



# 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

FROM: David Moore, Town Administrator

DATE: November 3, 2023

RE: Select Board Agenda and Materials for the November 6<sup>th</sup> Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, November 6, 2023.

- III. Consideration of Minutes –October 16, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
  - A. Chief Anthony King – Police
  - B. Chief Jeff Denton - Fire
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. Special Town Meeting Wrap-up

This time on the agenda is intended to briefly address any follow-up the Board has related to the Select Board agenda. All necessary steps with the Public Utilities Commission and the Community Power Coalition of New Hampshire are underway, including filing the Town's approval with the PUC and transmitting executed agreements to CPCNH.

## B. CIP Funds Release Requests

### 1. Gifford Farm (Barn) North East Façade Stabilization

**Recommended action: To release up to \$14,000 in CIP funding for the stabilization of the Northeast façade of the Gifford Barn on Jack Rabbit Lane.** Preservation carpentry is planned to address the needed stabilization of the historic barn structure. I aim to get this work under contract prior to the end of the year. Work may take place this year, but if it does not the funding will be committed to via contract. This work has been planned in coordination with the Heritage Commission Chair who consulted on the scope of this project earlier in the year.

### 2. Server Upgrades for Municipal Center and Police Department

**Recommended action: To release up to \$21,822 in CIP funding to replace the server infrastructure at the town offices and police department (\$10,961 each).** Our servers are in need of upgrades in two locations. The proposals for this work were proposed during the selection process for our contractor, but the contracting for this work is separate from our monthly services contract. I have attached the proposals for recommended equipment, both at the "Town Hall" and the Police Department.

### 3. MS 4 Permitting Professional Services

I will present information related to this proposal at your meeting.

## C. Police Dept. CIP request to release funds

Action on these items may take place under Presentation portion of the agenda

### 1. Approval for a grant to replace PD cruiser MDT's

Please see the Chief's memo included in your packet.

### 2. Request to spend funds from the donation account to purchase 3 Tasers

Please see the Chief's memo included in your packet.

### 3. Request to purchase as new JAMAR traffic monitoring device out of the traffic CIP

Please see the Chief's memo included in your packet.

**D. Preliminary Tax Rate Setting from Department of Revenue Administration**

The DRA has established a Preliminary Tax Rate. At your meeting, Christiane and I will ask to confirm the Board's preferred approach to finalizing the Overlay and Use of Fund Balance decisions. The Preliminary rate document is included in your packet.

**E. Preliminary Budget Presentation and Select Board Guidance**

Please see the memorandum transmitted with your packet.

**F. Establishment of Stipend for Deputy Treasurer**

The Select Board has not set any policy for compensating a Deputy Treasurer. Christiane and I are recommending a \$1,000 stipend for the Deputy Treasurer. The Treasurer stipend is currently set at \$6,500.

**G. Discussion of electronic presentation tools**

At the request of Select Board Member Joe Anderson, the Chair has placed this item on the agenda to discuss introducing new screen technology at the MC. I asked the technology supervisor at SMS to provide us with detail about the screen you saw at work at Town Meeting. That product info is below:

75" Newline Q Series Interactive Display Board. Here's the link:  
<https://newline-interactive.com/usa/products/qseries/>

XI. Town Administrator Report

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

- A. Update on filling open positions
- B. Update Information Technology service contract transition
- C. Goals Update for 2023
- D. New hire reception

XII. Informational Items

- A. Warrant of County Treasurer
- B. HEB Engineers, Inc. Assessment Report for Stratham Hill Fire Tower
- C. Veterans Day Ceremony – Martin Short, Vietnam Veteran is the guest speaker

XIII. Reservations, Event Requests & Permits

- A. Request from SMS PTO to hold a bonfire at SHP 1/6/24 as a 5th grade fundraiser
- B. Charlie Browne request to use the Morgera Room 11/25/23.

According to our new policy, Chief Denton is referring this request to the Select Board because he does not recognize him as a member of the SVFDA (dues have not been paid). He said he recognizes the name but does not know him as a member of the FD in his time here. He believes he was at one point, but has never seen him at a meeting or operationally. He has no objections to him using the room, but because he is not a member of the SVFDA or an active member of the department, the request is turned over to you. Charlie is a former DPW employee

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*:

1.

B. Appointments *to be voted on*:

- 1. Lucy Cushman and Joe Johnson be re-appointed as representatives to the Rockingham Planning Commission as recommended by the Planning Board at its November 1<sup>st</sup> meeting (two-year term).

XVI. Miscellaneous & Old Business

XVII. Adjournment



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## SELECT BOARD AGENDA

November 6, 2023

7:00 P.M.

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

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

The public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205-7349** and input **2254** when prompted for a user pin/code. If at any time during the meeting you have difficulty hearing the proceedings, please e-mail [dmoore@strathamnh.gov](mailto:dmoore@strathamnh.gov).

To access materials related to this meeting, please see this link: <https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – October 16, 2023
- IV. Finance and Budget Reports (second meeting of the month)
- V. Department Reports & Presentations
  - A. Chief Anthony King –Police
  - B. Chief Jeff Denton – Fire
- VI. Correspondence
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  - A. Special Town Meeting Wrap-up

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



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3. MS4 Permitting Professional Services

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2. Request to spend funds from the donation account to purchase 3 Tasers
3. Request to purchase as new JAMAR traffic monitoring device out of the traffic CIP

## D. Preliminary Tax Rate Setting from Department of Revenue Administration

## E. Preliminary Budget Presentation and Select Board Guidance

## F. Establishment of Stipend for Deputy Treasurer

## G. Discussion of electronic presentation tools

## XI. Town Administrator Report

## XII. Informational Items

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- B. HEB Engineers, Inc. Assessment Report for Stratham Hill Fire Tower
- C. Veteran's Day Ceremony

## XIII. Reservations, Event Requests & Permits

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- B. Charlie Browne request to use the Morgera Room 11/25/23

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

## XV. Boards and Commissions Nominations & Appointments

### A. Appointments *for consideration*:

- 1.

### B. Appointments *to be voted on*:

1. Lucy Cushman and Joe Johnson be re-appointed as representatives to the Rockingham Planning Commission as recommended by the Planning Board for a two year term

## XVI. Miscellaneous & Old Business

## XVII. Adjournment

## **MINUTES OF THE OCTOBER 16, 2023 SELECT BOARD MEETING**

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

**ALSO PRESENT:** Town Administrator David Moore; Finance Administrator Christiane McAllister

At 7:00 pm Mr. Houghton opened the meeting and asked for a motion on the minutes. Mr. Anderson motioned approval of the October 2, 2023 minutes. Mr. Houghton seconded the motion. Ms. Knab was absent from the meeting and therefore abstained. Motion passed.

Mr. Houghton recognized Rebecca Tremblay and Tracy Abbott. Ms. Abbott reported that the account reconciliations, except Rec Revolving, are complete. She recommended Ms. Tremblay for the position saying that she is well qualified and has picked it up quickly. The Board thanked Ms. Abbott for her time and work she has done during her time as Treasurer. Mr. Anderson motioned to accept the resignation of Tracy Abbott as the Treasurer. Ms. Knab seconded the motion. All voted in favor. Mr. Anderson motioned to appoint Rebecca Tremblay to fill the unexpired term of the Treasurer terminating in 2026. Ms. Knab seconded the motion. All voted in favor. Mr. Anderson motioned to approve the Treasurer's appointment of Tracey Abbott as the Town's Deputy Treasurer on the nomination of Treasurer Tremblay. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Mr. Merrill who announced that today, the Richard Scammon Farm National Historic District was listed by the National Register of Historic Places. He would like to have some signage placed in the future to recognize this distinction. Mr. Merrill continued, stating the reason for his appearance tonight is regarding the Lane highway marker and the Gifford Farm. The Lane highway marker is a project the Heritage Commission has been working on for many years. As part of the application process, he is requesting an endorsement letter from the Select Board. He described the process for approval. Gregg Pruitt, owner of the Lane Homestead added that he gave permission for the sign five years ago. Mr. Pruitt expressed concern about the language on the sign and where it would be placed. Mr. Merrill agreed that they have been working on this project for a long time; the state put a temporary hold for a while. The Lane Homestead was chosen because it is a premier landmark in town. The State Historic Register has strict guidelines as to what qualifies. The Lane Homestead is a good candidate because of the historic documentation and the Lane artifacts held at the Historical Society. Mr. Merrill offered to continue the conversation outside of this meeting. Ms. Knab asked about funding for the sign. Mr. Merrill said there were two options. The State chooses ten a year, but it could take years for them to move forward. He prefers to move ahead and fund the project through fundraisers or use Capital Reserve to pay the balance. They have already received funds from a now deceased member of the Lane family. The Stratham Historical Society agreed to fund \$1000 of cost of sign. He anticipates the sign will cost approximately \$1,500. DOT will install the sign. Mr. Anderson asked about placement. Mr. Merrill would like it to be in the most visible place but not a traffic hazard. He speculated that DOT will have a strong say as to placement. If the topic and language are approved, then we can discuss placement. It will continue to be discussed at Heritage Commission meetings and if approved by the State, will

come back to Select Board. Mr. Pruitt reiterated that he is not opposed but concerned. Mr. Houghton motioned to support the Heritage Commission in their application for the historic marker for the Lane Homestead. Ms. Knab seconded the motion. All voted in favor.

Recalling the success the Heritage Commission has had with identifying potential properties to be recognized on the National or State Register, Mr. Merrill said the commission is looking for their next nomination. They have decided that the Gifford Farm, aka Josiah Brown House, will be their next nomination. It is owned by the Town. Mr. Merrill asked if this is something they would support? The project would entail historical research by a consultant and submitting it to the state for eligibility. If the state approves, then it goes to the National Registry. The National Register listing doesn't protect property; it is simply a form of recognition that the property is of historical value which hopefully will build awareness. Ms. Knab asked about signage at the park as was raised by the Heritage Commission in the past. Mr. Merrill said it is still under consideration but other projects jumped ahead. Mr. Houghton supports the Gifford Farm property being placed on the National Register. Mr. Houghton recognized Paul Deschaine to speak as a member of the public. Mr. Deschaine recalled an action being taken regarding the sign at the cell tower and noted that the Planning Board has a time limit of six years. He recalled it took years for DOT to move forward with signs at the bridge to Newmarket. Mr. Deschaine added that another advantage of doing historical research on the Gifford Farm is that if we decide to apply for a federal grant, the research will have already been done to meet Section 106 requirements. Mr. Merrill told the group he would share with them his annotated copy of the diary that describes building the house. Maintenance issues in 2017/2018, led to the creation of two documents. 1. Specific advice on work to be done on the house at that time. 2. General guiding document on involving the Heritage Commission if maintenance is done on buildings more than 50 years old. Mr. Merrill redistributed the guidance. Ms. Knab motioned that the Select Board provide support for the application to the National Register of Historic Places nomination for Gifford Farm. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton called attention to the correspondence item from the Piscataqua Region Estuaries Partnership regarding the Monitoring Collaborative. Mr. Moore recommended the Board refer the communication to the Conservation Commission and ESRLAC and ask for a report back noting he would ask Mark Connors to ensure the referral. Ms. Knab recalled that previous advisory committees were opposed. The Board agreed to refer as recommended.

Mr. Houghton called attention to the documents for Community Power. Mr. Moore recalled that at its previous meeting, the Select Board voted to select Community Power of New Hampshire as the Town of Stratham Competitive Energy Supplier subject to a favorable vote of the Town Meeting on October 26, 2023. The Energy Commission has been working hard to take steps to ensure we make the Nov. 1 deadline to take advantage of the earliest possible kickoff for our Community Power Plan. Mr. Anderson motioned that the Stratham Select Board, subject to and following favorable action by the Town Meeting at the Special Meeting on October 26, 2023, hereby approves CPCNH's Data Security and Privacy, Energy Portfolio Risk Management, Rates, and Financial Reserves Policies and authorizes Mike Houghton to enter into the Cost Sharing Agreement and Member Services Contract for the Complete Service Bundle (marked version 1, October 11, 2023) with the Community Power Coalition of New Hampshire (CPCNH) with Joe Anderson as the Authorized Officer and with elections in Exhibit C Article VIII Section



2 of the Agreement being a) “YES”, b) “NO”, and c) “NO”. Ms. Knab seconded the motion. All voted in favor. Ms. Knab noted Veto Day was set as Oct. 26 but she hopes to make the special Town Meeting.

Mr. Houghton moved to a follow up discussion on the Police Department’s request for Tasers. Mr. Moore reported that Chief King asked to withdraw the request. Mr. Moore reported out that it was brought to the staff’s attention that there is a class action lawsuit related to anti-trust practices was filed against the company. Chief King will come back in the future with another recommendation.

Mr. Moore reported on MS4 storm water compliance and reporting. The last of a 5 year plan for MS4 compliance report was recently submitted. In the future, additional assistance will be needed. CIP funding will be requested. Mr. Deschaine supported this statement, noting we are now in Phase II, which is a higher level of reporting. Mr. Moore will follow up.

Next, Mr. Houghton moved to the service provider item on the agenda. Mr. Moore recommended a simplification to the signature process by having him be authorized to sign the agreements. Ms. Knab confirmed that funds have already been allocated for this year. Mr. Anderson motioned to authorize the Town Administrator to execute the service provider contracts as outlined in the packet. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton asked Mr. Moore for other input. Mr. Moore called attention to the Nov. 20<sup>th</sup> ceremony dedicating Room A as the Joan Sewall Room and confirmed their attendance.

#### ADMINISTRATION

Mr. Moore reported that there will be a Seabrook Drill on Wednesday. Mr. Barr has agreed to continue to serve as Emergency Management Director; Dave Emanuel is still serving as Deputy. They discussed the need for more volunteers for the team.

Next, Mr. Moore reported on a presentation by the Drinking Water Ground Water Bureau regarding their attempt to change legislation in order to facilitate connections from private water utilities to contaminated community water systems. Extension of existing water lines is a preferred solution by the State of NH for addressing contamination in community water systems but it comes with tax consequences for the private utilities. Mr. Moore will continue to follow the issue.

Mr. Moore informed the Board that our contract with the State of NH for a solution to PFAS in Town Center is now in Phase II. It has passed the G&C. We expect Underwood to submit a contract to continue on after their Phase I work. Mr. Moore will have them present options to the Board in a future meeting.

Mr. Moore noted that a new DPW operator/laborer will be starting Oct. 26. The Town is putting together options on other ways of supporting the crew through fall clean up. Mr. Anderson reminded him that another DPW new hire will start Nov. 1. A meeting will be held next week with DPW, Fire and Police to plan for snow emergencies.

In response to an earlier suggestion from the Board, Mr. Moore indicated he is following up with an informal new employee get together. He is also mentioned that the coalition that partnered in 2023 for Martin Luther King Day holiday recognition events is preparing for 2024 and has added new partners.

Mr. Houghton called attention to Ms. McAllister who reported on the finances for the end of Sept. The budget continues to track well. Referring to the Summary and Individual Financial Reports, she explained that the revenues and expenditures are appropriate for this time period. In preparation for a new budget year, she will be meeting with department heads individually to discuss their budget. Mr. Anderson asked if we were exploring new auditors. Ms. McAllister replied that is not something recommended for this year.

Mr. Houghton recognized Rocky Buchanan, a new resident who lives by the circle. Mr. Buchanan said that the circle was dangerous and asked if there was anything that could be done to make it safer. He's taken it upon himself to cut down brush to increase visibility for motorists. He asked who is responsible for maintenance? The state hasn't answered or responded to calls. Mr. Moore said that it is a state road so District 6 is responsible. He asked him to call the town with maintenance issues and we will also call District 6 on his behalf. The town does maintain some of the area to enable access to the fire pond. Ms. Knab said that she or Zoe Manos as State Reps are willing to help. Mr. Houghton added that many people have complained about the circle. Mr. Pruitt asked what the laws were regarding placement of political signs. He took two Republican signs off his land this week. Mr. Moore informed him that the Select Board has an adopted policy for political signage. It is based on State law, DOT policy and Town ordinances. He offered to meet with him after the meeting. Mr. Pruitt said he learned the Town Planner gave out maps of where signs may be placed. He would like a copy of that map.

At 8:06 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II(c) to discuss a matter, which if discussed in public, may affect the reputation of another. Mr. Anderson seconded the motion. Houghton-yes; Knab-yes; Anderson-yes.

At 9:21pm 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 ineffective. Mr. Anderson seconded the motion. All voted in favor.

#### APPOINTMENT

Mr. Houghton motioned to appoint Jeff Hyland to fill Becky Mitchell's unexpired term to expire in 2025. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore noted that clarification was needed on a recent Heritage Commission appointment. Ms. Knab motioned to appoint Drew Bedard to the Heritage Commission as an Alternate to expire at Town Meeting 2024. Mr. Anderson seconded the motion.

Ms. Knab motioned approval of the SMS PTO raffle permit request with the drawing to be held 10/20. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the request to waive the alcohol prohibition for a private event in Room A on 11/11. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton motioned to accept the resignation of the Finance Assistant, Shandy Supit. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore noted that there were Veterans' credit paperwork to be signed.

Mr. Moore said that the Library Director wishes to apply for a grant to the Rye Driftwood Garden Club to replicate the raised garden in back of library to be placed in an area that housed the previous above ground tanks. Ms. Knab motioned to support the application by the Library Director for a grant to support raised beds. Mr. Houghton seconded the motion. All voted in favor.

Mr. Moore stated that the Library Trustees have prioritized renovations to the restrooms. He explained the scope of work.

At 9:29 pm Mr. Houghton motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

# STRATHAM, NH | MS4 PERMITTING ASSISTANCE



**TO:** David Moore, Town Administrator & Mark Connors, Town Planner  
**FROM:** Sarah Large & Forrest Bell, FB Environmental Associates (FBE)  
**SUBJECT:** Contract for MS4 Permitting Assistance  
**DATE:** November 2, 2023

FB Environmental Associates (FBE) is pleased to submit the following Scope of Work and Contract for Services between the Town of Stratham, NH (Town) and FBE. This Scope of Work outlines the roles and responsibilities of FBE to provide the Town with assistance for satisfying outstanding MS4 permit requirements from Years 1 through 5 set forth in the 2017 New Hampshire Small MS4 General Permit (hereafter, “permit”). The following scope of work is based on desktop research and investigation of available MS4 materials for the Town and a preliminary gap analysis FBE completed, and information discussed in person with the Town on October 11, 2023. The permit specifies six minimum control measures (MCMs) and two appendices that the Town must satisfy. FBE has broken the work down into specific project tasks, which are described below.

## SCOPE OF WORK

### **Task 1. Project Coordination and Management**

Project management includes participating in phone calls and email communications with the Town, conducting project management duties (directing staff, scheduling), completing project invoicing, and other administrative responsibilities.

DELIVERABLES: Emails, Meeting Notes (as needed), Invoices, etc.

### **Task 2. MCM 1 - Public Education and Outreach (*optional*)**

FBE will coordinate with the Town of Stratham to complete outreach messaging to local businesses, institutions, commercial facilities, and industrial facilities to satisfy the requirement to engage with the Industrial Audiences in Town regarding the MS4 permit. Educational messages will be related to septic system maintenance, proper fertilizer use, and proper litter/clippings disposal. The Town will be responsible for mailing the educational materials prepared by FBE to the appropriate addresses. Based on materials prepared by the Seacoast Stormwater Coalition, EPA identified two industrial facilities within Stratham’s MS4 regulated area. If the Town identifies additional industrial facilities to contact, FBE is happy to assist with preparing letters for those entities as well.

DELIVERABLES: Outreach Documents (Flier and Letters).

### **Task 3. MCM 3 - Illicit Discharge Detection & Elimination Program**

FBE will assist the Town with updating their MS4 maps to meet Phase I mapping requirements. FBE will create new maps that depict the Town’s MS4 area, outfalls within the MS4 area, receiving waters, and initial catchment areas.

FBE will review and revise as needed the Town’s current Illicit Discharge Detection and Elimination (IDDE) plan, as well as prepare or revise outfall sampling and catchment investigation procedures if necessary. A draft of the documents with track change edits will be provided to the Town for their review and input. FBE will coordinate with the Town regarding the priority ranking table and assist with updates.

FBE will assist the Town with completing their System Vulnerability Factors (SVF) spreadsheet, which evaluates the Town’s MS4-regulated outfalls and their potential vulnerabilities to or association with: (1) common or twin-invert

manholes serving the stormwater system, (2) trench construction, (3) areas with known infrastructure defects and leaking, (4) and/or within ageing septic system catchment areas. FBE will review the Town's existing outfall prioritization table and complete an initial evaluation of SVF criteria for each of the Town's MS4-regulated outfalls. FBE will then coordinate with the Town for their review and input and incorporate the comments into the SVF table. The SVF spreadsheet must be completed to satisfy a permit requirement, but also serves as a tool to identify the outfalls that require wet weather inspections and testing.

DELIVERABLES: Updated MS4 Maps, Revised IDDE Plan, Sampling and Catchment Procedures, and System Vulnerability Factors (SVF) spreadsheet.

#### **Task 4. MCM 4 – Construction Site Stormwater Runoff Control**

FBE will assess the Town's existing stormwater regulations and ordinances and provide new or additional language that meets requirements in the permit for the Town to review and consider for adoption. FBE will utilize report and regulations templates prepared by the Stormwater Coalition as well as supplemental research to prepare a report summarizing the findings and recommendations.

DELIVERABLES: Stormwater Regulation Assessment Report.

#### **Task 5. MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment**

FBE will assess the Town's local ordinances and regulations associated with street design, parking lots, and green infrastructure and provide recommendations for use of low impact development in new and redevelopment projects. The review and findings will be summarized in the Stormwater Coalition's template report titled "Regulation Assessment Report" and will be shared with the Town for their review and comment. FBE will incorporate the Town's edits into a final version to be shared with the Town Planning Board.

FBE will complete an inventory and evaluation of existing town-owned properties in the MS4 area that could be retrofitted with stormwater BMPs utilizing available GIS data for the properties identified. FBE will review the outcomes with the Town through a virtual meeting and will incorporate edits and comments into a final priority ranking spreadsheet for the identified town-owned properties.

DELIVERABLES: Street Design, Parking Lots, and Green Infrastructure Regulation Assessment Report and the Municipal Properties Inventory & Retrofit Priority Ranking Spreadsheet.

#### **Task 6. MCM 6 - Good Housekeeping and Pollution Prevention for Permittee Owned Operations**

FBE will create a Stormwater Pollution Prevention Plan (SWPPP) for the Transfer Station property. A draft of the plan will be shared with the Town and FBE will incorporate edits and comments into a final draft of the plan. This plan should be revised and updated annually and as needed over the course of the permit term.

FBE will review, comment, and edit the Town's draft Salt Reduction Plan and provide recommendations for alternative materials for winter road maintenance and operations.

DELIVERABLES: Transfer Station SWPPP and Revised/Updated Salt Reduction Plan.

#### **Task 7. Appendices F and H - Requirements for Discharges to Certain Water Quality Limited Waterbodies**

Utilizing available GIS data, FBE will complete an inventory and evaluation of existing town-owned properties in the MS4 area AND within the drainage area for waterbodies impaired for nitrogen (i.e., the Squamscott River and Great Bay

watersheds), that could be retrofitted with stormwater BMPs to reduce nitrogen loading. FBE will review the outcomes with the Town through a virtual meeting and incorporate edits and comments. FBE will also draft a Nitrogen Source Identification Report for the Town. Edits, provided by the Town, will be incorporated into the final version of the report. FBE intends to review and edit the Town’s Salt Reduction Plan under Task 6 – MCM #6. This requirement will be met and fulfill the permit requirements under both MCM #6 and the Appendices.

Continued education and outreach around septic system maintenance and the vulnerability associated with septic systems discharging bacteria as well as education on best practices for pet waste collection and disposal are the best practices to address bacteria impairments. FBE has included some time into the scope and budget to consider how best to address and support the Town with addressing the bacteria impairments in Town, one of which includes addressing degrading septic system infrastructure in Town.

**DELIVERABLES:** Municipal Properties Inventory & Nitrogen Retrofit Priority Ranking Spreadsheet, a Nitrogen Source Identification Report, and Septic System Best Management Practices Summary

**Task 8. Identify Next Steps – Year 6 Permit Requirement Planning (optional)**

FBE will chart out the requirements and tasks to be completed to meet Year 6 MS4 permit requirements and the Year 6 Annual Report. This will be accompanied by cost estimates by task/MCM.

**DELIVERABLES:** Summary memo.

**COST OF SERVICES AND INVOICING**

The estimated cost of FBE’s services for all tasks will be up to \$23,155.00, including optional tasks. The cost shall not be exceeded without prior authorization from the Town. Cost is based on time and materials (see Table 1 below). Total project costs will be billed to the Town on a monthly basis with payment due within 30 days. If any task does not take the estimated time to complete, billing will be lowered accordingly. If the scope of work changes materially, the amounts of compensation set forth herein shall be equitably adjusted in writing.

**Table 1.** Estimated cost for completing the tasks described in this Scope of Work.

TASK	DESCRIPTION	COST
Task 1	Project Coordination and Management	\$ 2,330.00
Task 2*	MCM 1 - Public Education and Outreach - <i>OPTIONAL</i>	\$ 460.00
Task 3	MCM 3 - Illicit Discharge Detection & Elimination Program	\$ 5,185.00
Task 4	MCM 4 - Construction Site Stormwater Runoff Control	\$ 1,670.00
Task 5	MCM 5 - Post Construction Stormwater Management in New Development and Redevelopment	\$ 3,300.00
Task 6	MCM 6 - Good Housekeeping and Pollution Prevention for Permittee Owned Operations	\$ 4,550.00
Task 7	Appendices F and H - Requirements for Discharges to Certain Water Quality Limited Waterbodies	\$ 4,370.00
Task 8*	Identify Next Steps - Year 6 Permit Requirement Planning - <i>OPTIONAL</i>	\$ 1,140.00
Travel	Mileage reimbursed at \$0.65/mile (*only billed if needed)	\$ 150.00
<b>TOTAL (without the optional tasks*):</b>		<b>\$ 21,555.00</b>
<b>Optional Tasks*:</b>		<b>\$ 1,600.00</b>
<b>TOTAL COST (with optional tasks*):</b>		<b>\$ 23,155.00</b>

## ASSUMPTIONS AND LIMITING CONDITIONS

The schedule and proposed fee are limited by and/or include the following assumptions:

- The Town will furnish relevant existing data, records, documents, plans, procedures, forms, etc. associated with the work completed to date to meet the MS4 requirements.
- The Town will not need FBE for assistance with the following MCMs: MCM 2 (Public Involvement and Participation). Therefore, tasks and requirements associated with these MCMs were not included in this scope of work.
- The Town will visit and complete a review of the 12 outfalls currently depicted on the Town's MS4 Outfall Initial Catchment Maps and provide FBE with the results of that investigation. Further coordination, guidance, and data from the Town regarding the Town's MS4 regulated infrastructure is required.
- The Town intends to complete the dry weather screening and sampling while they visit and verify the 12 outfalls currently depicted on the Town's MS4 Outfall Initial Catchment Maps. Therefore, dry weather screening and sampling was not included in this scope of work.
- In consultation with the Town, it was agreed that wet weather screening and sampling would not be included in this scope of work but would be a follow-up task in subsequent contracts or contract amendments once the Town's MS4 regulated infrastructure has been inventoried and identified.
- FBE is pleased to submit an amended scope and budget or separate estimate for any additional work not included in this proposal.

## SCHEDULE OF WORK

Work under this proposal can begin upon the signing of the contract. All services outlined in the Scope of Work will be completed prior to May 1, 2024.

## ACCEPTANCE OF CONSULTING SERVICES

Thank you and we look forward to working with you. Please feel free to contact us at (207) 650-7597, or by email at [info@fbenvironmental.com](mailto:info@fbenvironmental.com) if you have any questions about the contract.

By signing the following page, FB Environmental Associates and the Town of Stratham accept the terms and conditions stated herein.

**FB Environmental Associates, LLC  
ACCEPTANCE OF CONSULTING SERVICES AND  
STANDARD TERMS AND CONDITIONS**

1. Professional services will be based on the schedule of charges attached on the preceding page, or a lump sum, depending on contract terms. A retainer may be required prior to service engagement.
2. All agreements are between FB Environmental Associates, LLC (Company) and the client or client representative who authorized the service or whose signature is attached, not a third party. Invoices shall be paid in full regardless of a third-party failure to pay client, or a disagreement with the outcome or results provided, or litigation.
3. Authorization by verbal, written or email shall constitute acceptance of these terms and conditions, provided client has received a copy of said terms.
4. Invoices will be issued monthly. Payment is due upon receipt. If payment is not received within 30 days, Company reserves the right to stop services. Interest and monthly finance charges of 1.0 % may be applied to the outstanding balance. Company may resume services when payment is made, and the services can be rescheduled.
5. The Company, and its agents, staff, and/or sub-consultants employed are covered by appropriate insurances required under state law and has such coverage limits under commercial liability and property damage insurance policies which Company deems adequate, or as specifically requested by client.
6. Certificates for policies of insurance shall be provided to client upon request. Within the limits and conditions of such insurance, the Company agrees to indemnify and hold harmless the client against any loss, damage, or liability arising from any negligent acts by the Company, its agents, staff, and consultants employed by it. The Company shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance, or liability arising from any negligent acts by client, its agents, staff, and other consultants employed by it.
7. Client agrees to waive any claim beyond the amounts, limits, and conditions of such insurance for professional negligence. Client further agrees to waive any claim against the company for loss suffered by the client due to any cause or action by Company, including, but not limited to, negligence, to insured amount or the contract fee whichever is greater.

This agreement between FB Environmental Associates, LLC and the client listed below will serve as a binding contract. By signing below, client certifies to be duly authorized to sign this fiscally binding agreement and has read and agrees to the fees, terms and conditions set forth herein.

Consultant Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_





# STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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

**To:** Stratham Select Board

**From:** Chief Anthony King

**Subject:** DOS Highway Safety Equipment Grant

**Date:** November 2, 2023

Dear Board Members,

On or about December 2024 the Rockingham County Dispatch Center will be changing its current operating platform from IMC to Pro Safety Suite Professional from Central Square. With this new operating platform it is recommended our mobile data terminals (MDT's) have a 14" screen. Our current mobile data terminals have an 11" screen which will make viewing related criminal justice information difficult. This transition to the new record management system impacts all (32) agencies currently utilizing the regional dispatch function of the Rockingham County Sheriff's Department. The functionality of agencies utilizing various MDT's was an unanticipated issue which was discovered during the initial stages of implementation.

The State of New Hampshire Office of Highway Safety (OHS) currently has a 75/25 FFY24 grant available for this acquisition. The cost to upgrade our current inventory of (7) MDT's will cost approximately \$47,100.00 with the Stratham Police Department responsible for the 25% or approximately \$11,800.00 match. Furthermore, OHS will reimburse 100% of the cost of (3) compatible printers with a cost of \$3640.00. Lastly, we are currently in negotiations with the vendor, North East MDT, regarding buy-back of some of our current inventory. We have utilized this state-bid vendor for previous purchases and have full confidence in the product and associated support.

Therefore, I am requesting the Board's approval to submit for this grant and to cover the 25%, or \$11,800.00 match requirement from the Donation Fund Account. The application has been completed in anticipation of approval. Should you have any questions or concerns, please do not hesitate to contact me at your earliest convenience.

Respectfully submitted,

Anthony King

Chief of Police



# STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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76 Portsmouth Avenue, Stratham, NH 03885

(603) 778-9691 – FAX (603) 778-6183

**To:** Stratham Select Board

**From:** Chief Anthony King

**Subject:** Donation Funds TASER Purchase Request

**Date:** November 2, 2023

Dear Board Members,

As you are aware, I am currently researching and reviewing the upcoming anticipated need to replace the department's inventory of TASERS as the current inventory is close exceeding the manufacturer's date of useful life. To keep our inventory current and for the addition of our new officers, I am requesting that the Board approve the purchase of three (3) X26P's and associating cartridges at a total cost of \$7400.00. I am further requesting that funds from the Donation Line be utilized for this purchase.

There is a current balance of \$43,293.59 in that Donation account.

Thank you for your consideration and if you have any questions or concerns, please do not hesitate to reach out at any time.

Respectfully submitted,

Anthony King

Chief of Police



# STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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76 Portsmouth Avenue, Stratham, NH 03885

(603) 778-9691 – FAX (603) 778-6183

**To:** Stratham Select Board

**From:** Chief Anthony King

**Subject:** Traffic CIP Purchase Request

**Date:** November 2, 2023

Dear Board Members,

As part of our proactive traffic enforcement initiatives, I am seeking the Board's approval to purchase a second JAMAR Speed Monitoring Device. Our current, single unit requires an internal upgrade to get it back into service and with increased complaints in residential neighborhoods within Stratham, it is best practice to possess a redundant unit. The JAMAR Radar is a traffic monitoring device that sets up in minutes which provides unbiased, accurate data, that can be used to generate real and effective speed data reports.

The cost of a second device and upgrade of our first unit totals \$5345.00. I am requesting the Board's approval to expend this amount from the Traffic Control CIP with a current prior balance of \$7202.00 and current appropriation balance of \$5000.00

Should you have any questions or concerns, please do not hesitate to contact me at your earliest convenience.

Respectfully submitted,

Anthony King

Chief of Police



**New Hampshire**  
 Department of  
 Revenue  
 Administration

**2023**  
**\$21.03**

**Preliminary Tax Rate**  
*Tax Rate not Finalized*

## Tax Rate Breakdown Stratham

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$5,256,669	\$1,608,852,837	<b>\$3.27</b>
County	\$1,384,020	\$1,608,852,837	<b>\$0.86</b>
Local Education	\$24,346,337	\$1,608,852,837	<b>\$15.13</b>
State Education	\$2,798,784	\$1,581,528,237	<b>\$1.77</b>
<b>Total</b>	<b>\$33,785,810</b>		<b>\$21.03</b>

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
<b>Total</b>	<b>\$0</b>		<b>\$0.00</b>

Tax Commitment Calculation	
Total Municipal Tax Effort	\$33,785,810
War Service Credits	(\$276,100)
Village District Tax Effort	\$0
Total Property Tax Commitment	\$33,509,710

# Appropriations and Revenues

## Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$10,129,188	
Net Revenues (Not Including Fund Balance)		(\$4,995,050)
Fund Balance Voted Surplus		(\$150,000)
Fund Balance to Reduce Taxes		(\$400,000)
War Service Credits	\$276,100	
Special Adjustment	\$0	
Actual Overlay Used	\$396,431	
<b>Net Required Local Tax Effort</b>	<b>\$5,256,669</b>	

## County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$1,384,020	
<b>Net Required County Tax Effort</b>	<b>\$1,384,020</b>	

## Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$14,174,424	
Net Cooperative School Appropriations	\$15,114,073	
Net Education Grant		(\$2,143,376)
Locally Retained State Education Tax		(\$2,798,784)
<b>Net Required Local Education Tax Effort</b>	<b>\$24,346,337</b>	
State Education Tax	\$2,798,784	
State Education Tax Not Retained	\$0	
<b>Net Required State Education Tax Effort</b>	<b>\$2,798,784</b>	

## Valuation

### Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$1,608,852,837	\$1,620,725,595
Total Assessment Valuation without Utilities	\$1,581,528,237	\$1,592,855,795
Commercial/Industrial Construction Exemption	\$0	\$0
Total Assessment Valuation with Utilities, Less Commercial/Industrial Construction Exemption	\$1,608,852,837	\$1,620,725,595

### Village (MS-1V)

Description	Current Year
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# Stratham

## Tax Commitment Verification

### 2023 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$33,509,710
1/2% Amount	\$167,549
Acceptable High	\$33,677,259
Acceptable Low	\$33,342,161

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

<b>Commitment Amount</b>	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
<b>Net amount after TIF adjustment</b>	

**Under penalties of perjury, I verify the amount above was the 2023 commitment amount on the property tax warrant.**

<b>Tax Collector/Deputy Signature:</b>	<b>Date:</b>
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## Requirements for Semi-Annual Billing

### Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Stratham	Total Tax Rate	Semi-Annual Tax Rate
Total 2023 Tax Rate	\$21.03	\$10.52

Associated Villages

## Fund Balance Retention

<b>Enterprise Funds and Current Year Bonds</b>	<b>\$0</b>
<b>General Fund Operating Expenses</b>	<b>\$38,658,329</b>
<b>Final Overlay</b>	<b>\$396,431</b>

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality's unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality's stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.  
 [2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.  
 [3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

### 2023 Fund Balance Retention Guidelines: Stratham

Description	Amount
<b>Current Amount Retained (8.91%)</b>	<b>\$3,442,537</b>
17% Retained <i>(Maximum Recommended)</i>	\$6,571,916
10% Retained	\$3,865,833
8% Retained	\$3,092,666
5% Retained <i>(Minimum Recommended)</i>	\$1,932,916



# Rockingham County Treasurer

119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
[spriestley@co.rockingham.nh.us](mailto:spriestley@co.rockingham.nh.us)

**STATE OF NEW HAMPSHIRE**

**ROCKINGHAM COUNTY**

**WARRANT OF COUNTY TREASURER**

To the Select Board in the Town of Stratham in said County:

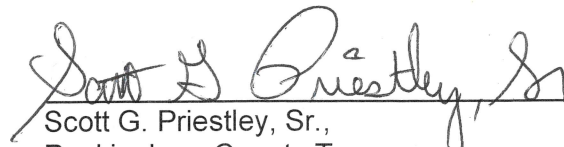
You are hereby required to assess upon the polls and property in said City liable to taxation, One Million Three Hundred Eighty Four Thousand Twenty Dollars and No Cents (\$1,384,020), being the just proportion of the county tax due from said town as granted by the last County Convention and to collect and pay the same to me on or before Monday the 18th day of December next, for the use of the County.

YOU ARE HEREBY NOTIFIED THAT FAILURE TO COLLECT AND PAY SAID TAX BY THE DATE INDICATED WILL RESULT IN THE ASSESSMENT OF A PENALTY AS DESCRIBED IN THE NEW HAMPSHIRE STATUTES, RSA 29:11.

You are also required to return to the TREASURER of said County for the time being, the names and/or name of the Collectors or Collector whom you shall direct to collect this sum or any part thereof.

HEREOF FAIL NOT, AS YOU WILL ANSWER YOUR NEGLIGENCE UNDER THE PENALTY PRESCRIBED BY LAW.

GIVEN UNDER MY HAND, THIS 17th DAY OF OCTOBER, 2023.

  
\_\_\_\_\_  
Scott G. Priestley, Sr.,  
Rockingham County Treasurer





# Stratham Memorial School PTO



October 26, 2023

Dear Stratham Select Board,

I am writing on behalf of the Stratham Memorial School 5<sup>th</sup> grade committee to request the use of the Stratham Hill Park for a community bonfire. The date we are requesting is January 6<sup>th</sup>, 2024.

Part of the 5<sup>th</sup> grade's annual fundraising efforts include the collection of several hundred Christmas trees during that first weekend following the new year. As in years past, we are desiring to bring a majority of the trees to Stratham Hill Park to be used in a bonfire that may be enjoyed by the entire community. Our group will be working with Seth Hickey of the parks and recreation department and other departments within the town to ensure a safe and fun event may be held. While we are targeting the sixth of January, we will establish a secondary snow date for the event in the case of inclement weather. We will communicate that date as we get further along in the planning process.

Thank you for your consideration regarding this matter. If additional details or questions regarding this matter are required, please do not hesitate to reach out.

Sincerely,

Beth Meierdiercks & Giulia Tollis  
Stratham Memorial School 5<sup>th</sup> Grade Committee Chairs

**POLICY ON USE OF  
THE STRATHAM FIRE DEPARTMENT MEETING ROOM  
SEPTEMBER 5, 2023**

**DEFINITION:** The main meeting room on the first floor at the Stratham Fire Station shall be known as the Peter Morgera Meeting Room

**PURPOSE:** The function of this meeting room is multifaceted. Stratham voters constructed the building to provide a safe, efficient, and commodious operations center for the Stratham Volunteer Fire Department (SVFD) and the Town's Office of Emergency Management (OEM) and Emergency Operations Center (EOC). Hence, the primary purpose of use for this facility shall be in support of both these emergency response agencies. Voters also anticipated that when not required for emergency use, or other SVFD scheduled events, the meeting room would be available to other groups and other governmental agencies.

**PRIMACY OF USE:** When either the SVFD, OEM, or the Select Board (SB), declare that an emergency exists in Town and that the meeting room is determined to be essential to the efficient management of the emergency, or that the presence of individuals at the fire station not associated with the emergency response efforts conflict with those efforts, it shall be the policy and practice of the Town that emergency response efforts take precedence over any other group using or having been previously scheduled for use of the meeting room. Any application for use of the meeting room shall clearly state the possible exercise of this preemptive right.

**POLICY:** The meeting room shall be scheduled based on the following policies and/or procedures:

1. The SVFD shall have the authority and responsibility to schedule use of the meeting room for its own official purposes at the discretion of the Fire Chief. Each Tuesday evening of every month is reserved exclusively for the use of the SVFD/Association for meeting and training purposes. The Fire Chief may also approve the scheduling of regular, long-term use of the meeting room for other civic groups the SVFD chooses to sponsor such as but not necessarily limited to the Scouts and/or Cub Scouts of Troop/Pack 185. The Fire Chief is also responsible for scheduling OEM use of the meeting room. The SVFD shall not have the authority to deny any group permission to use the meeting room. Any request directed to the Fire Chief, which does not receive approval for whatever reason, shall be referred to the SB for consideration.
2. The SB shall schedule use of the meeting room for all other civic or governmental groups at their discretion. Groups that require regular use throughout the year may be scheduled one year in advance unless expressly approved otherwise by the SB. An example of such a use would be the Auxiliary, Scouts, Historical Society or 76'ers for their regular meetings. Other civic groups seeking one time or occasional use of the meeting room shall apply to the SB for permission to use the meeting room. Upon application, a place mark shall be entered on the calendar holding the meeting room for that group. Upon acceptance by the SB, a reservation shall be granted. Requests must be made no less than 14 days prior to the event. Notification of an application for use of the meeting room

shall be given to the Fire Chief, Assistant Fire Chief and EMS Captain when the application is submitted.

3. The centralized scheduling system designated by the SB (in 2023, that system is RecDesk) calendar shall be used for purposes of scheduling uses.
4. A “Responsible Party” shall be required to be listed on any application for the meeting room. Applications shall clearly state that this person shall be legally responsible for any damages or costs incurred by the Town resulting from their use of the meeting room. The Town of Stratham is only providing the use of the meeting room with tables and chairs. No other equipment, utensils, appliances, displays or other accessory items are included in the reservation unless specifically requested and approved by the SB and are available for use. Upon approval of the request for kitchen use, Addendum A “Kitchen Checklist” will be issued to the requestor. They will be required to sign in, complete the checklist upon completion of the event, sign out and promptly return the checklist to the Town Administrator’s Executive Assistant. If this procedure is not completed or if compliance with the checklist is unsatisfactory, the requestor may not be granted further use of the room.
5. Alcohol is prohibited during any event held at the meeting room except by special permission of the SB in accordance with the rules established for allowing alcohol at town facilities.
6. Elected and appointed officials, town employees and Fire Department members may request use of the room with SB approval. Requests from non-affiliated parties shall not be allowed except by special permission of the SB. Insurance requirements shall be implemented by the SB. It shall be consistent with the most stringent requirements for the use of other town facilities.
7. The SVFD Fire Chief shall promulgate rules for the use of the meeting room and shall submit such rules to the SB for approval. The SB shall add any additional rules or delete any proposed rules as it deems appropriate. Applicants shall comply with the rules of the room as provided at the time of reservation. An acknowledgement of receipt of these rules shall be signed by the responsible party and filed with the application. Requests shall comply with the stated rules and rules of application. The maximum occupancy of the meeting room shall be 125 individuals.
8. For those not having been assigned access cards, access to the Morgera room shall be arranged through the application process with the Executive Assistant to the Town Administrator.
9. Commercial for-profit groups are not permitted except as part of a Town sponsored event or by special permission of the Fire Chief or SB.
10. The SB, at its sole discretion, may waive or amend any portion of this policy upon request or under its own authority.

These policies were adopted by a majority vote of the Stratham Select Board on October 2, 2023

**Stratham Select Board**

  
\_\_\_\_\_  
Mike Houghton, Chair

\_\_\_\_\_  
Allison Knab, Vice Chair

  
\_\_\_\_\_  
Joe Anderson, Select Board Member