



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 29, 2024

RE: Select Board Agenda and Materials for the April 1 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, April 1, 2024.

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

III. Consideration of Minutes 3/18/24 and 3/27/24

Please see draft minutes from March 18th and March 27th

IV. Financial Report (second meeting of the month)

V. Department Reports & Presentations
A. Fire Department – Jeff Denton, Fire Chief
B. Library Week Proclamation

VI. Correspondence
A. Letter from Independent Archaeological Consultants – March 21, 2024

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. Naming Proposal: Home Dugout at Stevens Park after long-time baseball coach and mentor John Hopping

The Board has completed all required steps under your policy for naming Town facilities after people. You held your public hearing on this on March 5th.

Anticipated Action: To name the Home Dugout at Stevens Park after long-time baseball coach and mentor John Hopping and to authorize a sign to be erected in coordination to be approved in form and content by Town Administration.

B. Permit to Bait Wildlife

Anticipated Action: to approve or disapprove the permit.

C. Performance Agreement – 28 Portsmouth Avenue (Chase Bank)

Please see the attached memo from Mark Connors

Anticipated Action: To sign the two agreements provided.

D. Trail Management Advisory Committee - Charge Update and Committee Extension

Anticipated Action: To adopt the proposed charge as drafted (or a version of it) following your most recent conversation. The substantive change included is related to making express the charge element to develop policy recommendations related to the trails.

E. Budget Schedule Discussion

Anticipated Action: To provide feedback on the budget schedule. The Board will see I have added in the informal budget interactions at the forefront of the schedule. I have also added a reminder about communicating with staff about wage adjustments annually. Adoption is not critical for this meeting.

F. 2024 Draft Goals Presentation

Anticipated Action: To advise on the Board's desire to refine or make changes to the goals document.

G. Select Board Liaisons

Anticipated Action: To determine what if any changes you would like to make the liaison list for 2024.

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. Report out on DOT Meeting re: Marin Way March 19th
- B. Lamprey Cooperative Chair Paul Deschaine – Presentation on Annual Report, April 15
- C. Library Garden Update
Anticipated Action: Approve revised garden bed locations.
- D. SAFER Grant Request – Fire Department
Anticipated Action: Provide Town Administrator with guidance on the question to submit or not submit for the grant.

XII. Informational Items

- A. Memorandum on DPW Fleet and Equipment Maintenance – 2024 Purchase Proposals (Report back from previous meeting)
- B. Emergency Operations Plan- Outdoor Special Events
- C. May 22nd (hold the date) Public Works Week Event at DPW
- D. Seabrook Drill April 3rd – Preparations and Staffing
- E. Mosquito Control Program Public Notice
- F. Conservation Commission Clean-up Day May 11th 9:00 a.m.; rain date TBD

XIII. Reservations, Event Requests & Permits

See memorandum from Executive Assistant Karen Richard, regarding these items.

- A. Beekeepers – requesting refund/fee waiver/discount for their monthly use of the Sewall Room
- B. Great Bay 5K Road Race – Front Pavilion – 10/26/24 - fee waiver
- C. Connors Climb Foundation requesting fee waiver for “Mental Health Awareness Gathering” - Front Pavilion on 5/16/24

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. Gale Lyon, Kathy Bower and Michele McCann-Conti for re-appointment as Alternates to the Wiggin Memorial Library Board of Trustees for a one year term as recommended by the Wiggin Memorial Library Board of Trustees

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

APRIL 1, 2024

6:30 pm Anticipated Non-Public

7:00 pm Public

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

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 3/18/24 and 3/27/24
- IV. Financial Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Fire Department – Jeff Denton, Fire Chief
 - B. Library Week Proclamation
- VI. Correspondence
 - A. Independent Archaeological Consultants – March 21, 2024
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)

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



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 - B. Permit to Bait Wildlife
 - C. Performance Agreement – 28 Portsmouth Avenue (Chase Bank)
 - D. Trail Management Advisory Committee – Charge Update and Committee Extension
 - E. Budget Schedule Discussion
 - F. 2024 Draft Goals Presentation
 - G. Select Board Liaisons

- XI. Town Administrator Report

- XII. Informational Items
 - A. Memorandum on DPW Fleet and Equipment Maintenance – 2024 Purchase Proposals (Report back from previous meeting)
 - B. Emergency Operations Plan- Outdoor Special Events
 - C. May 22nd (hold the date) Public Works Week Event at DPW
 - D. Seabrook Drill April 3rd – Preparations and Staffing
 - E. Mosquito Control Program Public Notice
 - F. Conservation Commission Clean-up Day May 11th 9:00 a.m.; rain date TBD

- XIII. Reservations, Event Requests & Permits
 - A. Beekeepers – requesting refund/fee waiver/discount for their monthly use of the Sewall Room
 - B. Great Bay 5K Road Race – Front Pavilion – 10/26/24 - fee waiver
 - C. Connors Climb Foundation requesting fee waiver for Front Pavilion on 5/16/24

- 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. Gale Lyon, Kathy Bower and Michele McCann-Conti for re-appointment as Alternates to the Wiggin Memorial Library Board of Trustees for a one year term as recommended by the Wiggin Memorial Library Board of Trustees

- XVI. Miscellaneous & Old Business

- XVII. Adjournment

MINUTES OF THE MARCH 18, 2024 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, Town Clerk/Tax Collector Deborah Bakie, Public Works Director Tim Stevens

At 7:00 pm Mr. Houghton motioned to open the Select Board meeting and asked for a motion on the minutes. Mr. Anderson motioned to accept the minutes of March 4 and March 11, 2024. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton began the meeting by moving to the correspondence item from the Stratham Historical Society requesting support of capital improvements. Mr. Moore recalled the Select Board supported the Phase I preservation project for the Historical Society building; this will be Phase II at an anticipated cost of up to \$31,000. SHS has offered to manage and partially fund this phase. Phase III costs are expected to be in the area of \$5,000. Ms. Knab motioned to fund support of the work at the Historical Society building out of the Buildings, Grounds and Maintenance Trust not to exceed \$15,500 for the work delineated in the letter dated March 11, 2024. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton recognized Drew Goddard who came before the Board to request approval for two improvement projects at Stratham Hill Park. Mr. Goddard reported that Greg Blood and Dan Crow of the Stratham Hill Park Association support the projects. One is to replace the batting cage that had been on the lower field with two batting cages. Mr. Goddard described the project in detail. He stated that he is not looking for funding. The group discussed electricity at the park. Ms. Knab noted he talked to the Recreation Commission and they wholeheartedly supported the project. Ms. Knab thanked him for his generosity in taking on this project. She noted he was requesting a sign and asked that the Board approve the sign before it is installed. Mr. Houghton joined Ms. Knab in thanking him, supporting the initiative. He noted his quality work throughout town. Mr. Houghton motioned that the Select Board accept the in kind donation as proposed in the letter and supporting materials from Mr. Goddard subject to the final review of details from the Town Administration, and receipts of relevant permits and a submittal for the aforementioned signage approval. Ms. Knab seconded the motion but noted that this approval was for the batting cages; Mr. Goddard has a second project. All voted in favor.

Mr. Goddard said the second project is making improvements to the snack shack. He feels that offering a place to get food encourages people to linger, which fosters a sense of community. He described the project, which includes new windows and siding. The footprint will remain the same. Funding will come from Friends of Stratham Baseball and himself. Mr. Houghton motioned to accept the in kind donation from Friends of Stratham Baseball funding and Drew Goddard for the proposed snack shack repairs as described, subject to the review of details by Town Administration and obtaining the relevant permits. Mr. Stevens requested that there be a covering for the windows. Ms. Knab seconded the motion. All voted in favor. The group thanked Mr. Goddard for his generosity.

Mr. Houghton opened the public hearing to name the home dugout at Stevens Park after John Hopping. Ms. Knab seconded the motion. All voted in favor. Mr. Moore reported that all the requirements of the Naming Policy have been met. Tonight's public hearing is for public comments only. Rick Dolce, little league coach, spoke in support of the naming the dugout after John Hopping. Mr. Houghton motioned to close the public hearing. Mr. Anderson seconded the motion. All voted in favor. They agreed to move forward with the renaming at the next meeting.

Mr. Houghton recognized Tim Stevens for his department report. Mr. Stevens talked about the positive support he's received from staff. Wednesday he is holding an outreach event with the SMS elementary school as a precursor to an open house at the garage he is planning for May during Public Works Week.

Mr. Stevens reported that both new hires, Britt Fowle and Tyler Carmody, are doing a great job.

Mr. Stevens reviewed items at Smyk Parks that he feels should be addressed, including the bridge, the fence and the culvert. He envisions a beautiful space. To achieve that vision, it's necessary to look at the bigger plan. Mr. Houghton felt that before defining the park's longer term use, engineering studies and infrastructure development would need to be done. Drainage is one concern that needs to be addressed. These studies are all part and parcel of defining the parks use.

Mr. Stevens continued, reporting on work scheduled at the parks and in town, including re-grading the parking lot at Jack Rabbit Lane and rectifying drainage issues at the Municipal Center and Stevens Park playgrounds. Steven's Park dugouts are in need of maintenance. He's been collaborating with the Parks & Recreation Director.

Mr. Stevens stated that he's received a number of complaints regarding Marin Way. He is meeting with the DOT district engineer and deputy to come up with a reasonable solution. Mr. Stevens thinks the culvert has broken and will need significant work. He would like to discover what the State will do before moving forward with any work.

Next, Mr. Stevens informed the group that we're behind on drainage maintenance. He's been out in the field with Planning Project Assistant Ms. Connors working on the MS4. There are a lot of issues throughout town. This work needs to be completed this year to prevent further damage.

He is catching up on the spreader hanger project and looks forward to moving this further.

Mr. Stevens stated that CMA (our contractors for our closed landfill permitting) reported on the Transfer Station mapping for storm water plan. The report was mostly positive, with only a concern with one swale. CMA will come back with a solution.

Mr. Stevens briefly talked about sweeping.

Mr. Stevens expects that work on the Fire Dept. roof will begin shortly. He reported that insulation in the DPW roof has been compromised. There are significant leaks. The roof needs to be replaced. He indicated he will obtain estimates and report back.

Mr. Stevens reported that the windows at the DPW garage were installed improperly. He called Window World and they reinstalled the several windows at no cost since they identified that their, or their contractor's work, was unsatisfactory.

Mr. Stevens is working on getting the rust off of the Historical Society building in coordination with their facilities volunteers.

Mr. Stevens moved to the Capital Improvement Plan regarding the park and DPW equipment. The original CIP didn't include much equipment and was missing planned replacement for one truck. The missing items should be included so that we have a good plan moving forward. The group discussed leasing versus purchasing equipment. Mr. Stevens wanted to clarify that this information is primarily to notify them that these expenditures will be upcoming. He recommends holding off on replacing the truck that was scheduled to be replaced. He prefers to move the excavator purchase up a year. The equipment he is proposing can have multiple uses. He talked about the equipment that needs repairs and the equipment he'd like to replace it with. He talked about how this approach was informed by taking an overall approach to the Town's operations and includes combining the equipment of the Park and DPW and ensuring multiple uses across all the Town's assets.

Another piece of equipment Mr. Stevens discussed was the Windstorm, used for blowing leaves. It would help a great deal with spring and fall clean up and sports fields and roads. It costs \$10,000. Ms. Knab asked if he'd heard about controversy regarding gas powered back-pack blowers and the rest. Mr. Stevens replied that he's heard of those issues, but the electric version is not as efficient.

Discussion returned to the CIP as the group reviewed the list. Mr. Stevens explained his updates to the CIP and advocated for the equipment he is requesting. Ms. Knab asked for a memo that summarizes his requests for this year by priority. Mr. Moore explained how leasing works from an accounting/budgeting perspective and noted it may not be an option for this year but should be for future years. He observed the connection between the many projects that are scheduled and the equipment that is needed. Mr. Stevens felt the lawnmower and the excavator were highest priorities. Mr. Moore speculated on various additional funding sources to help catch-up on unplanned replacements, especially for the smaller equipment like mowers etc. Mr. Houghton recalled setting a replacement schedule seven years ago. He stated that the previous Board had set the useful life of heavy equipment to 20 years but Mr. Stevens is using 15 years. He acknowledged that this was the most comprehensive list they'd ever seen. He wondered how the financial projection would change if the useful life is extended from 15 to 20 years. Mr. Stevens had accepted the 15 years when he inherited the spreadsheet but is willing to consider extending to 20 years. He will get them further information as soon as possible.

Mr. Stevens continued, reporting that the Fire Department parking lot paving and basketball courts are priorities. He is working with the Cemetery Trustees on the large tree issue.

At 8:40 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II(a) Personnel. Mr. Anderson seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 9:15 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting failure to do so may render a proposed action invalid. Mr. Anderson seconded the motion. All voted in favor.

Mr. Stevens asked to advertise for summer help. Ms. Knab agreed to help choose the winning names for the trucks.

Mr. Houghton recognized Ms. McAllister for her department report. She presented the completed summary for 2023 which contains the final balances including all the trusts. She talked about challenges, there is a timing issue, not a discrepancy issue, with reconciling with the Treasurer. Some transactions come in outside of the period they are reconciling, especially electronic ones.

Ms. McAllister explained that in the second summary enables them to compare year over year balances. If we look at the end of last year, the net of revenue and expenditures is a little more than \$800,000. We've gained fund balance. A healthy fund balance provides excellent cash flow. She pointed out that Stratham Hill Park and Smyk is more than anticipated. Mr. Moore speculated that we might potentially obtain revenue from Smyk Park next year. Ms. McAllister said she has additional recommendations. Mr. Houghton indicated a need to develop a policy for expending the income from interest earned on the Smyk Trust currently valued at about \$50,000.

NEW BUSINESS

Mr. Moore gave a recap of Town meeting. He reviewed what happened procedurally. He wrote a letter to the School Board following up for the Board to use in following-up. 426 people attended. Overflow space worked well. They all agreed the meeting went smoothly and supported the motion to not hold town events at conflicting times.

Ms. Knab noted she contributed the correspondence item regarding local control and asked Mr. Houghton to obtain the Planning Board's input on upcoming bills. He will give her their opinion after the meeting on Wednesday.

ADMINISTRATION

Mr. Moore stated that April 16th will be the kick off meeting for the long term PFAS study that Underwood is doing for us. He invited the Board to attend.

The assessing appeals for the 2023 tax year deadline has passed. He will forward a summary. Whitney Consulting is handling them and they will report back to the Board.

Mr. Moore reported that we only received a portion of the grant for the funding for Stuart Farm. SELT is seeking alternate funding sources to make up the gap. Mr. Moore drafted a letter to assist in that effort as requested by SELT and presented it. Ms. Knab motioned to authorize the

Select Board chair to sign the letter of support for the federal funding request for Stuart Farm. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore reported that the Emergency Planning Seabrook drill be taking place April 3rd. We are ready.

Mr. Moore announced that he has been appointed to the NHMA Finance and Revenue Legislative Policy Committee.

Mr. Moore called attention to the Lamprey Cooperative materials. He recently sent a thank you to Mr. Deschaine for his work on this committee. Mr. Deschaine had previously offered to come before the board to give a report on the committee. The Board agreed to take Mr. Deschaine up on that offer for an upcoming meeting.

Block 5 will be updating the phone systems this week.

RESERVATIONS

Ms. Knab motioned support for Port City Amateur Radio to use the top the hill at Stratham Hill Park from June 21 – 23, 2024. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson requested that at the next Select Board meeting, he hopes to delve into a discussion with Chief Denton about coverage and response times in the Fire Dept. Mr. Moore said that Chief Denton is expecting that.

Mr. Houghton reported that the Heritage Commission has been working on a program for house plaques to be used for Stratham homes that have historical status. The cedar plaques are \$210 per sign. One third of the cost will be subsidized by the Historical Society, one third by the Heritage Commission (Heritage Preservation Trust Fund) and one third by the homeowner. 135 structures are eligible. The Heritage Commission will do outreach. After discussion, they agreed to have the Board approve the invoices as they come in. Ms. McAllister will pay the invoices as they come in, but will accumulate them until she has a significant amount. She will then make a request from the Trustees based on the invoiced amount. Mr. Houghton motioned to support the rollout of house placards for historically significant homes. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton reminded them that it was time for the election of officers. Ms. Knab motioned to nominate Mr. Houghton as Chair. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson motioned to nominate Ms. Knab as Vice Chair. Mr. Houghton seconded the motion. All voted in favor.

At 10:20 pm Ms. Knab motioned to adjourn. Mr. Houghton seconded the motion. All voted in favor.

Respectfully submitted,
Karen Richard
Recording Secretary

SPECIAL MEETING

MINUTES OF THE MARCH 27, 2024 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Joe Anderson

The Board Chair opened the meeting at 4:05 p.m.

Mr. Anderson opened the meeting and motioned to enter into a non-public session in accordance with RSA 91-A:3, II(c). Mr. Houghton seconded the motion. Roll call: Houghton-yes; Anderson-yes

At 5:00 pm the public session resumed. Mr. Anderson moved to seal the minutes noting failure to do so may render a proposed action ineffective. He then motioned to adjourn. Mr. Houghton seconded the motion. All voted in favor.



WIGGIN
MEMORIAL
LIBRARY
start here, go anywhere!



National Library Week 2024 Proclamation

WHEREAS, Wiggin Memorial Library in Stratham, New Hampshire, offers the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey;

WHEREAS, public libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services – including that are as diverse as the populations they serve;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that we the Wiggin Memorial Library Trustees and the Stratham Select Board proclaim National Library Week, April 7 - 13, 2024. During this week, I encourage all residents to visit their library and celebrate the adventures and opportunities they unlock for us every day. Ready, Set, Library!



March 21, 2024

Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885

Subject: Collected Materials for Archaeological Investigations Associated with Eversource RASH (ESNH-2023-005) Structure Replacement Project.

To whom it may concern:

During archaeological investigations conducted on your property as part of the Eversource RASH (ESNH-2023-005) Structure Replacement project, a number of items were collected. A complete listing of these specimens is attached to this letter (see Attachment 1). As the landowner, items recovered from your property belong to you. The archaeological investigation determined that these specimens hold no research value and have no archaeological site context. In addition to no research value, these items do not possess high monetary value.

- If you wish to keep all collected items, please select Option A on Attachment 2, sign on the appropriate line, and return the page to IAC in the enclosed self-addressed and stamped envelope. We, in turn, will mail the items to you upon completion of the archaeological investigation.
- If you wish to keep only a few of the specimens, please select Option B on Attachment 2, sign on the appropriate line and note which items you would like to retain. Please return Attachment 2 in the self-addressed and stamped envelope and IAC will mail these items to you at the completion of the archaeological investigation. The remaining materials will be retained, curated or deaccessioned at IAC's discretion.

If you have any questions about this process, please contact IAC at 603-430-2970.

- If you chose not to keep these items, please select Option C on Attachment 2, sign on the appropriate line and return the page to IAC in the enclosed self-addressed and stamped envelope. IAC will then retain, curate or deaccession the assemblage at their discretion.

*Please respond within 30 days and keep a copy of these forms for your records. A good faith effort including a minimum of two attempts will be made to obtain your preference for item retention/curation. If no response is received after two attempts, IAC will retain, curate or deaccession the materials at their discretion.

VERSION 1 (FEBRUARY 2023)



If you have any questions concerning these materials, please contact Jacob Tumelaire at 603-430-2970 or jtumelaire@iac-llc.net.

Respectfully,

Jacob Tumelaire, MA, RPA
Director & Principal Investigator
Independent Archaeological Consulting, LLC
O: 603-430-2970
C: 603-703-6714
jtumelaire@iac-llc.net

Encl: Attachment 1 - Inventory of Collected Items
Attachment 2 – Item Retention/Curation Options

*Please respond within 30 days and keep a copy of these forms for your records. A good faith effort including a minimum of two attempts will be made to obtain your preference for item retention/curation. If no response is received after two attempts, IAC will retain, curate or deaccession the materials at their discretion.

VERSION 1 (FEBRUARY 2023)



Attachment 1

Inventory of Collected Items

Summary of Material

IAC collected four specimens from Parcel 13-090-000 in Stratham. These objects are likely the result of fill deposition or plow scatter and are therefore considered non-archaeological. In addition to little to no research value, these specimens do not possess high monetary value.

Object Type Number

Brick.....	1
Faunal.....	1
Ceramic (Whiteware).....	1
Total.....	4



Attachment 2

Item Retention/Curation Options

Please select one:

OPTION A – I would like to keep all items collected on my property during the Eversource RASH (ESNH-2023-005) Structure Replacement archaeological survey.

Signature to Keep Items _____ Date _____

OPTION B – I would like to keep selected items collected during the Eversource RASH (ESNH-2023-005) Structure Replacement survey and allow IAC to retain, curate or deaccession the remaining items at their discretion. IAC will mail the requested objects to you at the completion of the archaeological survey.

I would like to keep the following material (use back of sheet if you need more space):

Signature to Keep Selected Items _____ Date _____

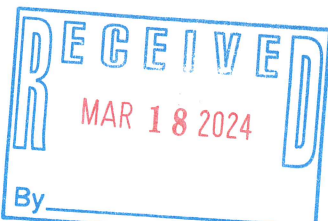
OPTION C – I do not want any materials collected from the Eversource RASH (ESNH-2023-005) Structure Replacement survey. IAC will therefore retain, curate or deaccession the assemblage at their discretion.

Signature to Decline All Items _____ Date _____

FOR BOTH OPTION A AND OPTION B -

· Should you choose to take possession of all or some of the material, IAC will mail these items to you at the completion of the archaeological investigation.

For Internal Use Only: SA/Testhole(s). STRATH-2; T11-6 to T11-8, T12-6 to T12-8



NH FISH AND GAME DEPARTMENT
11 HAZEN DRIVE - CONCORD NH 03301

F&G 180
Rev. 06/2021
LAW16006.indd

PERMIT TO BAIT WILDLIFE
PLEASE PRINT LEGIBLY

By _____

Is this bait site located on state-owned or state-managed land? (Fis 307.01)

Check one: YES, it IS on state-owned or state-managed land NO, it IS NOT on state-owned or state-managed land

If YES, was site awarded in CLHF Lottery? YES NO If YES, what is the CLHF Unit # _____

If permittee is a licensed NH Hunting Guide, indicate whether this bait site is for private or commercial use:

Check one: Private Use Commercial Use

I hereby grant to James Neal Sr Date of Birth: 6/8/71 Telephone: 603-657-5608

2 Amber Way Epping NH 03042
(ADDRESS: STREET) (TOWN) (STATE) (ZIP)

Permission to bait for Deer / Trap Rabbits / Trail Cameras on land owned or occupied
(SPECIES ALLOWED MUST BE SPECIFICALLY INDICATED)

by me, hereinafter described, during the period designated by the laws of the State of New Hampshire. Said land located as follows:

Wildlife Management Unit: map 1 lot 1 Town(s): STRATHAM NH

Road(s) _____

Exact Location _____
(MUST INCLUDE SPECIFIC DIRECTIONS TO ALLOW A PERSON TO LOCATE EACH BAIT SITE)

Landowner's Stipulations _____

Landowner's Name _____ Telephone Number: _____

(ADDRESS: STREET) (TOWN) (STATE) (ZIP)

This permit expires December 31st following the date of issuance except as provided by Fis 307.01(e)(1) and Fis 307.05(e)(1).

(DATE OF ISSUANCE)

(SIGNATURE OF LANDOWNER)

This permit is not valid unless ALL information items have been provided and the proper distribution, including USGS map or copy thereof, has been completed.

NOTE: SEE BELOW FOR IMPORTANT INFORMATION AND INSTRUCTIONS!

Baiting: The act of placing meat, carrion, honey, or any other food or ingestible substance capable of luring or attracting coyote, fur-bearing animals, or game animals with the exception of gray squirrel (207:1 ll-a)

No person may bait wildlife on the property of another unless he has secured from the owner or occupant of the property upon which the bait is to be deposited a permit (Permit To Bait Wildlife) in writing, signed by the owner or occupant, and until he has filed a copy of the permit with the NH Fish and Game Department as specified below, together with a USGS map or copy thereof showing the specific location of the bait site (207:3-d).

On state-owned or state-managed lands (National Forest) permit applications will be accepted at any time, except applications for baiting bear and deer shall not be considered unless received by the Dept. or postmarked between the **first Monday in June and the first Monday in August**. Note: Special rules apply for the Connecticut Lakes Headwaters Forest baiting permit lottery (see Fis 307.05(k)).

• **If baiting on state-owned or state-managed land:** One copy with map attached shall be submitted by hand or mailed to the Law Enforcement Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Once it has been approved, our office will send you the signed permit.

On lands other than state-owned or state-managed, permit applications shall not be considered unless received by the Dept. or are postmarked on or before the **first Monday in August if baiting for bear**, or received by the Fish and Game Department or postmarked on or before the **first Monday in October for all other species**, except applicants may apply beginning December 1 for permits to bait coyote for the following year.

Prior to the placement of any bait, copies of this permit shall be distributed as follows:

- Original to be retained by permittee.
- One copy to be left with the landowner.

• **If not baiting on state-owned or state-managed land:** Two copies with map attached shall be submitted by hand to or mailed to the Wildlife Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Other than for deer or bear, the permittee shall not place any bait until 3 days after the date of postmark during the open season.

General Rules

A permit to bait wildlife shall be valid for a single permittee only and shall have only that permittee's name entered on the permit. No person other than the permittee is authorized to place bait. At each bait site, an identification sign at least 3 x 6 inches in size shall bear the name and address of the person placing said bait, and shall bear the names of not more than 2 other persons permitted to hunt over the bait (excluding guides).

No identification sign at a bait site shall be altered by substitution or by changing of the names listed thereon during the open season for taking bear.

A person with a current hunting license may be allowed a maximum of 2 active bait sites, depending on the species and WMU. A bait site shall be considered active if the baiting season for the species allowed on the permit to bait wildlife is open or if no specific expiration date is noted on the permit form.

No person shall engage in the act of baiting for fur-bearing animals, including coyote or game animals, with the exception of gray squirrel from April 15 to August 31.

No person shall place bait less than 300 feet from a dwelling or public roadway, path, or trail.

From the close of the season to take bear with the aid and use of bait thru December 15, baiting for coyote shall be restricted to the use of meat, animal parts, carrion, or fish.

No person shall use the aid of bait to take wild turkeys.

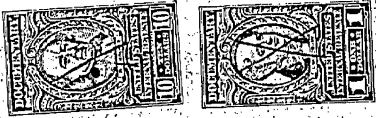
This permit does not convey any rights other than permission to bait the wildlife species indicated according to the laws of the State of New Hampshire, subject to whatever stipulations the landowner may prescribe.

This summary of the baiting regulations is intended only as a guide. The complete Fish and Game Laws may be viewed at www.wildlife.state.nh.us

1414:331

Know all Men by these Presents

THAT I, Carrie J. Rollins, of Exeter, in the County of Rockingham, and State of New Hampshire, widow



in consideration of One Dollar and other valuable considerations to me paid by Beatrice A. Rollins, of Salisbury, in the County of Essex, and Commonwealth of Massachusetts

the receipt whereof I do hereby acknowledge, have given, granted bargained, sold and conveyed and do for my self and my heirs, by these presents, give, grant, bargain, sell and convey unto the said Beatrice A. Rollins, her heirs and assigns, forever.

A certain tract of land together with the buildings thereon situate in Exeter, in the County of Rockingham, and State of New Hampshire, on the Northerly side of the highway leading from Exeter to Hampton, together with such portion of said tract as may be located in Stratham in said County and State being bounded and described as follows:

Seutherly by said highway leading from Exeter to Hampton; Easterly by land now or formerly of George H. Durgin and land now or formerly of the heirs of Josephine Dow; Northerly by land now or formerly of the heirs of Florence Rollins; Westerly by land now or formerly of Bessie Atkinson and land now or formerly of Charles H. Summerfield. The within described premises are said to contain sixty (60) acres, more or less, and are surrounded on all sides by a stone wall and/or a fence.

Subject to such rights of way as George H. Durgin may have over the Easterly portion of the within described premises.

For title reference see deed of Annie C. Rollins et alii to Herman S. Rollins, dated November 20, 1917, recorded in Rockingham County Registry of Deeds Book 703, Page 393; the Estate of Herman S. Rollins, Rockingham County Probate Court, Docket No. 2926; Estate of Ubed Rollins, Rockingham County Probate Records, Docket No. 456; Estate of Sarah E. Drake, Rockingham County Probate Records, Docket No. 17486.

*see
Exeter Corp. Bk.
Ud Rev
stamp
\$11.00*

1414 332

Said premises are conveyed subject to the rights of Exeter & Hampton Electric Company to maintain lines of wire with all necessary equipment and appurtenances over a strip of land 100 feet in width, as conveyed to said Exeter & Hampton Electric Company, by deed of Carrie J. Rollins, dated December 22, 1951, and recorded with Rockingham County Registry of Deeds, Book 1315, Page 496.

Excluding from this conveyance the premises conveyed by said Carrie J. Rollins to John A. Timmins and Ezra Pike Colcord, by deed dated June 24, 1941, and recorded with said Registry, Book 979, Page 196, if any of the same are included in the above description.

Conveying also all right, title and interest in a certain piece of salt marsh, situate in Hampton Falls, in said County, containing 2 acres, more or less, bounded as follows: South by marsh of Joshua Pike; West by marsh of Emmons Towle; North by marsh of T. M. Prescott in part and partly by marsh of Stephen Brown; East by marsh of Matthew Pike, formerly the Worthen marsh, as conveyed by Phinshas M. Chase and Linda Chase to Gilbert Rollins, by deed dated June 20, 1863, and recorded with said Registry, Book 400, Page 68.

Also conveying all right, title and interest in a certain piece of marsh land, situate in Hampton, in said County of Rockingham.

To have and to hold the aforesaid premises, with all the privileges and appurtenances thereto belonging, to the said grantee, her heirs and assigns, to their use and behoof forever. And I do covenant with the said grantee, her heirs and assigns; that I am lawfully seized in fee of the afore-described premises; that they are free of all incumbrances, except as herein specified;

1414 333

that I have good right to sell and convey the same to the said grantee in manner aforesaid: and that I and my heirs will warrant and defend the same premises to the said grantee, her heirs and assigns, forever, against the lawful claims and demands of all persons

And

in consideration of and to have by relinquish right of way in the above mentioned premises. I and my heirs hereby release our several rights of Homestead in said premises, under and by virtue of any law of this State.

In Witness Whereof I

have hereunto set my hand and seal this twenty-first day of October in the year of our Lord, one thousand nine hundred and fifty-six

Signed, sealed and delivered in presence of us:

Richard E. Hinds

Carrie J. Rollins



State of New Hampshire

ROCKINGHAM, ss.

Oct. 31 19 56. Then the above named

Carrie J. Rollins personally appearing, acknowledged the above

instrument to be her free act and deed, before me-

Richard E. Hinds

Justice of the Peace

Received and recorded Oct. 31, 4:35 P.M. 1956



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Mark Connors, Planning & Community Development Director
FOR: April 1, 2024
RE: Chase Bank Stormwater and Site Development Agreements

A site plan for a new Chase Bank branch with drive-through service facilities was approved by the Planning Board in August 2023 in the Parkman Brook Shopping Center at 20 Portsmouth Avenue. The bank will be sited over the existing parking area between the Chipotle Restaurant and the Citizens Bank ATM closer to the Portsmouth Avenue frontage. Additional parking will be added to the shopping center just the north of the Planet Fitness facilities (please see attached site plan).

The Planning Board approval required that the property owner and Town sign a Stormwater Maintenance Agreement requiring the owner to maintain stormwater treatment facilities associated with the development. This agreement has already been signed and notarized by the owner and just needs to be signed by the Select Board and notarized before it is recorded at the Rockingham County Registry of Deeds.

Similar to other developments of this nature, the Development Agreement stipulates the responsibilities of the applicant and contractor in completing the improvements per the approved plans and dictates when the performance guarantee can be released by the Town. The Town is holding a \$170,400.00 bond as a guarantee associated with this project. This agreement has been signed by Chase and will also be signed by the Select Board. This is an internal agreement between the parties and is not recorded.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

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Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

Planning Board NOTICE OF DECISION September 11, 2023

- Applicant:** JP Morgan Chase & Co.
- Owners:** NP Stratham LLC and Northstar Center LLC
- Applicant's Representative:** Bohler Engineering, Southborough MA
- Owner's Representative:** Eaglebrook Engineering & Survey, LLC, Danvers MA
- Application Description:** Request for approval of a site plan to construct a 3,322 square-foot bank with drive-through services; a Conditional Use Permit for signage in excess of the Town requirements; and a waiver from front setback requirements.
- Property Address:** 20 Portsmouth Avenue (Tax Map 4, Lot 14)
- Date of Decision:** August 16, 2023

Deadline for Action by Applicant:

The Stratham Planning Board, at its public hearing on August 16, 2023, made a determination that the Site Plan and Conditional Use Permit applications were complete, and approved the Site Plan to construct a 3,322 square foot bank with drive-through service facilities and associated improvements at 20 Portsmouth Avenue (Tax Map 4, Lot 14) and approved the Conditional Use Permit for signage in excess of the Town requirements.

As part of this application, the Planning Board approved the following waiver from the Stratham Zoning Ordinance.

- Section 3.8.8, Table 2: To allow for a new structure to be sited 88 feet from the front property boundary where the Ordinance requires a maximum setback of 40 feet.

The Planning Board based its decision on plans, supporting oral and written information, and records provided by the Applicant, professional staff, and consultants for both the Applicant and the Board, as reflected in the minutes on file at the Stratham Municipal Center. This information shall be incorporated into the decision by reference.

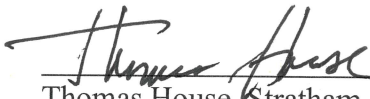
During the review process, the Applicant and its professional consultants submitted various revisions to the plans along with various supplemental memoranda and correspondence in response to requests by the Planning Board and the Planning Department staff that reviewed the project. All of these plans, reports and correspondence, and meeting minutes are contained in the Planning Board file.

Site Plan Conditions of Approval:

1. The applicant shall work with the Town Planner to incorporate minor technical comments into the plans and any outstanding comments from the Town's consulting engineers.
2. All relevant state permit numbers, including NHDOT Driveway Permit and NHDES Septic Approvals shall be noted on the plans.
3. The Landscape Plan shall be revised to include a minimum a six additional trees in the front setback (in the esplanade separating the use from Portsmouth Avenue). The plan shall also be revised to include a certification required under Section 5.2.N of the Site Plan Regulations.
4. If the Planning Board approves the waiver and Conditional Use Permits, these approvals shall be noted on the plans.
5. The applicant shall provide an analysis by a fire protection engineer to determine if the existing fire protection supply and pressure meet applicable fire code for the site accounting for the addition of the Chase Bank building and additional fire hydrant proposed. The engineer's analysis will be provided to the Town prior to site plan endorsement. Any improvements required to meet fire code will be the responsibility of the property owner and installed prior to the issuance of a Certificate of Occupancy for the Chase Bank.
6. The applicant shall compensate the Town for any outstanding third party review invoices.
7. New parking areas located to the rear of the shopping center shall be utilized by employees who work onsite. The property owner shall be responsible to encourage tenants to utilize these spaces by employees and this requirement shall be binding on the site and enforceable by the Town. For major renovation projects or new tenants in the shopping center requiring building permits, the Town may include conditions requiring the spaces be utilized by employees.
8. Prior to the issuance of a building permit, the applicant shall provide a financial security to the Town consistent with the requirements of the Site Plan Regulations.
9. Prior to the issuance of a building permit, the applicant shall record an agreement with the Town obligating the owner and subsequent owners to maintain stormwater management facilities consistent with their design intent.
10. Prior to the issuance of a building permit, the applicant shall submit a construction staging plan to the Planning Department. The plan shall provide for adequate emergency response and site circulation during all phases of construction. The plan shall be reviewed by all relevant Town Departments and subject to the approval of the Town.
11. Prior to the start of construction, the applicant should schedule a pre-construction meeting with the Planning and Building Departments, Fire and Police Departments, and the Department of Public Works.

12. Prior to the issuance of a Certificate of Occupancy, all improvements depicted on the site plan shall be installed.
13. Prior to the issuance of a Certificate of Occupancy, all on- and off- site improvements required under previous approvals, shall be installed consistent with previously approved plans.
14. The architectural plan shall be revised to show the two windows on the southerly side of the Portsmouth Avenue façade be tinted to match the two windows on the northerly side of the façade.
15. The building shall be fully sprinklered.

The Notice of Decision shall be recorded and the plans maintained in the Planning Board file for the application. Please provide a check for recording fees to the Planning Department.



Thomas House, Stratham Planning Board Chair

9/11/23
Date

Note: Please be aware that this decision may be appealed. Any person aggrieved by a decision of the Planning Board has a right to appeal such a decision within thirty (30) days of the public hearing. Any action undertaken by an applicant to advance or formalize an approved application within the 30 day appeal period is at the sole risk of the applicant. The necessary first step, before any appeal may be pursued in Superior Court, is to apply to the Board of Adjustment for a rehearing within 30 days of the public hearing. See New Hampshire Statutes, RSA Chapter 677, for details.

STORMWATER MAINTENANCE AGREEMENT

THIS AGREEMENT, is made and entered into this ____ day of _____, 2023, by and between **NP Stratham LLC**, a New Hampshire limited liability company with a mailing address of c/o Northstar Centers LLC, 208 E 51st Street, PMB 114, New York, NY 10022 (together with its successors and assigns, the "Landowner"), and the **Town of Stratham**, a New Hampshire municipal corporation, with an address of 10 Bunker Hill Avenue, Stratham, New Hampshire 03885 ("Town"), relative to certain real property owned by Landowner and known as Parkman Brook Shopping Center and located at 20 Portsmouth Avenue, Town of Stratham, Rockingham County, New Hampshire, shown on the tax maps of the Town of Stratham d as Tax Map 4, Lot 14, and more particularly described in the deed from Shaw's Realty Co to NP Stratham LLC dated July 11, 2000 and recorded in the Rockingham County Registry of Deeds at Book 3489, Page 40 ("Property").

WHEREAS, the Landowner is proceeding to build on and develop the property for the purposes of constructing a 3,322 square-foot bank; and

WHEREAS, the site plan as approved by the Town of Stratham Planning Board on August 16, 2023 by Notice of Decision dated September 11, 2023 ("Site Plan Approval"), which site plan is recorded in the Rockingham County Registry of Deeds as Plan D-_____ (the "Plan"), the complete plan set and specifications of which are on file with the Stratham Planning Department (the "Complete Plan Set"), and which are expressly incorporated herein and made a part hereof, provide for certain stormwater management facilities as shown on the Plan and Complete Plan Set ("Stormwater Management Facilities"); and

WHEREAS, as a condition of the Site Plan Approval, the Landowner is required to own the Stormwater Management Facilities, and the Landowner is required to appropriately maintain the Stormwater Management Facilities on an ongoing basis in accordance with the Stratham Site Plan Regulations; and

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Stormwater Management Facilities shall be constructed by the Landowner, per the Site Plan Approval and in accordance with the plans and specifications in the Plan and the Complete Plan Set on file with the Stratham Planning Department. Within 120 days of the issuance of a Temporary or Final Certificate of Occupancy for the use, the Landowner shall provide the Stratham Planning Department an As Built plan set, stamped by a professional engineer, which shall include details and specifications for the Stormwater Management Facilities.

3. The Landowner shall maintain the Stormwater Management Facilities in accordance with the conditions of the Site Plan Approval and any maintenance plan or schedule which may be set forth on the Plan or within the Complete Plan Set, and any other document referenced in or any condition of approval of any of the forging. The obligation to maintain the Stormwater Management Facilities means that the Landowner is required to maintain all parts and components of the Stormwater Management Facilities, including without limitation all pipes, channels or other conveyances, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. The Stormwater Management Facilities shall be maintained as set forth in this Agreement to ensure that the Stormwater Management Facilities are in, and remain in, good working condition so that they are performing their functions as designed (“Good Working Condition”).

4. Further, the Landowner shall inspect the stormwater management facilities on at least an annual basis, or as otherwise may be necessary to ensure that the stormwater management facilities are in, and remain in, Good Working Condition, and to assure safe and proper functioning of the facilities. The inspection(s) shall cover the entirety of the Stormwater Management Facilities including without limitation, conveyance infrastructure. Deficiencies shall be noted in an inspection report. Beginning in 2024, the Landowner shall submit an annual affidavit to the Town Planning Department no later than September 1 each year, summarizing the results of the inspection, including any deficiencies or other items documented by the aforesaid inspection report. If the stormwater facilities are found to be deficient in the course of the inspection, the Landowner must submit to the Stratham Planning Department a plan for rectifying the deficiencies within 45 days of the inspection.

5. The Landowner hereby grants permission to the Town, its authorized agents and employees or consulting engineers, to enter upon the Property and to inspect the Stormwater Management Facilities whenever the Town deems necessary. Following any such inspection, the Town shall provide the Landowner copies of the inspection findings (“Inspection Report”) and, if necessary, a directive to commence with any repairs or maintenance found to be necessary and provide a reasonable timeframe for the Landowner to perform the repairs. A copy of all Inspection Reports shall be provided to Kenneth Knowles, P.E., Eaglebrook Engineering & Survey, 491 Maple Street #304, Danvers, MA 01923.

6. In the event the Landowner fails to maintain the Stormwater Management Facilities in Good Working Condition acceptable to the Town, the Town shall notify the Landowner of its intent to enter upon the Property and take whatever steps are necessary, to correct deficiencies identified in the Inspection Report and shall charge the costs of the inspection and such repairs and/or maintenance to the Landowner. Notice shall be given by the Town to the Landowner by certified mail or other delivery service requiring signature of delivery at the address above no later than 45 days prior to the date upon which the Town intends to commence to correct such deficiencies.

7. It is expressly understood and agreed that the Town is under no obligation to inspect, maintain or repair the Stormwater Management Facilities under any circumstances, and in no event shall this Agreement be construed to impose any such obligation on the Town. It is expressly understood this agreement is limited to the repair and maintenance of the Stormwater Management Facilities, in accordance with the requirements of the Stratham Site Plan Regulations, as shown on the complete plan set as referred to in paragraph 1 above.


8. In the event that pursuant to this Agreement, the Town performs work of any nature, and/or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Town upon demand, within thirty (30) days of receipt of all reasonable documentation of all actual costs incurred by the Town hereunder. Should the Landowner fail to comply with any provision of this Agreement, the Town shall have all available remedies at law or in equity, including injunctive relief. The Town shall be entitled to recover any and all of its costs and expenses, including reasonable attorney's fees, incurred in enforcing this Agreement.

10. This Agreement shall run with the Land and shall be binding on all parties having or acquiring any right, title or interest in or to the Property, until such time as the same may be terminated by the written mutual agreement of the Town and Landowner and recorded in the Rockingham Count Registry of Deeds.

End of Text
Signature Pages Follow

Intending to be legally bound, the parties have executed this Agreement on this 20th day of December, 2023.

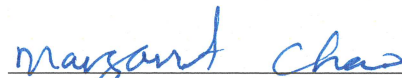
NP Stratham LLC

By: 
Robert Sulzer
Chief Operating Officer, Northstar Centers LLC
As Agent for NP Stratham LLC

STATE OF New York
COUNTY OF New York

Personally appeared this 20th day of December, 2023, the above-named Robert Sulzer, who acknowledged himself as the Chief Operating Officer of Northstar Centers LLC, As Agent for **NP Stratham LLC**, and as such Robert Sulzer, being authorized so to do, he executed the forgoing instrument for the purposes therein contained on behalf of said Limited Liability Company.

Before me,


Notary Public/Justice of the Peace
My Commission Expires: 6/8/27

MARGARAT CHAO
Notary Public - State of New York
No. 01CH0009273
Qualified in New York County
My Commission Expires 06/08/2027

Intending to be legally bound, the parties have executed this Agreement on this _____ day of _____, 2024

**TOWN OF STRATHAM
BY ITS SELECT BOARD**

Michael Houghton, Chair

Allison Knab, Vice Chair

Joseph Anderson, Member

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this ____ day of _____, 2023, before me, personally appeared Michael Houghton, Allison Knab and Joseph Anderson, being the duly authorized Select Board of the Town of Stratham, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained on behalf of the Town of Stratham.

Notary Public/Justice of the Peace
My Commission Expires:



TOWN OF STRATHAM
DEVELOPMENT AGREEMENT

20 Portsmouth Avenue - Chase Bank
December 29, 2023

THIS AGREEMENT “Agreement” entered into by and between **JPMORGAN CHASE BANK, N.A.** hereinafter referred to as the "Applicant" and **NP Stratham, LLC**, the owner of the real property at 20 Portsmouth Avenue in Stratham, NH, hereinafter referred to as the “Owner,” and the **Town of Stratham**, a municipal corporation headquartered at 10 Bunker Hill Avenue, Stratham County of Rockingham, State of New Hampshire hereinafter referred to as the "Town.”

WHEREAS, the Applicant obtained Stratham Planning Board Site Plan and Conditional Use Permit approval to construct a 3,300 square-foot bank and associated improvements at **20 Portsmouth Avenue (Tax Map 4, Lot 14)** hereinafter referred to as the “Property” on August 16, 2023, as memorialized in a Notice of Decision issued by the Town dated September 11, 2023.

WHEREAS, the Applicant is obligated to complete various infrastructure improvements and perform other work to be performed in accordance with the approved site plan.

WHEREAS, the Town requires a security in the form of a Bond for the sole benefit of the Town to ensure that construction related to Planning Board site plan approvals is constructed in accordance with the approved site plan.

WHEREAS, the Applicant has provided the Town a **Bond** in the form of _____ guaranteed by _____, in the amount of \$_____ based on estimated costs to install erosion and sediment control measures, stormwater improvements, and the landscaping as prescribed in the Site Plan signed by the Planning Board Chair on _____, and to stabilize the site and return it to its predevelopment

condition in the event that construction is abandoned at any point after major construction activity has initiated. Costs to implement these measures shall include Best Management Practices to minimize erosion and sediment and to capture and treat stormwater as required under the Stratham Site Plan Regulations.

NOW THEREFORE, in consideration of the mutual promises, the parties agree as follows:

1. The **Bond** is for the sole benefit of the Town in the event that the Applicant fails to perform its obligations in accordance with the approved site plan as stipulated in this agreement.
2. The Owner expressly agrees to assume the responsibilities of this agreement in the event that the Applicant is deficient in meeting its responsibilities as stipulated in this agreement.
3. The Applicant and Owner shall provide the Town and its Engineering Consultants reasonable and open access to the Property during the construction phases of the project and after its completion to ensure that the improvements are installed and completed in accordance with the approved site plan. The applicant shall also be responsible to reimburse the Town for any engineering reviews or inspections.
4. In the event that the Applicant shall default or fail to complete the improvements or meet and perform its obligations set forth herein on or before **December 31, 2024**, subject to reasonable extensions for Force Majeure, and should the Town desire to exercise its rights under the Bond to repair and or correct deficiencies in said improvements, the Town will file with the Applicant and Owner a written statement indicating that the Applicant is in default of its performance obligations and said funds will be used to correct the stated deficiencies. The Town shall indemnify and hold Applicant harmless from and against all losses, claims, costs, damages and liability arising out of or in connection with the Town's exercise of its self-help rights herein.

5. No party shall be required to perform any term, covenant or condition of this Agreement so long as such performance is delayed or prevented by Force Majeure (as hereafter defined), and all time periods permitted hereunder for the performance of any such term, covenant, or condition shall be tolled on a day-for-day basis upon written notice from either party to the other of such party's inability to perform or satisfy any such term, covenant, or condition of this Lease due to a Force Majeure. For purposes hereof, "Force Majeure" shall mean any acts of God; strike; lockout; material or labor restriction by any Governmental Authority or any delays, backlogs, or slowdowns associated with the same; inability to obtain materials due to supply chain disruptions; civil riot; declared state of emergency or public health emergency or pandemic (including, without limitation, COVID-19); government mandated quarantine or travel bans; government mandated closures, disruption, breakdown, delayed production or interruption for any period of time; interruptions to transportation, or the use of equipment, labor, or materials, including, without limitation, the closure of government buildings, airports, harbors, railroads, or pipelines, or other infrastructure due to worldwide or regional pandemic or other health related event disruptions; and any other cause not reasonably within the control of such party and which by the exercise of due diligence such party is unable, wholly or in part, to prevent or overcome.
6. The Applicant shall be afforded 30 (thirty) days to correct or otherwise provide adequate assurance to the Town that active efforts are underway to correct the stated deficiencies.
7. In the event that the deficiencies are not corrected, the parties agree that funds derived from the Bond shall be expended solely for correcting any defaults caused by the Applicant. Such expenditures as the Town may deem necessary to incur may include the reasonable costs of hiring any engineers, contractors, wetland scientists, or other consultants and experts and the administrative costs associated with doing so. The Owner shall provide access to the property to plan and construct the improvements. The Applicant's liability herein shall be

limited solely to the amount of the Bond, and The Town shall indemnify and hold Applicant harmless from and against all losses, claims, costs, damages and liability arising out of or in connection with the Town's exercise of its self-help rights herein.

8. The parties shall be entitled to review all documents relating to this Agreement, which the Town may have in its possession, provided the parties submit a written request to the Town to provide such documents. The Town shall be afforded five (5) business days to furnish such documents.
9. As construction progresses and as construction benchmarks are met, the Town may reduce the amount of the Bond, by mutual agreement of the parties, commensurate with the amount of construction activities completed. Any reduction in the amount of the Bond held by the Town must be approved by a vote of the Stratham Select Board.
10. The [Bond, Letter of Credit] shall remain in effect until **December 31, 2024**. If construction continues beyond December 31, 2024, the Bond may be extended, upon mutual agreement of the parties.
11. If the Applicant shall complete all improvements prescribed in this agreement and meet all other obligations associated with the site plan approval of August 16, 2023, in a manner reasonably satisfactory to the Town, the Bond may be released prior to its expiration. The Town, at its sole discretion, may require that an amount not to exceed \$_____ continue to be held in the form of a Bond, or other financial guarantee mutually acceptable to the parties, for a period not to exceed one year after the completion of construction to ensure that the landscaping improvements are sustained in a form acceptable to the Town.
12. It is expressly understood by the parties that this Agreement is not intended for the benefit of any third party, including but not limited to contractors, subcontractors, or materialmen

hired by the Applicant, and is designed solely to protect the Town from any legal or equitable claim and all costs and expenses, to include but not limited to legal fees and costs associated with consultants or other experts arising from the failure of the Applicant to perform the obligations prescribed under this Agreement. The Agreement shall not be assignable by the Applicant to any third party or successor without the written consent of the Select Board.

13. If the Owner transfers ownership of the Property before December 31, 2024, the Owner shall cause the transferee to sign an agreement to assume the Owner's obligations under this Agreement. The Owner agrees that if the transferee fails to assume the Owner's obligations, the Owner will continue to be bound by its obligations under this Agreement notwithstanding the transfer of the Property.
14. If any clause of this Agreement is declared invalid, unenforceable, or is for any other reason rendered null and void, the remaining clauses shall remain in full force and effect.
15. This Agreement shall be subject to the implied covenant of good faith and fair dealing.

End of Document, Signature page to follow

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed as of this

_____ day of _____, 20 _____.

APPLICANT:




Witness



(Duly Authorized)

TODD SAMMS, VP OF JPMORGAN
CHASE BANK, N.A.

OWNER:



Witness



(Duly Authorized)

Robert Sulzer, Northstar Centers LLC
Chief Operating Officer
As Agent for NP Stratham, LLC

TOWN OF STRATHAM:

By its Select Board

Witness to all three

Michael Houghton, Chair

Allison Knab, Vice Chair

Joseph Anderson, Member

**RLI Insurance Company
Site Improvement
Performance Bond**

BOND NO. RCB0048611

KNOW ALL PERSONS BY THESE PRESENTS:

That we, AMERICAN CONSTRUCTION CORP, 3 MOUNT PLEASANT DRIVE, PEABODY MA 01960, as Principal, and RLI Insurance Company, a corporation organized and existing under the laws of the State of Illinois and licensed to do business in the State of Illinois as Surety, are held and firmly bound unto THE TOWN OF STRATHAM NH, as Oblige, in the sum of ONE HUNDRED SEVENTY THOUSAND AND FOUR HUNDRED 00/100 (\$ 170,400.00) Dollars, for which payment, well and truly to be made, we bind ourselves, our heirs, executors and successors, jointly and severally firmly by these presents.

WHEREAS, the Principal, has entered into an agreement with the Oblige, guaranteeing only that Principal will complete site improvements as per the estimate prepared by BOHLER FOR THE TOWN OF STRATHAM NH attached to and made a part hereof at certain land known as 20 PORTSMOUTH AVENUE, STRATHAM NH all of which improvements shall be completed on or before the date set forth in the agreement or any extension thereof, and the Principal provides this bond as security for such agreement.

NOW THEREFORE, the condition of this obligation is such, that if the above Principal shall carry out all the terms of said agreement relating to the site improvements only and perform all such work as set forth in the attached agreement, then this obligation shall be null and void, otherwise, to remain in full force and effect.

No party other than the Oblige shall have any rights hereunder as against the Surety. The aggregate liability of the Surety on this bond obligation shall not exceed the sum stated herein for any reason whatsoever.

SIGNED, SEALED AND DATED THIS 20TH DAY OF February, 2024

PRINCIPAL

(SEAL)

BY: Patrick Coburn, Jr - Owner
(NAME & TITLE)

SURETY

RLI Insurance Company (SEAL)

BY: John E. McLaughlin, Jr
Attorney-in-Fact



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. Identify, research and explore policies to address ongoing concerns and challenges identified in the TMAC report.

- a. Conduct public forums to gather feedback and suggestions from trail users.
- b. Collate the data collected to develop recommended rules and regulations.
- c. In coordination with the Select Board, share recommendations to the Governing Boards and Committees for report back to Select Board.

3. 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.

4. 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.

KEY DATES FOR TOWN MEETING PREPARATIONS

TOWN MEETING 2025

Revised – 3-27-2024

Town Election *Official Ballot* – Tuesday, March 11, 2025

Town Meeting *Business Session* – Saturday March 15, 2025

Wednesday September 25, 2024 – **Budget Worksheets to Department Heads**

Monday October 7, 2024 – SB Regular Meeting (**Public Works Quarterly Report/Budget Preview and all Misc.**)

Tuesday October 8, 2024 - **Budget Worksheets Returned to Finance Office**

Monday October 21, 2024 – SB Regular Meeting (**Assessing, Planning & CD Quarterly Rpt./Budget Preview**)

Monday November 4, 2024 – SB Regular Meeting (**Police & Fire Budget** Quarterly Reports/Budget Previews)

Friday November 8, 2024 – Preliminary Budget Provided to Select Board (Discuss Notice re: Annual Adjustment)

Monday November 18, 2024 – Regular SB Meeting (**Parks & Recreation and Library Quarterly Rpt./Budget Preview**)

Monday December 2, 2024 – SB with Public Works Quarterly Report & **CIP/CRF Budget Preview**

Wednesday December 4, 2024 – PB Meeting for **CIP/CRF Budget Preview** (1st opportunity)

Monday December 16, 2024 – SB Finalizes Direction for Preliminary Budget Materials to BAC

Wednesday December 18, 2024 - PB Meeting for **CIP/CRF Budget Preview** (2nd opportunity)

December/January – Financial Advisory Committee (Local School District) dates

Friday December 20, 2024 – **Materials to BAC (tentative)**

Monday January 6, 2025 – Select Board Meeting (Police Department)

Thursday January 9, 2025 – Joint SB-BAC Meeting #1

Wednesday January 10, 2025 – Finalize Date for Sending Public Hearing Notice to Newspaper

Friday January 10, 2025 – Deadline for Annual Report submittal from Departments/Committees

Monday January 13, 2025 – Joint SB-BAC Meeting #2

Thursday January 16, 2025 – Joint SB-BAC Meeting #3

Tuesday January 21, 2025 – Select Board Meeting (Assessing, Planning, Legis. Delegation)

*** Potential Additional Select Board Meetings ***

Late January/Early February – Filing Period and Last day for Filing Declarations of Candidacy

Monday February 3, 2025 – Public Hearing on Budget (Traditionally, draft Warrant articles as well)

Monday February 3, 2025 – Select Board Meeting (Library)

Local School District

Financial Advisory Committee (FAC)

Anticipated Budget Review dates

(based on previous year's schedule)

Moderator-Appointed Financial Advisory Committee (with SB member)

(Second Wednesday December) Initial budget presentation to FAC

(Third Wednesday December) FAC and SMS Board budget meeting

(Third Wednesday January) FAC and SMS Board finalize budget and discuss warrant articles

(First Week in February) - Public Hearing on SMS budget

(First Tuesday in March) - Stratham School District Meeting

Thursday February 13, 2025 (to be confirmed) – Deadline for Annual Report publication to be sent to Printer

Monday March 3, 2025 – Select Board Meeting (Parks & Recreation)

Tuesday March 11, 2025 – Town Meeting *Official Ballot* at Stratham Memorial School

Saturday March 15, 2025 – Town Meeting *Business Session* (location to be confirmed)

DRAFT

2023 Goals Year End Status

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2023 Goal/Objective	Department Head/Lead	Timing Goal	Status	Start of year through December 2023
1		DPW	Ensure Sustainable Future for Town Services	Recruit candidates to open positions and manage transition; assess service deliver model for certain functions	Nate	April - September	In progress	Not completed
2		DPW	Ensure Sustainable Future for Town Services	Deliver on core services through the key seasons while short staff and advancing important capital projects and timely ARPA projects.	Nate	Summer/Winter	In progress	Not Completed
3		DPW	Increase Efficiency and Modernize Business Practices	Complete Department Standard Operating Procedures and Training Program	Nate	June	In progress	No progress beyond draft
4		DPW	Increase Efficiency and Modernize Business Practices	Joint Loss Management Committee - Build out participation and robustness	Nate	April-Dec.	In progress	Restarted, but needs new Chair
5		DPW	Pursue Master Plan Implementation	Complete existing conditions for SHP/address electrical needs	Nate	November	Not yet started	Not completed
6		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	September '22 complete/April 2023 complete	Complete	Complete
7		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight - Establish timely reconciliation system with Treasurer	Christiane	May	Complete	Complete
8		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Build out Isolve capacities: refine self service set up and begin dept head & dept level education for use; determine and implement other HR capacities in Isolved	Christiane	September	Not yet begun	Not yet begun
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Complete Employment Manual	Christiane	June	In progress	Not Completed
10		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Further develop relationship with ToTF and assess needs	Christiane	June	In progress	Not Completed
11		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Develop manual for Finance Office Policies and Procedures	Christiane	September	Not Completed	Not Completed
12		Fire	Increase Efficiency and Modernize Business Practices	Improve Recruiting and Retention Efforts - Fire	Jeff		Ongoing	Need to define 2024 goal
13		Fire	Increase Efficiency and Modernize Business Practices	Improve Annual Trainign Planning and Execution - Fire	Jeff		In progress	
14		Fire	Ensure Sustainable Future for Town Services	Improve compensation in 2024 to maintain competitiveness - Fire	Jeff	September	Complete	Complete Rates Adjusted
15		Fire	Ensure Sustainable Future for Town Services	Provide baseline leadership training - Fire	Jeff		Complete	All Department officers completed a Texas A&M (TEEX) extension certified basic Fire officer leadership course in August of 2023. This online course was completed by all Department officers and we will look to continue Leadership training in the years to come. Hopefully we can find other avenues to provide engaging leadership training to help improve our processes and ability to lead our volunteer call force.

2023 Goals Year End Status

16		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Ensure return to full staffing and complete and determine and implement plan to staff augmentation based on incumbent strengths.	Seth	May	Complete	Complete
17		Parks & Recreation	Ensure Sustainable Future for Town Services	Advance implementation vision for Stevens Park and define phased improvements (phase 1 design completed)	Seth	August	In progress	Public Meeting Held, design work begun
18		Parks & Recreation	Increase Efficiency and Modernize Business Practices	Complete Recreation Revolving Fund Accounting, education, and policies and Recreation Commission reconstitution following membership turnover.	Seth	June	In progress	
19		Parks & Recreation	Pursue Master Plan Implementation	Focus on achieving broader participation in senior program through communication and outreach	Seth	August	Complete	
20		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark	October	Not Complete	Communication Plan product started not complete
21		Planning	Pursue Master Plan Implementation	Work with the Steering Committee and consultants to complete the Open Space & Connectivity Plan	Mark	December	Not Complete	Project advanced in accordance with plan
22		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	Not Complete at Year End	The Planning Board discussed the current outstanding list of financial performance guarantees in May. Three closed out (2 Kennebunks and NHSPCA)
23		Planning	Increase Efficiency and Modernize Business Practices	Complete, train, and launch the online permitting project for regulatory services.	Mark	Summer 2023	Cancelled	This project has been stoooped due to several factors including compatibility with existing financial vendor and staff turnover.
24		Planning	Pursue Master Plan Implementation	Pursue the successful integration of the Planning and Building Departments into a single department with a focus on improved efficiency and service to permittees, property owners, land use boards and members of the public.	Mark	Year long/ongoing	Complete	The Planning and Building functions operate today as a single department with increased coordination and communication as the Department of Planning & Community Development. Some additional work is necessary to ensure the public is familiar with these changes and to create a single website for the department. Full staffed
25		Planning	Pursue Master Plan Implementation	Work with the Heritage Commission to make information related to historic resources, including historic surveys recently completed by the Commission, more accessible to the general public, including through GIS applications.	Mark	December	In progress	The Town has added some historic survey information to the Town's existing GIS platform, including National Historic Survey data that is now accessible to the general public. The Town also recently acquired ArcGIS licenses to allow for additional access to the important heritage and historic inventories the Town has recently completed.

2023 Goals Year End Status

26		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections to SHP	Mark/Seth/David	Year long/ongoing	Complete	Close on key property in 2024; The Town has signed a PNS with a key property owner and built a new relationship with a new property owner on another property over which trails lie.
27		Police	Increase Efficiency and Modernize Business Practices	Complete implementation of animal control program	Tony	Spring 2023	Complete	Complete, but not currently staffed
28		Police	Ensure Sustainable Future for Town Services	Complete hiring for full-time positions; Administrative Assistant; ACO	Tony	Ongoing	Complete	Complete
29		Police	Ensure Sustainable Future for Town Services	Hold conversations regarding satisfaction, recruitment and retention	Tony	Fall 2023	Complete	Complete
30		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA Credential and begin NH Accreditation	Tony	November	Complete	Year 2 CALEA Attained
31		Police	Ensure Sustainable Future for Town Services	Stratham Hill Park: Active Shooter Homeland Security exercise.	Tony	October	Complete	Complete; along with CMS drill in fall.
32		Town Administration	Increase Efficiency and Modernize Business Practices	IT Transition	David	October	Complete	Complete
33		Town Administration	Ensure Sustainable Future for Town Services	Secure firm and services for 2024 reval	David	October	Complete	Complete
34		Town Administration	Pursue Master Plan Implementation	Pursue Community Power with Energy Commission/Energy Aggregation Comitee	David	July decision	Complete	Complete
35		Town Administration	Steward Water Resources Effectively and Proactively	Plan proactively for long-term alternatives to management of ground water management site in Town Center (PFAS). Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Mark/Nate	Ongoing	2/3 of Reimbursement Grant Received; New funds secured for next phase; Contract executed	2/3 of Reimbursement Grant Received; New funds secured for next phase; Contract executed
36		Town Administration	Ensure Sustainable Future for Town Services	Plan for Emergency Preparedness leadership transition	David	August/September	Not yet started	Not yet started
37		Town Administration	Ensure Sustainable Future for Town Services	Build efforts at recruiting, retention, motivation and morale	David	Ongoing	In progress	Employee recognition event held in June as a replacement for holiday party. We have seen great participation and initiation of staff gatherings and volunteering for events such as Summerfest. New Hire event planned for November 2023
38		Town Administration	Ensure Sustainable Future for Town Services	Training and development - ongoing leadership training; Develop communications for internal staff and enhance atmosphere and recognition efforts	David	ongoing, December	In progress	Training held for RTK ("all-staff"). David's ICMA-backed leadership course begins July 31st (through Nov.) and graduated in November. Jim Joseph takes the Primex Supervisors Academy (November 28, 2023). Department Head meetings have resumed monthly schedule (beginning in June). Further goal is to identify group team building and leadership training opportunity before end of year. Departments heads have heard message about support from the SB and me for training opportunities and leadership development for them and staff and how that may well result in budget related impacts that should be explored and prepared as appropriate for 2024.
39		Town Administration	Steward Resources Effectively and Proactively	Inform and educate residents about water quality threats to private drinking water wells	Susan/David	Spring 2004	Complete, but ongoing	285 households served

2024 DRAFT Goals

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2024 Goal/Objective	Department Head/Lead	Timing Goal	Status	Start of Year Through March 2024
1		Town Administration	Steward Resources Effectively and Proactively	Plan proactively for long-term alternatives to management of ground water management site in Town Center (PFAS). Ensure timely and effective response to PFAS in Town Center and Groundwater	David/Mark	September	In progress	
2		Town Administration	Ensure Sustainable Future for Town Services	Plan for Emergency Preparedness leadership transition	David	August/September	In progress	
3		Town Administration	Ensure Sustainable Future for Town Services	Build efforts at recruiting, retention, motivation and morale	David & Department heads	Ongoing	In progress	
4		Town Administration	Ensure Sustainable Future for Town Services	Training and development - ongoing leadership training; Develop communications for internal staff and enhance atmosphere and recognition efforts	David	ongoing, December	In progress	
5		Select Board/Fire	Ensure Sustainable Future for Town Services	Fire Department Service Level & Coverage	Select Board/Fire	October (for Budget 2025)	Not yet begun	
6		Town Administration	Prioritize Communication External and Internal	2024 Revaluation	David	June	In progress	
7		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Auditor Selection Decision	Christiane	November		
8		Police	Ensure Sustainable Future for Town Services	Ensure return to full-staffing	Tony	June		
9		Police	Ensure Sustainable Future for Town Services	Individual Officer Training and Development	Tony	Ongoing		
10		Parks & Recreation	Steward Resources Effectively and Proactively	TMAC Signage Project and Advance on Charge	Seth	September		
11		DPW	Ensure Sustainable Future for Town Services	Catch-up on Capital Projects Backlog and Complete Use of ARPA Funds	Tim	Summer/Winter	Compleat	Not Completed
12		Town Administration	Increase Efficiency and Modernize Business Practices	Joint Loss Management Committee - Build out participation and robustness	David	April-Dec.	Restarted, but needs new Chair	Restarted, but needs new Chair
13		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Build out Isolve capacities: refine self service set up and begin dept head & dept level education for use; determine and implement other HR capacities in Isolved	Christiane	September	Not yet begun	Not yet begun
14		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Complete Employment Manual	Christiane	June	In progress	Not Completed
15		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Further develop relationship with ToTF and assess needs	Christiane	June	In progress	Not Completed
16		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Develop manual for Finance Office Policies and Procedures	Christiane	September	Not Completed	Not Completed
17		Parks & Recreation	Ensure Sustainable Future for Town Services	Take Stevens Park Renovations to 2025 Town Meeting	Seth	August	In progress	Public Meeting Held, design work begun
18		Planning	Prioritize Communication External and Internal	Communication Plan - Website Discussion	Mark	October	Not Complete	Communication Plan product started not complete
19		Planning	Pursue Master Plan Implementation	Work with the Steering Committee and consultants to complete the Open Space & Connectivity Plan	Mark	December	Not Complete	
20		Planning	Steward Resources Effectively and Proactively	Continue MS 4 Focus and Ensure Compliance including preparing for next permit requirements	Mark/Susan/Tim	September	In Progress	Two staff trainings; contracted for professional services; catch basin identification updates underway; salt reduction plan drafted; staffing team clearly identified
20		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	Not Complete at Year End	
21		Planning	Increase Efficiency and Modernize Business Practices	Complete, train, and launch the online permitting project for regulatory services.	Mark	Summer 2023	Cancelled	Project cancelled
22		Planning	Pursue Master Plan Implementation	Work with the Heritage Commission to make information related to historic resources, including historic surveys recently completed by the Commission, more accessible to the general public, including through GIS	Mark	December	In progress	
23		Fire	Increase Efficiency and Modernize Business Practices	Improve Recruiting and Retention Efforts - Fire	Jeff		Ongoing	Need to define 2024 goal
24		Fire	Increase Efficiency and Modernize Business Practices	Improve Annual Trainign Planning and Execution - Fire	Jeff		In progress	

Select board in person meeting: 01 April 2024

1. I was officially voted in for a 2nd term as Chief by the membership on March 19th.
2. Thank you for adopting the new pay rates
3. Moving forward with the ESO transition for FD Database program
 - a. Peggy Crosby is the Project manager for the Dept.
4. Outdoor Large Events Emergency Plan – Fire/PD/ Town REC collaboration
5. Need to start planning for replacement of the Forestry Truck in 2025.
6. Start thinking about replacement of Engine 3. Currently 2028 but if we are to have it in service then we need to order it earlier—currently 2+ year wait time.
7. Working on SOG's for the new door trainer and VEIS room training devices. Training to begin late spring on these devices.
8. Moving forward with the Chase Bank, Lindt expansion and Harbor freight projects
 - a. Many hours have gone into making sure these projects are up to code by both Asst Chief Dibart and myself.
9. 28 Portsmouth Ave power outage:
 - a. Building run by generator temporarily
 - b. Permanent fix is pending arrival of parts and equipment to replace the damaged areas.
 - c. Working with property owner to keep things moving.

Select Board - Board-Commission-Committee Assignments

4/1/2024

2021 Assignment 2022 Assignment 2023 Assignment 2024 Assignment Notes:

Boards/Commissions

Conservation Commission	Allison Knab	Allison Knab	Allison Knab		Statutory
Planning Board	Mike Houghton	Mike Houghton	Mike Houghton		Statutory
Heritage Commission	Mike Houghton	Mike Houghton	Mike Houghton		Statutory
Recreation Commission	Joe Lovejoy	Allison Knab	Allison Knab		Statutory
Public Works Commission	Joe Lovejoy	Joe Anderson	Joe Anderson		Statutory

Committee/Association

Fire Association	Joe Lovejoy	Joe Anderson	Joe Anderson		
Stratham Hill Park Association					
Budget Advisory Committee					
Fair Directors					
Energy Commission	Joe Lovejoy	Joe Anderson	Joe Anderson		

Select Board - Department Linkages

Fire	Joe Lovejoy	Joe Anderson	Joe Anderson		Jeff Denton
DPW	Joe Lovejoy	Joe Anderson	Joe Anderson		Tim Stevens
Finance	Joe Lovejoy	Joe Anderson	Joe Anderson		Christiane McAllister
Parks & Recreation	Joe Lovejoy	Allison Knab	Allison Knab		Seth Hickey
Town Clerk/Tax Collector	Allison Knab	Allison Knab	Allison Knab		Deb Bakie
Library	Allison Knab	Allison Knab	Allison Knab		Kerry Cronin
Police	Mike Houghton	Mike Houghton	Mike Houghton		Anthony King
Planning	Mike Houghton	Mike Houghton	Mike Houghton		Mark Connors
Assessing	Mike Houghton	Mike Houghton	Mike Houghton		David Moore

Elected-Statutory Boards

Supervisors of Checklist
Moderator
Trustees of Trust Funds
Cemetery Trustees
Library Trustees



TOWN OF STRATHAM
Department of Public Works

70 Bunker Hill Avenue • Stratham, NH 03885 • 603-772-5550

MEMORANDUM

TO:	Select Board
CC:	David Moore, Town Administrator; Christiane McAllister, Finance Administrator
FROM:	Tim Stevens, DPW Director
DATE:	March 29, 2024
RE:	2024 Fiscal Year DPW Equipment Purchases

This memorandum is written in follow-up to the March 5th Select Board discussion during the DPW quarterly report regarding the departmental update to the rolling stock inventory and equipment list and proposed replacement schedule on March 5th. This memo summarizes the findings of the work to date and is intended to be responsive in answer Board questions related to *prioritization of requested 2024 equipment purchases* determinations and *useful life assumptions*.

NEXT STEPS: David Moore, Christiane McAllister and I are working to present update schedules based on this memo. Please consider this an interim update on our work.

Summary of rolling Stock and Equipment Analysis to Date

As you know, I presented an updated inventory, significant developments or themes included:

1. Restoring a missing heavy duty vehicle not previously listed or scheduled for funding and replacement;
2. The opportunity to plan holistically for Park related equipment and DPW equipment previously acquired and managed independently during a previous organizational structure.
3. The existence of several pieces of mowing equipment in deteriorating shape and in need of expensive repairs and/or replacements.

In addition, the overall replacement schedule included suggestions for acquiring new equipment that will facilitate more flexible, timely and efficient job requirements. This includes ability to maintain field space and edges in Stratham Hill Park as requested by the Conservation Commission and Park Association;

roadside mowing of vegetation; and maintenance of ROW and drainage ditches and swales. All projects that have not been performed or only performed in accordance with rental equipment opportunities, etc.

Useful Life

We have adjusted the materials referencing useful life of the heavy duty and medium duty equipment to utilize additional 20-year useful life and are preparing to present a new roster utilizing these assumptions.

Prioritization of requested 2024 equipment

Below is a list of the 2024 equipment spoken to on March 5th in order of priority for the department.

- **Tracked Excavator with Attachments (New # \$200,000)**
 - Our department requires a tracked excavator equipped with a grading bucket, digging bucket, and a forestry mulch head. The versatility of this equipment will significantly enhance our ability to undertake more efficient excavation and grading tasks and will allow for more effective grading and land clearing as needed.
- **Heavy Duty Tag Trailer (New # \$40,000)**
 - To facilitate the transportation of heavy equipment to and from worksites, we require a heavy-duty tag trailer capable of safely moving our equipment. This investment will ensure that our equipment remains mobile and readily available for deployment whenever necessary.
- **Large 72inch Commercial Mower (\$18,800):**
 - Our current 72inch mower, which has served us for the past 10 years, needs extensive repairs totaling over \$5,000. Therefore, it is prudent to invest in a new 72inch mower to replace it. This mower will enable us to maintain the green areas at the volume needed to meet demand.
- **Stand-On Commercial Blower (\$10,500):**
 - The acquisition of a stand-on commercial blower is critical for our seasonal clean-up operations, particularly during the spring and fall. It will also prove invaluable for year-round maintenance tasks, ensuring public spaces remain clean and safe for residents.
- **Tracked Skid Loader (\$100,000):**
 - We also seek approval for the purchase of a tracked skid loader. This versatile piece of equipment will enhance our ability to undertake various tasks, including material handling, site preparation, and snow removal, especially in challenging terrain conditions.

These proposed purchases have been carefully evaluated, taking into consideration the operational needs of the DPW and the expected long-term benefits they will provide. We believe that these investments are essential for maintaining and improving the quality of public services we deliver to the community.

Memo

3/25/24


To: Select Board

CC: Chief Denton, Chief King

RE: Emergency Operations Plan- Outdoor Special Events

As we prepare for the busy season at Stratham Hill Park there are several Town sponsored events that are requiring advance planning to ensure a safe and successful experience for all those involved. In effort to better coordinate our emergency service, volunteers and paid staff an Emergency Operations Plan has been developed in collaboration between several Town Department heads.

Last year, in advance of the Great Bay Food Truck Festival, Chief Denton shared a document that had been adopted by the Select Board to assist the Stratham Fair with public safety during the event. Chief Denton shared this document to assist with providing guidance to assist the execution of last year's Food Truck Festival event. While some of the information in that original document was relevant to the Food Truck Festival and other events of similar size (Summer Fest) there was a need to better tailor the document to a more universal application for all outdoor special events within the Town of Stratham.

Chief King  has taken the necessary time to modify the existing guidance once used for the Stratham Fair. He has drafted the document now shared with you, Town of Stratham Outdoor Special Event, Emergency Operations Plan (OSEEOP). This plan will be utilized for all large events hosted within the Town of Stratham that are open to the public. The details are still be worked out as to the parameters necessary to trigger this usage of this document. Once those thresholds are established, a separate document will be proposed to the Select Board and referenced in the OSEEOP.

Pending any additional changes, the document will be first utilized this season at the Great Bay Food Truck Festival scheduled for May 4th.

Seth Hickey

Parks and Recreation Director

Town of Stratham

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

Revised: March 19, 2024

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

I. PURPOSE:

The purpose of this emergency plan is to prepare town and event officials for either a natural or manmade disaster during any outdoor event within the Town of Stratham. The Emergency Plan implemented in this document is hereby established in an effort to safeguard lives and properties in the event an emergency or incident should occur.

This outdoor special event emergency operations plan (EOP) is meant to train event volunteers/personnel as well as to create a more specific EOP for events. It is the event organizer/responsible party's duty to train event personnel in the following potential emergencies and to make sure that all key and supervisory event personnel are documented on the attached section with a number to contact them at during the event, their assignment and its location. With this event EOP, a map of all areas that the event will encompass shall be included which includes at a minimum, the area/location of the event, evacuation routes and ingress/egress for emergency personnel

II. POTENTIAL TYPES OF EMERGENCIES: Potential emergency incidents during an event, could include one or more of the following:

- A. Natural - (weather related incidents such as severe storms, tornadoes, etc.)
- B. Technological - (incidents such as fire, explosion, building collapse)
- C. Transportation- (motor vehicle accidents)
- D. Medical Emergencies - (personal health or accident related)
- E. Industrial - (Hazardous materials incidents on or off site)
- F. Civil Disorder - (Domestic situations)
- G. Miscellaneous Emergencies

III. OVERALL INCIDENT OBJECTIVES:

- A. Ensure/maintain the safety of all visitors, volunteers and staff.
- B. Direct, coordinate and control emergency response and recovery operations.
- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- F. Protect town and personal property.
- G. Organize and coordinate effective damage assessment.

IV. ADMINISTRATION AND LOGISTICS

- A. In time of a disaster, response will be coordinated through utilization of the Incident Command System (ICS) protocols. The ICS is a system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.
- B. ICS may be utilized to manage incident regardless of cause, size, location, or complexity. The system may consist solely of the responding Shift Supervisor or Officer in Charge or a multi-agency Unified Command structure with identified incident commanders from several responding agencies. ICS can expand and contract as needed to match escalating or diminishing situations.
- C. It is understood by the event organizer that responding agency(s) will take over any emergency response operations and those responding agency(s) will retain authority until the situation is under control.
- D. For each planned event, the event organizer shall provide to the Town and any applicable agency an applicable map of the involved area as well as an updated and complete list of event personnel using the attached **Event Personnel Contact Information Sheet**.

V. EMERGENCY RESPONSE ACTIONS:

A. Fire & Medical Emergencies:

1. Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the arrival of EMS.
2. **In Case of a Medical Emergency:**
 - a. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
 - b. If the event requires an EMS or Fire Detail on site, the organizers will contact fire/EMS detail personnel via radio or runner in addition to 911 or PD to expedite the response to the scene.
 - c. Location (Your specific site location),
 - d. Your name and phone number where you can be called back,
 - e. Do not move victim unless absolutely necessary,
 - f. Stay on the telephone until the Dispatcher has all needed information and allows you to hang up.
3. **In Case of a Fire:**
 - a. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- b. If the event requires an EMS or Fire Detail on site, the organizers will contact fire/EMS detail personnel via radio or runner in addition to 911 or PD to expedite the response to the scene.
 - c. Provide the nature of emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond.
 - d. Police will provide rescue, traffic, communications and crowd control.
 - e. Alert people in the immediate vicinity to evacuate to safest designated areas. [SEE PROVIDED EVENT MAP(S)]
 - f. If a building is equipped, pull the fire alarm.
 - g. Use fire extinguisher if the fire is small and you have been trained in how to operate the device.
 - h. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials may be toxic. Stay upwind so combustion products will blow away you.
 - i. DO NOT RE-ENTER THE AREA. If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.
 - j. Fire Chief or designee notifies event staff of termination of emergency. Resume normal operations.
- B. Weather Related Emergency:**
1. The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the event. In the interest of public safety, the decision of the on-site event organizer may be superseded by the Chief of Police, Fire Chief or Emergency Management Director.
 2. Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.
 3. If a weather event has been issued for Stratham New Hampshire or Rockingham County, determine if a shelter in place and or Evacuation of the event location is necessary. If time allows, this decision should be addressed at the earliest convenience using unified command. If it is determined that Shelter in Place and or Evacuation is called for, please refer to those sections of this annex for guidance.
 4. Types of Potential Weather Events:
 - a. Lightening and/or Thunder:

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- i. In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard and lightning not present within a five-mile radius of the event.
- ii. There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings). These structures should be identified prior to the start of the event and noted in contact information additional information section.
- iii. **Lightning Safety Rules:**
 - Keep an eye on the sky,
 - If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle, (NOTE: Tents of any size are not considered safe shelter with Thunderstorms or lightning in the area)
 - Postpone activities promptly; do not wait for rain.
 - If you cannot get to a shelter, stay away from trees,
 - If you are out in a field, get to the lowest point,
 - Move away from a group of people,
 - Avoid metal,
 - Avoid contact with electrical equipment or cords,
 - Avoid contact with plumbing,
 - Stay away from windows and doors, and stay off porches,
 - Do not lie on concrete floors and do not lean against concrete walls.

b. Tornado:

- i. A tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 – 200+ mph winds causing:
 - Flying debris including cars
 - Destroyed buildings
 - High potential for injuries and fatalities
 - Blocked roads preventing travel

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- ii. In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and (Event Coordinator/Board) should decide if the event is cancelled, postponed or shortened.

c. Wind:

- i. Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. Any tent 400 square feet or larger must have a permit and be inspected by a member of the Fire Department. Tents of any size can become airborne and pose injury hazards with strong wind conditions. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

d. Excessive Heat:

- i. Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler?
- ii. The on-site event organizer will offer or encourage participants to:
 - Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
 - Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
 - Wear a wide-brimmed hat, sunglasses, and sunscreen.
 - Provide cooling places with misting stations.

e. Hail:

- i. Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:
 - If you are outside, get inside.
 - If you cannot find shelter, at least find something to protect your head.
 - Stay away from windows.

f. Microburst Rainfall:

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- i. Microburst rainfalls occur within a plume of air with high amounts of moisture are directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in of slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:
 - Listen to the radio or television for information.
 - Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
 - Be aware of streams, drainage channels, and other areas known to flood suddenly.
 - Let participants know not to walk through moving water. Six inches of moving water can make you fall.
 - Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

g. Earthquake:

- i. The danger of an earthquake is low however, precautions should be in place should the earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.
 - Initially “Drop Cover and Hold On.”
 - Stay calm and await instructions from emergency personnel or a designated official.
 - Keep away from overhead fixtures, windows, unsecured objects, and electrical power.
 - Assist people with disabilities in finding a safe place.
 - Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.

C. Civil Disturbance/Disorderly Conduct:

1. Non-Emergency: If an individual is acting in a suspicious or hostile aggressive manner (distraught, suffering from mental illness, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, staff/volunteers should:
 - a. Notify (Either to Event staff or Public Safety personnel).
 - b. Do not argue with him/her. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
 - c. Keep distance between yourself and the individual.
 - d. Become aware of escape routes.

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- e. Be ready to summon Law Enforcement if the situation escalates to an emergency situation.
 - f. Contact Rockingham Dispatch at 603-679-2226 to report non-emergency events involving suspicious activity that is not life threatening.
2. Emergency: If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:
- a. Contact 911 and provide the following information: Name, location and the specifics of the event in a clear and concise manner.
 - b. Seek safety by leaving the area if possible.
 - c. Notify (Either to Event staff or Public Safety personnel).
 - d. Make no attempt to control a violent individual.
- D. Bomb Threat:**
1. In the event that a bomb threat is reported, the following guidelines should be followed:
- a. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
 - b. Listen for any possible background noises, e.g., music, train, machinery, or other identifiable sounds.
 - c. Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.
 - d. Contact 911 and then notify the (Event Coordinator/Public Safety Personnel).
 - e. If a local area search is directed, Incident Command will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious. DO NOT TOUCH or move anything unusual or suspicious.
 - f. If a suspicious package is discovered, do not turn on/off lights, use a cell phone or other electronic devices. Clear the building immediately and contact (911 or Incident Command).
 - g. In the event that evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.
- E. Found/Missing Child:**
1. A lost child is not uncommon, but consideration must always be given to the possibility of criminal involvement in such cases. In the event that a child is reported missing, the following guidelines should be followed:
- a. Found Child:
 - i. Request a Police Officer to the location
 - ii. Attempt to obtain name of child and the parent's name if possible.
 - iii. If unable to obtain the child's or parent's name, use a description of the child in the announcement.
 - iv. Use the public address system to announce the parents name and location to meet.
 - v. ONLY the police officer should verify the adult(s) reporting to pick up the child to ensure they are the parents or legal guardian. In addition, the officer should verify the child was lost because of negligence or by accident.
 - vi. After the Officer verifies the child belongs with the adult, the child can be released.

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

b. Missing Child:

- i. Immediately request an officer to the location.
- ii. If a Missing Child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
- iii. The officer will request to make an immediate announcement over the public address system.
- iv. The reporter should be requested to remain at the location while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the (location) if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
- v. If the search for the Lost Child is not successful, after a pre-determined amount of time, the officer shall notify Rockingham County Dispatch radio to notify of a missing child and request additional resources in order to conduct a search.

VI. EVACUATION PLAN:

If an evacuation is required, those routes identified in the provided event map will be utilized accordingly. All available police resources, including mutual aid units will be stationed in order to provide a safe and efficient evacuation of all civilians from the event location.

VII. PLAN DEVELOPMENT, MAINTENANCE AND REVIEW

This plan is an annex to the Town of Stratham Emergency Operation Plan and will be updated as part of the Town wide plan. Distribution of the plan should include, but is not limited to, the event organizer, Town of Stratham Select Board, Town of Stratham Police, Fire, EMS and Emergency Management.

VIII. PUBLIC SAFETY AND TOWN AGENCY CONTACTS:

- EMERGENCY: Dial 911
- Stratham Police Department (Direct Number): 603-778-9691 from 0800-1600 hours
- Stratham Volunteer Fire Department: 603-772-9756 (M-F 7am-5pm) after hours/weekends contact Rockingham Sherriff's dispatch (listed below)
- Stratham Emergency Management: 603-772-7391

- New Hampshire State Police (Troop A): 603-679-3333
- Rockingham County Sheriff's Department: 603-772-6047

- Exeter Hospital: 603-778-7311
- Portsmouth Regional Hospital: 603-436-5110

- Stratham Park and Recreation: 603-772-4741

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

- Stratham Building & Code Enforcement: 603-772-7391 ext. 180
- Stratham Public Works Department: 603-772-5550
- Stratham Fire Inspector: 603-772-9756 x 410

Town of Stratham
Outdoor Special Event
Emergency Operations Plan (EOP)

Event Personnel Contact Information Sheet

Event Details

Event Name: _____

Date(s) of Event: _____

Event Location(s): _____

Street Address of Event: _____

On-site Day of Event Organizer/Responsible Party (please print clearly)

Primary Coordinator

Name: _____

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

Mobile Number: _____

Co-Coordinator

Name: _____

Mobile Number: _____

Co-Coordinator

Name: _____

Mobile Number: _____

Other Event Personnel, i.e. volunteers, security, parking

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

OUTDOOR SPECIAL EVENT: Emergency Operations Plan

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Name: _____

Mobile Number: _____

Assignment: _____

Assignment Location: _____ Roving? Yes ___ No ___

Special Requirements or Additional Information for the Event:

PUBLIC NOTICE

TOWN OF STRATHAM

Mosquito Control

The Mosquito Control program begins the week of April 8, 2024 in the Town of Stratham. Crews from Dragon Mosquito Control, Inc. will be checking swamps, salt marshes, woodland pools, ditches, catch basins, storm drains and other shallow, stagnant water for mosquito larvae. When mosquito larvae are found, treatment may occur using one or more of the following insecticides:

VectoBac (*Bacillus thuringiensis israelensis* 2.8%)

VectoBac 12 AS (*Bacillus thuringiensis israelensis* 11.61%)

VectoPrime (*Bacillus thuringiensis israelensis* 6.07 %, (S)-methoprene 0.10%)

Natular (spinosad 2.5%)

BVA 2 Mosquito Larvicide Oil (mineral oil 97.0%)

SunSpray MLO (mineral oil 98.8%)

There is no schedule at this time to conduct emergency spraying for disease carrying mosquitoes. The determination to spray adult mosquitoes at town and school owned property is based on mosquito surveillance data, disease test results and weather conditions upon concurrence with town officials. The State Lab in Concord tests for Eastern Equine Encephalitis (EEE), Jamestown Canyon Virus and West Nile Virus. Further communication will be given if emergency spraying is going to take place.

Residents who do not want mosquito treatment to occur in wetlands on their property may use Dragon's No-Spray Registry at www.dragonmosquito.com/no-spray-registry or you may write to Dragon Mosquito Control, PO Box 46, Stratham, NH 03885. Be sure to include your name, physical address, phone number, house color and acreage. Call 603-734-4144 or email Help@DragonMosquito.com for more information on spray dates, location, material used, precautions or other concerns.

MEMORANDUM

TO: Select Board, David Moore

FROM: Karen Richard

DATE: March 29, 2024

RE: Reservations / Fee Waiver Requests

There are three requests for fee waivers.

- The Seacoast Beekeepers reserved the Sewall Room for the year (January – November) and paid the fee of \$550. They have recently obtained their 501c3 status (letter attached) and are now asking for a discount or a refund for the next 8 months. A full refund would amount to \$400.
- Lindsay Gilbert of Connors Climb Foundation requesting fee waiver for Front Pavilion on Thursday, May 16 for a Community Mental Health Awareness Day. 501c3 letter attached.
- Great Bay 5K Road Race on October 26, Front Pavilion

Karen Richard

From: Dianne Richards <dipendable@gmail.com>
Sent: Thursday, March 21, 2024 1:40 PM
To: Karen Richard
Cc: Seacoast Beekeepers
Subject: Room rental in Stratham

Hello Karen,

Seacoast beekeepers association of NH has recently gained our non profit status.

Who would we approach about receiving a discount on our room rental and possibly a refund on the room rate for the next 8 months, that we've already paid for?

If you need a copy of the confirmation letter, please email it to our club secretary, Robin, @ seacoastbeekeepers.com.

Thank you for your time.

 well

Dianne Richards SBANH President



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

SEACOAST BEEKEEPERS ASSOCIATION OF NEW
HAMPSHIRE
PO BOX 577
RAYMOND, NH 03077

Date:
02/15/2024
Employer ID number:
99-0794645
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
December 9, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053440001634

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Stratham Municipal Center
Town of Stratham

Meeting Room A
Dianne Richards
5 Glengarry Drive

Stratham, NH 03885
(603) 686-1599

dipendable@gmail.com

01665619
2024
Beekeepers

1/18/2024 4:00 PM

1/18/2024 9:00 PM

1

1. 1/18/2024 4:00 PM – 1/18/2024 9:00 PM

Group Size: 1

2. 2/15/2024 4:00 PM – 2/15/2024 9:00 PM

Group Size: 1

3. 3/21/2024 4:00 PM – 3/21/2024 9:00 PM

Group Size: 1

4. 4/11/2024 4:00 PM – 4/11/2024 9:00 PM

Group Size: 1

5. 5/16/2024 4:00 PM – 5/16/2024 9:00 PM

Group Size: 1

6. 6/20/2024 4:00 PM – 6/20/2024 9:00 PM

Group Size: 1

7. 7/18/2024 4:00 PM – 7/18/2024 9:00 PM

Group Size: 1

8. 8/15/2024 4:00 PM – 8/15/2024 9:00 PM

Group Size: 1

9. 9/19/2024 4:00 PM – 9/19/2024 9:00 PM

Group Size: 1

10. 10/17/2024 4:00 PM – 10/17/2024 9:00 PM

Group Size: 1

11. 11/21/2024 4:00 PM – 11/21/2024 9:00 PM

Group Size: 1

0.00

3/27/2024
2:29 PM

Karen Richard

From: Lindsay Gilbert <Lindsay@connorsclimb.org>
Sent: Wednesday, March 27, 2024 12:23 PM
To: Karen Richard
Subject: RE: Front Pavilion May 16 Non-profit request
Attachments: CCF IRS Determination Letter.pdf

Hi Karen,

Thank you for taking the time to chat with me today about the Front Pavillion. As I mentioned, I was hoping to have the fee waived as we are a small non-profit, and we are hosting a community event for Mental Health Awareness Day. I am attaching our 501(c)3 letter to verify.

I also wanted to see if it would be possible to have a food trailer; it would not include a standing vehicle at the event.

I appreciate your help.

All the best,

Lindsay Gilbert
she/her
Executive Director
Connor's Climb Foundation
603-316-6418



Connor's Climb Foundation does not offer crisis counseling or emergency services. This website should NOT be used as a substitute for medical advice, counseling, or other health-related services or as a replacement for the services of a trained medical or mental health professional. If you are feeling suicidal, thinking about hurting yourself, or are concerned someone you know may be in danger of harming themselves, please call or text the National Suicide Prevention Lifeline at 988. It is a free, 24-hour hotline. If you feel that you are in a crisis or an emergency or are at risk for suicide or other harm or injury, please call 911 or go to your nearest emergency room immediately.

From: Karen Richard <KRichard@StrathamNH.gov>
Sent: Wednesday, March 27, 2024 10:04 AM
To: Lindsay Gilbert <Lindsay@connorsclimb.org>
Subject: Front Pavilion

Hi Lindsay,

Your request to use the Front Pavilion at Stratham Hill Park on Thursday, May 16, 2024 has been approved. The fee of \$150.00 is now due. You can make the payment online

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 25 2014**

CONNORS CLIMB FOUNDATION
PO BOX 283
EXETER, NH 03833

Employer Identification Number:
47-3553455
DLN:
17053217305035
Contact Person:
HAROLD J FODOR ID# 31675
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 9, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



Stratham Hill Park

Town of Stratham

SHP - Front Pavilion

**01832077
2024**

Community Gathering for Mental Health Awareness Day

**5/16/2024 7:00 AM
5/16/2024 9:00 PM**

SHP - Front Pavilion: 100 people

1. SHP - Front Pavilion – 5/16/2024 7:00 AM – 5/16/2024 9:00 PM

Line Description: Community Gathering for Mental Health Awareness Day

Group Size: 100

**Lindsay Gilbert
PO Box 283**

**Exeter NH 03833
(603) 276-9316**

lindsay@connorsclimb.org

3/27/2024 2:28 PM

Stratham Hill Park

Town of Stratham

SHP - Front Pavilion

01880566
2024

Great Bay 5K Road Race

10/26/2024 7:00 AM
10/26/2024 9:00 PM

SHP - Front Pavilion: 800 people

1. SHP - Front Pavilion – 10/26/2024 7:00 AM – 10/26/2024 9:00 PM

Line Description: Great Bay 5K Road Race

Group Size: 800

Allison Knab
112 TIDEWATER FARM RD

STRATHAM NH 03885
(603) 580-5896

allisonmknab@yahoo.com

3/25/2024 2:28 PM

From: [Veronique Ludington](#)
To: [Karen Richard](#)
Subject: Appointment of library alternate trustees
Date: Monday, March 25, 2024 11:35:48 AM

Hello Karen ,

Thank you for getting the letters to Debbie for the appointment of Gale Lyon, Kathleen Bowers and Michele McCann –Corti to the position of Alternate Trustees of the Library for a term of one year expiring at town meeting 2025.

Let me know if you need anything else from me,

Best,

Veronique Ludington

Board of trustees of the Library , Chair