



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: March 1, 2024

RE: Select Board Agenda and Materials for the March 4th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, March 4, 2024.

III. Consideration of Minutes 2/20/24

Please see draft minutes from February 20th.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations
A. Parks & Recreation – Seth Hickey, Director

VI. Correspondence
A. Resignation of Nico Garcia as Zoning Board alternate

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. Cemetery Burial Fee Update

The Trustees of Trust Funds have asked the Select Board to update a fee for charges related to full burials.

From the June 13, 2023 Cemetery Trustee minutes:

There was a vote to change the fee of opening of full burial from \$750 to \$900, as the cost has increased over the years. The DPW works with Skip Hayes for the excavation, and burial. The funeral home coordinates full burials.

I understand this fee has been set in the past by the Cemetery Trustees (and approved by the Select Board), however the transaction takes place directly between the families and the firm conducting the excavation.

B. Overview of Independent Auditors Report

At the request of the Chair, there will be a discussion about the written report submitted by the Auditors. This conversation will be a follow-up to the Auditors appearance regarding the results of their audit of 2023 sometime last fall.

C. Wrap-up on February 27th DRA Assessing Meeting

D. Review Town Meeting Preparations – Presentation and meeting logistics

As in the past, I have invited the Moderator and the Town Clerk to attend this meeting to review preparations and logistics for the Town Meeting.

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 Conservation Fund custody
- B. Update on public offering of surplus town vehicles (from February 20th meeting)
- C. Political Advertising and Town Property

XII. Informational Items

XIII. Reservations, Event Requests & Permits

A.

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*: None

B. Appointments *to be voted on*:

- a. Drew Bedard to be re-appointed to the Alternate position on the Heritage Commission for a three year term ending in 2027.
- b. Mark Connors, Director of Planning and Community Development to serve as Stratham's representative to the Transportation Advisory Committee of the Rockingham Metropolitan Planning Organization with Susan Connors, Project Assistant to serve as alternate.

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

MARCH 4, 2024

6:30 pm Non-public

7:00 pm Public

**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.

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

6:30 pm - Non-public session in accordance with RSA 91-A:3, II (a) personnel.

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes 2/20/24
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Parks & Recreation – Seth Hickey, Director
- VI. Correspondence
 - A. Resignation of Nico Garcia as Zoning Board alternate
- VII. Public Comment

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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- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Cemetery Burial Fee Update
 - B. Overview of Independent Auditors
 - C. Wrap-up Feb. 27th DRA Assessing Meeting
 - D. Review Town Meeting Preparations
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*: None for this meeting
 - B. Appointments *to be voted on*:
 - a. Drew Bedard to be re-appointed to the Alternate position on the Heritage Commission for a three year term ending in 2027.
 - b. Mark Connors, Director of Planning and Community Development to serve as Stratham's representative to the Transportation Advisory Committee of the Rockingham Metropolitan Planning Organization with Susan Connors, Planning Project Assistant to serve as Alternate.
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

MINUTES OF THE FEBRUARY 20, 2024 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Joe Anderson

ABSENT: Vice Chair Allison Knab

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister

At 7:00 pm Mr. Houghton opened the meeting and requested a motion on the minutes. Mr. Anderson motioned to approve the minutes of February 5, 2024. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton moved on to Finance. Ms. McAllister is looking forward to evaluating candidates for the Finance Assistant position and beginning the interview process.

Mr. Houghton asked for comments on Correspondence. Mr. Moore said that would be covered under Action items. Mr. Houghton motioned to open the Public Hearing to discuss the acceptance of funds in the amount of \$91,950 for a 2024 Local Source Water Protection Program Grant from the NH Dept. of Environmental Services. Mr. Anderson seconded the motion. All voted in favor. Mr. Moore explained that the funds would be used towards a portion of the Ross property which is adjacent to the park. He expects an April closing. This, and another grant, with the balance coming from Conservation Fund will make up the full amount. Mr. Houghton asked for comments from the public. Ray Breslin former resident, now residing in Londonderry, spoke in support of the use of the funds in this land acquisition. The board thanked him for his comment. Hearing no further public comments, Mr. Anderson motioned to close the public hearing. Mr. Houghton seconded the motion. All voted in favor. Mr. Anderson motioned to accept the grant funds and to authorize the Town Administrator to execute the grant agreement between the State of NH for a Source Water Protection Grant for the acquisition of the Ross brothers' property for an amount totaling \$91,950. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton moved to the mutual aid agreement between Portsmouth Naval Shipyard and the Seacoast Fire Chief Officers Mutual Aid District. Mr. Moore explained that Chief Denton recommends this. Town Counsel has reviewed. Mr. Anderson motioned to approve the mutual aid agreement between the Department of the Navy Commander and navy region mid-Atlantic operations and public safety the Seacoast Fire Chiefs Association Mutual Aid District as presented. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton moved to the SMS Wellness Walk road closure request. Mr. Moore explained that this is an annual event. Police and EMS have been notified. Mr. Houghton motioned to approve the road closure from 39 Gifford Farm Road to Long Hill between 1:15 – 2:15pm on Friday, May 10th. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton moved to the decommissioning of Public Works rolling stock. Mr. Moore noted that there are two vehicles being recommended to be put out to bid, 2005 Ford Escape and 1995 International. They discussed the administrative process. The summary of the bid results will go

to the Select Board. Mr. Houghton motioned to authorize the Town Administrator to enter into a public bidding process for the disposition of the Town's 1995 International and 2005 Ford Escape via public bid process to be administered by the Finance office. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton suggested the discussion on the independent auditors be deferred until Ms. Knab could be in attendance. Mr. Moore will put it on the March 4th agenda.

Mr. Houghton moved to the Town Administrator's Report. Mr. Moore reported receiving correspondence from Lucy Cushman, Cemetery Trustee and Heritage Commission member asserting that the upkeep of the cemetery on River Rd is the responsibility of the town. Mr. Moore will investigate and report back.

Mr. Moore continued, reporting that the CIP is in the contract stage for three projects – Fire Tower painting, Gifford barn stabilization project, Fire Dept. roof. Met with DPW Director Tim Stevens on the HVAC project and rolling stock replacement.

Mr. Moore reported on the 2023 reimbursement for PFAS expenses that are eligible under the \$350,000 State grant. We should be able to make another request in 2024 for the total balance of the \$350,000. The grant covers installation costs and one year maintenance of all installations in Town Center GMP. As time goes on, the town will be responsible for maintenance. This should begin in 2025.

Mr. Moore reported meeting with the contract assessor and Assessing Assistant Jim Joseph bi-weekly. They are focusing on updating the website with information about the re-valuation. Mr. Moore described a newspaper article about regional assessing issues in the North Hampton community. He felt the take away from that article was that residents appreciate being forewarned about potential increases so they may better plan for them. Mr. Houghton felt that educating the residents on the drivers would help them better determine if they will be in the 1/3 that will go up. Notifications to taxpayers will go out in July. Informal hearings will be held the first week in August.

Open Space and Connectivity meeting was last week. Mr. Moore will work with Mr. Connors on following up. Though he felt the group did good work, Mr. Houghton noted there was more work to be done

Mr. Moore updated the Board on emergency response preparations. The Feb. drill went smoothly; next drill is in April. Three new staff members participated in the Feb. drill. Building/Planning Office Coordinator Michael Lamb has volunteered to obtain additional radiation officer training, as has Fire Department member Greta Nudd.

Mr. Moore informed the group that he would be out the week of February 26th. He explained that materials for Town Meeting and Voter Information Night are being prepared and will be ready soon.

Mr. Houghton said he would attend the DRA meeting at 11:00 am on Tuesday, Feb. 27th.

Mr. Anderson motioned to approve the request from Katherine Nichols to use the Sewall Room on March 16th and to have the alcohol prohibition waived. Mr. Houghton seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the Collie Rescue League of New England's use of the Front Pavilion on Sept. 7 and waive the fee. Mr. Houghton seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the Spina Bifida Association's use of the Front Pavilion on May 18, 2024 and waive the fee. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton asked Mr. Moore if there were policies in place to protect the town for the events in which the alcohol fee is waived. There was a brief discussion about the current protocol and Mr. Moore the staff would revisit to ensure the practices are up to date.

Mr. Houghton motioned to re-appoint Joe Van Gombos to a full member seat on the Energy Commission for a three year term to expire in 2025. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton motioned to re-appoint Matt O'Keefe to a full member seat on the Energy Commission for a three year term to expire in 2026. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton motioned to re-appoint William McCarthy to a full member seat on the Conservation Commission for a three year term to expire in 2027. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore asked for feedback on a previously submitted draft of his presentation for Voter Information Night.

At 7:45 pm Mr. Houghton motioned to go into a non-public meeting to discuss personnel matters. Mr. Anderson seconded the motion. All voted in favor.

At 8:49 pm Mr. Houghton motioned to come out of the non-public session and adjourn. Mr. Anderson seconded the motion and seal the minutes noting that failure to do so would render a proposed action ineffective. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

DRAFT

From: [Seth Hickey](#)
To: [Karen Richard](#)
Cc: [David Moore](#); [Christiane McAllister](#)
Subject: For the Select Board Packet
Date: Friday, March 1, 2024 1:41:17 PM
Attachments: [Memo- Con Com Invasive Species Clean up.docx](#)
[Memo- SB Communication Plan.docx](#)
[Memo- SB Gaga Pits.docx](#)
[Memo- SB Great Bay Food Truck Festival.docx](#)
[Memo- SB Internship 2024 UNH.docx](#)
[Memo- SB Project Management .docx](#)
[Memo- SB TMAC Update.docx](#)
[Parks and Recreation Projects 2024.xlsx](#)

Karen,

Attached are seven memos and one worksheet for the Select Board to review in advance of our meeting on Monday night.

Please let me know if you have any issues accessing these files.

Thank you.

I will have additional handouts related to other matters for the meeting as well.

Seth Hickey
Town of Stratham
Parks and Recreation Director

Cell Phone (603) 997-1766
<https://www.strathamnh.gov/parks-recreation>

New Hampshire's Right to Know Law (RSA 91-A) provides that Town email communications regarding the business of the Town of Stratham are governmental records which may be available to the public upon request. Therefore, this email communication may be subject to public disclosure.

Memo

2/28/24

To: Stratham Conservation Commission

CC: Trail Management Advisory Committee and the Stratham Hill Park Association

RE: Brush cutting and invasive species removal

The Town of Stratham will be completing forest management work in accordance with the Stratham Hill Park Forest Management Plan drafted by forester, Charles Moreno. This management plan was adopted by the Town of Stratham in 2016.

The edges around the open fields at Stratham Hill Park have become overgrown by invasive species vegetation (Russian Olive, *Elaeagnus angustifolia* and Burning Bush, *Euonymus alatus*). This area is highlighted in red on the attached map. In addition to these invasive plant, other vegetation has been able to grow as well over taking the fields. Many small trees and shrubs have taken root and started to migrate into the field area. This is very evident in several areas of the field where the walking paths have been pushed closer to the middle of the field to avoid this vegetation.

The plan will be to cut back all vegetation along the field edges to restore these fields. The work will be completed by using a commercial tractor with a rotary head. This method is similar to the maintenance and upkeep of the utility corridor that runs in the vicinity, that is managed by the utility company. This work will be completed on a schedule to minimize damage to the surrounding areas. The public will be informed in advance of the work.

In addition to this work along the edges of the fields, it is recommended that additional removal of Burning Bush occur in the area highlighted in yellow on your map. An attempt to mitigate this grow occurred a in 2018 by an Eagle Scout. While those efforts seemed effective in the short term and ongoing effort must be made to keep this plant from over taking the forest floor. Using a similar method mentioned above, the existing Burning Bush in this area would be flagged and cut in this area. If left untreated it will spread to other areas of the forest.

Both the Park Association and Trail Management Advisory Committee are in favor of this work proceeding.

Thank you for your attention to the matter

Seth Hickey

Parks and Recreation Director

Memo

2/28/24

To: Stratham Select Board

CC: Recreation Commission

RE: Communication Strategy

As the Parks and Recreation Department continues to add new programming for the community, strategies need to be developed to ensure information is appropriately distributed to the residents of Stratham. The month of February marked the final publication of Stroll Magazine. This publication had carried the information of town news and program offerings into every Stratham home. With this publication coming to an end, the Town needs to develop a new strategy for keeping its residents informed.

The Town was awarded funding through AARP to administer a grant through Rockingham Planning Commission in 2021. One of the take aways from work that RPC conducted was the "Town's communications and outreach to residents, particularly to older residents, emerged as one of the major themes of the assessment and there was broad consensus among all Town bodies...". By March of 2022 it had been decided that the Town need to *develop a communication and outreach strategy that town entities may use as a resource when looking to publicize information*. Since 2022, very little progress has been made in this area.

The Parks and Recreation Department would like to step up and assist in the leadership of moving this communication initiate forward. A group of residents had been identified as being a part of an ad hoc committee to address this issue. I would like to assist in getting a committee assembled once again so we can begin to review our current communication strategies and how to best address residents needs in accessing town information.

I feel that the Parks and Recreation Department is the best position to take the lead role in this effort do to our continuously changing program offerings. We are the most dynamic department that is providing new programming each month with an active effort to recruit participants and get the word out about these programs to the greater community. I look forward to engaging further with the Board on this topic and answering any questions they may have regarding this matter.

Seth Hickey

Parks and Recreation Director

Memo

2/28/24

To: Stratham Select Board

CC: Recreation Commission

RE: Gaga Pit

The Recreation Commission voted at their February meeting to add two Gaga Pits to Town Parks. The Commission would like to have Gaga Pit installed at Stevens Park and at Stratham Hill Park. The Commission has witnessed the popularity of this recreational feature at Stratham Memorial School and think there would be a benefit to add them to the aforementioned Parks.

A Gaga is a variant of dodgeball that is played in a gaga "pit". The game combines dodging, striking, running, and jumping, with the objective of being the last person standing. Players hit the ball at each other with their hands, and are eliminated if the ball strikes them on or below the knee. This game is very popular at youth camps. The Town installed a Gaga pit at the Municipal Center in 2021 as part of an Eagle Scout project.

The two proposed Gaga pits would be funded through the Recreation Revolving fund. I will coordinate with the Department of Public Works regarding the location for installation of the pits. I will also keep the Parks Association aware of these efforts.

Please let me know if you have any questions or concerns regarding this request.

Seth Hickey

Parks and Recreation Director

Memo

2/28/24

To: Stratham Select Board

CC: Recreation Commission

RE: 2024 Great Bay Food Truck Festival

Over last two months the Department has been meeting with members of the Exeter Area Chamber of Commerce (EACC) staff to plan of this year Great Bay Food Truck Festival. To date we have over 20 food trucks registered for the event and a variety of vendors planning on attending this year's event. We are hoping to exceed last year's revenue mark of \$50,000.00, half of which was donated directly the Parks and Recreation Department.

This year's event is scheduled to take place on May 4th. We are anticipating utilizing the same areas of Stratham Hill Park to host the event. During this event these areas of the park will be closed to the general public as an entry fee will be charged to enter the event. Historically, this event has sold out, we are anticipating a similar outcome this year.

One of the new additions to the event last year was the beer garden. This beer garden was managed by the Old Salt of Hampton, NH. The Old Salt provided the staffing, insurance and managed all aspects of this feature at the event. The Old Salt will be returning this year's event. In order for the Old Salt to do this the State of New Hampshire requires the Town needs to sign an Off-Site Catering license form. This is the same form that was signed last year and required for once again for this annual event.

In addition to meeting with EACC staff, I have initiated conversations with both the public safety and the building department to ensure all aspects of event safety are managed appropriately. I been in discussion with Block 5 with the need to extend our current Wi-Fi infrastructure at Stratham Hill Park to avoid the issues we encountered last year.

I am looking forward to a successful Food Truck Festival this year. I would like to encourage all Town employees to and the Select Board members to register for volunteer shifts at the event.

Seth Hickey

Parks and Recreation Director

Memo

2/28/24

To: Stratham Select Board

CC: Recreation Commission

RE: UNH Internship Program, Summer 2024

I wanted share with the Board that I am follow up on an opportunity to host a UNH intern with the Department this summer. The student will be an upper classman in the Recreation Management program at the university.

I reached out to a facility member at the University a few weeks back, from that initial conversation, it has evolved to the potential to host an intern for 14 weeks this summer.

I don't have a specific student committed. This is very preliminary at this point. But hope to attract a candidate when I present to their class this Wednesday, March 6th.

I do think this would be an excellent opportunity for the Department to partner with the University and has the potential for partnership in other areas. Over ten years ago the Department hosted several interns from this program and some of the programming created by those interns is in place today!

The stipend for the position would be paid directly from the Recreation Revolving Fund. I will be requesting that we pay \$5,000.00 for the position, this is the regional rate for an intern from this program.

The specifics regarding the position would be ultimately catered to the interests of the potential student (open space, youth athletics, Summerfest, summer race series, summer camp). We do have a variety of programs that need attention over the summer months.

Seth Hickey

Parks and Recreation Director

Memo

2/28/24

To: Stratham Select Board

CC: Recreation Commission, TMAC and Stratham Hill Park Association

RE: Project Management

In recent months it has become apparent that the Parks and Recreation Department needed to develop a system for better management of our open projects.

With that I have developed a spreadsheet for tracking current projects that the Department is working on. This spreadsheet will be shared with the Select Board and respective Boards and Committees identified. I will be including this spreadsheet as a part of my monthly dashboard reports.

I hope this becomes a tool to keep the Department on track and can be used to effectively communicate with all parties involved in the project. If the Board has any suggestion on how to improve this tracking tool, please don't hesitate to share those ideas.

Seth Hickey

Parks and Recreation Director

Project	Type	Location	Committee/ Department	Funding	Status	Deadline
Removal of Kitchen Equipment	Maintenance	Mac Shack	Park Association	Volunteer		March 27
Install of Gaga Pits	Programming	SHP and Stevens	Recreation Commission	Recreation Revolving		May 15
Stevens Park Update	Planning	Stevens	Recreation Commission	CIP		March 6
Internship	Programming	Town	Recreation Commission	Recreation Revolving		March 5
Changes to Recreation Commission Bylaws	Committee	Town	Recreation Commission	Volunteer		March 5
Cutting Tree Lines	Maintenance	SHP and Stevens	Park Association and TMAC	DPW and Volunteer		March 11
Food Truck Festival Permits	Programming	SHP	Department	NA	SB Approval	March 6
Court Repair- surface	Maintenance	Stevens	Recreation Commission	Recreation Revolving		April 30
Court Repair-fencing	Maintenance	Stevens	Public Works	General Fund	Pending	
Signage	Committee	SHP	TMAC and Park Association	CIP		
Ordinances	Committee	SHP and Smyk	TMAC and Park Association	NA		
Charge	Committee	SHP	TMAC	NA		March 6
Communication Plan for Department	Programming	Town	Department	Recreation General Fund		April 30
Dedication of dugouts at Stevens	Programming	Stevens	Recreation Commission	Recreation Revolving	Public Hearing	May 4th

Requested by RC 2/22/24

Approved to move forward RC 2/22/24

Review by Con Com 2/28/24

Work Flow for Adult Programs

Memo

2/28/24

To: Stratham Select Board

CC: TMAC

RE: TMAC Update

ATTACHMENTS: Membership List

Charge for 2024

The Trail Management Advisory Committee (TMAC) is entering its fourth year of service to the Town of Stratham. All current members are interested in continuing their service to the Town in this capacity. At their February meeting, the committee reaffirmed their charge for 2024. There have been no changes for this year's charge for the committee as many of the projects they started in 2023 are still unfinished.

At their February meeting, TMAC, set goals for the year ahead. The Committee has set several workdays for necessary trail maintenance. They will also be proposing changes to the Town ordinance *Animal Control, Stratham Hill Park*. I am anticipating that at their March meeting they will have a draft of their proposed changes. The Select Board will be kept up to date on this matter, so you are best informed.

TMAC is now in a position to start the process of moving forward with the discussion of installation of signage within the trail network. This will include installation of new trail signs, information and regulation signage. The project will also include the installation of signposts and kiosks. The Committee would like to engage with a vendor to assist with this process. It is unclear what funding is available for this project, but there will be costs associated with taking this project through fruition.

The timing of this project has the potential to carry over into the Open Space plan work as we look to develop additional areas of trails and public access throughout Town. I appreciate the Boards support with these initiatives in moving the work of the Trail Management Advisory Committee forward in the upcoming year.

Seth Hickey

Parks and Recreation Director

Trail Management Advisory Committee 2024

Edie Barker

Greg Blood

John Singleton

Patricia (Trish) Weideman, Sec.

Kate Dardinski, Chair

William McCarthy

Jock Dyer

Charge- Trail Management Advisory Committee (TMAC) 2024

Overall Goal of the Trails Committee:

The purpose of this committee is to act as advisory group to the Parks and Recreation Director regarding matters pertaining to the Stratham Hill Park trail network in conjunction with the Parks Association and the Conservation Commission. This committee will make recommendations to the Parks and Recreation Director. The committee will base recommendations on the TMAC report adopted by the Select Board, in 2022. The Committee will continue to focus on elements of Phase 1 of that report. The committee will also serve as a sounding board for the residents of Stratham and trail users to express their opinions and raise concerns as they relate to the work plan outlined in Phase 1.

- 1. Develop comprehensive signage plan throughout the trail network**
 - a. That is responsive to the Select Board's direction and lead in coordinating an overall approach to signage between the Conservation Commission, Park Association and Heritage Commission.
 - b. Update and define clear Rules and Regulations that incorporate all allowed uses, including leash regulations, e-bikes and leaf blowing.
 - c. Create new trail map.
- 2. Develop trail maintenance plan**
 - a. Develop trail log to catalog trails and conditions, structures and known maintenance needs.
 - b. Use Trail Log to determine scope of projects: volunteer based, contract work or other.
 - c. Annual/semi-annual photos of current trail conditions.
 - d. Develop a volunteer steward program to help support ongoing trail maintenance.
- 3. Organize trail workdays**
 - a. Based on projects identified in #2, assist in the organization of four to six trail workdays.

Structure:

The Trails Committee will be an ad hoc committee. It will consist of 7-9 members appointed by the Select Board. A Chairperson will be elected by membership for a one-year term. The Chairperson will be responsible for conduct of the meetings, for identifying people who will undertake committee tasks, and for supporting and following up on those tasks. One committee member will serve as secretary. TMAC will act as an advisory to the Parks and Recreation Director who will be the staff liaison to the committee.

Membership:

Membership on the committee will open to Stratham residents. Committee seats will be held for members of the Conservation Commission and Park Association. Remaining seats to be filled by residents interested in participating in the process and committed to attending the meetings. The staff liaison shall be a non-voting member. Applications for vacancies will be accepted through the Town Administrator's office.

Monthly Meetings:

A regular monthly meeting will be held on the third Wednesday of each month at 7 p.m. at the Stratham Municipal Center. Other meetings and workshops can be scheduled as necessary.

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: Zoning Board
Date: Wednesday, February 28, 2024 7:20:35 PM
Attachments: [image001.png](#)

Karen,

Please make this a .pdf and put in meeting folder.

DM

From: Mark Connors
Sent: Wednesday, February 28, 2024 6:52 PM
To: David Moore <dmoore@StrathamNH.gov>
Subject: RE: Zoning Board

Hi David,

This is what Nico sent me via e-mail (below). Let me know if this will suffice. I didn't speak to him over the phone; I tried to, but couldn't reach him.

Thank you,
Mark

From: Nicholas Garcia [<mailto:ngarcia@cpmanagement.com>]
Sent: Wednesday, February 28, 2024 4:00 PM
To: Mark Connors <mconnors@StrathamNH.gov>; neg09005@gmail.com
Subject: RE: Zoning Board

Hi Mark,

I think it would be in the best interest of the ZBA and my family for me to step down for the time being. My current job requires me to attend weeknight meetings which often conflict with the scheduled ZBA hearings. I also have a newborn at home and am figuring out that balance.

Thank you again for the opportunity, and should life permit in the future I may well reapply for the board.

Nicholas Garcia
Property Manager



cpmanagement

CPManagement, LLC

11 Court Street, Suite 100

Exeter, NH 03833

603 778-6300 x 122

(603) 778-6331 fax

ngarcia@cpmanagement.com

www.cpmanagement.com

From: David Moore

Sent: Wednesday, February 28, 2024 6:38 PM

To: Mark Connors <mconnors@StrathamNH.gov>

Subject: Re: Zoning Board

Mark - did he call and if so please send me a new email with a simple note that he resigned over the phone and the date. That will be the record that gets into the packet.

David

On Feb 28, 2024, at 5:09 PM, Mark Connors <mconnors@strathamnh.gov> wrote:

Hi David,

Nicholas Garcia has resigned from the Zoning Board. Of course I thanked him for his service to the Town. If possible, please ask the Select Board to accept Nico's resignation from the Zoning Board at their next meeting. This will create a vacancy for an alternate member position on the ZBA to expire in 2026.

Thank you,

Mark

From: Nicholas Garcia [<mailto:ngarcia@cpmanagement.com>]

Sent: Wednesday, February 28, 2024 4:00 PM

To: Mark Connors <mconnors@StrathamNH.gov>; neg09005@gmail.com

Subject: RE: Zoning Board

Hi Mark,

I think it would be in the best interest of the ZBA and my family for me to step down for the time being. My current job requires me to attend weeknight meetings which often conflict with the scheduled ZBA hearings. I also have a newborn at home and am figuring out that balance.

Thank you again for the opportunity, and should life permit in the future I may well reapply for the board.

Nicholas Garcia
Property Manager



cpmanagement
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From: Mark Connors <mconnors@StrathamNH.gov>
Sent: Wednesday, February 28, 2024 3:45 PM
To: neg09005@gmail.com
Cc: Nicholas Garcia <ngarcia@cpmanagement.com>
Subject: Zoning Board

*** This e-mail is from an external source. ***

Hi Nico,

Hope all is well. I just wanted to check in with you as I know in the past you have indicated that you may need to step down from ZBA as you have a lot going on currently. I am turning the staffing of ZBA over to the Building Inspector and just wanted to close with the loop with you on this before I do that.

If you would like to step down, all you need to do is e-mail me your resignation from the Board. It can be very brief, but basically just sum up why you would like to step down. I will make sure it gets to the Select Board who will vote to accept your resignation. If you would like to remain on the Zoning Board, there is nothing that you need to do, except be sure that you attend a minimum of 50 percent of the meetings and ideally more than that.

Please let me know how you would like to proceed and don't hesitate to reach out if you have any questions.

Thank you,

Mark Connors

Town of Stratham

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