69	14,200.00	5.2%
100 4155 01 195 Health/Dental Insurance		438,250.00	342,596.79	350,000.00	304,720.34	420,000.00	20.0%
100 4155 01 196 HealthTrust HRA		13,000.00	16,822.67	15,000.00	14,628.58	20,000.00	33.3%
100 4155 01 197 Misc. Fees		600.00	0.00	600.00	0.00	600.00	0.0%
100 4155 01 198 Leave Compensation		8,000.00	12,046.83	10,000.00	49,663.80	10,000.00	0.0%
100 4155 01 199 HealthTrust FSA				9,000.00	(1,531.91)	9,000.00	0.0%
100 4155 02 198 Compensation Adjustments		85,000.00	0.00	20,000.00	0.00	35,000.00	75.0%
xxx xxxx xx xxx cell phone reimbursements						8,000.00	
<b>TOTAL EXPENSES</b>		<b>1,410,729.00</b>	<b>1,161,972.72</b>	<b>1,282,200.00</b>	<b>1,196,863.80</b>	<b>1,380,560.00</b>	<b>7.7%</b>

## Finance Administration Highlights

25

Town of Stratham Preliminary Budget 12-28-2023	2024	Budget 2022	Actual 2022	Budget 2023	YTD 12/30/23* Actual 2023	Preliminary 2024 Budget	% Change over 2023 Budget
<b>FINANCIAL ADMIN</b>							
100 4150 01 120 Finance Payroll		138,232.00	122,513.68	130,500.00	119,841.91	155,000.00	18.8%
100 4150 01 204 Dues/Misc Exp.		150.00	355.00	400.00	70.00	200.00	-50.0%
100 4150 01 217 Audit		18,500.00	25,472.63	26,000.00	30,303.34	25,000.00	-3.8%
100 4150 01 306 Financial Software Lic/Training		9,000.00	4,552.75	5,000.00	2,052.75	2,200.00	-56.0%
100 4150 01 308 Workshops & Training		600.00	1,308.65	800.00	314.69	800.00	0.0%
100 4150 01 401 Contracted Services		7,000.00	19,985.87	20,000.00	16,741.73	18,000.00	-10.0%
100 4150 01 900 Bank Fees		0.00	106.56	0.00	0.00	100.00	
100 4150 05 111 Finance-Treasurer Stipend		6,250.00	6,540.50	6,540.00	7,020.00	7,500.00	14.7%
		<b>179,732.00</b>	<b>180,835.64</b>	<b>189,240.00</b>	<b>176,344.42</b>	<b>208,800.00</b>	<b>10.3%</b>

## Information Technology Highlights

26

Town of Stratham Budget 12-28-2023	2024 Preliminary	Budget 2022	Actual 2022	Budget 2023	YTD 12/30/23* Actual 2023	Preliminary 2024 Budget	% Change over 2023 Budget
<b>COMPUTER SERVICES</b>							
100 4150 04 201 IT Supplies/Materials		7,000.00	17,155.72	7,000.00	20,183.51	10,000.00	42.9%
100 4150 04 202 Cloud subscriptions				14,000.00	7,173.80	10,000.00	-28.6%
100 4150 04 205 Managed IT Services		70,000.00	52,322.97	80,000.00	74,345.80	85,000.00	6.3%
100 4150 04 206 Telecom & Internet		0.00	0.00	7,800.00	9,952.90	7,800.00	0.0%
<b>TOTAL EXPENSES</b>		<b>77,000.00</b>	<b>69,478.69</b>	<b>108,800.00</b>	<b>111,656.01</b>	<b>112,800.00</b>	<b>3.7%</b>

## Town Administration Highlights

Town of Stratham Preliminary Budget <small>12-28-2023</small>	2024 Budget 2022	Actual 2022	Budget 2023	YTD <small>12/30/23*</small> Actual 2023	Preliminary 2024 Budget	% Change over 2023 Budget
<b>Administration</b>						
100 4130 02 102 Town Administration Payroll	150,023.00	168,724.10	179,410.00	180,522.78	184,440.00	2.8%
100 4130 02 201 Supplies	5,500.00	3,247.97	4,500.00	2,911.90	4,000.00	-11.1%
100 4130 02 204 Association Dues	9,800.00	9,684.75	9,500.00	9,102.48	9,500.00	0.0%
100 4130 02 208 Contracted services	1,500.00	2,350.00	1,500.00	0.00	1,000.00	-33.3%
100 4130 02 209 Workshops & Training	1,750.00	1,482.50	1,750.00	2,853.70	4,000.00	128.6%
100 4130 02 216 Advertising	2,000.00	1,487.13	2,000.00	857.18	1,000.00	-50.0%
100 4130 02 224 Meetings & Meals	4,000.00	5,363.87	6,300.00	6,549.44	6,850.00	8.7%
100 4130 02 225 Mileage	500.00	59.67	500.00	954.56	500.00	0.0%
100 4130 02 230 Fed-Ex	250.00	0.00	250.00	0.00	250.00	0.0%
100 4130 02 231 Postage	12,000.00	11,396.23	13,000.00	13,294.65	13,000.00	0.0%
100 4130 02 262 Town Report	3,500.00	2,518.25	3,500.00	2,947.00	3,200.00	-8.6%
100 4130 02 317 Service Contract (copier)	6,500.00	6,612.40	6,500.00	8,266.00	8,000.00	23.1%
100 4130 02 319 Background Checks	500.00	710.00	500.00	631.00	500.00	0.0%
100 4130 02 328 Town Meeting	1,000.00	0.00	1,000.00	0.00	1,000.00	0.0%
<b>TOTAL EXPENSES</b>	<b>198,823.00</b>	<b>213,636.87</b>	<b>230,210.00</b>	<b>228,890.69</b>	<b>237,240.00</b>	<b>3.1%</b>



## **Joint Select Board and Budget Advisory Committee Meeting Summary**

Municipal Center, Room A, 10 Bunker Hill Avenue, Stratham, NH 03885

Meeting Date: January 18, 2024

### Attendees:

- Mike Houghton, Select Board Chair
- Allison Knab, Select Board Vice Chair
- Joe Anderson, Select Board
- June Sawyer, Budget Advisory Committee
- Connie Aubin-Adams, Budget Advisory Committee
- Wayne Young, Budget Advisory Committee
- Tedd Tramaloni, Budget Advisory Committee
- Jennifer Scrafford, School Board Representative
- David Moore, Town Administrator
- Christiane McAllister, Finance Administrator

At 6:00 pm Select Board Chair Mike Houghton opened the joint meeting of the Select Board and Budget Advisory Committee (BAC).

The BAC and the Board received a presentation from Town Administrator David Moore relative to preliminary requests for the Capital Improvement Program and Capital Reserve Fund allocations for 2024. The Board and BAC discussed various the proposals.

Following the presentation and discussion, the Board asked the BAC for their general feedback about the direction of the preliminary budget. Members of the BAC indicated they thought the overall spending proposal was reasonable and appropriate based on what they have seen.

When asked for overall impressions, Mr. Young advised the Board that the town should prepare for the necessity of having coverage in the Fire station in the evenings. The group discussed the evolution of Fire and EMS services in Town. Ms. Scrafford generally advocated for broad support of the recreation offerings given the reliance of Stratham families on the programming, including summer camp programming.

Mr. Anderson inquired about what part of the process could be improved for next year. There were recommendations made about additional information that could be presented including the number of FTEs over time.

Following the discussions the Select Board thanked the BAC members for their time, participation, and ideas. He indicated the Board would take their input into account in the coming weeks as the budget recommendation to Town Meeting is finalized.

BAC members departed and the Select Board returned to the proposal for Fire Department roof repairs discussed at their meeting on the 16<sup>th</sup> of January. The Board voted to authorize the Town Administrator to enter to a contract for the work proposed and expend up to \$26,000 of ARPA funds for the work.

The Board and Town Administrator then discussed assignment of pro-tem Select Board members for the January 23, 2024 Presidential Primary.

At the request of the Planning Board, Planning Board Select Board Representative and SB Chair advised the other Select Board members that the Planning Board had asked the Select Board to review the January 9, 2024 ZBA decision concerning 13 and 15 Stoneybrook Place for the purposes of evaluating the prospect of requesting a rehearing. The Board resolved to pick this up at a special meeting of the Select Board already scheduled for January 24, 2024 as an additional business item the primary one being a workshop on the 2024 budget.

At 7:59 pm Mr. Houghton motioned to go into a non-public session to discuss personnel matters in accordance with RSA 91A:3, II(b) hiring. Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 8:15 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting failure to do so may render a proposed action invalid. Mr. Anderson seconded the motion. All voted in favor.

The Board further resolved to add the topic of PREP request for funding support for regional environmental monitoring to their meeting on January 24<sup>th</sup>.

The meeting adjourned at 8: 15 p.m.

# Town of Stratham

## Select Board Budget Advisory Committee Joint Meetings

Meeting 3  
Thursday January 18, 2024

### Goals for Tonight

- Review Capital Planning Investments in 2024 Preliminary Budget
  - Capital Improvement Plan
  - Capital Reserve Fund allocations
- Provide feedback to the Board for their use in finalizing a budget recommendation to the Town Meeting

## Initial Warrant Articles

- **ARTICLE 11: 2024 Operating Budget**
- **ARTICLE 12: Capital Improvements Program**
- **ARTICLE 13: Appropriate Funds to Several Capital Reserve Funds**
- **ARTICLE 14: Raise and Appropriate from the EMS Special Revenue Fund**

Budget Advisory Committee

## 2024 Operating Budget (Preliminary)

- Total \$8,503,760
- An increase of \$292,572 or 3.56%
- **\$15,000 increase (2.26%) in Capital Improvement Funds**
- **\$35,000 decrease (14%) in Capital Reserve Funds.**
- Revenue increase
  
- Tax effort overall - \$5,153,003 (\$92,765 or 1.83% increase over last year)

4

Town of Stratham  
 FY2024 Preliminary Budget  
 Estimated Tax Impact

12/28/2023

Description	2022		2023		2024		\$ Change	Tax Impact
	Art #	Budget	Art #	Budget	Art #	Preliminary		
Operating Budget Appropriations		8,050,185		8,211,188		8,503,760.00	292,572	5.22
Capital Improvements Program (CIP)		473,000		663,000		678,000	15,000	0.42
Capital Improvements funded by other		370,000		970,000		-	(970,000)	-
Capital Reserve Funds		290,000		285,000		250,000	(35,000)	0.15
Accrued Benefits Trust							-	-
<b>Total Appropriations</b>		<b>9,183,185</b>		<b>10,129,188</b>		<b>9,431,760</b>	<b>(697,428)</b>	<b>5.79</b>
Estimated revenues						(3,954,857)	1,040,193	-2.43
EMS Special Revenue Fund		(370,000)					-	
Revised Revenues		(3,403,007)		(4,995,050)				
Anticipated Use of Fund Balance		(600,000)		(600,000)		(600,000)	-	-0.37
Use of Fund balance to offset CRF Article		(150,000)		(150,000)		(150,000)	-	-0.09
<b>Net Appropriations</b>		<b>4,660,178</b>		<b>4,384,138</b>		<b>4,726,903</b>	<b>342,765</b>	<b>2.90</b>
Overlay		43,220		400,000		150,000	(250,000)	0.09
Funding of Veteran's Credits		280,300		276,100		276,100	-	0.17
<b>Municipal Tax Effort</b>		<b>4,983,698</b>		<b>5,060,238</b>		<b>5,153,003</b>	<b>92,765</b>	<b>3.16</b>
Veteran's Credits								
<b>Assessment Valuation w/ utilities (Estimated) Tax Impact</b>		<b>1,620,725,595</b>		<b>1,608,852,837</b>		<b>1,628,852,837</b>		<b>1.573</b>
		<b>3.07</b>		<b>3.15</b>		<b>3.16</b>		<b>1.582</b>

This prelim 2024 tax projection for provided for comparison purposes only; 2024 revaluation will change town's base valuation.

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA+	2024 Net Appropriations	2025	2026	2027	2028	2029	Balance (2020-2023) - estimate
<b>EQUIPMENT &amp; VEHICLES</b>										
Town-wide Workstation Replacements	5	12	0	12	10	7	7	7	7	0
Town-wide Technology	7	45	45	0	7	7	7	7	7	0
Online permitting software & electronic storage	0	0	0	0	0	0	0	0	0	10
Ballot Machine Replacements	0	14	0	14	0	0	0	0	0	0
Police Station Solar Array Buyout	5	5	0	5	5	5	0	0	0	15
Traffic Control Program	5	5	0	5	5	5	5	5	5	0
Shared Town Vehicle Replacement	0	0	0	0	0	0	0	0	0	11
Police Cruiser Replacement Program	25	25	0	25	45	47	49	51	53	0
<b>Total Equipment &amp; Vehicles</b>	<b>47</b>	<b>106</b>	<b>45</b>	<b>61</b>	<b>72</b>	<b>71</b>	<b>68</b>	<b>70</b>	<b>72</b>	<b>36</b>
<b>BUILDINGS</b>										
Library Improvements	20	15	0	15	0	0	0	0	0	23
Municipal Center HVAC Replacements	0	75	75	0	0	0	0	0	0	0
Election Booths Replacements	15	0	0	0	0	0	0	0	0	0
Police Station HVAC Replacements	0	70	70	0	0	0	0	0	0	0
<b>Total Buildings</b>	<b>35</b>	<b>160</b>	<b>145</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>
<b>OTHER INFRASTRUCTURE</b>										
Cemetery Improvements	0	0	0	0	7	0	7	0	7	7
Town-wide Parks & Recreation Improvements (non-SHP)	7	0	0	0	7	0	7	7	7	28
Stevens Park Pavilion & Facility Improvements	10	125	0	125	0	0	0	0	0	10
Parks Parking Lot & Roadway Imps. (non-SHP)	0	0	0	0	0	40	0	0	0	7
Open Space & Connectivity Plan Implementation	5	10	0	10	5	10	5	10	10	0
<b>Total Other Infrastructure</b>	<b>22</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>19</b>	<b>50</b>	<b>19</b>	<b>17</b>	<b>24</b>	<b>52</b>
<b>STRATHAM HILL PARK</b>										
Gifford Barn Stabilization Project	10	0	0	0	0	0	0	0	0	20
SHP Park-wide Facilities & Playing Field Improvements (SHP)	7	7	0	7	7	7	7	7	7	7
Firetower Paintline (SHP)	0	10	10	0	0	0	0	0	0	15
Parking Lot & Roadway Replacement/Improvements (SHP)	0	0	0	0	0	0	0	0	0	28
Stratham Hill Park Area Plan	25	0	0	0	50	50	50	50	50	50
<b>Total Stratham Hill Park</b>	<b>42</b>	<b>17</b>	<b>10</b>	<b>7</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>120</b>
<b>TRANSPORTATION/ROADWAYS</b>										
Fire Station Parking Lot Paving	0	75	75	0	0	0	0	0	0	6
Police Station Parking Lot Paving	0	0	0	0	0	0	0	0	0	0
Road Reconstruction Program	370	350	0	350	370	370	370	370	370	63
Bike and Pedestrian Transportation System	0	0	0	0	5	5	5	5	5	10
State Roadway/Intersection Capital Projects Participation	0	0	0	0	50	50	50	50	50	75
<b>Total Transportation/Roadways</b>	<b>370</b>	<b>425</b>	<b>75</b>	<b>350</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>425</b>	<b>154</b>
<b>ENVIRONMENTAL &amp; PLANNING</b>										
Stormwater Planning & Grant Match	8	10	0	10	8	8	8	8	8	16
PFAS Response and Remediation	105	175	75	100	75	75	75	75	75	0
Property Revaluation Expenses	24	0	0	0	20	20	20	20	20	82
Master Plan Update & Related Studies	10	0	0	0	10	5	10	5	5	10
<b>Total Environmental &amp; Planning</b>	<b>147</b>	<b>185</b>	<b>75</b>	<b>110</b>	<b>113</b>	<b>108</b>	<b>113</b>	<b>108</b>	<b>108</b>	<b>108</b>
<b>Total CIP Projects</b>	<b>663</b>	<b>1,028</b>	<b>350</b>	<b>678</b>	<b>686</b>	<b>711</b>	<b>682</b>	<b>677</b>	<b>686</b>	<b>493</b>

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations	2025	2026	2027	2028	2029	Balance (2020-2023) - estimate	Balance + Proposed 2024
<b>CAPITAL FUND TRANSFERS</b>										Est. 12/31/2023	
Land Conservation Fund	0	0	0	0	0	0	0	0	0	970	970
Heritage Preservation Fund	50	0	0	0	0	0	0	0	0	262	312
Fire Department Capital Reserve Fund	110	125	0	125	110	110	110	110	110	57	182
Radio Communications Capital Reserve Fund	0	0	0	0	15	15	15	15	15	53	53
Highway Department Capital Reserve Fund	125	125	0	125	125	125	125	125	125	386	511
Town Buildings & Grounds Maint. Exp. Trust Fund	0	0	0	0	100	100	100	100	100	330	330
<b>Total Capital Fund Transfers</b>	<b>285</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>2,058</b>	<b>2,515</b>

## ARPA Funds

**Must be obligated by  
December 31, 2024**

- Best use: one-time project needs (or at least mostly non-recurring)
- Why?: The source is a one-time revenue source

Scenario for ARPA Discussion - DRAFT							
ARPA and Interaction with CIP							
Draft December 14, 2024							
ARPA Grant - Total Grant							
		\$ 783,916					
			UPDATED				
	Category	2021	2022	2023	2024	2025	2026
Eligible Projects							
DPW Premium Pay	Premium Pay	\$ 22,680					
Union Road Culvert Replacements	Infrastructure (Rev. Loss)	\$ 66,500					
Municipal Center Roof Replacement	Infrastructure (Rev. Loss)	\$ 152,360					
MC Office Reconfiguration	Infrastructure (Rev. Loss)	\$ 43,016					
Online Permitting - Building-Planning	Infrastructure (Rev. Loss)	\$ 9,084					
Salt Shed Roof	Infrastructure (Rev. Loss)	\$ 81,200					
Town-wide technology					\$ 45,000		
Municipal Center HVAC Replacements					\$ 75,000		
Police Station HAVAC Replacements					\$ 70,000		
PFAS Remediation and Response					\$ 75,000		
Fire Tower Painting					\$ 10,000		
Fire Station Parking Lot Paving					\$ 75,000		
	Total ARPA by Year	\$ 284,556	\$ 90,284	\$ -	\$ 350,000		
	ARPA remaining:	\$ 499,360	\$ 409,076	\$ 409,076	\$ 59,076		

# ARTICLE: Capital Improvements Program (CIP)

Description	2023	2023	Change
Total	663,000	678,000	15,000

## Equipment & Vehicles

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>EQUIPMENT &amp; VEHICLES</b>				
Town-wide Workstation Replacements	5	12	0	12
Town-wide Technology	7	45	45	0
Online permitting software & electronic storage	0	0	0	0
Ballot Machine Replacements	0	14	0	14
Police Station Solar Array Buyout	5	5	0	5
Traffic Control Program	5	5	0	5
Shared Town Vehicle Replacement	0	0	0	0
Police Cruiser Replacement Program	25	25	0	25
<i>Total Equipment &amp; Vehicles</i>	47	106	45	61

## Buildings

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>BUILDINGS</b>				
Library Improvements	20	15	0	15
Municipal Center HVAC Replacements	0	75	75	0
Election Booths Replacements	15	0	0	0
Police Station HVAC Replacements	0	70	70	0
<i>Total Buildings</i>	35	160	145	15



## Other Infrastructure

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>OTHER INFRASTRUCTURE</b>				
Cemetery Improvements	0	0	0	0
Town-wide Parks & Recreation Improvements (non-SHP)	7	0	0	0
Stevens Park Pavilion & Facility Improvements	10	125	0	125
Parks Parking Lot & Roadway Imps. (non-SHP)	0	0	0	0
Open Space & Connectivity Plan Implementation	5	10	0	10
<i>Total Other Infrastructure</i>	22	135	0	135

## Stratham Hill Park

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>STRATHAM HILL PARK</b>				
Gifford Barn Stabilization Project	10	0	0	0
SHP Park-wide Facilities & Playing Field Improvements (SHP)	7	7	0	7
Firetower Painting (SHP)	0	10	10	0
Parking Lot & Roadway Replacement/Improvements (SHP)	0	0	0	0
Stratham Hill Park Area Plan	25	0	0	0
<i>Total Stratham Hill Park</i>	42	17	10	7

## Transportation/Roadways

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>TRANSPORTATION/ROADWAYS</b>				
Fire Station Parking Lot Paving	0	75	75	0
Police Station Parking Lot Paving	0	0	0	0
Road Reconstruction Program	370	350	0	350
Bike and Pedestrian Transportation System	0	0	0	0
State Roadway/Intersection Capital Projects Participation	0	0	0	0
<i>Total Transportation/Roadways</i>	370	425	75	350

## Environmental & Planning

PROJECT CATEGORY & TITLE	2023	2024 CIP Total	2024 ARPA*	2024 Net Appropriations
<b>ENVIRONMENTAL &amp; PLANNING</b>				
Stormwater Planning & Grant Match	8	10	0	10
PFAS Response and Remediation	105	175	75	100
Property Revaluation Expenses	24	0	0	0
Master Plan Update & Related Studies	10	0	0	0
<i>Total Environmental &amp; Planning</i>	147	185	75	110

## **ARTICLE :** **Capital Reserve Funds (CRF)**

<b>Description</b>	<b>2023</b>	<b>2024</b>	<b>Change</b>
Land Conservation	0	0	0
Heritage Preservation Fund	50,000	0	(50,000)
Fire Department	110,000	125,000	15,000
Radio Communications	0	0	0
Highway Department	125,000	125,000	0
Town Buildings & Grounds Maintenance	0	0	0
<b>Total</b>	<b>285,000</b>	<b>250,000</b>	<b>(35,000)</b>

17

### CRF – Fire

- Current balance \$57,000
- Increased annual allocation to account for increased costs
- Ambulance purchase authorized 2022 – delivery 2024
- Fire Engine purchase authorized 2023 – delivery 2025
- No purchases planned for 2024
- Next purchases scheduled Forestry Squad 2025, Engine 2028

## CRF – Public Works

- Current balance \$386,000
- Same annual allocation of \$125,000 for several years
- Purchased Heavy Duty truck 2023
- 2024 – replacement for medium duty truck (\$165,000)
- 2025 – back-hoe replacement (\$225,000)
- 2024 complete a review of vehicle strategy

### **ARTICLE:**

## **Appropriate from the EMS Special Revenue Fund**

- 2024 EMS/EMT/First Responder Training      \$10,000
- 2024 ALS Services Contract                      \$10,000
- Ambulance Account – EMS Training
  - EMT Recertification Licenses and Continuing Education Requirements
  - New EMT Classes for New Members
- Ambulance Account – ALS Re-imbursement
  - During transport of Medicare or Medicaid patients only the transporting service may bill.
  - Depending upon the call Exeter Hospital ALS (advanced life support) will transport with us.
  - Stratham bills Medicare/Medicaid for services rendered by Stratham FD and Exeter ALS. We provide re-imbursement for ALS.
- No money from taxation to be used.

## **MINUTES OF THE JANUARY 10, 2024 SELECT BOARD MEETING**

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

**ALSO PRESENT:** Town Administrator David Moore

At 3:30 pm Mr. Houghton opened the meeting and motioned to enter into a non-public session to discuss the hiring of a public employee, in accordance with RSA 91-A:3, II(b). Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 4:40 pm Mr. Houghton motioned to come out of the non-public session, seal the minutes noting failure to do so may render a proposed action ineffective. He then motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.



Piscataqua Region Estuaries Partnership  
University of New Hampshire  
Durham, NH 03824

October 11, 2023

David Moore  
Town Administrator, Town of Stratham

Dear David,

The purpose of this letter is to thank you and the Town for your past contributions to the Piscataqua Region Monitoring Collaborative (the Collaborative), and to respectfully ask that the Town of Stratham consider contributing again for the upcoming 2024 field season, which begins January 2024. In addition, we ask that the Town consider contributing on an annual basis to make the Collaborative's foundation more secure.

As an attendee at our recent State of Our Estuaries Conference in June 2023, you are aware of the hard work that PREP and its partners are doing to protect the Piscataqua Watershed. As we discussed at that event, ecosystem science is similar to medical science for us and our loved ones; we constantly record changes in how we're feeling and we use that information to drive changes in how we live our lives. For our Watershed, the critical information relates to fish and shellfish and salt marsh sparrows and the habitats these animals (and many more) depend on: forests, salt marshes, seagrasses, and clean water!

In addition, we all need more than just information; we need someone to put the information into a clear and scientifically credible story, and that is what we tried to do with our latest State of Our Estuaries report. To continue to tell this story and to make that story more accessible at more frequent time intervals, the Collaborative requires funding. Currently, the Collaborative is better supported than it ever has been thanks to recent but temporary increases from the Federal government, but we still have a long way to go. There are 52 municipalities that make up the Piscataqua Watershed and ecosystem health is important to every one of those communities. However, in 2023, only 11 communities contributed to the Collaborative. Because we are still shy of the money we need to thoroughly assess our system, and because the Federal contributions end in 2027, leaving us approx. \$500,000 poorer, it is critical that as many communities as possible in the Piscataqua Watershed get involved!

With your annual contribution and involvement, the Town of Stratham receives the highest access to the expertise from PREP and partners. This includes customized presentations on the latest information on the condition of our Watershed as well as technical assistance on issues ranging from stormwater management to pollution tracking and accounting.

On the next page, please find information on what Stratham has contributed in the past and how the current ask was calculated. I have also included estimates of contributions from other communities. Finally, a separate "PRMC 2-Page" contains additional information that may be helpful.

Thank you,

Kalle Matso, Director, Piscataqua Region Estuaries Partnership (PREP)

<b>PREP Formula</b>	<b>Amount</b>					
2022 Total Science Estimate	\$1,215,000	Estimate as of October 2023				
Municipal portion (one-half of total)	\$607,500					
Total Piscataqua Region Population	407,123					
Per Capital Cost for Any Community	\$1.49	Municipal portion divided by population				
Stratham Population (2022)	7801					
Request for Somersworth	\$11,640.48	<b>Stratham Share by Percentage of Entire Piscataqua Population**</b>				
<b>Past Contributions from Stratham</b>	<b>Amount</b>					
2016	12,355					
2017	6,913					
2019	9,214					
2020	9,214					
2021	0					
2022	0					
2023	0					

Dkdjdk

<b>Municipality</b>	<b>Amount Contributed in 2023</b>	<b>Comment</b>
Dover	113,000	MAAM Member
Portsmouth	147,000	MAAM Member
Rochester	120,000	MAAM Member
Exeter	60,000 *	MAAM Member
Milton	2,400	MAAM Member
Newington	7,000	MAAM Member
Rollinsford	3,600	MAAM Member
Durham	18,600	
Somersworth	13,862	
Newmarket	18,000	In kind (sensor donation)
Newfields	1,000	

*\*This is an unconfirmed estimate based on Exeter's effluent load. All other estimates*

*MAAM estimates based on 2022 published values.*

# Join the Piscataqua Region Monitoring Collaborative Partners for Resilient Great Bay and Hampton-Seabrook Estuaries

Across the Piscataqua Region, there is a need to collect data on the health of our watershed and ensure that municipal investments in water quality protection are effective. By joining the Piscataqua Region Monitoring Collaborative (PRMC), municipalities can unite to support a targeted approach to collecting the data needed to track the impacts of their investments.

## What We Do

The Piscataqua Region Monitoring Collaborative (PRMC) is an open, voluntary group of municipalities, state agencies, and nonprofit organizations dedicated to investing in the science and data needed to protect the health of our Great Bay and Hampton-Seabrook estuaries. Through improved coordination and funding, we advance research and monitoring aimed at understanding the dynamics that underpin watershed and estuary health and informing decisions to protect these resources.

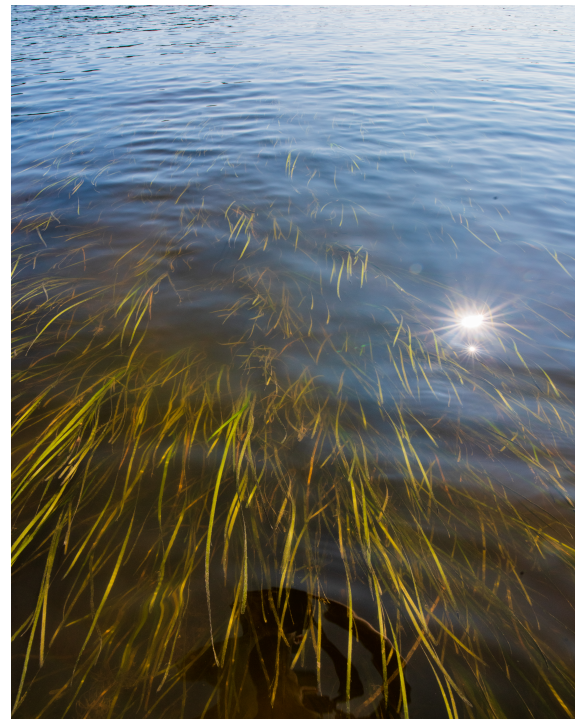
## Why It Matters

Communities across the Piscataqua Watershed are making significant investments to improve watershed health, including enhanced wastewater infrastructure and better stormwater management. High quality, validated data and objective research are needed to document changes to key habitats in response to these investments and other factors, such as weather, sediment dynamics, and warming waters. Like the information we get at our annual doctor exams, this information is critical in guiding Piscataqua Watershed communities as we continue to make our ecosystem as healthy as possible.

## Benefits for Communities

Working together at the regional scale on an issue of common concern allows for increased cost-sharing and lower individual costs for each community. Other important efficiencies provided by the PRMC include:

- Data is collected under USEPA-approved Quality Assurance Project Plans
- Data and data analysis products are more accessible to all PRMC members
- Data interpretation is transparent
- Local and external technical experts are engaged for increased credibility
- Municipalities collaborate to avoid redundant or duplicative administrative functions
- Without overhead, 100% of funding goes directly to the work
- Communities can contribute fiscally to participate in the effort



Data on water quality, eelgrass habitats, and other indicators of ecosystem health are collected throughout the Watershed. By assessing changes in seagrass, seaweed, shellfish and comparing this to nitrogen loading, precipitation, etc., the Collaborative offers communities a way to understand and protect our waters. For more info, visit the Data Explorer at: <https://data.prepestuararies.org/data-explorer/>



# Supporting the PRMC

As of 2023, the PRMC has never been better supported, but we still have a long way to go. There are 52 municipalities that make up the Piscataqua Watershed and ecosystem health is important to every one of those communities. However, in 2023, only 11 communities contributed to the Collaborative. Thanks to funding from recent Federal legislation as well as increased funding from municipalities, the PRMC is supporting over \$1 million in monitoring activities, as shown in the first three rows of the table below. However, the Federal contributions end in 2027, leaving us approx. \$500,000 poorer. In addition, there is sediment monitoring (see row 4 below) that we currently cannot fund. For these reasons and more, it's critical that every community in the Piscataqua Watershed get involved!

Monitoring and Research Budget Overview				
Monitoring Focus	Monitoring Programs & Personnel	Total Cost Estimate	Current Funding Estimate	Funding Gap Estimate
Water quality, including freshwater tributaries and estuaries	UNH Jackson Estuarine Laboratory, UNH Water Quality Analysis Laboratory, UNH Marine Science and Ocean Engineering	\$750,000	\$750,000	0
Seagrass, seaweed, oysters, clams, salt marsh sparrows, horseshoe crabs	PREP, UNH Jackson Estuarine Laboratory, UNH Geospatial Science Center, Great Bay National Estuarine Research Reserve, NH Fish and Game, NH DES, and Normandeau Associates	\$260,000	\$260,000	0
Analysis and Interpretation	PREP, UNH Dept. of Biological Sciences, External Advisors	\$130,000	\$130,000	0
Sediment loadings, concentrations and particle size	TBD	\$75,000	0	\$75,000

## Who We Are

The PRMC is currently co-chaired by municipal representative Michael Bobinsky, Director of Public Works and Utilities for the City of Somersworth, and agency representative Steve Couture, administrator of the Coastal Program at New Hampshire's Department of Environmental Services.

The PRMC receives coordination support from PREP, which also serves as fiscal agent. PREP, part of the UNH School of Marine Science and Ocean Engineering, is a partnership between US EPA and the University of New Hampshire. The Collaborative relies on funding from Federal and State agencies as well as municipalities from both NH and Maine. In addition, the PRMC receives critical funding contributions from the Great Bay National Estuarine Research Reserve, a partnership between NOAA and NH Fish and Game. Annual funding contributions also come from the NH Chapter of The Nature Conservancy and NextEra Energy.

## How We Work

Established in 2013, the PRMC meets twice a year to prioritize the research and data needed to answer critical questions about watershed health. These meetings enable municipalities and resource managers to think as a Watershed-wide group about how to apply all of our resources to ensure that our ecosystems are thriving.

The PRMC emphasizes collective decision-making and looks for opportunities to share costs and use limited resources more effectively. We also advocate for improved data products that are aligned with the needs of Monitoring Collaborative members and objective, validated data that is accessible to all and easier to share and use.

Research and data priorities are considered within the framework of the Research and Monitoring Plan (RAMP), the region's first comprehensive, integrated estuary research plan. PRMC materials, including the RAMP, can be found at:

<https://prepestuararies.org/who-we-are/prep-technical-advisory-committee/>

## For more information

Contact Kalle Matso, PREP Director, [kalle.matso@unh.edu](mailto:kalle.matso@unh.edu)  
[prepestuararies.org](https://prepestuararies.org); [stateofoureestuararies.org](https://stateofoureestuararies.org)





# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## MEMORANDUM

TO: Michael Houghton, Select Board Chair  
Allison Knab, Select Board Vice Chair  
Joe Anderson, Select Board member

FROM: David Moore, Town Administrator

DATE: January 23, 2024

RE: Source Water Protection Grant Award – Ross Brothers acquisition

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The Town of Stratham has been awarded a second grant for the Ross Property project, this one from the State of New Hampshire DES Source Water Protection program. This one is for **\$16,950** from Source Water Protection.

We've already received word about the \$91,950 from the Drinking Water and Groundwater Trust Fund, so this brings the total grant funds approved for this project to **\$108,900**. The balance of the acquisitions will be funded by the Conservation Fund.

DES has provided a Draft Certificate of Authority where the Select Board designates authority to sign the Grant Agreement and that would need to be signed by the Select Board and notarized.

Information about the grant is attached. A separate public hearing to accept the grant will be required.

A sample motion would be to **authorize the town Administrator to execute the Grant Agreement with the State of New Hampshire for a Source Water Protection Grant for the acquisition of the Ross Brothers property totaling \$16,950.**

## Certificate of Vote of Authorization

TOWN OF STRATHAM

10 BUNKER HILL AVENUE, STRATHAM, NH 03885

I, Christiane McAllister of the Town of Stratham do hereby certify that: do hereby certify that: (1) at the Town meeting held March 11, 1994, the Town Select Board voted to authorize Stratham to apply for, accept and expend money from the state, federal, or other governmental unit or a private source, which becomes available during the fiscal year; (2) at the meeting on January 24, 2024, the Town of Stratham Select Board, agreed to receive a 2024 Local Source Water Protection Grant from NH Department of Environmental Services (DES) to fund a property acquisition for property located "off High Street" owned by Ross Revocable Trust.

The Town of Stratham further authorized the Town Administrator, David Moore, to execute any documents which may be necessary to effectuate this grant agreement.

IN WITNESS WHEREOF, I have hereunto set my hand as Christiane McAllister of Town of Stratham, the 24<sup>th</sup> day of January 2024.

Christiane McAllister Signature:

STATE OF NEW HAMPSHIRE, County of Rockingham

On this \_\_\_\_ day of January 2024, Deborah Bakie, before me (Notary Public) the undersigned Officer, personally appeared. Christiane McAllister, who acknowledged herself to be the Finance Administrator of Town of Stratham, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

In witness thereof, I have set my hand and official seal. Notary Public my commission expires:



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

January 18, 2024

Mr. Mark Connors  
Town of Stratham  
10 Bunker Hill Avenue  
Stratham, NH 03885

Subject: 2024 Local Source Water Protection Program Grant: SWP-368

Dear Mr. Connors:

Congratulations on your successful application to the 2024 Local Source Water Protection Grant Program to complete work described in the *Ross – Stratham Memorial School Wellhead Protection* grant application. The Department of Environmental Services intends to award **\$16,950** to the Town of Stratham for this important project.

To award the grant funds, we must enter into a grant agreement, approved by the Governor and Council. Enclosed is the grant agreement paperwork. **Please review these documents carefully.** If everything is satisfactory, please submit the following:

1. **Original, signed, and initialed grant agreement (attached).**  
Please print the grant agreement and exhibits **single-sided**.
2. **Original, signed, and notarized Certificate of Vote of Authorization (example attached).**
3. **Certificate of Insurance.**

The Certificate Holder should be "State of New Hampshire, Department of Environmental Services, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095."

Once the required paperwork is submitted, the process will begin for Governor and Council approval. **Please note work cannot be completed until approval from the Governor and Council is received.** Since these grants are made possible by federal funding of New Hampshire's environmental programs, applicants are expected to go through a competitive bid process for contractor selection for construction services. Competitive bidding is not required for non-construction or planning projects. Applicants are requested to make a good faith effort to utilize disadvantaged businesses for any services, equipment and/or supplies purchased. A list of disadvantaged businesses is available at <http://www.nh.gov/dot/business/contractors.htm>. We look forward to working with you on your source water protection project. Please contact me at 271-2950 or [Melissa.E.Macheras@des.nh.gov](mailto:Melissa.E.Macheras@des.nh.gov) if you have any questions.

Sincerely,

Melissa Macheras  
Drinking Water and Groundwater Bureau

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Environmental Services		<b>1.2. State Agency Address</b> 29 Hazen Drive, Concord, NH 03302-0095	
<b>1.3. Grantee Name</b> Town of Stratham		<b>1.4. Grantee Address</b> 10 Bunker Hill Avenue, Stratham, NH 03885	
<b>1.5. Grantee Phone #</b> 603-772-7391	<b>1.6. Account Number</b> 03-44-44-441018-5564-072	<b>1.7. Completion Date</b> May 31, 2025	<b>1.8. Grant Limitation</b> \$ 16,950
<b>1.9. Grant Officer for State Agency</b> Melissa Macheras, NHDES		<b>1.10. State Agency Telephone Number</b> 603-271-2950	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Grantee Signature 1</b>		<b>1.12. Name &amp; Title of Grantee Signor 1</b>	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
<b>1.13. State Agency Signature(s)</b>		<b>1.14. Name &amp; Title of State Agency Signor(s)</b> Robert R. Scott, Commissioner, NHDES	
<b>1.15. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b>			
By:		Assistant Attorney General, On: / /	
<b>1.16. Approval by Governor and Council (if applicable)</b>			
By:		On: / /	

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 (“the Effective Date”).
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as “the Completion Date”).
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee’s normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, “Grantee” includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these provisions
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as “Events of Default”):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the “Termination Report”) describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee’s breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.
- 12.4. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials \_\_\_\_\_  
Date \_\_\_\_\_

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
  15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
  16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
  17. INSURANCE.
    - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
      - 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
      - 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
    - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
  18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
  19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
  20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
  21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
  22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
  23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
  24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Grantee Initials \_\_\_\_\_  
Date \_\_\_\_\_

**EXHIBIT A**  
**SPECIAL TERMS AND CONDITIONS**

**Town of Stratham:**

Changes to the Scope of Work or reallocation of grant funds require NHDES approval in advance.

Work must be completed by the completion date listed on the grant agreement (section 1.7). Requests for payment along with required proof of work must be submitted no later than 90 days after the completion date or the grant will be closed out and funds will no longer be available.

If a deadline extension is requested, the grantee must make that request for approval at least two months before the completion date. Failure to do so may result in lower rankings of future grant applications.

Federal Funds paid under this agreement are from a Grant to the State from the U.S. Environmental Protection Agency, Drinking Water State Revolving Fund Set-Asides under CFDA #66.468. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant are hereby adopted in full force and effect to the relationship between this Department and the grantee.

Grantee Initials \_\_\_\_\_  
Date \_\_\_\_\_



**EXHIBIT B**  
**SCOPE OF WORK**

The Town of Stratham will use New Hampshire Department of Environmental Services (NHDES) grant funds to pay for transaction costs associated with the purchase of a conservation easement on a critical parcel of land located within the wellhead protection area of the Stratham Memorial School water system. This project has been approved and will be receiving funds from the Drinking Water and Groundwater Trust Fund to assist in purchasing a conservation easement.

Specifically, the following tasks, as described in the application submitted to NHDES, will be accomplished:

**Task 1. Due Diligence**

The Town of Stratham will complete tasks associated with the conservation of the Ross parcel, including property survey, baseline documentation report, environmental site assessment, title research, title opinion, title insurance, deed review, and legal fees.

**Deliverables:** Copies of the property survey, baseline documentation report, title report and deed review and all other final materials associated with this due diligence will be provided to NHDES.

**Quarterly progress report forms must be completed by grant recipients or their subcontractor and submitted to NHDES every three months, beginning with the first full three (3) month quarter after grant approval from Governor & Council.**

Grantee Initials \_\_\_\_\_  
Date \_\_\_\_\_

**EXHIBIT C**  
**METHOD OF PAYMENT**

All services shall be performed to the satisfaction of the Department of Environmental Services before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of the associated invoice. **If the invoice is less than the initial estimate, only the amount on the invoice will be paid.** Payments shall be made in accordance with the following schedule, based upon completion of specific tasks:

<b>Task Number/Description</b>	<b>Source Water Protection Grant</b>
Task 1: Due Diligence	\$16,950
<b>TOTAL</b>	<b>\$16,950</b>

Grantee Initials \_\_\_\_\_  
Date \_\_\_\_\_