



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
Allison Knab, Select Board
Joe Anderson, Select Board

FROM: David Moore, Town Administrator

DATE: March 25, 2022

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

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for April 4, 2022.

III. Consideration of Minutes – March 21, 2022

The minutes from your meeting on March 21, 2022 are included in your packet for your review and consideration for acceptance at your meeting.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations
Jim Marchese – Building Inspector/Code Enforcement/Health Officer

VI. Correspondence
A. Rockingham Planning Commission request for membership dues

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

A. Department of Justice – Body Worn Camera Grant

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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I recommend the Board open the public hearing for the purposes of obtaining public input on the acceptance of the grant referenced above. The Board can take action on the grant immediately or under new business.

IX. Discussion of Monthly Reports – (second meeting of the Month)

X. New Business and Action Items

A. Discussion of Summer 2022 Event with SVFD Association

Dan Crow of the Stratham Volunteer Fire Department Association has requested time at your meeting to discuss a new event the Association would like to sponsor on July 16, 2022 in the Park.

B. Police Department Capital Improvements Requests for Release of Funds – Chief King

Please see the enclosed memorandum and associated attachments from Chief King pertaining to various requests for release of funds for purchases identified in our Capital Improvement Plan. In accordance with Board policy, the Board needs to actively vote to release funds prior to purchases identified in the CIP.

C. Consideration of Acceptance of Body Worn Camera Grant – Chief King

Earlier in your agenda, the Board will hold a public hearing on the acceptance of this grant. At a previous meeting previewing this grant, the Board expressed an interest in learning more about how the department arrived at the equipment chosen and about the policy related to the use of the data and other protocols and process related to the cameras operation.

Attached to this packet is the Chief's memo summarizing the grant, grant match, and information about equipment selection.

Depending the Board preferred course of action, I have identified two actions needed to move forward:

1. Vote to accept the Department of Justice – Body Worn Camera Grant in an amount up to \$13,000



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2. Vote to approve the request of Chief King relative to the use of donations previously received and accepted from the First Responder Golf Tournament donation from the Stratham Volunteer Fire Department Association as grant match for the (up to \$13,000). This action is in accordance with the terms of the donation accepted by the Select Board following a public hearing on December 6, 2021.

D. Stratham Hill Park: Homeland Security Drill Proposal – Chief King

Lieutenant Pierce has presented a memorandum enclosed in your packet and will be present at your meeting to discuss a proposal for emergency response drill in Stratham Hill Park.

E. Review of Parks, Areas & Facilities Name Policy

At your meeting on March 21st, the Select Board discussed a proposal received for naming two facilities by Nate Merrill. At your meeting, the Board discussed a desire to review the existing policy in more detail prior to scheduling a public hearing on the proposal. One of the efforts the Board recommended is to have staff perform active outreach to stakeholders who have connections to the subject facilities. As added outreach, and if the plan decides to move forward with a public hearing on the proposal, I will ensure a mention in the next newsletter (slated for April 11, 2022). ***For your immediate reference, I have included the existing policy in your packet.***

I look forward to getting additional input from the Board on next steps or changes you want to make to your policy. The Board could also vote to hold a public hearing per the policy on the naming requests at your meeting on April 18th.

F. Assessing Exemptions and Credits Applications

The Town Assessor has prepared application for exemptions and credits for the Select Board's consideration and execution. These documents have been scanned for your review and consideration. Since your packet is posted online, I intend to enclose these in the transmittal e-mail with this packet, and have not included them the packet itself.



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G. Discussion of Charge for Implementation Phase of Trail Management Advisory Committee.

At a previous Select Board Meeting, the Board received the final report of the Trail Management Advisory Committee. I have worked with Seth Hickey to define a next step that we think will ensure the momentum of the TMAC and moves forward with realizing the Phase 1 recommendations. ***Please see the memorandum and charge from Seth Hickey which also includes a draft charge for the next phase of work.***

H. Discussion of Select Board Organizational Goals for 2022

Please see the attached 2022 Goals document derived from past discussions about goals for the organization as a whole and for departments in particular.

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.

XII. Informational Items

A. Dragon Mosquito Public Notice

XIII. Reservations, Event Requests & Permits

A. Resident Request: Closure of Portion of Christie Lane for Private Event

This proposal was circulated to town DPW and public safety departments. Feedback from all is amalgamated in the ***attached memo for your consideration of the proposal.***

B. Raffle Permit request from Annie's Angels

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments



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A. Appointments *for consideration*:

B. Appointments *to be voted on*:

- a. Nancy Hunter for appointment to the Recreation Commission to fill the vacant position for a term of three years ending 2025.
- b. Reappointment of Thomas House to a three year term expiring 2025

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

APRIL 4, 2022

7:00 P.M.

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

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

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

If at any time during the meeting you have difficulty hearing the proceedings, please e-mail dmoore@strathamnh.gov.

To access materials related to this meeting, please see this link:

<https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – March 21, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Jim Marchese – Building Inspector/Code Enforcement/Health Officer
- VI. Correspondence
 - A. Rockingham Planning Commission request for membership dues
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions

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- A. Department of Justice - Body Worn Camera Grant

- IX. Discussion of Monthly Reports – (second meeting of the Month)

- X. New Business and Action Items
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 - B. Police Department Capital Improvements Requests for Release of Funds – Chief King
 - C. Consideration of Acceptance of Body Worn Camera Grant – Chief King
 - D. Stratham Hill Park: Homeland Security Drill Proposal – Chief King
 - E. Review of Parks, Areas & Facilities Name Policy
 - F. Assessing Exemptions and Credits Applications
 - G. Discussion of Charge for Implementation Phase of Trail Management Advisory Committee
 - H. Discussion of Select Board Organizational Goals for 2022

- XI. Town Administrator Report

- XII. Informational Items
 - A. Dragon Mosquito Public Notice

- XIII. Reservations, Event Requests & Permits
 - A. Resident Request: Closure of Portion of Christie Lane for Private Event
 - B. Raffle Permit request from Annie’s Angels

- 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. Nancy Hunter for appointment to the Recreation Commission to fill the vacant position for a three year term expiring 2025
 - b. Thomas House for reappointment to the Planning Board for a three year term expiring 2025

- XVI. Miscellaneous & Old Business

- XVII. Adjournment

MINUTES OF THE MARCH 21, 2022 SELECT BOARD MEETING

Meeting held in the Hutton Room at the Stratham Municipal Center

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

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister, Director of Public Works Nate Mears.

At 7:00 pm Mr. Houghton opened the regular meeting.

Ms. Knab motioned to accept the minutes from the March 7, 2022 Select Board meeting. Mr. Houghton seconded the motion. Mr. Anderson abstained because he was not present at that meeting. Motion passed.

Mr. Houghton directed attention to Correspondence. Mr. Moore stated he received a request to resume bake sales at elections. The board generally expressed support but will discuss and make a decision as the election gets closer.

Mr. Moore stated receiving retirement resignations from Officer Chuck Law and Public Works Foreman Alan Williams, which were provided to the Board in their packet. Mr. Anderson motioned to accept the retirement resignations. Ms. Knab seconded, with regret, the motion.

Mr. Moore received notification from Unutil that they will use a herbicide treatment in the right of way of their electric lines. They will notify residents, allowing people to opt out if they choose. The Board recommended forwarding the information to the Conservation Commission and to put it in the Select Board Newsletter.

Mr. Houghton recognized Director of Public Works Nate Mears for his department report. He noted that reports were submitted to DES this month. They met compliance for 2021 operations at the Transfer Station and closed landfill annual report which was collaborated on with CMA.

Transfer station will begin opening every Saturday beginning April 1. Thursday evenings will also begin. We've received great feedback from last year on the Thursday opening.

Mr. Mears is coordinating with Bell & Flynn to finalize the paving schedule. We receive state pricing on the work and Mr. Bell provides us with a deduction with mileage. Mr. Mears said he is aware that SMS has been taking steps to evaluate their building needs. The extent of changes to the SMS site in the future should be factored into the decision to make improvements to Gifford Farm in the near term and he is working to learn more about their schedule and plans. Mr. Mears feels that making traffic calming improvements on Long Hill and other roads leading to the school will be beneficial. He explained other intended improvements.

In response to a comment from a resident at Town Meeting, Mr. Mears along with Fire Captain Tim Slager, reviewed the cabinets that house the traffic light signals that indicate when an emergency vehicle is approaching. Mr. Mears believes that responsibility for maintaining this lies with the DPW because we own that small part of the infrastructure. He is gathering costs to

put in the capital plan and will follow up. Mr. Moore talked about funding options going forward. Mr. Houghton thanked Mr. Mears for the work he's doing to keep the public safe.

Mr. Mears reported that streets will be swept throughout the month of April. He will make the public aware.

Work at the park is ongoing. Mr. Mears is moving forward with contracting with Hillside for turf maintenance and NH Blacktop Sealers for the work at Maple Lane Cemetery. Spring cleanup is underway. Elevators at Fire and Police stations are in compliance with State regulations. Heating / cooling preventative maintenance is done. Mandated upgrades at the fueling station have been completed.

Mr. Houghton then recognized Fire Department leadership for an introduction. Former Fire Chief Larrabee introduced the new Fire Chief, Jeff Denton. The group congratulated Chief Denton on his recent election by the department membership. Chief Denton said he was honored to be elected and thanked former Fire Chief Matt Larrabee for his leadership especially through the pandemic. The Board thanked Chief Larrabee for his service. Chief Larrabee thanked the board for their support over the years. Chief Denton said that former Chief Larrabee and Lt. Josh Crow are willing to assist him with the transition to his new role and he noted he met late in the previous week with Mr. Moore.

Mr. Houghton moved the conversation to the Heritage Commission District Rt. 33 item on the agenda. Mr. Moore stated that this project was a goal of the Master Plan. He commended Heritage Commission Chair Nate Merrill, the Planning Board, and Town Planner Mark Connors, saying this was a great accomplishment for the Town. Mr. Connors explained that an advisory subcommittee of three representatives is to be created in accordance with the new zoning ordinance. He gave a general explanation of the expectations and make-up of the committee. Mr. Houghton also praised the efforts of all who worked on the project saying it was a balance between preserving the character of the area while allowing commercial uses. Mr. Merrill also thanked Mr. Connors for his work on the project, noting communication between the HC and other committees and staff has been greatly improved over recent years. Mr. Merrill complimented Mr. Connors on the outstanding effort he put forth in reaching out to the community about this project. Mr. Merrill believes this is the first Heritage District in the state that's been implemented. Ms. Knab suggested putting an article in Stratham Magazine highlighting this accomplishment.

Mr. Houghton moved to the topic of imposing fines for unauthorized demolition of historic buildings. Mr. Moore referred to a memo in the packet from Building Inspector Jim Marchese. The state defines the penalties and processes for implementing fines. The Select Board may adopt a policy and decide on the extent of follow through in the event of violations. Educating the public and preventing this from happening is the most desirable outcome. Mr. Houghton suggests adding to the building permit a warning of a fine for unauthorized demolition. Mr. Moore indicated that he would ensure violations of this particular zoning ordinance would be brought to the Board's attention.

ADMINISTRATION

Mr. Houghton asked Mr. Moore for his Administration report. Mr. Moore stated he received a request in accordance with the Facility Naming Policy from Mr. Merrill. Mr. Moore outlined the policy. The request is to rename Room A at the Municipal Center and to name the barns at the park. The Board requested Mr. Merrill inform the nominee of the Room A submission of his recommendation. Ms. Knab noted that many people have an interest in the park and felt strongly about doing more outreach to any interested parties. They decided to reach out to boards and commissions and to put it in the newsletter. They will revisit the topic at the April 18th meeting.

Mr. Merrill said he would be happy to answer any questions related to the old Town Hall Preservation Easement Monitoring Report, an informational item on the agenda. Mr. Moore explained that the Heritage Commission developed a procedure for an obligation the town has for monitoring the easement on the old town hall and he thanked Mr. Merrill for the initiative in creating the form. There were no issues with the report.

Mr. Moore is moving forward with the DES funded long term study that looks at the various ways the town might respond to PFAS over the long term. Mitigation and maintenance of point of entry systems is our responsibility, as is the possible addition of more affected properties if warranted by water quality testing. We are assessing our options and developing cost proposals for alternative approaches to managing the contamination in the large term. Alternatives identified include maintaining the current treatment systems across the many affected properties in perpetuity, standing up a new public water system in Town Center to centrally treat and distribute water, and connections to regional water supplies in order to meet our needs. Final report should be done in 2-3 weeks.

Mr. Moore reported that water quality in general will be a significant issue for the town. Specifically, concerns around manganese, arsenic, and further scrutiny of PFAS. The Seacoast Private Well Water Commission is planning an effort to encourage people to test their well water, learn about it and take advantage of initiatives. There is also a water quantity issue – climate change, salt water inundation all effect water quantity.

Conversation continued regarding arsenic. The State lowered the standard, pushing more people over the acceptable limit affecting the homeowner associations managing their own supply. Mr. Connors added that as part of the Source Water Protection Plan (done in collaboration with the Rockingham Planning Commission) we have received an implementation grant. This is a larger problem than people realize. RPC is working with us on local ordinance changes for source water protection.

Next, Mr. Moore directed attention to the third party review of the Large Groundwater Renewal Permit for Golf Club of New England. We received feedback last Friday. Next step is for us to submit comments to DES. That Board asked that Mr. Moore follow-up in submitting comments to include the observations and conclusions in the third-party report.

Mr. Moore redistributed public meeting information and reviewed the policies. New legislature is requiring a more active role in assessing non-public minutes and either keep sealed or unseal the minutes. Mr. Anderson will be meeting with Mr. Moore this week for a general sit-down meeting about Select Board business and an orientation to processes in place for Board business.

APPOINTMENTS

Ms. Knab motioned to move forward Nancy Hunter for consideration to the Recreation Commission for a three year term. Mr. Anderson seconded the motion. All voted in favor.

TREASURER'S REPORT

Mr. Houghton noted receipt of the Treasurer's report.

Mr. Houghton recognized Ms. McAllister for a general Finance Office update. Ms. McAllister advised the Board of several updates on her efforts to improve the Town's accounting function and processes. She reported on her work with the Town's bank vendors to explore streamlining and simplifying several of the legacy banking relationships that have presented challenges. Ms. McAllister is preparing for the audit at the end of April. Mr. Houghton expressed the Board's appreciation for her extensive efforts to address many longstanding challenges.

Mr. Houghton moved the conversation to the Select Board signing of necessary documents. In a response to a staff suggestion at improving the work flow and turnaround times for accounts payable it was decided that the Board would alter its schedule for signing payroll and accounts payable manifests. Beginning on the 23rd of March, Finance staff would make documents available each Wednesday starting at 4:00 pm until 8:00 a.m. Thursday morning for Select Board signature.

Ms. McAllister raised the need to replace Mr. Lovejoy's authority as a second legal signatory on some bank documents. Mr. Anderson volunteered to be the second signatory.

Mr. Houghton gave his thoughts on Town Meeting, which were positive overall. Ms. Knab would like feedback from the residents on their preference for Friday night or Saturday morning.

ADMINISTRATION

Mr. Moore recognized a need to develop a policy for disposing of surplus property. The Board authorized him to dispose of a baseball backstop that was the subject of a memo he provided to the Board.

Mr. Moore stated that the Building Inspector was following-up on resident complaints regarding a Lovell Road property and that was not meeting with satisfactory responses of the owner, which could require further involvement by the Board.

Mr. Moore noted that he is working with Parks & Recreation Director Seth Hickey on a new charge for the Trail Management Advisory Committee. Mr. Houghton recalled a previous conversation that involved the Heritage Commission and signage and hoped the staff would follow-up on this.

Mr. Moore would like to revive the Public Works Commission and highlight this volunteer opportunity in the newsletter.

Regarding a request for an easement to access a landlocked parcel at the rear of the park, Mr. Moore reported the school district determined not to move forward with that request.

Mr. Moore received a request from a resident on Christie Lane to close the road for a private party and to host a food truck. Mr. Moore will reach out to Police, Fire and Highway for their guidance.

Mr. Moore reported that the Parks & Recreation Dept. is scheduling events in an attempt to draw more people to the Senior Room.

The group discussed rescheduling the event for Joe Lovejoy.

NEW BUSINESS

Ms. Knab motioned to elect Mike Houghton as Chair of the Select Board. Mr. Anderson seconded the motion. Mr. Houghton accepted. All voted in favor.

Mr. Houghton motioned to elect Allison Knab as Vice Chair of the Select Board. Mr. Anderson seconded the motion. Ms. Knab accepted. All voted in favor.

Mr. Houghton moved to the adoption of the Select Board Rules and Procedures. There was a brief discussion of item 9 regarding media. Mr. Moore expressed concern about the written procedure on changing an ordinance. He anticipates refining the policy and will come back to the Board with it.

Mr. Moore called attention to the compendium of policies which is added to each year as more past policies are found and incorporated. This year an existing winter maintenance policy was added. The Board discussed a need for a media policy. Mr. Houghton suggested having a deeper discussion on policies at a future meeting.

Mr. Houghton explained that there is a Select Board Rep on each boards & commission and one that acts as a liaison to each department.

At 9:30 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, III (a) Personnel. Seconded by Mr. Anderson. Roll call: Houghton – Yes; Knab – Yes; Anderson – Yes.

At 10:00 p.m. the Board remerged in public session. Mr. Houghton moved to seal the minutes noting that failure to do so would render the proposed actions ineffective. Ms. Knab seconded the motion. Roll call: Houghton – Yes; Knab – Yes; Anderson – Yes.

The Board made agreed on assignments to Boards and Commission seats. The following was agreed to.

Boards/Commissions

Conservation Commission	Allison Knab
Planning Board	Mike Houghton

Heritage Commission	Allison Knab
Recreation Commission	Allison Knab
Public Works Commission	Joe Anderson

Committee/Association

Fire Association	Joe Anderson
Energy Commission	Joe Anderson

Select Board - Department Linkages

Fire	Joe Anderson
DPW	Joe Anderson
Finance	Joe Anderson
Parks & Recreation	Allison Knab
Town Clerk/Tax Collector	Allison Knab
Library	Allison Knab
Police	Mike Houghton
Planning	Mike Houghton
Building/Code Enforcement	Mike Houghton
Assessing	Mike Houghton

At 10:05 p.m. Ms. Knab moved to adjourn the meeting. Mr. Anderson seconded. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

March 23, 2022

Michael Houghton, Chairman
Board of Selectmen
10 Bunker Hill Avenue
Stratham, NH 03885

Dear Mr. Houghton:

Thank you for Stratham's continued support of the Rockingham Planning Commission (RPC). The RPC is always eager to be of service to your community and the land use boards.

In order for staff to continue to provide planning service to our member communities, we need your membership dues for 2022. Membership dues support our transportation and land use programs, as well as local and regional services provided to our members. Dues for Stratham this year are \$7,669 which is based on the rate of \$1.00 per capita for the first 10,000 in population. An invoice is enclosed for bookkeeping purposes.

We look forward to working with you through the coming year. Once again, thank you for your support.

Sincerely,



Tim Roache
Executive Director

cc: Tom House, Planning Board Chair
David Moore, Town Administrator
Lucy Cushman, RPC Commissioner
Joseph Johnson, RPC Commissioner



Rockingham Planning Commission

Invoice

156 Water Street
Exeter, NH 03833

theRPC.org

Date	Invoice #
3/23/2022	6959

COPY

Bill To
Town of Stratham 10 Bunker Hill Avenue Stratham, NH 03885

Description	Amount
Rockingham Planning Commission Dues 2022	7,669.00
Phone #	Total
603-778-0885	\$7,669.00

To: The Stratham Select Board

From: Anthony King, Chief of Police

Date: March 7, 2022

Subject: Body Camera Grant Reward

Dear Board Members,

On February 2, 2022, SPD learned that we received a grant through the Small, Rural, and Tribal Body-Worn Camera Micro-Grant Program (SRTBWC), provided by the Bureau of Justice Assistance of the Office of Justice Programs, U.S. Department of Justice and Justice & Security Strategies.

Grant Funding:

This grant is a 1:1 match and the police department has been awarded up to \$13,000.00 for the purchase of Body Worn Cameras (BWCs). The \$13,000.00 is strictly for the purchase of the cameras themselves, leaving any remaining equipment, such as spare batteries, mounts, technical supplies as well as training for the officers, to be used as match funds. This grant is done through reimbursements, whereby the police department will expend the funds upfront and be reimbursed up to \$13,000.00.

The total cost for the cameras and all applicable equipment is quoted at \$21,210.00. The cost of the physical cameras themselves is quoted at \$12,935.00. Match funds built into our quote which includes spare batteries, docking/charging/downloading stations, installation, warranties and shipping handling amount to \$8,275.00. The remaining match funds needed under the grant would be through the in-kind training of all officers on the use and implementation of the BWCs.

Expenditure of Funds:

In accordance with the Select Board action following a December 6, 2021 public hearing, I am writing to request the use of up to \$13,000 donated proceeds from the October 4, 2021, First Responder Golf Tournament to serve as the match for this grant (see donation award letter). As discussed above, I only intend to use cash match to the extent that in-kind training cannot meet the match (anticipated to be approximately \$4,000). The funds are designated to be used for: "community initiatives and programs, officer wellness and peer support, law enforcement equipment and training, emergency preparedness and public safety tools." I am requesting that the Select Board approve the expenditure of up to \$13,000.00 for the purchase of BWCs and the applicable supply needs through our chosen vendor. This expenditure would fall under the category of Law Enforcement Equipment and Training.

Quote Procurement:

There is no "State Bid" vendor for body-worn cameras. As part of the process for determining which company the department would use to purchase BWCs, we solicited quotes from three (3) different vendors; BodyWorn, Watch Guard and Pelmac.

BodyWorn, while a great product, was quickly realized to be far too expensive with a quote of \$69,795.00 for five (5) years.

Pelmac provided the department with a quote of \$23,232.00 which is comparable to the Watch Guard quote, however, after viewing demonstrations and trying out the product, we felt that the quality of the product, user friendliness and video quality was not where we felt it should be.

Watch Guard is ultimately the product that was chosen for the police department. Myself and Lieutenant Pierce attended demos for the product which were very thorough and impressive. They also came to the department with the lowest quote provided for the three (3) companies.

BWC Policy:

As part of the grant application process the police department needed to develop a body worn camera policy to govern the use of the cameras. This policy was already being worked on and revisions being made prior to the application being submitted.

The policy that was written was submitted to the SRTBWC Micro-Grant Program, through phase II of their application process. This was completed on January 7, 2022. There is a 90% hold on reimbursement funds through the grant until the approval of a department's BWC policy.

As of a webinar on February 23, 2022, the grantees have received over 130 BWC policies and are in review of them. At this time, we have not received word that our policy has been approved, and they are not providing a timeline on approval, but hopes that it will be within the coming weeks.



STRATHAM POLICE DEPARTMENT

POLICIES AND PROCEDURES

Subject: Body-Worn Cameras	Number: PAT-14
Chapter: Patrol Operations	Type: Policy
Effective Date:	Review Date:
Amends or Rescinds:	
Accreditation Reference: 41.3.8	
Issuing Authority: <i>Per Order of Anthony King, Chief of Police</i>	

I. PURPOSE

The use of Body Worn Cameras (BWC) is an effective tool a law enforcement agency can use to demonstrate its commitment to transparency, ensure the accountability of its members, increase the public's trust in officers, and protect its members from unjustified complaints of misconduct. As such, the Stratham Police Department is committed to establishing a BWC program that reinforces its responsibility for protecting public and officer safety.

This purpose of this policy is to provide officers and supervisors with guidelines for the use of body cameras; the management, retention, storage and retrieval of, and access to, recorded media captured by body cameras; the handling of evidence derived from body cameras; as well as sanctions for failing to abide by these procedures.

II. POLICY

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, where the recordings are consistent with this policy and applicable law as outlined in NH RSA 105-D. This policy does not govern the use of surreptitious recording devices used in undercover operations. Except as outlined in this policy, or as approved by the Chief of Police, or his or her designee, or in limited circumstances by the officer in charge, failure to comply with procedures outlines herein may result in corrective and or disciplinary action being taken, up to and including termination.

III. DEFINITIONS:

A. "Body worn camera" means an electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer.

B. "Civilian" or "member of the public" shall refer to any person who is not an on-duty police officer.

- C. "Community caretaking function" means a task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. It includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, dealing with individuals asking for directions or other assistance, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing.
- D. "File" refers to all sounds, images, and associated metadata.
- E. "Law enforcement-related encounters or activities" include, but are not limited to, traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, non-community caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the laws of the municipality, county, or state. The term does not include:
 - 1. Activities when the officer is completing paperwork alone or is in the presence of another law enforcement officer or officers; or
 - 2. Community caretaking functions.
- F. "Officer" shall refer to a sworn member of the Department.
- G. "Recording" means the process of capturing data or information stored on a recording medium.
- H. "Recording medium" means any recording medium for the retention and playback of recorded audio and video including, but not limited to, VHS, DVD, hard drive, cloud storage, solid state, digital, flash memory technology, or any other electronic medium.

IV. PROCEDURES

A. Program Objectives:

This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

- 1. To enhance officer safety.
- 2. To accurately capture statements and events during the course of an incident.
- 3. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.

4. To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
5. To capture visual and audio information for use in current and future investigations.
6. To ensure Officers are not allowed in any way to alter, modify or repair any BWC. Any repairs will be done so by the manufacturer.
7. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
8. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
9. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

B. Use Protocols:

1. Wearing of the cameras shall be mandatory and officers shall only use BWCs while in uniform.
2. Only officers authorized and who have successfully completed this department's approved training course in the use of the BWC system shall be permitted to wear and utilize the authorized cameras.
3. Before each shift, officers who wear a BWC shall inspect and test their BWC to assure they are working properly and fully charged. If any BWC is found to have problems or damage, the officer shall notify a supervisor immediately.
4. Officers shall activate the BWC and start recording upon arrival on scene of a call for service or when engaged in any law enforcement-related encounter or activity. Body cameras shall not be used surreptitiously.
5. Officers shall inform an individual that he or she is being recorded as soon as practicable. When notification is not made, the recording officer shall note the reason for non-notification within the associated report.
6. In locations where individuals have a reasonable expectation of privacy, such as a residence, restroom or locker room, individuals may decline to be recorded unless:
 - a. The officer is in the residence pursuant to a valid search or arrest warrant.

- b. The officer is in the location pursuant to a judicially-recognized exception to the warrant requirement.
7. If the occupant wishes not to have the encounter recorded, the officer shall immediately discontinue use of the BWC; however, this advisement and the response should be made while the BWC is recording
8. Officers may audibly and visually record any incident in which all involved parties consent. At the beginning of any public contact or traffic stop, the officer shall notify the citizen that the events are being audibly and visually recorded. This notification does not apply to crimes in progress or similar situations where notification is impractical.
9. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.
10. Officers shall not record using the issued BWC when doing so would be unsafe, impossible, or impractical, but must articulate in writing their reasons for not activating the camera or say on camera why they are turning the camera off.
11. The following list of services or responses require activation of the BWC:
 - a. Routine Calls for Service;
 - b. Use of Force Situations;
 - c. Arrest Situations and associated prisoner transports;
 - d. Investigatory Stops;
 - e. Traffic Stops;
 - f. Foot and Vehicle pursuits;
 - g. Emergency Driving Situations; and,
 - h. Any situation that the officer, through his or her training and experience believes will be beneficial.
12. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Failure to document this action or a consistent sustained pattern of failure to activate the BWC may result in corrective and or disciplinary action being taken, up to and including termination.

13. There may be times when an officer should be given a degree of discretion to discontinue recording in sensitive situations as long as they record the reason for deactivating the recording. For Instance, when talking to a sexual assault victim, or on the scene of a particularly violent crime or accident scene.
14. Civilians shall not be allowed to review the recordings at the scene.

B. Procedures for BWC Use:

1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment consistent with this policy unless otherwise authorized by supervisory personnel.
2. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Stratham Police Department.
3. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.
4. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.
5. Except as authorized by the Chief of Police no employee of the Stratham Police Department shall edit, alter, erase, delete, duplicate, copy, subject to automated analysis or analytics of any kind, including but not limited to facial recognition technology, share, display, or otherwise distribute in any manner any BWC recordings or portions thereof. This paragraph shall not apply to the sharing of a still image captured by the BWC to help identify individuals or vehicles suspected of being involved in a crime. Failure to comply with specific directive may result in corrective and or disciplinary action being taken, up to and including termination.
6. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
7. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.
8. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.

9. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

C. Restrictions:

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Day to day communications with other police personnel, while not engaged in the conduct of a law enforcement;
2. Encounters with undercover officers or confidential informants unless expressly directed to be included as part of the investigation. ;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, medical or counseling facility where HIPPA laws apply, or legal privilege may or are likely to apply;
5. An interview with a crime victim unless his or her express consent has been obtained before the recording is made. Any recording obtained shall be consistent with the New Hampshire Attorney General's model protocol for response to adult sexual assault cases, the New Hampshire Attorney General's domestic violence protocol for law enforcement, the New Hampshire Attorney General's stalking protocol for law enforcement, and the New Hampshire Attorney General's child abuse and neglect protocol, as applicable. This subparagraph may be waived upon approval of the head of the law enforcement agency or his or her designee when the parent or legal guardian is the subject of the investigation to which a juvenile is a victim or witness;
6. Any instance when it is believed that an explosive device may be present and electronic interference from the BWC may trigger the device.
7. Interactions with a person seeking to report a crime anonymously. In such an instance, as soon as practicable, ask the person seeking to remain anonymous if the person wants the officer to use the officer's BWC.
8. While on the grounds of any public, private, or parochial elementary or secondary school, except when responding to an imminent threat to life or health or a call for service.
9. Officers shall only record incidents or contacts with juveniles during, or as part of a law enforcement investigation.

D. Storage:

1. All files shall be securely downloaded periodically and no later than the end of each shift. Each file shall contain information related to the date, BWC identifier, and assigned officer.
2. BWC recordings shall only be downloaded to computers operated and maintained by the Stratham Police Department.
3. All images and sounds recorded by the BWC are the exclusive property of the Stratham Police Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited and this conduct may result in corrective and or disciplinary action being taken, up to and including termination.
4. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. Files should be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

E. Retention:

1. All recordings made by a BWC shall be permanently destroyed by overwriting or otherwise no sooner than 30 days and no longer than 180 days from the date the images were recorded, except that such recording shall be retained by the law enforcement agency that employs the officer whose BWC made the recording, or an authorized agent thereof, for a minimum of 3 years if:
 - a. The recording captures images involving any of the following:
 - 1) Any action by a law enforcement officer that involves the use of deadly force or deadly restraint.
 - 2) The discharge of a firearm, unless for the destruction of an animal.
 - 3) Death or serious bodily injury.
 - 4) An encounter about which a complaint has been filed with the police department within 30 days after the encounter.

- b. The recording is being retained by the law enforcement agency as evidence in a civil or criminal case or as part of an internal affairs investigation or as part of an employee disciplinary investigation.
- c. If there is any other legal requirement for retaining the recording, including but not limited to litigation, a pending criminal case, or a valid court or administrative order, then the recording shall be retained only as long as is legally required; and
- d. The Chief of Police may designate the recording as a training tool, provided that a person's image and vehicle license plate numbers shall first be permanently deleted, distorted, or obscured, or the person has been given an opportunity in writing to decline to have his or her image and/or vehicle license plate number to be so used. A recording so designated and prepared may be viewed solely by officers for training purposes only.

F. Data Access and Release:

NOTE: Right-to-Know Law (RSA 91-A): RSA 91-A:5 Exemptions provide that any video footage from a BWC is exempt from release under the Right-to-Know Law if used in accordance with RSA 105-D, but there are exceptions. Videos that show any restraint or use of force by officers, the discharge of a firearm, or an encounter that results in an arrest for a felony level offense must be disclosed; however, there is an exception to those exceptions: Recordings or parts of a recording that would be an invasion of privacy of any person or which are otherwise exempt from disclosure under another law are exempt from disclosure.

1. Data will not be released to another criminal justice agency for trial or other reason without first making a duplicate copy.
2. Data will not be released to any outside non-criminal justice entity, regardless of the content, without explicit authorization from the Chief of Police or their designee.
3. Digital copies for purposes not associated with the investigation or prosecution of a violation of law will only be made and or created subject to one of the following:
 - a. Permission from the Chief of Police or their designee; or
 - b. Required by court order.
4. The Stratham Police Department will only be responsible for releasing recordings that have been stored and retained under Section E and Section F.
5. Concerning an individual who is a participant on the recordings and intends to pursue, or is pursuing, a civil action, data shall be disclosed pursuant to an order of the court or as required by the state/federal Rules of Civil Procedure or the state/federal Rules of Evidence.

H. Reviewing Recording Data:

1. Officers may review their own recordings prior to completing their report. This shall include use of force incidents.
2. In Officer involved shootings or other uses of Deadly Physical Force, in addition to the provisions of the **Stratham Police Department (Use of Force) Policy: LERA-9**, Officers shall be permitted to view any BWC video of the incident prior to giving a statement to investigators.
3. Under no circumstances shall any recordings be used or shown for the sole purpose of bringing ridicule or embarrassment upon any person or the Department.
4. Specific incidents may be used for the purpose of training and critique as determined by the Chief of Police.
5. Officers shall not allow citizens to review the recordings unless authorized by the Chief of Police or as specified within this policy.

I. Supervisory Responsibilities:

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
3. BWC recordings shall not be viewed by supervisors for the sole purpose of searching for violations of department policy not specifically related to a complaint or investigation.

J. Enforcement:

1. Body camera video footage recorded in contravention of this Policy or any other applicable law shall be immediately destroyed. The Department and its officers shall not seek to introduce improperly recorded video footage as evidence in any criminal or civil legal or administrative proceeding against a civilian or employee of the department.
2. Nothing in this Policy shall be read to violate any laws governing the maintenance and destruction of evidence in criminal investigations and prosecutions.
3. If any officer or employee fails to comply with the requirements of this Policy or interferes with a body camera's ability to accurately capture video footage, then appropriate disciplinary action shall be taken against the officer or employee up to and including possible termination.

Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

SUBAWARD ("MICRO-GRANT") AGREEMENT BETWEEN
Stratham Police Department
And



BJA
Bureau of Justice Assistance
U.S. Department of Justice



Justice & Security Strategies, Inc.

	Stratham Police Department
	76 PORTSMOUTH AVE. STRATHAM, NH 03885
	28531655
	02-0307304
	099493616
	01/01/2022-12/31/2024
	\$ 14,000.00
	\$ 14,000.00

By signing this document, you agree to accept and comply with the award requirements including award conditions, assurances and certifications that were presented within the application portal and the associated attachments, as well as any additional requirements or conditions imposed subsequent to the program start date of this award by DOJ, OJP or JSS on Stratham Police Department. These conditions apply during the project period. These requirements encompass financial, administrative, and programmatic matters, including specific restrictions on use of funds in the approved budget. In addition to the specified award conditions, the micro-grantee also agrees to abide by the general Federal award conditions accepted by the prime award agency, Justice & Security Strategies, Inc. which can be found at the following link: <https://www.srtbwc.com/wp-content/uploads/2022/03/SRT-BWC-Micro-Grantee-Award-Special-Conditions.pdf>.

Should Stratham Police Department accept the award and then fail to comply with an award requirement, JSS, on behalf of DOJ, will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Dr. Shellie Solomon, CEO, Justice & Security Strategies, Inc. 1835 E Hallandale Beach Blvd #387, Hallandale Beach, FL 33009 info@srtbwc.com , 888-235-0565	Typed Name and Title of Authorized Subrecipient Official
Signature of Approving Official	Signature of Authorized Subrecipient Official
Date:	Date:

Federal Award Number: 2020-BC-BX-K001, October 1, 2020, C.F.D.A. No: 16.835.

The Fiscal Year 2020 Supporting Small and Rural Agency Body-Worn Camera Policy and Implementation Program (SRA-BWC) will provide funding and program development support to small and rural agencies that intend to initiate expanded body-worn camera programs. The provider will be responsible for designing and administering a competitive funding solicitation that distributes micro-grants to qualified small and rural agencies to implement a body-worn camera program. They will also identify the needs of micro-grantee agencies and deliver standard and customized training and technical assistance (TTA) to those agencies. This is not a research and development grant.

This project was supported by Grant No. 2020-BC-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Attachment A: Award Specific Requirements

- 1) **worn Camera (“BWC”) Policy Review Required in Order to Receive Funding:** Micro-grantee is required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed and acceptable to DOJ’s Office of Justice Programs (OJP) and JSS. All funding except 10% of the total award amount under this micro-grant will be held until Micro-grantee’s BWC policy is approved in writing by JSS.
 - a) If Micro-grantee already developed a BWC policy, JSS must review and approve the policy, and Micro-grantee’s executive officers must certify that their policy was developed in a comprehensive, deliberate, and planned manner, and is consistent with relevant state laws; or
 - b) If Micro-grantee has not yet developed a BWC policy, Micro-grantee must develop a BWC policy as a condition of this micro-grant. Micro-grantee must work with JSS to ensure that policy development is purposeful, comprehensive and deliberate.
- 2) In order to be eligible for reimbursement under this micro-grant, Micro-grantee will be required to submit monthly reports, as well as a final report after the project end date, through the online micro-grant portal no later than dates to be specified by JSS. These reports will require submission of both financial and programmatic information. Micro-grantee must collect and maintain data concerning the work performed under this micro-grant in a manner and timeframes specified by JSS. The financial and programmatic data elements, outputs and outcomes will be outlined by JSS in the online micro-grant portal for this program.
- 3) In addition to all restrictions in funding previously communicated to Micro-grantee, specified in the solicitation or budget submission form for this micro-grant, outlined in the special conditions below, or specified in applicable federal law and regulations, Micro-grantee may not use funds from this micro-grant to pay for:
 - a) Costs associated conferences, including but not limited to costs for hosting, developing, sponsoring, or attending conferences. Important note: Conferences are defined by DOJ to mean “a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity.”
 - b) Data storage costs. However, BJA and JSS recognize that BWC systems are often bundled or sold as software-as-a-service (SaaS) with no line-item distinction of data storage costs; therefore, procurements with bundled costs (specifically no line-item storage costs) are permissible for reimbursement, and the agency will not be asked to break out the costs.
 - c) Costs associated with a website, including software development, updating, programming, design, or otherwise any website-related expense.
 - d) Any consultant rate in excess of \$650 per day unless approved in writing by JSS prior to expenditure.
- 4)
 - a) Should Micro-grantee’s audit, if applicable, under Part 2 CFR 200 or related regulations contain findings related to this micro-grant, Micro-grantee understands all payments under this micro-grant may stop until those findings are resolved in a manner approved by JSS.
 - b) Micro-grantee agrees to comply with all micro-grant monitoring guidelines, protocols, and procedures, and to cooperate with JSS and BJA (including its Office of the CFO) on all grant and program monitoring requests, including
 - i. Requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits.
 - ii. Providing all documentation requested or otherwise necessary to complete monitoring tasks, by the deadlines set by JSS or BJA.

Failure to cooperate with BJA's or JSS's grant monitoring activities may result in sanctions affecting Micro-grantee's DOJ awards, including, but not limited to: withholdings and/or other restrictions on access to this or other grant funds; termination of this or other grant awards, referral to the Office of the Inspector General for audit review; designation of Micro-grantee as a DOJ High Risk grantee.

- 5) Micro-grantee will comply with all close-out procedures provided by JSS and submit its final report no later than the date specified by JSS during close-out.

Attachment B: Award Specific Requirements

Because your organization's funding (referred to below as a "subgrant" or "micro-grant") utilizes OJP funds, DOJ requires your organization to comply with certain federal legal requirements in addition to the requirements of your Micro-grant Agreement with JSS. These additional requirements are:

- 1) Micro-grantee is required to comply with the federal rules governing the financial management of federal grants like this Subgrant. These rules are called the Uniform Guidance and can be found at 2 CFR 200. The Uniform Guidance contains requirements about how an organization may spend federal funds, the tracking of receipt and spending of federal funds, and other financial requirements.

For additional details about these requirements, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

If you have a question or believe there is a conflict between any documents JSS provides you and the Uniform Guidance, contact JSS immediately for clarification.

- 2) Micro-grantee agrees to comply with the requirements of the DOJ Grants Financial Guide and any updates made to this document, which is located at: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf.

- 3) All micro-grantee records of any kind that relate to this Subgrant must be kept by your organization for 3 years from the date you submit your final report at the end of the Subgrant. Micro-grantee records that relate to this Subgrant means any document, record, or data or any kind whatsoever concerning this Subgrant. This includes but is not limited to: agreements, contracts, purchase orders, receipts, reports, financial documents, computer data, personnel files, and any other paper or document related to this Subgrant in any way.

Also, your organization must provide access to these records to JSS, OJP and other federal inspectors and agencies. For more details about this requirement, please see 2 C.F.R. 200.333. The records you must provide access to include performance measurement information about this Subgrant.

If micro-grantee is eligible and elects to use an indirect cost rate as described in 2 C.F.R. 200.414(f), micro-grantee must advise JSS in writing that it is eligible and elects to use an indirect cost rate. Micro-grantee must comply with all requirements of 2 CFR Part 200 concerning indirect cost rates. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

- 4) If micro-grantee currently has other active federal grants, or if micro-grantee receives any other award of federal funds during the period of performance for this micro-grant, micro-grantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, micro-grantee must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) and JSS in writing of the potential duplication, and, if so requested by the DOJ awarding agency or JSS, must seek a grant adjustment modification to eliminate any inappropriate duplication of funding.

- 5) Personally Identifiable Information (PII) is information that can be used, by itself or together with other information, to identify someone. The full definition can be found at 2 CFR 200.79. Micro-grantee must have procedures to respond if there is an actual or imminent "breach" of PII if micro-grantee either

- a) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of an OJP grant-funded program or activity, or

- b) uses or operates a "Federal information system," which typically is a database that a federal agency uses.

As a law enforcement agency, micro-grantee's organization collects and maintains PII. Therefore, micro-grantee must have written procedures on how micro-grantee will respond if there is an actual or imminent breach of PII.

A breach of PII, as defined in OMB M-17-12, means: The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses PII or (2) an authorized user accesses or potentially accesses PII for an other than authorized purpose.

Micro-grantee's procedures required by this section must include a requirement to report an actual or imminent breach to JSS within 12 hours of when it occurs. This is required so that JSS can report the breach to OJP within 24 hours as legally required by OJP. Micro-grantee must contact JSS immediately using the method specified by JSS and no later than 12 hours if a breach of PII occurs or is about to occur to make sure this gets reported to OJP within 24 hours as required.

- 6) Micro-grantee is not permitted to award subgrants—also referred to as subawards—with the funds from this Subgrant unless you have written approval from JSS in advance of issuing the subaward.
- 7) — When buying any goods or services with funds from this micro-grant (this is known as a “procurement transaction”), micro-grantee must not discriminate against any person or business because of their status as an “associate of the federal government” (or because a person or entity is affiliated or owned by such an associate). A person or entity is an “associate of the federal government” if they are engaged or employed (in the past or at present) by or on behalf of the federal government—as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise-in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 8) Micro-grantee must comply with all U.S. Department of Justice requirements related to trafficking in persons. This includes, but is not limited to, the requirement micro-grantee and its employees must not engage in:
 - a) Severe forms of trafficking in persons
 - b) Procurement of a commercial sex act
 - c) Use of forced labor in the performance of the Subgrant
 - d) Acts that directly support or advance trafficking in persons.

Examples are included in Section B at this website: <https://ojp.gov/funding/explore/prohibitedconduct-trafficking>

Micro-grantee's full obligations related to prohibited conduct in trafficking in persons can be found at that link above and are incorporated here with this reference. Micro-grantee's micro-grant can be terminated immediately for violation of these requirements.

- 9) Any training materials micro-grantee develops or delivers with funds from this micro-grant must comply with the Department of Justice OJP training requirements. These requirements include that:
 - a) Trainers comply with the law and cannot discriminate.
 - b) The content of the training and the materials must be accurate, relevant, useful and well-matched to the purpose of the training.
 - c) Trainers must be well-qualified in the subject area.
 - d) Trainers must demonstrate highest standards of professionalism.

Details about these requirements can be found here:

<https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.html>.

- 10) Equal Employment Opportunity: Micro-grantee must uphold all requirements for an equal employment opportunity organization. This means it must comply with all applicable requirements of 28 CFR Part 42, relating to civil rights and nondiscrimination and includes the requirements for equal employment opportunity programs provided in 28 CFR 42 Subpart E if Micro-grantee is required to have such a program.

11) Nondiscrimination on basis of religion: Micro-grantee must comply with all applicable requirements of 28 CFR 38 regarding nondiscrimination on the basis of religion or religious beliefs.

12) Micro-grantee may not use any of the funds from this Subgrant for lobbying, whether directly or indirectly. Lobbying means supporting or opposing the enactment, repeal, modification or adoption of any law, regulation or policy at any level of government. See 18 USC 1913 for additional details.

Also, Micro-grantee may not use any of the funds from this Subgrant to pay any person to influence or attempt to influence any federal agency, member of Congress or any of their employees concerning a federal grant, contract, or any other federal award. There are exceptions, including an exception for tribal organizations. See 31 USC 1352 for details.

Contact JSS immediately if you have any questions about this section or whether a specific situation falls within these rules.

13) Micro-grantee must promptly report to the DOJ Office of the Inspector General (OIG) any credible evidence that any person (whether they work for your organization or not) has (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws of fraud, conflict of interest, bribery, gratuity, or similar misconduct, in connection with funds under this award.

You can report potential fraud, waste, abuse, or misconduct involving or relating to these Subgrant funds by: (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Micro-grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Micro-grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

14) Micro-grantee may not require any employee or contractor to sign a confidentiality agreement that restricts or bans reporting of waste, fraud or abuse to a federal agency. This does not apply to the federal Standard Forms 312 or 4414 regarding not disclosing certain classified or sensitive information.

If JSS learns that micro-grantee is requiring agreements or statements from its employees or contractors that restrict or prohibit reporting of fraud, waste, abuse or misconduct, JSS is required by law to stop all payments under this micro-grant to micro-grantee.

15) Micro-grantee may not retaliate against an employee for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. This requires that Micro-grantee comply with applicable provisions of 41 USC 4712.

16) Micro-grantee is encouraged to adopt and enforce policies banning employees from text messaging while driving and to establish policies and educate its employees to decrease crashes caused by distracted drivers.

17) **Requirements if designated "high risk" by a federal agency:** If micro-grantee is designated "high risk" by a federal grant-making agency other than DOJ, currently or at any time during the course of this micro-grant, micro-grantee must disclose this and any other information requested immediately to JSS at the contact information provided by JSS and to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. "High risk" includes any status under which a federal awarding agency provides additional oversight due to micro-grantee's past performance, or other programmatic or financial concerns with the micro-grantee. Micro-grantee's disclosure must include the following: 1. The federal awarding agency that designates micro-grantee high risk, 2. The date micro-grantee was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency. Micro-grantee agrees to comply with all additional requirements imposed by OJP or JSS if micro-grantee is designated as high risk by DOJ or any other federal agency.

18) Micro-grantee acknowledges that OJP has a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use for Federal purposes: (1) any copyrighted work

developed under this Subgrant; and (2) any rights of copyright to which Micro-grantee purchased with Subgrant funds.

Micro-grantee acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under this Subgrant; and (2) authorize others to receive, reproduce, publish, or otherwise use this data for Federal purposes.

If Micro-grantee refuses to accept terms affording the Government such rights, JSS is required to report this to OJP and not proceed with an agreement with Micro-grantee.

- 19) Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS.

Micro-grantee must comply with all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with either this micro-grant or any other grant, cooperative agreement, or procurement contract from the federal government.

If the total value of micro-grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time, micro-grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in this special condition.

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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

To: David Moore, Town Administrator

From: Chief Anthony King, Stratham Police Department

Subject: Utilization of CIP and Capital Reserve Funds

Date: March 15, 2022

Following the recent Town Budget approval at the March 12th meeting at the Cooperative Middle School, I am forwarding the following requests for Select Board approval to allow expenditure of the following funds for police department operations:

- **POLICE CRUISER CIP:**

As part of the 2022 Police Cruiser Replacement Program, \$39,000 has been allocated for this purchase. Following the State Bid Discount received by McFarland Ford, this vehicle has been quoted at **\$36,165.00**. I ask that the remaining 2021 balance of \$1000.00 be utilized and \$35,165.00 from the 2022 Cruiser replacement CIP to fund this purchase. *The McFarland Ford quote is attached for your review.*

- **POLICE DETAIL ACCOUNT:**

As a reminder, all costs associated for outfitting this cruiser, other than the mobile data terminal (MDT) and radar unit will be utilized from the Police Detail Account. With this cruiser purchase, the cost to equip this cruiser has been quoted at **\$13,720**. This covers everything from emergency lighting, sound system, graphics, prisoner controls, interior and exterior accessories and more. I am requesting that this amount be approved to be expended from the Police Detail Account. *The NEVO Quote is attached for your review.*

NOTE: We are well-prepared for the implementation of BWC's, and next year a new three-year plan will be conducted as technology costs tend to change rapidly.

- **INFORMATIONS SYSTEMS CIP (Information Technology):**

In alignment with the PD's three-year plan towards the proactive monitoring, replacement and upgrading of our internal information technology, I requested \$12,330.00 in 2022 for this

purpose. As part of this overall plan in 2022, one (1) MDT is needed to be purchased in order to outfit the new patrol cruiser. These computers are utilized in our cruisers and are the primary tool used by our officers on each shift to accomplish their primary functions of patrol work in coordination with Rockingham County Dispatch. The cost to purchase this MDT and associated hardware is **\$6519.98**. *The quote from Glacier Computer is attached for your review.*

- **TRAFFIC CONTROL PROGRAM CIP:**

In this CIP, \$5000.00 has been requested in 2022 for the purchase of updated radar units in the cruisers, and motorcycle, as well as to purchase traffic enforcement technology. At this time, I am requesting the use of these funds to purchase two (2) radar units in order to equip the new patrol cruiser and the new motorcycle unit. The cost for these two units is **\$4685.00**. I ask that the remaining 2021 balance of \$2000.00 and \$2685.00 from the 2022 Traffic Control CIP be utilized for this purchase. *The quote from Kustom Signals is attached for your review.*

- **RADIO COMMUNICATIONS CRF:**

I am requesting the use of funds from the Radio Communication Capital Reserve Fund for purchase of two (2) new portable radios and (2) microphones. This request is also in-line with my 2021/2022 CIP requests outlining a replacement plan for outdated portables. As a reminder, I had requested to continue the annual funding of this line for police department purposes at \$10,000.00 per year. This was to ensure that aging portables and radios can be replaced accordingly, while creating a small inventory of spare portables in cases of emergency replacement or addition of personnel. The total for this hardware is **\$7846.30**. *The quote from Motorola Solutions is attached to this request for your review.*

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

Respectfully submitted,



Anthony King
Chief of Police

Prepared for: , TOWN OF STRATHAM

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 215



Client Proposal

Prepared by:

Eric Cummings

Office: 603-772-5953

Quote ID: 22STRATHAM

Date: 12/01/2021



McFarland Ford Sales, Inc. | 151 Portsmouth Ave, Exeter, New Hampshire, 038332186

Office: 603-772-5953

Prepared for:
TOWN OF STRATHAM
Prepared by: Eric Cummings
12/01/2021



McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 215 | Quote ID: 22STRATHAM

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
K8A	Base Vehicle Price (K8A)	\$40,980.00
Packages		
500A	Order Code 500A <i>Includes:</i> - 3.73 Axle Ratio - GVWR: 6,840 lbs (3,103 kgs) - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel - Includes polished stainless steel hub cover and center caps. - Unique HD Cloth Front Bucket Seats w/Vinyl Rear - Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks. - Radio: AM/FM/MP3 Capable - Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.	N/C
Powertrain		
99B	Engine: 3.3L V6 Direct-Injection (FFV) <i>(136-MPH top speed). Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.</i>	-\$3,450.00
44U	Transmission: 10-Speed Automatic (44U)	N/C
STDAX	3.73 Axle Ratio	Included
STDGV	GVWR: 6,840 lbs (3,103 kgs)	Included
Wheels & Tires		
STDTR	Tires: 255/60R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover and center caps.</i>	Included
Seats & Seat Trim		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft. up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.</i>	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF STRATHAM

Prepared by: Eric Cummings

12/01/2021

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

**2022 Police Interceptor Utility AWD Base (K8A)**

Price Level: 215 | Quote ID: 22STRATHAM

As Configured Vehicle (cont'd)

Code	Description	MSRP
Other Options		
PAINT	Monotone Paint Application	STD
119WB	119" Wheelbase	STD
STDRD	Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>	Included
153	Front License Plate Bracket	N/C
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>	\$25.00
17T	Switchable Red/White Lighting in Cargo Area <i>Deletes 3rd row overhead map light.</i>	\$50.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	\$50.00
68G	Rear-Door Controls Inoperable <i>Locks, handles and windows. Note: Can manually remove window or door disable plate with special tool. Note: Locks/windows operable from driver's door switches.</i>	\$75.00
59B	Keyed Alike - 1284x	\$50.00
549	Heated Sideview Mirrors	\$60.00
76R	Reverse Sensing System	\$275.00
60R	Noise Suppression Bonds (Ground Straps)	\$100.00

Emissions

425	50 State Emission System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.	STD
-----	--	-----

Interior Color

96_01	Charcoal Black	N/C
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Exterior Color

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF STRATHAM

Prepared by: Eric Cummings

12/01/2021

McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186



2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 215 | Quote ID: 22STRATHAM

As Configured Vehicle (cont'd)

Code	Description	MSRP
UM_01	Agate Black	N/C
SUBTOTAL		\$38,215.00
Destination Charge		\$1,245.00
TOTAL		\$39,460.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

TOWN OF STRATHAM

Prepared by: Eric Cummings

12/01/2021



McFarland Ford Sales, Inc. | 151 Portsmouth Ave Exeter New Hampshire | 038332186

2022 Police Interceptor Utility AWD Base (K8A)

Price Level: 215 | Quote ID: 22STRATHAM

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$40,980.00
Options	-\$2,765.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Destination Charge	\$1,245.00
Subtotal	\$39,460.00

Pre-Tax Adjustments

Code	Description	MSRP
ST BID	STATE BID DISCOUNT	-\$6,960.00
WARR	5YR/100000 WARRANTY PREMIUM CARE	\$3,665.00
Total		\$36,165.00

Customer Signature

12/10/2021

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Glacier Computer LLC

Invoice

46 Bridge Street
Suite 1
New Milford, CT 06776

Date	Invoice #
3/14/2022	99450

Bill To
Stratham NH PD ATTN: Accounts Payable 76 Portsmouth Ave. Stratham, NH 03885

Ship To
Stratham NH PD Attn:David Pierce 76 Portsmouth Ave. Stratham, NH 03885

Notes

P.O. Number	Terms	Rep	Ship	Via
none-quote 84903...	Net 30	RG	9/9/9999	UPS

Quantity	Item Code	Description	U/M	Price Each	Extended
1	6371043	GETAC : V110 G6 i5-10210U,WHello Webcam,Win10 PROx64+8GB,256GB PCIe SSD,SR(FHD+Touchscreen+Hard Tip stylus),US KBD + US Pc mbrn Backlit KBD,WIFI + BT + GPS/Glonass + 4G LTE (EM7511) + Pass-through,Hard Handle,SD Card + scrdr	EA	3,700.00	3,700.00
1	4686785	Getac 11-16V, 22-32V DC Vehicle adapter / Charger (120W for Docking Station)	EA	109.99	109.99
1	TA-2505AP-UN...	"Laptop Mount with Universal Adaptor Plate with VESA 75, VESA 100 & 2X4 Patterns (AP-UNIV), Double Arm with Triple Adjustable Pivot Points, G.R.I.P. Tilt/Swivel and Telescopic Post with the Next Generation Under the Seat UNIBASE EVOLUTION (See list of vehicles) "	EA	673.00	673.00
1	5049436	GETAC : V110 Havis Tri Pass-through Vehicle Dock & Replication with screen stiffener (Black) (DC power adaptor sold separately)	EA	1,050.00	1,050.00
1	4316174	PocketJet 7 300dpi Thermal Printer with USB (Only includes the printer. Requires power, USB cable, and printing supplies)	EA	430.00	430.00
1	2554629	STARTECH.COM : This high quality 10ft USB A to Mini B Cable provides one (4-pin) USB Type A male connector and one Mini B (5-pin) male connector, and supports high speed USB 2.0 transfer rates (480Mbps). Backed by StarTech.comfeets Lifetime Warranty.	EA	7.99	7.99
1	2703232	BROTHER MOBILE SOLUTIONS : PocketJet 3, 3 Plus, 6, 6 Plus, RuggedJet 4030, 4040 Car Adapter - Wired - 14 Foot Length	EA	24.00	24.00

All orders are subject to Glacier terms & conditions as stated on website

Total

Glacier Computer LLC

46 Bridge Street
 Suite 1
 New Milford, CT 06776

Invoice

Date	Invoice #
3/14/2022	99450

Bill To
Stratham NH PD ATTN: Accounts Payable 76 Portsmouth Ave. Stratham, NH 03885

Ship To
Stratham NH PD Attn:David Pierce 76 Portsmouth Ave. Stratham, NH 03885

Notes

P.O. Number	Terms	Rep	Ship	Via
none-quote 84903...	Net 30	RG	9/9/9999	UPS

Quantity	Item Code	Description	U/M	Price Each	Extended
1	PJKIT-UVHR	Brother Printer Headrest Mount	EA	350.00	350.00
1	ANT-MMF-CC-...	AIRGAIN, INC. : MULTIMAX 2 in 1 MIMO Cell/LTE. Threaded bolt mount. Color black. 15 feet coax with SMA connectors	EA	175.00	175.00

All orders are subject to Glacier terms & conditions as stated on website

Total	\$6,519.98
--------------	------------

Credit cards are not accepted for payment on orders above \$10,000.



Quotation

KUSTOM SIGNALS, INC.

9652 Loiret Blvd, Lenexa, KS 66219-2406
913-492-1400 Fax 913-492-1703
sales@kustomsignals.com www.kustomsignals.com

Date 12/01/2021

To... LT. DAVID PIERCE
STRATHAM POLICE DEPT

76 PORTSMOUTH AVE
STRATHAM NH 03885-2403

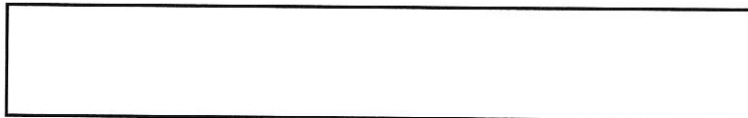
Quote # -700955251440NG
Terms Per Approved Terms
This Quote Expires on 03/31/2022
Phone 603-778-9691
Fax 603-772-5937

<u>Qty</u>	<u>Product Description</u>	<u>UnitPrice</u>	<u>SubTotal</u>
1	Eagle 3 Dual Ka-band antenna with Same Direction, Fastest and Scan Mode Includes shipping and handling Special Pricing Approved March 2021	\$2,399.00	\$2,399.00

Total \$2,399.00

Signature

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.



Toll Free 800-4KUSTOM (800-458-7866)



KUSTOM SIGNALS, INC.

9652 Loiret Blvd, Lenexa, KS 66219-2406
913-492-1400 Fax 913-492-1703
sales@kustomsignals.com www.kustomsignals.com

Quotation

Date 12/15/2021

To... LT. DAVID PIERCE
STRATHAM POLICE DEPT

76 PORTSMOUTH AVE
STRATHAM NH 03885-2403

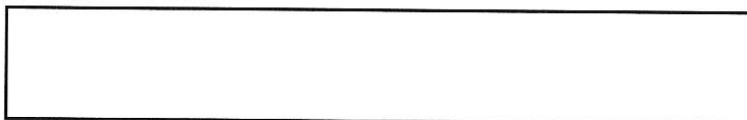
Quote # -714955089213NG
Terms Net 30
This Quote Expires on 03/15/2022
Phone 603-778-9691
Fax 603-772-5937

<u>Qty</u>	<u>Product Description</u>	<u>UnitPrice</u>	<u>SubTotal</u>
0		\$0.00	\$0.00
1	Raptor RP-1, Dual Ka-Band Antenna, Directional & Same Lane Mode	\$1,845.00	\$1,845.00
1	Motorcycle thumb remote, display separation kit & antenna mounts	\$441.00	\$441.00
1	Raptor Assisted Fork Test - Automated fork test procedure to ensure the unit passes during power up.	\$0.00	\$0.00
1	Raptor RP-1 hard carrying case	\$0.00	\$0.00
1	Shipping/handling costs included	\$0.00	\$0.00

Total \$2,286.00

Signature

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.



Toll Free 800-4KUSTOM (800-458-7866)

03/14/2022

STRATHAM POLICE DEPT
10 BUNKER HILL AVE
STRATHAM, NH 03885

Dear David Pierce,

Motorola Solutions is pleased to present STRATHAM POLICE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide STRATHAM POLICE DEPT with the best products and services available in the communications industry. Please direct any questions to Nathaniel Sawyer at nsawyer@2-way.biz.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Nathaniel Sawyer

Motorola Solutions Manufacturer's Representative

Billing Address:
 STRATHAM POLICE DEPT
 10 BUNKER HILL AVE
 STRATHAM, NH 03885
 US

Quote Date:03/14/2022
 Expiration Date:04/30/2022
 Quote Created By:
 Nathaniel Sawyer
 nsawyer@2-way.biz

End Customer:
 STRATHAM POLICE DEPT
 David Pierce
 dpierce@strathampd.org
 +1.603.778.9691

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98KGF9PW6BN	APX6000 VHF MHZ MODEL 2.5 PORTABLE	2	\$3,595.00	\$2,624.35	\$5,248.70
1a	H842AU	ADD: SINGLE UNIT PACKING	2	\$0.00	\$0.00	\$0.00
1b	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	2	\$0.00	\$0.00	\$0.00
1c	Q58AL	ADD: 3Y ESSENTIAL SERVICE	2	\$121.00	\$121.00	\$242.00
1d	H35BU	ADD: CONVENTIONAL OPERATION	2	\$550.00	\$401.50	\$803.00
1e	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	2	\$567.00	\$413.91	\$827.82
2	PMNN4485A	BATT IMPRES 2 LIION R IP68 2550T	2	\$160.60	\$117.24	\$234.48
	Product Services					
3	LSV00Q00202A	DEVICE PROGRAMMING	2	\$28.57	\$28.57	\$57.14
4	PMMN4062AL	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	2	\$127.12	\$92.80	\$185.60



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
5	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	2	\$169.56	\$123.78	\$247.56

Grand Total**\$7,846.30(USD)****Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



<h1>Proposal</h1>
<h2>151</h2>
Date: 3/14/2022

Name / Address:

Phone : 603-436-2954

Stratham Police Department
 76 Portsmouth Avenue
 Stratham, NH 03885

E-mail us : automotivetailors@ne-vo.com

P.O. No.:	Terms	Rep:
D. Pierce	Net 15	753

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Qty	Item	Description	Total
		REVISED2022 Ford Explorer: Provide & Install Public Safety Equipment	
2	Lighting	Front Lighting Whelen PSE02FCR Strip-Lite™ Plus Surface Mount Super-LED® Series, Blue/White DUO	300.00
2	VTX609B	Vertex Super-LED HAW Lamp. Self Contained. Blue (Single Unit)	180.00
		Side / Intersection Lighting	
2	TLIB	ION T-SERIES LINEAR LT BLUE	240.00
2	IONB	ION™ Series Super-LED Universal Light , w/Universal Mount, Scan-Lock™ Flash Patterns and a 4-wire Pig Tail (BLUE) Black Housing	250.00
		Rear Lighting	
1	Lighting	Whelen OEWS50 Outer Edge 6 Lamp Solo	850.00
2	VTX609B	Vertex Super-LED HAW Lamp. Self Contained. Blue (Single Unit)	180.00
		Rear Hatch Open Lighting	
2	TLMIB	MINI ION T-SERIES LIGHT BLUE	210.00
		Lightbar Pacakge	
1	Legacy/Core Promo Pkg		
1	EB2SP3BT	EB2SP3BT - 54 Inch - Legacy DUO WeCanX Series	3,850.00
1	C399	CENCOM CORE WCX CONTROL CENTER	0.00
1	CCTL6	WeCanX KNOB/SLIDE CONTROL HEAD	0.00
1	C399K4	OBDII CANPORT CABLE KIT FORD	0.00
1	SA315U	SA315U SPEAKER, BLACK PLASTIC (Replaces SA315P)	0.00
1	SAK66P	Ford Police Interceptor Utility, 2020, Passenger Side Grille	0.00
		Promo Subtotal	3,850.00
1	CANEM16	CANTROL/CARBIDE WC EXPAND MODU	180.00
1	Siren	Whelen HWLUNI Low Frequency Howler System	475.00
		Console	
1	C-VS-1012-INUT	2020 Ford Utility - 22' Angled Low Profile Console	525.00
1	C-EB25-XTL-1P	Equipment Mounting Bracket (Moto)	0.00
1	C-EB40-CCS-1P	1-Piece Equipment Mounting Bracket, 4' Mounting Space, Fits Whelen Cencom CCSRN, CCSRNTA, MPC03	0.00
1	Console	Havis Part # C-EB40-WSB-1P 1-Piece Equipment Mounting Bracket, 4" Mounting Space, Fits Whelen Arges Remote Spotlight control head	35.00
1	C-CUP2-I	Dual internal cup holder	50.00

Thank you for taking the time to review my proposal.
 Sign and return to accept. Valid for 30 days.

Subtotal

Sales Tax (0.0%)

Total

Authorized Signature

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



<h1>Proposal</h1>
<h2>151</h2>
Date: 3/14/2022

Name / Address:

Phone : 603-436-2954

Stratham Police Department
 76 Portsmouth Avenue
 Stratham, NH 03885

E-mail us : automotivetailors@ne-vo.com

P.O. No.:	Terms	Rep:
D. Pierce	Net 15	753

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Qty	Item	Description	Total
1	C-ARM-103	Molded Armrest with Hinged Cushion	160.00
1	MMCLIP	Magnetic Mic Clip	40.00
1	CG-X	Computer Mount (Customer Supplied) CHARGE GUARD automatic on/off timer switch.	105.00
1	PT0185ITU20TM	Prisoner Transport Flat Panel Transfer Kit	400.00
1	S4702UINT20	2020 Ford Utility - Charcoal Grey ABS, Standard Transport Seat w/ 1/4" Poly. Window Cargo Barrier & Seat Mount. Kit	1,550.00
1	WB47NPUINT20	2020 Ford Utility - Steel Window Bars (For Use With OEM Door Panels Only)	280.00
1	STINGER DS LED HL	Interior Accessories Stinger DS LED HL High Lumen w/ 12V DC	160.00
1	PB47UINT20HD	Exterior Accessories 2020 Ford Utility - HD Push Bumper - Includes Wire Covers	565.00
1	60605	Antenna System Heavy Duty 1/4 w/Spring 132-525MHz .	50.00
1	3080384M48	NMO Mount 17' Antenna Cable	20.00
1	2880376E84	Mini UHF Antenna Connector (ea.)	5.00
1	Graphics	Graphics Package Custom Designed Graphics Package	550.00
1.5	NEVO Labor	NEVO Service Labor	150.00
1	Distro	Installation & Materials Blue Sea Systems 5032 ST Blade Split Bus Fuse Block, 12 Circuits, 30A-100A - Bulk Packaging	110.00
1	HP8	Hardware Package, Wire, Loom, ZipTies, Fuses, Fuse Holders, Fasteners, etc.	400.00
1	SUV Upfit - Mid Size	Labor Frontline Mid Size SUV Upfit	1,350.00
1	Carbide/Control	Installation and Programming of Whelen Carbide, CanTrol & Core Systems at Time of Vehicle Upfit	500.00

Thank you for taking the time to review my proposal.
 Sign and return to accept. Valid for 30 days.

Subtotal

Sales Tax (0.0%)

Total

Authorized Signature

New England Vehicle Outfitters
40 Old Dover Road
Suite 12
Newington, NH 03801



Proposal
151
Date: 3/14/2022

Name / Address:

Phone : 603-436-2954

Stratham Police Department
 76 Portsmouth Avenue
 Stratham, NH 03885

E-mail us : automotivetailors@ne-vo.com

P.O. No.:	Terms	Rep:
D. Pierce	Net 15	753

Combining vision and craftsmanship to transform your vehicle. We are your Automotive Tailors.

Qty	Item	Description	Total
	NEVO TERMS	<p>TERMS AND CONDITIONS: By signing this proposal you agree to the following terms and conditions: 1. You will be invoiced for the equipment on this proposal as soon as the equipment order is received in full at our Fleet Facility 2. Some special order items may require full or partial payment at time of order. Please note that special order items may take 4-6 weeks for delivery from the manufacturer. This includes (but is not limited to); Lightbars (interior & exterior), Command/Storage Cabinets, Non-Inventory Lightheads, Partitions, and Vinyl Graphics 3. Labor and additional equipment will be invoiced upon completion of work 4. Payment for all invoices is due within customer's established terms from date of invoice 5. Returned goods and/or canceled orders may be subject to a restocking fee of up to 25% 6. There are NO RETURNS on special-order items 7. Additional products or services provided outside of the scope of this proposal shall be subject to additional charges 8. Customer shall have any vehicles, and equipment requiring service accessible for their scheduled appointment time. Delays due to unavailability may incur additional labor charges 9. Delays caused by other vendors, including vehicle manufacturers and delivery delays may effect scheduling 10. Services will be performed during 2-Way?s normal business hours (Mon-Fri 8:00-4:30) unless otherwise noted</p>	0.00

Thank you for taking the time to review my proposal.
 Sign and return to accept. Valid for 30 days.

Subtotal \$13,720.00

Sales Tax (0.0%) \$0.00

Total **\$13,720.00**

Authorized Signature _____



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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

Dear Stratham Select Board;

03/16/2022

The Stratham Police Department would like to partner with NH Homeland Security & Emergency Management to hold an Active Threat Drill (Active Shooter) training at the Stratham Hill Park. We would like to complete this training in either September or October, 2022.

This would be a planned and communicated event. This event would be involving 50-60 people, Law enforcement from multiple municipalities including 2 Swat teams. Some employees would be “actors” in the event simulating a real response.

We have the ability to plan some logistics on timing of the drill, day of the week and the location at the park. For safety reasons we would like to shut down the park for a period of six to eight hours.

The Stratham Police Department has responded to the Stratham Hill Park in the past in reference to active threat events. We would like to complete this training at the Stratham Hill Park with our mutual aid partners, as we believe the park is at a high risk of an active threat occurring.

One of the benefits is to test our Emergency Operation Plan that was adopted on July 17, 2017, by the Stratham Select Board. The plan in question was developed for the Stratham Fair. This plan has never been tested and/or updated. We would like to test this plan and expose any gaps and demonstrate action towards addressing the known gaps and gain experience for key functions at the Stratham Hill Park.

If this training is approved we will be applying for a Training & Exercise Grant through Homeland Security & Emergency Management to cover any costs accrued.

Respectfully submitted

David D. Pierce
Lieutenant

Policy Adopted by the Stratham Select Board

August 19, 2019

Town of Stratham

Parks, Areas & Facilities Naming and Dedication Policy

Purpose:

The purpose of this policy is to establish a consistent approach and procedure to be followed by the Select Board for naming Town owned areas and facilities.

Objective:

Establish a process and set of criteria for approving requests made to the Town regarding naming facilities. Ensure that parks, recreational areas and other Town-owned facilities are easily identified and located. Ensure that given names to Town owned areas and facilities are consistent and reflect positively on Town of Stratham. Encourage public participation in the naming, renaming and dedication of these facilities.

Definition:

Town-owned areas and facilities includes all property assets under the Town of Stratham ownership including, but not limited to buildings, structures, open space, public parks, natural areas and land.

Criteria:

The policy of the Town of Stratham is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography, environmental, civics and service to the community.

1. The following criteria shall be used in determining the appropriateness of the naming designation:

- a. Geographic Location
- b. Natural Features
- c. A person or place of historical or cultural significance
- d. A person, group or feature particularly identified with the land or facility

2. The process to name parks, recreation areas and facilities should proceed at least 12 months after the Town has acquired title to the land and/or formally accepted the dedication.

4. Names that are similar to existing parks, properties or facilities in the Town should not be considered in order to avoid confusion.

5. The Town reserves the right to change the name to maintain consistency with these policies.

Procedure:

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the Select Board through the Town Administrator.
 - i. The proposed name
 - ii. Reasons for the proposed name
 - iii. Written documentation indicating community support for the proposed name
 - iv. Description/map showing location and boundaries of the park
 - v. If proposing to name a facility within a park, include a description/ map showing the location of the facility.
 - vi. If proposing to rename a park or facility, include justification for changing an established name.
 - vii. If proposing to name a park or facility after and outstanding person, include documentation that describes their contributions to the Town. Written documentation of approval by next of kin to be honored (if available/ possible) is required as part of the proposal.
- b. Those submitting a naming request should show how the proposed name is consistent with the criteria stated in this policy. Town staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Select Board. If the request is incomplete, staff will contact the applicant, in writing, and provide them with the opportunity to resubmit as revised request.
- c. The Select Board will offer the opportunity for public input on the proposed naming during a public hearing noticed in accordance with State law. The Public hearing should take place no sooner than two weeks and no later than 6 weeks following the receipt of an accepted application request.
- d. The Select Board will hold a public meeting to discuss the completed request application. At least two votes will be required, the first to accept the application as complete; and the second, to approve or disapprove the recommendation or take some other action. The second vote (to approve or disapprove the request) shall take place at a meeting subsequent to the public hearing in order to permit additional comment to be submitted.
- e. The Select Board may initiate the naming process in accordance with this policy whenever deemed necessary and/ or in the best interest of the Town.
- f. In the absence of any naming requests, the Select Board shall adhere to the criteria stated in this policy in recommendation of name.
- g. The Town Administrator will be responsible for communicating the Select Board's decision in relation to the naming/renaming within two weeks of such a decision.
- h. Following approval of a name by the Select Board, nothing in this policy shall compel any expenditure or capital project related to replacing or creating new signage. The timing, manner and strategy for affixing appropriate signage shall be at the complete discretion of the Select Board.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Parks and Recreation, (603) 772-4741 ext. 250

TO: Stratham Select Board
FROM: Seth Hickey, Parks and Recreation Director
DATE: 4/1/22
RE: TMAC reappointment and new charge

On February 1st, 2021, the Stratham Select Board approved the creation of an ad hoc committee to review the Snowhawk Report. This ad hoc Committee has been formally named the Trail Management Advisory Committee (TMAC). The Select Board appointed seven members to this committee through an application process.

During 2021, the TMAC meet for regularly scheduled monthly meetings, held multiple public forums and hosted two work days at Stratham Hill Park. The Committee provided the Select Board with a progress report on June 21st and a final report on was presented to the Select Board on February 22nd. At that Select Board meeting in February, the Board decided the TMAC should continue their work towards the improvements outlined in their final report.

The following members of the TMAC group are interested in continuing to serve and assist the Town with implementation:

- Kate Dardinski, Chair
- Edie Barker
- Greg Blood
- Kevin O'Brien
- Patricia (Trish) Weideman
- William McCarthy

The attached document shall serve as the new charge for TMAC for the current year. The content of this charge is taken directly from the first phase outlined in the TMAC's final report.

Action requested of the Select Board:

- Formally approve these proposed members, and recognize up to three vacancies on the Committee.
- Formally approve the new charge for the Committee's work in 2022.

I am planning on attend the Select Board meeting on Monday night to address any questions or concerns.

Thank you for your consideration.

Charge- Trail Management Advisory Committee (TMAC) 2022

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. 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 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. Develop a plan for best practices of signage installation.
 - b. Update and define clear Rules and Regulations that incorporate all allowed uses, including leash regulations, e-bikes and leaf blowing.
 - c. Create new trail map.
- 2. Develop trail maintenance plan**
 - a. Develop trail log to catalog trails and conditions, structures and known maintenance needs.
 - b. Use Trail Log to determine scope of projects: volunteer based, contract work or other.
 - c. Annual/semi-annual photos of current trail conditions.
 - d. Develop a volunteer steward program to help support ongoing trail maintenance.
- 3. Organize trail workdays**
 - a. Based on projects identified in #2, assist in the organization of four trail workdays.

Structure:

The Trails Committee will be an ad hoc committee and expire at the end of Town Meeting 2023. It will consist of 7-9 members appointed by the Select Board. A Chairperson will be elected by membership. 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 and appointed by the Select Board. Membership will include a member from the Conservation Commission and the Stratham Hill Park Association. 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.

PUBLIC NOTICE

TOWN OF STRATHAM

Mosquito Control

The Mosquito Control program begins the week of April 11, 2022 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:

Altosid (methoprene 5%)
VectoBac (Bacillus thuringiensis israelensis 2.8%)
VectoBac 12 AS (Bacillus thuringiensis israelensis 11.61%)
Fourstar Bti CRG (Bacillus thuringiensis israelensis 10%)
Natular (spinosad 2.5%)
MetaLarv S-PT (S) - methoprene 4.25 %
CocoBear MLO (mineral oil 10.0%)
BVA 2 Mosquito Larvicide Oil (mineral oil 97.0%)
SunSpray MLO (mineral oil 98.8%)

Town wide nighttime road spraying will be reserved for emergency use only. 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 or along roadways is based upon mosquito surveillance data, disease test results and weather conditions upon concurrence with town officials. Diseases such as EEE and West Nile Virus are found in mosquitoes during the latter part of the summer and early fall. Further communication will be given if emergency spraying is going to take place.

Residents who do not want their property sprayed may use our No-Spray Registry online at www.dragonmosquito.com/no-spray-registry or write to Dragon Mosquito Control, P.O. 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.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

TO: Select Board

FROM: David Moore, Town Administrator

DATE: March 25, 2022

RE: 18 Christie Lane – Road Closure Request

The Town has received a request from Jon Wojtkun of 18 Christie Lane to close a portion of Christie Lane (one half of the hammer head turnaround at the terminus of Christie lane) to accommodate a food truck for a private event on July 30, 2022. The request is attached.

I have since clarified with the Mr. Wojtkun that the food truck is not offering alcohol and that the truck is serving as a caterer to his event (no direct sale to attendees of the private event from Town property).

I have distributed the request to DPW, Police and Fire and received the following responses for your consideration:

From Chief King (Police):

I do not see an issue as long as there is full emergency access for police and fire.

I would be interested to know if there will be any live/other entertainment in case we receive any noise complaints. I will ensure our day shift is aware of the party.

Lastly, is Jon paying for the food truck, or will the food truck be parked and selling food? If the truck is there selling, I believe it would need a permit under our ordinance.

From Chief Denton (Fire):

I do not see any issues with a temporary road closure to accommodate a Food truck so long as it will be continuously manned by the owner and able to be moved in the event of a fire or other emergency where apparatus would need access to that spot.

From Nate Mears (DPW):



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

I do not see any issues with this temporary use. I would outline that he is responsible for any trash, debris or waste left within the Town right of way. No waste can be discharged onto the pavement, i.e. fryolater grease, etc.

Sample Motion for the Board's Consideration:

Allow Christie Lane to be closed on Saturday, July 30, 2022 from 12:00pm to 5:00pm and to allow a food truck to be parked at 18 Christie Lane provided the following conditions are met:

- that the food truck be continually staffed by the driver in the event it needs to be moved due to an emergency
- All trash and debris within the Town right of way is removed. No waste is to be discharged onto the pavement.

David Moore

From: Jon <wojtkun@gmail.com>
Sent: Thursday, March 17, 2022 4:10 PM
To: David Moore
Subject: Road closure request

Follow Up Flag: Follow up
Flag Status: Flagged

David,

Thank you so much for your voicemail. That was very helpful.

The request for the road closure, as you can see from the picture I've attached, is for one of the turn-around areas at the end of a dead-end. This view is from the front door of my house, 18 Christie Lane, Stratham, NH.

The event would be July 30th. It's a 40th birthday party for myself and I'd love to be able to park a food truck there for most of the afternoon, say 12:00PM - 5:00 PM. Being able to park the food truck there means that it will be able to come and go as my driveway will be housing the cars of attending guests. I would assume 15-20 guests might attend.

Although all of my neighbors (11, 12, 13, 14, 15, 16 Christie Lane) would be invited as you can see this would not impact my neighbors as it does not block access to their driveways or property lines and we would leave the other turn-around area open for any city trucks to leverage if they need to take a U-Turn at the end of the street.

Please let me know if you have any additional questions. Just trying to make sure I'm doing this in the most appropriate way possible.

This was not viewable in
my email.

Resident resent image
(same as one provided on
March 17, 2022)

David Moore

From: David Moore
Sent: Thursday, March 17, 2022 3:30 PM
To: Jon
Cc: Karen Richard
Subject: RE: Road closure request

Jon,

Thank you. To facilitate department reviews of your request, can you please provide additional information? Perhaps your response would be further aided by marking up your event foot print on the image below (found through our Assessing data website (<https://www.axisgis.com/StrathamNH/>)).

1. What is the nature of the event? Is this a neighborhood event, or intended to be a private event.
2. What number of guests are you expecting
3. Where do you "intend" the overflow parking to be located that you reference in your e-mail below

I do not have a projection for you as to how the Select Board will view your request (or what observations and recommendations the public safety and DPW staff will have for the Select Board's consideration). I don't recall having received a request for a non-block party event to the Board in my three years. I am sharing this for informational purposes only.

I will be happy to ensure review of the request from the Select Board. Part of this process will be circulating for input from the staff and bringing that to the Board. The earliest I expect the Board to be able to act would be April 4th (they are meeting on 21st of March, but I do not believe I can be prepared with staff feedback by then).

You may wish to make a new submittal with the information first provided and in response to my questions above, so we have a clean clear request from you to use in distributing.

Thank you Jon,

David M.

David Moore
Town Administrator

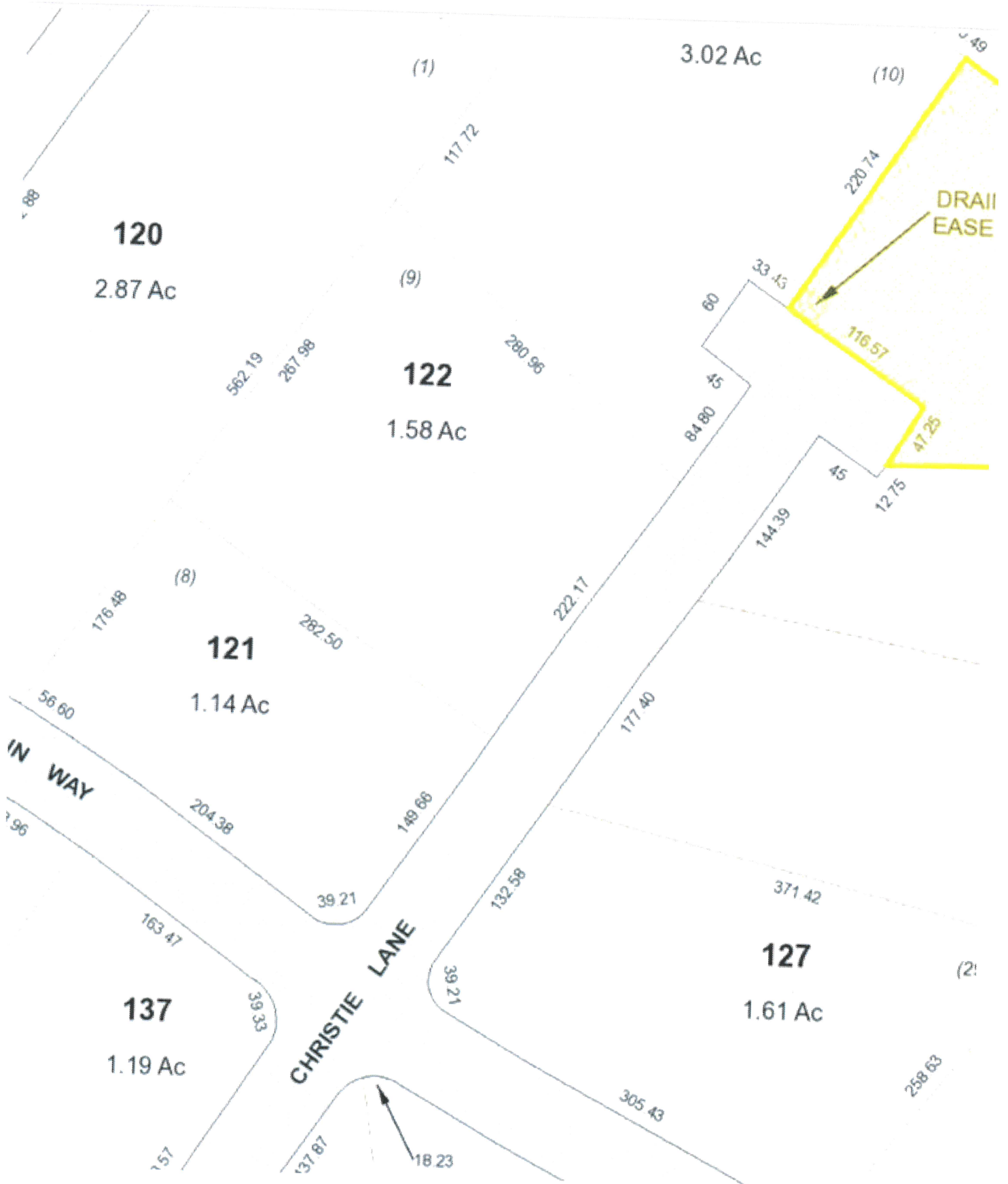
Are you signed-up for our Select Board Newsletter?

Please visit <https://www.strathamnh.gov/subscribe> or simply reply to this e-mail asking to be added to our list!

Town of Stratham, NH
10 Bunker Hill Avenue
Stratham, NH 03885

(603) 772-7391 ext. 181

www.StrathamNH.gov



From: Jon <wojtun@gmail.com>

Sent: Thursday, March 17, 2022 3:10 PM

To: David Moore <dmoore@StrathamNH.gov>

Subject: Road closure request

David,

Thank you so much for your voicemail. That was very helpful.

The request for the road closure, as you can see from the picture I've attached, is for one of the turn-around areas at the end of a dead-end. This view is from the front door of my house, 18 Christie Lane, Stratham, NH.

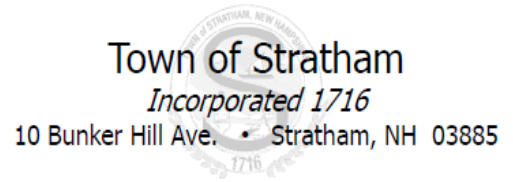
The event would be July 30th. I'd love to be able to park a food truck there for most of the afternoon, say 12:00PM - 5:00 PM. In addition would probably just be overflow parking for guests.

This would not impact my neighbors as it does not block access to their driveways or property lines and we would leave the other turn-around area open for any city trucks to leverage if they need to take a U-Turn at the end of the street.

Please let me know if you have any additional questions. Thank you!



RAFFLE PERMIT APPLICATION



APPLICANT INFORMATION			
Organization Applying for Permit: Annie's Angels Memorial Fund Inc <i>(Note: Only legal non-profits can be issued a permit)</i>		Employer ID #: 20-8562444	
Address: 8 Jana Lane		City: Stratham	State: NH
			Zip: 03885
Contact Person: William DaGiau		Phone: 603-686-4224	Email: bill@anniesangels.org
RAFFLE/DRAWING PERMIT INFORMATION			
Date(s) Raffle Tickets Will Be Sold: April 1, 2022 thru September 17, 2022			
Date of Drawing: September 17, 2022		Location of Drawing: 8 Jana Lane, Stratham	
List Items to be Ruffled: 2022 Harley Davidson Street Glide			
Reason for Raffle: Raise funds for Annie's Angels Memorial Fund so we may continue to service the seacoast bu helping local families struggling through life threatening disease, illness or disability.			
How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):			
At events, to family and friends, to supporters via emails			
Other (any other pertinent information): Please feel free to reach out for any other information you may require!			
<i>I have read the provisions of NH RSA 287-A (attached) and by signing below, state that the organization I represent will comply with those provisions at all times.</i>			
Signature: <i>William DaGiau</i>		Date: 03/26/2022	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Reason for denial:			
Selectman Signature:		Date:	
Selectman Signature:		Date:	
Selectman Signature:		Date:	

TITLE XXIV GAMES, AMUSEMENTS, AND ATHLETIC EXHIBITIONS

CHAPTER 287-A RAFFLES

General Provisions

287-A:1 Definitions. – As used in this chapter:

- I. "Raffle" means a lottery in which each participant buys a ticket for an article or articles put up as a prize with the winner being determined by a random drawing.
- II. "Charitable organization" means the following:
 - (a) Any person or entity that is determined by the Internal Revenue Service to be a tax exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code, as that section now exists or may hereafter be amended; or
 - (b) Any other person or entity that is or holds itself out to be established, in whole or in part, for any benevolent, philanthropic, patriotic, educational, humane, scientific, public health, environmental conservation, civic, social, sporting, recreational, or other charitable purpose which has been in existence for at least 2 years, or political committee or political party which has been in existence for at least 2 years, or any person who in any manner employs a charitable appeal as the basis of any solicitation or an appeal that suggests that there is a charitable purpose to any solicitation.
"Charitable organization" is not limited to those organizations to which contributions are tax deductible under section 170 of the Internal Revenue Code.
- III. "50/50 raffle" means a raffle conducted by a charitable organization whereby moneys collected by sale of raffle tickets are split evenly between the prize winner or winners and the charitable organization after the raffle drawing.

Source. 1971, 43:1. 1973, 270:1, eff. Aug. 21, 1973. 1999, 306:1, eff. Sept. 14, 1999. 2000, 115:1, eff. July 7, 2000.

287-A:2 Raffle Authorized. – A charitable organization may conduct a raffle to promote the purpose for which it was organized, in the manner hereinafter provided, and not otherwise.

Source. 1971, 43:1, eff. April 5, 1971.

287-A:3 Printed Tickets. – All raffle tickets shall be printed with the name of the charitable organization thereon, the date and place of the drawing, and the prize or prizes to be awarded and the amount of the donation.

Source. 1971, 43:1, eff. April 5, 1971.

287-A:4 Distribution of Tickets. – Raffle tickets shall be sold only to persons 16 years of age or over and no raffle tickets shall be sold by persons other than the members of the charitable organization or such person or persons, as may be designated by the organization, and who shall receive no financial remuneration.

Source. 1971, 43:1, eff. April 5, 1971.

287-A:5 Agency Not Permitted. – No charitable organization shall act as an agent for conducting a raffle, where it is unlawful for the charitable organization's principal to conduct such a raffle.

Source. 1971, 43:1, eff. April 5, 1971.

287-A:6 Effect on Other Laws. – RSA 647 shall not apply to the sale of raffle tickets in the manner provided for in this chapter.

Source. 1971, 43:1. 1973, 40:4, eff. Nov. 1, 1973.

287-A:7 Permit Required. – Any charitable organization desiring to conduct a raffle under the provisions of this chapter shall first obtain a permit therefor from the selectmen of the town, or the mayor and aldermen of the city where the drawing for prizes is to be held. The permit shall expire at the time of the drawing, and shall not be transferable.

Source. 1971, 43:1, eff. April 5, 1971.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • www.strathamnh.gov

COMMITTEE APPOINTMENT APPLICATION

- | | |
|---|---|
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Public Works Commission |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Stratham Fair Committee | <input type="checkbox"/> Energy Commission |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee | <input type="checkbox"/> Other _____ |

Nancy Hunter 603-773-9819
 Applicant Name (print) Phone #

2 Brown Ave Nancy.Hunter766@gmail.com
 Address Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 25

I would like to be considered by the Select Board for appointment to a town/board/commission/committee indicated above because:

Would like to give back to the town by
helping with the rec. dept.

I feel the following experience and background qualifies me for this position:

I designed, and built the entire playground at SMS.
Enjoy Stratham Hill Park and the trails.

Nancy E Hunter 10 Mar 2022
 Signature of Applicant Date