



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

---

## MEMORANDUM

TO: Michael Houghton, Select Board Chair  
Joseph Lovejoy, Select Board Vice-Chair  
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: September 3, 2021

RE: Select Board Agenda and Materials for the September 7, 2021 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for September 7, 2021.

### **III. Consideration of Minutes**

Draft minutes from your meeting on August 16, 2021 are included for your review.

### **IV. Treasurer Report (first meeting of the month)**

Please see the enclosed report from the Treasurer.

### **V. Department Reports & Presentations**

A. Library Director, Lesley Kimball

### **VI. Correspondence**

A. Ambit Engineering letter regarding Wetlands Permit for 8 Oxbow Farm Rd.

### **VII. Public Comment**

### **VIII. Public Hearings, Ordinances and/or Resolutions**

### **IX. Discussion of Monthly Reports (second meeting of each month)**

### **X. New Business and Action Items**

- A. Discussion of American Recovery Plan Act Funds

**XI. Town Administrator Report**

I will present updates on Town business. If you have any particular items of business you would like to make sure I am prepared to cover, please let me know. We will also need a non-public session for this meeting.

**XII. Informational Items**

- A. RPC Grant for Age Friendly Communities
- B. Purple Heart Community Item
- C. Public Hearing Notices for September 20, 2021

**XIII. Reservations, Event Requests & Permits**

- A. Cornerstone School to hold Cross Country Meet on September 28, 2021
- B. Portsmouth High School Mountain Bike Race on September 29, 2021
- C. Cub Scout Campout at Stratham Hill Park on October 15, 2021
- D. Boy Scout Troop 185 Campout at Stratham Hill Park on October 2, 2021

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

**XV. Boards and Commissions Nominations & Appointments**

**XVI. Miscellaneous & Old Business**

- A. PFAS in Town Center
- B. Open Items Tracking

**XVII. Adjournment**



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

---

## SELECT BOARD AGENDA SEPTEMBER 7, 2021 7:00 P.M.

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

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

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

If at any time during the meeting you have difficulty hearing the proceedings, please e-mail [dmoore@strathamnh.gov](mailto:dmoore@strathamnh.gov).

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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – August 16, 2021, August 26, 2021
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations
  - A. Library Director, Lesley Kimball
- VI. Correspondence
  - A. Ambit Engineering letter regarding Wetlands Permit for 8 Oxbow Farm Rd
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)

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



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

---

- X. New Business and Action Items
  - A. Discussion of American Recovery Plan Act Funds
  
- XI. Town Administrator Report
  
- XII. Informational Items
  - A. RPC Grant for Age Friendly Communities
  - B. Purple Heart
  - C. Public Hearing Notices for September 20, 2021
    - a. ARPA Funds Acceptance;
    - b. CARES Act Vaccine Distribution Funding;
    - c. Acceptance of Road Way – Breslin Farms
  
- XIII. Reservations, Event Requests & Permits
  - A. Cornerstone School to hold Cross Country Meet on September 28, 2021
  - B. Boy Scout Troop 185 Campout at Stratham Hill Park on October 2, 2021
  - C. Portsmouth High School Mountain Bike Race on September 29, 2021
  - D. Cub Scout Campout at Stratham Hill Park on October 15, 2021
  - E. Woodlands at Parkman Brook Annual Condo Meeting on October 28, 2021
  
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
  
- XV. Boards and Commissions Nominations & Appointments
  
- XVI. Miscellaneous & Old Business
  - A. PFAS in Town Center
  - B. Open Items Tracking
  
- XVII. Adjournment

## **MINUTES OF THE AUGUST 16, 2021 SELECT BOARD MEETING**

Meeting held in the Hutton Room at the Stratham Municipal Center

MEMBERS PRESENT: Board Members Vice Chair Joe Lovejoy and Allison Knab.

MEMBERS NOT PRESENT: Chair Mike Houghton

ALSO PRESENT: Town Administrator David Moore and Parks & Recreation Director Seth Hickey, Town Assessor Chris Murdough.

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

Mr. Lovejoy motioned to approve the amended minutes of July 19, 2021 and the draft minutes of August 2, 2021. Mr. Moore noted the changes to the minutes of the 19<sup>th</sup> were clarifications on the history of the discussion of the Lamprey Coop closed landfill in Somersworth. Ms. Knab seconded the motion. All voted in favor.

Mr. Lovejoy recognized Parks & Recreation Director Seth Hickey to give his department report. Mr. Hickey reported that Parks & Recreation Programming Assistant Cantrece Forest has been working with outgoing Finance Administrator Dawna Duhamel to develop a plan to reconcile the Rec Revolving account. Mr. Hickey then gave an update on youth sports. Participation is slightly down. The annual golf tournament to benefit the baseball league is sold out. Mr. Hickey and the Recreation Commission has been contemplating the future of youth sports in Stratham. He'd like to obtain resident input on future programming. Summer camp ended last week and was successful. The camp shut down for three days because three campers tested positive for Covid. There was discussion about offering refunds to the parents and paying the counsellors. Mr. Hickey said this decision will be made by the Recreation Commission. Mr. Hickey felt the counselors did an excellent job and would like them to come back next year. Mr. Lovejoy thought it was important to recognize their efforts by compensating them. Mr. Hickey continued his report saying he has been coordinating program offerings with Library Director Lesley Kimball. They are hoping to re-open the Senior Room as soon as early fall. The Summer Race Series has been very successful. He continues to work with Eagle Scouts on their projects. Rental demand for courts for tennis and pickle ball is ongoing. Creativity is needed to accommodate both groups. The pump track renovation is on schedule. They are half way to their fundraising goal. TMAC met this evening. Subcommittees have been formed to tackle topics identified in previous meetings: Data Collection, Signage, Rules and Regulations, Trail Work Planning and Dogs and Regulation of Dogs. On September 15<sup>th</sup> they will convene as a committee. Response to the park survey has been strong. Mr. Hickey continued reporting on fall activities and programs. Ms. Knab asked about mowing the fields. Mr. Hickey explained what had been done in the past. Director of Public Works now handles field maintenance. They discussed best practices for taking care of the field and wildlife.

Mr. Lovejoy recognized Town Assessor Chris Murdough to give her department report. Ms. Murdough began with explaining her reasoning for recommending abatements to four properties. Ms. Knab motioned to approve the abatement as recommended by the Assessor for 145 Portsmouth Ave. (Map 17, Lot 38). Mr. Lovejoy seconded the motion. All voted in favor. Ms.

Knab questioned if approving this abatement because of the PFAS issue would set a precedent. Mr. Murdough explained that after remediation, the assessment will go back to its original value. Ms. Knab then motioned to approve the abatement as recommended by the Assessor for 142 Portsmouth Ave. (Map 17, Lot 119). Mr. Lovejoy seconded the motion. All voted in favor. The 27 Portsmouth Avenue (Map 8, Lot 2) abatement has been settled in court and only requires signatures.

Ms. Murdough reported that her transition to Town Assessor has been going well, noting Assessing Assistant Jim Joseph handles many of the issues before they reach her. The MS1 is being worked on and should be ready on the 7<sup>th</sup>. There are two upcoming Board of Tax & Land Appeals cases.

Mr. Lovejoy commented on a letter from the NH DOT stating how much money the Town can expect.

Town Planner Mark Connors had written a memo recommending that the Board sign the sidewalk agreement for 20 Portsmouth Avenue. The previous agreement expired due to delays at NH DOT. Mr. Lovejoy motioned to authorize the Town Administrator to accept the sidewalk agreement from Chipotle and Starbucks delineating their responsibility and the Town's responsibility for the sidewalk and crosswalk. Ms. Knab seconded the motion. All voted in favor.

Next the group addressed the donation of 10 coupons for auto detailing from BMW. Ms. Knab motioned to accept the donation from BMW to the Police Department for detailing the cruisers. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Lovejoy asked for an update on the ARPA funds. Mr. Moore has confirmed that 100% of the funds will be eligible for flexible use. Although a revised approach is not yet ready, it will be in keeping with prioritizing capital projects that were already in the plans. He is waiting for guidance on how to interpret revenue loss eligible uses.

Mr. Lovejoy directed attention to the year to date financials. Ms. Knab asked for clarity surrounding the Fire Dept. salary line item. Mr. Moore explained that we have used that line item to fund the details for vaccine distribution. We have been receiving reimbursement from the state periodically and will need to hold a public hearing to accept the funds. Reimbursement goes to the General Fund. Ms. Knab then asked about lapsing fund balances. Mr. Moore said we are comfortable letting them lapse, as they are projects we are not ready to undertake at this time. Mr. Lovejoy noted that financially we are in a good position.

#### RESERVATIONS

Mr. Lovejoy motioned to approve the request from the NH Nepalese Community, a non-profit organization, to use the Front Pavilion on August 28, 2021 and waive the fee. Ms. Knab seconded the motion. All voted in favor.

Mr. Lovejoy motioned to approve the request from The Phoenix, a non-profit organization, to use the Front Pavilion on August 31, 2021 and waive the fee. Ms. Knab seconded the motion. All voted in favor.

Mr. Lovejoy approved Lisa Rohr's request to waive the alcohol prohibition for her event in Room A. Ms. Knab seconded the motion. All voted in favor.

They talked about the Select Board meeting schedule.

Mr. Lovejoy noted that Eric Bahr has submitted an application to be a representative to the Exeter Squamscott River Local Advisory Committee. The Select Board nominated candidates for this Board and they are finally appointed by NH DES. Ms. Knab recommended putting Eric Bahr forward for formal nomination to the ESRLAC. Mr. Lovejoy seconded the motion. All voted in favor.

#### ADMINISTRATION

Mr. Moore reported on the new payroll system.

Next, Mr. Moore explained that, with the Finance Administrator leaving, he will be taking on overseeing IT. He met with our IT consultant on open projects: Fire Dept. server replacement due to a failure, network switches at Police Dept. so they can move to our phone system, closure with outstanding library projects, and Fire Dept. upgrade to desktops.

Mr. Moore hopes to schedule an interview for the Finance Administrator position within the week.

The Land Use Department is preparing to release the Permitting Software RFP. Staff will review the proposals and make a recommendation to the Board. We plan to use some of the ARPA funds for this purchase. Doing so will represent a cost avoidance away from the CIP.

Ms. Knab and Mr. Moore will be joining the interviewers at the upcoming oral boards for the candidates for Police Officer positions.

Harassment training for all staff will be held on Wednesday.

Mr. Moore will focus on the budget schedule over the coming weeks. He will work closely with Town Planner Mark Connors on the Capital Plan, which is traditionally a planning function.

The roof work at the Municipal Center is anticipated to take place at the end of the summer.

At 8:38 p.m. Mr. Lovejoy motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

DRAFT



## **MINUTES OF THE AUGUST 26, 2021 SPECIAL MEETING OF THE SELECT BOARD**

**MEMBERS PARTICIPATING:** Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Select Board Member Allison Knab along with Town Administrator David Moore.

At 4:10 pm Chair Houghton moved to go into non-public session in accordance with RSA 91-A:3, II (b) – hiring of personnel. Mr. Lovejoy seconded the motion. Yes, Houghton – Yes, Lovejoy – Yes, Knab.

The Board emerged from non-public session at 5:15 p.m. Mr. Houghton voted to seal the minutes, noting that failure to do so would render a proposed action ineffective. Mr. Lovejoy seconded. Yes, Houghton – Yes, Lovejoy – Yes, Knab.

DRAFT

**Town of Stratham - Finance Held Accounts**

(This list does not include accounts held by the Trustees of the Trust Funds, or Library Funds)

**Balances as of 7/31/2021\***

<b><u>Account Name:</u></b>	<b><u>Bank:</u></b>	<b><u>Balance</u></b>
General Fund	Citizen's	\$3,006,139.92 *
Payroll	Citizen's	\$126,746.32 *
Investment Account	Citizen's	\$11,038,590.69 *
NHPDIP Investment (Town)	NHPDIP	\$21,138.84 *
NHPDIP (Recreation Funds)	NHPDIP	\$4,188.99 *
NHPDIP (EMS)	NHPDIP	\$1,477.13 *
Mobil Cistern	TD Bank	\$33,825.68 *
200 Domain Drive Landscape Bond	People's Bank	\$2,550.90 *
Bunker Hill Commons Fire Cistern	People's Bank	\$8,024.32 *
Cemetery Land Fund	People's Bank	\$7,508.99 *
Drug Forfeiture Fund	People's Bank	\$33.28 *
EMS Fund	People's Bank	\$327,374.17 *
Fire Protection Fund	People's Bank	\$47,326.47 *
Foss Property Sec. Dep.	People's Bank	\$3,661.78 *
Gifford House Sec. Deposit	People's Bank	\$2,114.95 *
Heritage Fund	People's Bank	\$6,956.09 *
Kennebunk Savings Landscape Bond	People's Bank	\$1,017.71 *
Kennebunk Savings Performance (Maint) Bond	People's Bank	\$2,544.29 *
Lindt Offsite Improvements	People's Bank	\$1,261.06 *
Park Cottage Sec. Dep.	People's Bank	\$968.43 *
Police Detail Fund	People's Bank	\$62,960.33 *
Recreation Revolving	People's Bank	\$201,035.22 *
SHP Revolving Fund	People's Bank	\$46,414.19 *
Stratham DARE	People's Bank	\$7,147.83 *
Varsity Wireless Historic Sign	People's Bank	\$8,559.92 *
<b>Total:</b>		<b>\$14,969,567.50</b>

<b><u>Balance 09/02/2021</u></b>
\$613,542
\$116,462
\$11,471,283
\$12,201,287

<b><u>Balance 07/31/2020</u></b>
\$13,669,481

<b><u>NHPDIP</u></b>
<b><u>Current Seven Day Yield</u></b>
8/27/2021
0.02%

**\*\* Multiple Bonds Account/DESA**

<b><u>Bond Name</u></b>		
Altid Enterprises	People's Bank	\$11,201.26 *
Barbaras Way_2020	People's Bank	\$18,523.03 *
Bond Checking (Multiple )	People's Bank	\$0.00 *
Bunker Hill Ave Improvements	People's Bank	\$17,213.12 *
GCNE	People's Bank	\$35,288.31 *
Green Solar Surety	People's Bank	\$4,405.55 *
Jotaph Realty	People's Bank	\$22,722.31 *
Murphy Lane	People's Bank	\$0.00 *
NHSPCA	People's Bank	\$92,402.67 *
Robie Farms	People's Bank	\$111,656.74 *
Tansy Ave	People's Bank	\$7,089.85 *
Winterberry Cistern	People's Bank	\$941.84 *
<b>Total:</b>		<b>\$321,444.68</b>

**Total: \$15,291,012.18**

\*Not all accounts are reconciled to Bank Statement - balances are informational only.



**AMBIT ENGINEERING, INC.** CIVIL ENGINEERS AND LAND SURVEYORS  
200 Griffin Road, Unit 3, Portsmouth, NH 03801 Phone (603) 430-9282 Fax 436-2315

17 August 2021

Wetland Inspector  
New Hampshire Department of Environmental Services  
Wetlands Bureau  
29 Hazen Drive / P.O. Box 95  
Concord, New Hampshire 03302

**Re: NHDES Major Impact Wetland Permit Application  
Tax Map 8, Lot 68  
8 Oxbow Farm Road  
Stratham, New Hampshire**

Dear Wetland Inspector:

This letter transmits a New Hampshire Department of Environmental Services (NHDES) Major Impact Wetland Permit Application request to permit 445 sq. ft. of permanent impact to tidal wetland and 80 sq. ft. of permanent impact to the previously developed 100' Tidal Buffer Zone for the construction of a tidal docking structure including a 4' x 20' accessway, a 4' x 35' fixed pier, a 3' x 35' gangway and a 10' x 20' float secured by helical moorings and chains, (overall structure length 80') providing one slip on 250+/- feet of frontage along the Squamscott River.

Attached to this application you will find a "NH DES Dock Permit Plan-C2" which depicts the existing lot, jurisdictional areas, abutting parcels, existing structures, proposed work, and permanent impact areas.

Per Env-Wt 306.05, Certified Wetland Scientist Steve Riker from Ambit Engineering, Inc. classified all jurisdictional areas and identified the predominant functions off all relevant resources. The Highest Observable Tide Line marks the reference line for the 100' TBZ, as well the beginning of Tidal Wetland on the attached plan set. Attached to this application is a Wetland Functions and Values Assessment and Coastal Vulnerability Assessment summarizing these functions; as this project is subject to the requirements of Env-Wt 603.04 and Env-Wt 603.05.

The proposed structure will be constructed on piles within the tidal wetland further reducing permanent impacts to the tidal wetland resource. The project will have no impact on the functions and values of the adjacent tidal wetland. The docking structure has been designed to allow the adjacent tidal resource to maintain its current functions and values. The docking structure will not contribute to additional storm water or pollution. It is anticipated that there will be no affect on any fish and wildlife species that currently use the site for food, cover, and/or habitat. The tidal docking structure will not impede tidal flow or alter hydrology, it will not deter use by wildlife species that currently use the wetland area, and it will not impede any migrational fish movement. The float and gangway will be temporary docking structures and will be removed during winter months as to not interfere with ice floe.

The docking structure has been designed to provide recreational boating access utilizing the natural grade of the dock location. There is no grading of the shoreline required to construct the dock. There will be no

construction activity that will disturb the area adjacent to the use. All work will be performed from a crane barge at low tide. Piles to be driven are above the Mean Low Water (MLW) line and there is no need for erosion control. There will be no water in this location during pile driving and therefore no temporary disturbance associated with construction. The barge floats into position and the piles are driven by the crane equipped with a vibratory hammer. This method eliminates any contact of construction equipment with the protected resource. Portions of the docking structure are pre-fabricated off site and transported to the site via crane barge.

The construction sequence for the proposed structure are as follows:

- Mobilization of a crane barge, push boat, work skiff, materials and prefabricated components such as the gangway and float to the site via the Squamscott River.
- Mobilization of equipment trucks to the site.
- The barge will be positioned alongside the proposed location of the new dock and waterward of any emergent vegetation to minimize impacts.
- Installation of the sub structure will be performed from a crane barge or skiff to reduce the amount of foot traffic in the intertidal area.
- All work will be performed at low tide to minimize sedimentation.
- Piles will be driven by a vibratory hammer eliminating any excavation for installation of the pilings. Piles are driven to refusal.
- Piles are cut and beam caps are installed and the super structure of the pier is built. Materials are lifted from the barge and set into position by the crane.
- Once the pier is complete, the gangway and float are brought into position and installed.

The project represents the alternative with the least adverse impacts to areas and environments while allowing reasonable use of the property.

Per Env-Wt 603.02(b), attached to this application you will find a plan set which depicts the existing lot, jurisdictional areas, all natural resources in the area, abutting parcels, existing structures, and proposed structures. Also included in this application are maps created in accordance with Env-Wt 603.03 and Env-Wt 603.05.

In order to complete the application package for this project, the DES Wetlands Bureau rules in Chapter Env-Wt 306.05 (a)(2) has been evaluated and addressed below.

(2) a. Contains any documented occurrences of protected species or habitat for such species, using the NHB DataCheck tool;

**Ambit Engineering will coordinate with NHB and NHF & G regarding protected species & habitats and comments will be forwarded to NH DES upon receipt.**

- (2) b. Is a bog;  
**Utilizing the NH DES WPPT, the subject property is not a bog, nor does it contain any portion of a bog.**
- (2) c. Is a floodplain wetland contiguous to a tier 3 or higher watercourse;  
**Utilizing the NH DES WPPT, the subject property does contain a floodplain wetland contiguous to a tier 3 or higher watercourse.**
- (2) d. Does the property contain a designated prime wetlands or a duly established 100-foot buffer; or  
**The property does not contain a prime wetland or duly established 100 foot buffer.**
- (2) e. Does the property contain a sand dune, tidal wetland, tidal water, or undeveloped tidal buffer zone;  
**The property does not contain a sand dune. The property does contain a tidal wetland and tidal waters.**

The DES Wetlands Bureau rules in Chapter Env-Wt 306.05 (a)(4) and (a)(7) has been evaluated and addressed below.

- (4) a. Is the subject property within LAC jurisdiction;  
**The property does not fall within an area of LAC jurisdiction.**
- (4) b. Does the subject property fall within or contain any areas that are subject to time of year restrictions under Env-Wt 307;  
**The property does not fall within or contain any areas that are subject to time of year restrictions.**
- (7) Does the project have potential to impact impaired waters, class A waters, or outstanding resource waters;  
**I do not believe the nature of the proposed project has the potential to impact an impaired water.**

The DES Wetlands Bureau rules in Chapter Env-Wt 603.02 (e) & (f) have been evaluated and addressed below.

- (e)(1) The project meets the standard conditions in Env-Wt 307;  
**The project meets the standard conditions in Env-Wt 307 as the proposed docking structure meets the standards of Env-Wq 1000, RSA 483-B and Env-Wq 1400. Sediment and erosion controls will also be used and maintained during the proposed construction ensuring protection of water quality on the site. Since the construction will be conducted during low tide conditions, it is not anticipated that there will be any impacts to fish or shellfish. Under Env-Wt 306.05 (a)(2)a. a NHB review has been performed to ensure there are no impacts to protected species or habitats of such species. The protection of Prime Wetlands or Duly-Established 100 foot buffers does not apply as none exist on or adjacent to the subject lot.**
- (e)(2) The project meets the approval criteria in Env-Wt 313.01;  
**The project meets the approval criteria in Env-Wt 313.01 as the project requires a functional assessment (attached), meets the avoidance and minimization requirements specified in Env-Wt 313.03, does not require compensatory mitigation, meets applicable conditions specified in Env-Wt 307 (above), meets project specific criteria listed in Env-Wt 600 (above), and the project is located entirely within the boundary of the applicants property.**

- (f)(1) The project design narrative as described in Env-Wt 603.06;  
**The project design narrative is provided above.**
- (f)(2) Design plans that meet the requirements of Env-Wt 603.07;  
**The design plans meet the above standard.**
- (f)(3) The water depth supporting information required by Env-Wt 603.08;  
**The design plans provide water depth information.**
- (f)(4) A statement regarding impact on navigation and passage required by Env-Wt 603.09.  
**The Permit Plan Set will be provided to the Pease Development Authority, Division of Ports and Harbors, for formal review and comment by the Harbormaster. That documentation will be provided to NH DES upon receipt.**

In accordance with New Hampshire Administrative Rule Env-Wt 606.02(a) and 606.06(e), the marine contractor which will be constructing the proposed dock modification utilizes a vibratory hammer to install piles. The vibratory hammer uses vibration to install the pile in the marine sediment, instead of a standard hammer which uses a physical force to drive the pile, and subsequently a much greater noise impact. Using the vibratory hammer is the least impacting alternative to drive piles for dock construction.

All of the proposed pile locations for the dock are located above the Mean Low Water (MLW) line and will be installed at low tide. Installation during "the dry" greatly reduces the amount of noise that is transmitted into the water column, as no water will be present at the pile location.

Lastly, the proposed structure will use CCA (Chromated Copper Arsenate) treated lumber. The proposed piles will be CCA treated 12" diameter southern yellow pine. Attached to this application is a Safety Data Sheet for CCA treated wood. Per the data sheet, toxicity is limited to inhalation of wood dust originating from CCA treated lumber. Additionally, per the Safety Data Sheet, 12. Ecological Information (page 12) "The product is not classified as environmentally hazardous. However, this does exclude the possibility that large or frequent spills can have a harmful or damaging effect on the environment." The product is also insoluble in water. The marine contractor that will be constructing the proposed docking structure receives the timber piles and lumber pre-treated. The marine contractor does not treat the lumber, and therefore there is no risk of spilling the treatment chemical in or near resource areas.

Please contact me if you have any questions or concerns regarding this application.

Respectfully submitted,



Steven D. Riker, CWS  
NH Certified Wetland Scientist/Permitting Specialist  
Ambit Engineering, Inc.

# Planning for Age Friendly Communities in Rockingham County

*How well prepared is your community for an aging population?*

## What's an Age Friendly Community?

The term “Age Friendly” describes communities that enable residents to thrive at every age and stage of life. The project will draw on a national framework developed by [AARP](#) that has been used widely in New Hampshire in recent years and considers elements such as health services and community supports, transportation, housing, design of outdoor spaces and building to accommodate all ages, opportunities for civic and social participation, respect and social inclusion, and communication and information flow.

## Why Rockingham County and Why Now?

The number of older adult residents age 65+ in Rockingham County will nearly double in the next two decades. The goal of the project is to work with communities to better understand the needs of older residents, and how to best address those needs now and into the future.

The project will also build on lessons from the COVID19 pandemic. COVID has spotlighted the challenges of physical and social isolation for older adults living alone to meet their basic needs, particularly if they no longer drive. The pandemic has also spurred innovation in services for older adults with expanded home meal delivery, telemedicine appointments and virtual activities for older residents.

The project will build on efforts by regional planning commissions in the Greater Manchester, Monadnock and Strafford regions, an initiative in the Mt. Washington Valley led by AARP and the Gibson Center, and work by individual communities such as Portsmouth. It will likewise draw on the 2019 State Plan on Aging and statewide efforts by the New Hampshire Alliance for Healthy Aging (AHA).

## Who is Involved?

The project is made possible by a two-year grant from the [Tufts Health Plan Foundation](#) to the Rockingham Nutrition Meals on Wheels Program (RNMOW) and the Rockingham Planning Commission (RPC). [AARP New Hampshire](#) is also a collaborating sponsor of the project.



Work at the regional level will be guided by a regional Project Advisory Committee including representatives from participating municipalities, the public health, senior services, housing, transportation, planning, and home healthcare sectors as well as older adult citizen members.

## What Assistance Will Communities Receive?

Each of the six communities selected to participate in year one of the pilot project will receive approximately 60-70 hours of technical assistance from RPC to conduct a local Age Friendly Communities Assessment. Key elements of each assessment include:

- Formation of a local steering committee to guide the assessment process.
- A community-wide survey of older adults to gather input on aspects of their community residents value and would make them want to age in place, concerns they may have about aging in their community, and thoughts on unmet needs and how to address them.
- A local Age Friendly Communities Forum to share survey results and spur further discussion of local needs and opportunities.
- A final Assessment Report summarizing findings from the survey, forum and meetings of the local steering committee.

Year two beginning in July 2022 will include assessments for 3-4 additional communities; and an opportunity for towns that participated in year one to apply for supplemental assistance to implement a local project addressing need(s) identified through their initial assessment.

## How will Local Communities Guide their Assessments?

Local Steering Committees are envisioned to include a mix of town staff and residents with knowledge of local needs of and services for older residents. These committees will be asked to help customize and circulate the assessment survey, encourage participation in the local Community Forum, and share personal and professional knowledge to ensure the assessments accurately capture local strengths and unmet needs. In Year 1 each steering committee is envisioned to meet four times between October 2021 and June 2022.



## For More Information:

Contact Scott Bogle with Rockingham Planning Commission at [sbogle@therpc.org](mailto:sbogle@therpc.org) or 603-658-0515. Project website coming soon.



## **Tufts Health Plan Foundation – Age Friendly Communities 2021 Full Proposal**

- **Tufts Focus Area**

Systems & Best Practices to support Healthy Living and Healthy Aging

- **Mission Statement for RNMOW (500 characters)**

Rockingham Nutrition and Meals on Wheels Program (RNMOW) provides nutritious meals and support services to older and or permanently or temporarily homebound residents of Rockingham County to help them preserve long term health, independence, and wellbeing.

- **Organization Summary for RNMOW (1000 characters)**

RNMOW delivers meals to homebound older adults and others; provides senior luncheons at 12 dining sites throughout Rockingham County combing meals with activities and social connection; and offers supplemental senior transportation services in certain communities.

Immediate outcomes: The ability for older people and permanently or temporarily disabled persons of Rockingham County to meet their most basic nutritional needs, and in most situations to also maintain a safe and healthy life.

Long term outcomes: RNMOW promotes health, well-being, and longer life among 3500 older and/or temporarily or permanently disabled adults in Rockingham County annually.

Longer term outcome: Society realizes cost savings in the form of prevented or reduced hospitalizations and prevented or reduced institutionalizations of older people. RNMOW can provide individual food and wellness services for 1 year for the same cost as one day in a hospital or 10 days in a nursing home.

- **Board Member List for RNMOW (2000 characters)**

Chris Kelsey, Chairman, also Governance Committee Chair  
David Barka, Treasurer, also Finance Committee Chair  
Sallyann Hawko, Secretary, also Governance member  
Tim Diaz, Board member, Finance Committee  
Rep. Charlotte Dilorenzo, Board member, Finance Committee  
Diane Kerr, Vice-Chair, Governance committee  
Carolyn O'Driscoll, Board member, Governance committee  
Sandra J. Tanis, Board member, Governance, and finance committee

**Upload 501c3 Letter of Determination**

**Upload most recent audited financials and Form 990**

**Upload RNMOW Agency Operating Budget**

- **Does your organization have volunteer opportunities? Please describe (500 Characters)**

RNMOW engages over 300 people, primarily older adults, in program location centers to assist in sanitizing facilities, dishing and sealing up the home delivery meals, washing pans, setting tables, and more for our nutrition services. Most of these are recurring activities. Our community luncheon centers have been suspended during Covid-19, instead offering grab n go lunches, or home delivery.

- **Project Title**

Building Age Friendly Communities in the Rockingham Region

- **Budget**

Total Budget Propose \$120,475 over two years including \$99,938 requested from THPF.

- **Multi-year?**

Year 1 - \$62,722 including \$51,873 from Tufts, \$8249 from RPC, \$2600 from AARP

Year 2 - \$57,753 including \$48065 from Tufts, \$8288 from RPC, \$1400 from AARP

- **Geography (dropdown)**

Rockingham County New Hampshire.

- **Geography (500 character)**

The proposed project will address a 27 community study area served by both the Rockingham Nutrition Meals on Wheels Program (RNMOW) and the Rockingham Planning Commission (RPC) including: Atkinson, Brentwood, Danville, East Kingston, Epping, Exeter, Fremont, Greenland, Hampstead, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newington, Newton, North Hampton, Plaistow, Portsmouth, Raymond, Rye, Salem, Sandown, Seabrook, South Hampton and Stratham.

- **Program Alignment (1000) (how does the request align with the selected focus area?)**

The work of RNMOW and RPC focuses heavily on social determinants of health. For RNMOW this includes addressing nutrition needs for older adults through home and community meal delivery, wellness checks, social engagement and transportation. The RPC works with communities to promote a range of housing options, improve transit access, and develop vibrant, walkable downtowns and trail networks. We will collaborate with AARP NH, other non-profit organizations and municipalities, applying the proven AARP Age Friendly Communities framework to identify local needs and strategies to improve the age-friendliness of community facilities and services, transportation options, land use policies and civic and social engagement opportunities. We will also highlight emerging best practices in adapting senior services to

COVID19 pandemic restrictions. The process will seek to highlight the needs of the most vulnerable and under-represented older adults, while engaging citizens across the age spectrum.

- **Program/Project Summary (1000) (What are you trying to accomplish with the program?)**

RPC and RNMOV will work with AARP NH and other partners to assist towns in the region in becoming more Age-Friendly (AF), enabling residents to thrive at every age and stage of life. We choose the AARP 8-9 domains of livability framework because these domains align well with municipal roles and services. We believe long-term success will depend on town engagement and support, so it is key for local officials to see their role in addressing social determinants of health. We will build on recent work in the Manchester, Monadnock, Strafford and Mt. Washington Valley regions and add an emphasis on community response to COVID-19, particularly in relation to older adults. The process will be a catalyst for towns to become more intentional about ensuring they are welcoming to all ages – identifying barriers & opportunities to better address the needs of all age cohorts with a focus on older adults.

- **What is the Context for your work? (2500)**

The work proposed here builds on regional and statewide planning efforts focused on age friendly communities and healthy aging. The project will draw on the experience of four regional Age Friendly Communities planning efforts led by the Southern NH, Southwest and Strafford regional planning commissions as well as AARP New Hampshire. Each of these to one degree or another uses the national framework developed by AARP. Beyond this specific assessment model, this pilot project will draw on findings, connections and public awareness developed through several other statewide planning efforts.

The Alliance for Healthy Aging (AHA), is a statewide coalition of stakeholders focused on the health and well-being of older adults. AHA works from a theory of change that starts with changing the conversation about aging in communities; and in turn changing public policy and changing practice in the private and public sector to improve care and support for older adults, caregivers, families and communities. AHA's emphasis on changing the conversation and reframing aging is in part a response to traditional lack of state investment in human services and in part to media coverage framing and aging population as a threat: a "silver tsunami" in the words of one analyst. We seek to adapt this process at a regional scale. Both Debra Perou and Scott Bogle serve on AHA's statewide steering committee. One shortfall we see in the AHA process is the lack of policymakers actually at the table. We see engagement of municipal officials directly in the regional and local steering committees as critical to the long-term success of this project.

The project will also build on the Granite State Future initiative undertaken by the state's 9 regional planning commissions in 2015-2017. This HUD-funded project supported a simultaneous update of regional master plans in all 9 regions, with a major emphasis on public engagement, particularly from underrepresented groups. In addition to coordinated community surveys, focus group meetings with older adults and individuals with disabilities shaped updates to RPC's Regional Master Plan and MPO Transportation Plan. Explicitly

addressing the needs of older adults in these regions' guiding documents opens up opportunities for advocacy and directing resources to projects like expanding transit access.

- **Objectives (2500)**

- Lift up the voices and contributions of older adults through active engagement of older residents in both shaping and participating in the community assessment process.
- Collect, analyze and interpret data on existing conditions related to social determinants of health for older adults in pilot communities, as well as needs and desires of older residents.
- Highlight best practices for programs and policies from other communities addressing needs of older adults, with a focus on local and regional efforts in New Hampshire. There will be a particular emphasis on best practices for addressing the needs of older adults in the current pandemic context. More than 15 communities in NH have joined the AARP Age Friendly Communities Network while many others have developed innovative programming for older adults without seeking AARP designation.
- Expand communication between municipal policy makers and organizations with content expertise related to the needs of older adults. This will happen through the regional project steering committee as well as local AFC assessment committees.
- Promote diversity and inclusion in the planning process and work to ensure better understanding and consideration by town and agency staff of the needs of all older adults regardless of race, ethnicity, or gender identity. Promote initiatives that foster a sense of belonging for all.
- Implement pilot projects - Use proposed Year 2 pilot project funding to assist two selected communities to implement projects building on community assessments.
- Build capacity - Equip local AFC committees formed for the pilot project to take assessment results and develop action plans for their towns and then champion implementation efforts with technical assistance as feasible by RPC and other partners. Development of an Action Plan could be a pilot project for a community in year two, but otherwise this work will be a follow-on step beyond the grant work scope. Future opportunities may exist for implementation assistance beyond this pilot initiative through RPC technical assistance to communities.
- Change policy and practice - With the knowledge base and connections developed above, improve the age friendliness of communities in the region. This may mean expanding transportation access, permitting more diverse housing options, developing inter-generational activities or other programs through senior centers, public libraries and local parks and recreation programs.

- **Activities (3000) What are the action steps you will take to achieve your objectives?**

- Outreach to finalize assessment list: RPC & RNMOw have communicated with communities to identify a cohort of towns to participate in the assessment process in year one. A preliminary list of 6-7 communities is included in the Partnerships section. The goal in selecting a smaller number of assessments is to focus resources to work with local committees and set the stage for implementation. This spring we will do additional outreach

to RNMOV clients and local senior group to confirm grassroots support. If awarded funding, we will work with local champions to present to Select Boards for official commitments to participate. We will recruit additional champions in each town to serve on assessment committees and help engage residents in forums and surveys.

- Regional Age Friendly Communities (AFC) forums: A regional Age Friendly Communities forum will help kick off the project. Todd Fahey of AARP NH has agreed to present on the AFC concept and AARP's AFC work nationally and in NH. The forum will build awareness of the initiative among local officials, agency partners and the broader public. Information on the forum and the AFC concept will be disseminated through libraries, community centers, nutrition sites and service providers. A second forum will be held in mid-2022 to share year one results and kick-off year two.
- Steering committee: This group will guide planning efforts and include town officials plus organizations working in the various AARP domains of livability. We envision this including 15-17 members and bringing in voices not always involved in municipal and regional planning. We also propose 1-3 older adult citizen members, perhaps chairs of local elder affairs committees. We intend to conduct stakeholder interviews with other organizations and individuals beyond the steering committee.
- Community assessments: RPC & RNMOV will use AARP's framework to develop AFC assessments for 6-7 towns in Year 1 and 3-4 more in Year 2. A starting point for assessments will be the Healthy Aging Data Report for NH (2019). Additional input directly from older adults will be gathered through community surveys and a forum in each town to share survey results and gather in-person input; and discussion with the local assessment committee. The survey instrument will cover all of AARP's domains but be condensed from the very long AARP version. Steps for each town include:
  - Assemble and convene local assessment committee
  - Plan and field community survey
  - Hold community forum to share survey results and gather input from local seniors
  - Hold 2<sup>nd</sup> committee meeting to debrief results and confirm findings
  - Hold 3<sup>rd</sup> committee meeting to review draft assessment report
- Pilot Projects: Technical assistance on projects building on AFC assessments will be offered to 2 communities depending on the scope of assistance requested. Planning assistance will draw on AARP best practice tools and successful examples from case study towns.
- **Timeline (When will each activity be completed? (3000)**
  - Outreach to finalize assessment list:
    - Obtain official select board endorsements from year one assessment towns (Jul-Sep 2021)
    - Identify additional champions for each community (Jul-Sep 2021)

- Regional Age Friendly Communities (AFC) forum:
  - Develop AFC concept materials for community distribution (Jul-Sep 2021)
  - Plan AFC Forum (Jul-Sep 2021)
  - Publicize Forum and disseminate AFC materials (Sep 2021)
  - Hold Forum (Oct 2021)
  
- Steering Committee:
  - Additional recruitment for Steering Committee (Jul-Sep 2021)
  - Convene Steering Committee (Sep 2021)
  - Refine/condense community survey instrument (Sep-Nov 2021)
  - Steering committee to meet monthly during Sep-Nov 2021, then shift to every other month
  - Supplemental regional stakeholder interviews (Aug-Oct 2021)
  
- Year 1 Community Assessments:
  - Assemble local AFC assessment committees (Aug-Oct 2021)
  - Convene local AFC assessment committees (Nov-Dec 2021)
  - Refine and field community surveys (Jan 2022)
  - Hold forums in each assessment community to share survey results and gather additional input (Mar-Apr 2022)
  - Hold 2<sup>nd</sup> round of assessment committee meeting to debrief results (Apr-May 2022)
  - Hold 3<sup>rd</sup> round of assessment committee meeting to review draft assessment (May-Jun 2022)
  
- Pilot Projects:
  - Publish RFP for technical assistance pilot projects (Jul 2022)
  - Select pilot projects (Aug-Sep 2022)
  - Implement pilot projects (Sep 2022-Jun 2023)
  
- Year 2 Community Assessments:
  - Assemble local AFC assessment committees (Jul-Aug 2022)
  - Convene local AFC assessment committees (Aug-Sep 2022)
  - Refine and field community surveys (Sep-Oct 2022)
  - Hold forums in each assessment community to share survey results and gather additional input (Nov 2022-Jan 2023)
  - Hold 2<sup>nd</sup> round of assessment committee meeting to debrief results (Jan-Mar 2023)
  - Hold 3<sup>rd</sup> round of assessment committee meeting to review draft assessment (Apr-May 2023)
  
- Share Project Results
  - Present project findings to RPC Commissioners, Rockingham County Commissioners, pilot communities, NH Planning Association, and other community groups.

- **Community Description. What is your constituency? Please specify demographics such as race, ethnicity, socio-economic class, age, gender, sexual orientation and disability. How are they involved in your work? (3000)**

The primary constituency for this project is older adults. As of 2017 Rockingham County is home to 48,446 people aged 65+ and 50,907 people aged 20-34. By 2040 this senior population is projected to increase to 93,319 while the population aged 20-34 drops to 42,845 (NH OSI). This will have impacts for workforce, economic vitality and support services for older adults.

Rockingham County has the highest median household income among New Hampshire counties at \$91,249, compared to \$77,933 for New Hampshire as a whole (ACS 2019 1-year estimates). However, this county-wide figure masks substantial individual need. 2018 ACS data show 9,153 people living below the poverty line in the 27 town RPC region, or about 4.8% of the population. Nine communities exceed that regional rate, with Raymond and Epping exceeding the statewide poverty rate. Due to low sampling rates ACS data can jump around and in other years reveal relatively high poverty rates in Seabrook. RNMOW services reach around 3500 older adults, about a third of whom have incomes less than \$1,297 per month. All RNMOW home delivery clients (~1800) have a permanent or temporary disability.

Regarding race and ethnicity, the population of Rockingham County as a whole is 92.2% white and non-Hispanic. While Manchester and Nashua are home to much greater ethnic and racial diversity, the Rockingham County communities of Portsmouth and Salem have minority populations (13.4% and 13.4% respectively) that exceed the statewide average of 9.6%. Salem is home to a large and growing Latinx population and both communities have seen growth in Asian residents. There are other well defined immigrant communities surrounding the RPC region including an Indonesian community in Dover and a Laotian community in Newmarket, though that is less the case in RPC region communities beyond the Latinx community in Salem. RPC has found adult education programs in the region (Portsmouth, Exeter, Salem) to be one channel for reaching immigrant groups in the region.

Working to ensure that older residents feel a sense of belonging and engagement in their communities, regardless of race, ethnicity, disability or gender identity, is a key objective for this project. We are drawing on expertise from the Endowment for Health, regional participants in the Endowment's Race and Equity series and the UNH Center for Aging and Community Living (CACL) to help ensure an inclusive approach to the assessment process. We will also draw on resources such as the LGBT Aging Readiness Scan for New Hampshire produced for the Endowment. RNMOW has worked to increase inclusivity in its programs following on participation in an LGBT readiness in the aging population pilot grant project and through its work with the NH Alliance for Healthy Aging. The group Access Navigators, a statewide non-profit that works with businesses to improve their accessibility and welcome to individuals with disabilities, has also agreed to participate.

- **Community Needs and How Addressed (3000) (Describe community needs and how this program is addressing them. Provide supporting data)**

According to the NH State Plan on Aging (SPOA), a large majority of older adults say they want to age in place, but most NH towns are not well prepared to support this. On a survey of 2,183 older adults statewide for the SPOA the top need identified (by 30.3%) was better transit options, followed by affordable housing options for seniors (11.6%). Nearly 7% cited need for better in-home care and supports for aging in place. Towns have a clear role in addressing these areas.

COVID19 has had a devastating impact on older adults in New Hampshire, with people over age 70 accounting for over 95% of fatalities. It has also spotlighted the impacts of physical and social isolation, including the challenges older adults stuck at home to meet their basic needs; and the impact of social isolation on older adults at home or in congregate facilities unable to visit with family. The pandemic has also spurred innovation in providing services for older adults with expanded meal delivery, expanded check-in efforts by service organizations, telemedicine appointments and communities experimenting with virtual activities for older residents. The value of these creative responses will not go away following vaccination, and COVID-induced innovations will help prepare communities for both future pandemics and natural disasters. We will highlight successful examples from communities around the state.

In the Rockingham region only five of 27 communities have public transit. Another 16 are served by volunteer driver programs or other nonprofit transit services geared to needs of older adults and individuals with disabilities. A six-town area along Route 125 in the center of the region lacks even volunteer coverage. Older members of the population will create a growing need for rides, though younger retirees are a critical pool of volunteer drivers to expand access. This said COVID has presented a double challenge as many volunteers are themselves vulnerable older adults.

While many communities have permitted private age restricted (55+) housing developments in the past 20 years, prices for most of these exceed the means of many older adults in the region. COVID has exacerbated a housing affordability crisis in the region. While many older residents seek to downsize, zoning rules and land costs in many communities have led to an inadequate supply of modestly sized and affordable housing units meeting the needs of older adults.

Access to food for older adults is critical to allow them to stay at home. Eating right is the foundation of health. For some eating right may mean access to affordable and maneuverable grocery stores, for others it means community luncheons or home meal delivery.

We propose to use an inclusive approach to engage older adults in identifying current and future needs across AARP's domains of age friendliness, shaping how we talk about those needs, and laying a foundation for changes to policy and practice in the region's communities.



## **Past Performance (750)**

This proposal builds on current and prior work by three other NH regional planning commissions that each built on a proven model developed by AARP and used by communities nationwide to become more Age Friendly. RPC has conferred with each on lessons learned. RPC has extensive experience with survey and focus group research, including virtual settings, and we will draw on partners in the NH Alliance for Healthy Aging for emerging best practices in engaging older adults virtually given constraints of COVID19. We will also draw on the experience of the Mount Washington Valley Age Friendly Communities Initiative led by the Gibson Center and AARP New Hampshire; and AARP's extensive regional and national resources in this area.

- **Partnerships (3000) (Who are the partners and what are their roles? How will you engage them to collaborate?)**

RPC and RNMOW will invite organizations and individuals to participate in and shape the project. All agencies contacted thus far have expressed interest in the project, though some have felt they would not have time to participate in a steering committee. In this case we have asked to meet with them this spring and/or summer to get their thoughts on the project process, information on their work to inform community assessments and hopefully their assistance with generating participation in forums and surveys from the communities with which they work. Some will be asked to meet with the steering committee to share their perspectives.

We believe engagement by municipal officials will be particularly important in the process and will be the subject of substantial outreach early in the process. We will seek to involve a range of municipal officials including select board members, town administrators, town planners, and recreation, library and senior services directors. Each will be asked to share information on the process not only with others in their own town government but with peers and counterparts in other communities.

A preliminary list of communities for year one assessments includes Portsmouth, Stratham, Raymond, Fremont, Plaistow, Seabrook and Exeter. This list is based on interest from senior center directors and/or other municipal staff drawing on their knowledge of need from working with older adults in their communities. It includes a mix of large and small, well-resourced and less well-resourced communities. Active, town-sponsored work is already happening in Portsmouth, Stratham and Exeter. In Raymond, Fremont, Plaistow and Seabrook senior center staff and other data indicate need, though further outreach is needed to determine whether there is adequate local support. We will gather input from RNMOW clients in each community to help finalize a list. Additional partners include but are not limited to the following:

### Anticipated Steering Committee Representation

- Representatives from RPC member communities including at least one select board member, town administrator, senior services director, rec directors, librarian, town planner.
- Rockingham Planning Commission (confirmed)
- Rockingham Nutrition Meals on Wheels (confirmed)

- Seacoast Public Health Network (confirmed)
- Portsmouth Senior Services Program (confirmed)
- Ray-Fre Senior Center (confirmed)
- COAST/ACT (confirmed)
- Workforce Housing Coalition of the Greater Seacoast (confirmed)
- Access Navigators (confirmed)
- Rockingham VNA (contacted)
- Older adult citizen members (TBD)

Other organizations offering to provide input through stakeholder interviews:

- AARP New Hampshire
- UNH Center for Aging and Community Living
- Endowment for Health
- NH State Commission on Aging
- NH Bureau of Elderly & Adult Services

**Upload Logic Model**

**Outputs and Outcomes (3000)** What are the expected short-term outputs and long-term outcomes? When do you expect them to be realized?

Short Term Outputs

- Two regional Age Friendly Communities (AFC) forums for municipal and agency leaders and public (one each in Yrs 1&2)
- Adapt and disseminate outreach materials on AFC concept
- Finalize, convene and facilitate regional project steering committee.
- Conduct community assessment surveys for 6-7 communities in year one and 3-4 in year two
- Convene and facilitate local assessment committees for 6-7 communities in year one and 3-4 in year two
- Develop Age Friendly Community Assessment reports for 6-7 communities in year one and 3-4 in year two
- Provide technical assistance with 2 pilot projects in year two as proposed by communities drawing on Community Assessment findings

Short-Term Outcomes

- Community leader and public awareness are raised re: needs, desires and strengths of older adult residents and best practices for serving and engaging this population.
- Community leaders learn of best practices for addressing needs of older adults, including during pandemic restrictions, from other towns and regions in NH and beyond.
- Project partners better understand needs of communities of color and people impacted by disabilities; and work to ensure inclusive approach to ongoing planning work.
- Community leaders and agency staff forge connections and build trust through steering committee and local assessment processes.

- Two pilot communities implement priority projects to improve services for older adults.
- Local AFC assessment teams continue beyond pilot project and work to address needs identified through assessments.

#### Targeted Medium-Term Outcomes

With effective implementation of the work scope described here we anticipate being able to achieve the following medium and long term outcomes. However, these will ultimately be dependent on work that happens within communities beyond the timeframe of this pilot project. RPC and RNMO have some ability to assist communities in specific areas if requested.

- Local and state policymakers have examples of and better understand the need for and value of:
  - More diverse housing and transportation options
  - Community initiatives that increase opportunities for social and civic engagement including by virtual means
  - Supports such as nutrition and home health services
  - Resiliency planning for future pandemics and potentially other disasters

#### Targeted Long-Term Outcomes

- The Rockingham Region is better positioned to engage and address needs of an aging population
- Older adults are able to age in place with higher levels of health, engagement and sense of belonging in their communities
- **Metrics Measured** – What are you measuring and why? (3000)

Many of the short-term outcomes proposed here focus on building knowledge and connections among municipal officials and organizations involved with services for older adults. Proposed longer term outcomes get at municipal officials and agency staff taking that increased knowledge and acting on it to improve transportation access, housing options and other services for older adults. Changes in availability of services can be measured readily for a limited number of participating communities over time, though it is not without challenge. After several years of operation the NH Alliance for Health Aging has to date been unable to define indicators for housing choice in state. Many national or statewide indicators are not available reliably at the county let alone municipal level. For example the CDC's Behavioral Risk Factor Surveillance System dataset is not available at the sub-county level to be able to use its measures of social engagement. Our intent is to incorporate post-project interviews for municipal officials in communities that participate in assessments to gauge how participation may have changed knowledge base and outlook related to age friendly communities concepts. The community surveys themselves will also provide baseline data that can be revisited in subsequent years.

We intend to engage the Steering Committee in setting performance measures for the initiative. That said we anticipate these will likely include:

- Completion of all proposed outputs on time and on budget
  - Number of people engaged in each community assessment broken out by demographic groupings (age 50+, underrepresented groups)
  - Acceptance of community assessments by municipalities
  - Completion of targeted pilot projects supported in year two
  - Continued collaboration and implementation activity by local Age Friendly Community assessment committees as they transition to implementation committees
  - Increased awareness among community leaders and residents of the concept of age friendliness and best practices for municipalities.
- **Target Metrics** – What are the metric numbers you are targeting? (2500)

As noted above we plan to engage the Steering Committee in setting final performance measures for the initiative. That said we anticipate these will likely include:

- Track the number and diversity of people engaged in regional forums and community assessments, broken out by town and demographic groupings (age 60+, age 20-34, communities of color, individuals with disabilities) and roles (municipal officials, private individuals, agency staff).
  - Target an average of 80-100 individuals in each community participating in community assessments in some capacity, whether as survey respondents, forum participants or local AFC assessment committee members.
  - Target acceptance/adoption of community assessments by Select Boards or Councils in each municipality participating in a community assessment.
  - Target successful completion of two pilot projects supported in year two.
  - Target that at least 75% of study communities take local action to address one or more of the needs identified in local Age Friendly Community assessments within two years of completion of this pilot initiative.
  - A majority of community leaders participating in local assessments demonstrate increased interest in and knowledge of age friendly community concepts and needs of older adults through interviews at end of assessment process.
- **Evaluation** – How will you evaluate your work? (2500)

A starting point for evaluation will be tracking and assessing success with the metrics and targets identified above, and any others identified in consultation with the regional steering committee. We will review results of year one activities with the regional steering committee and local assessment committees and revise the process as needed for year two based on that feedback.

We will draw on AARP's Evaluating your Age Friendly Community Program, a Step by Step Guide as it provides useful input on assessing Age Friendly initiatives. This said the guide assumes use by individual communities and assessment of Action Plan implementation, where direct outputs are actual municipal investments in infrastructure and programming. The role of planning commissions in New Hampshire is advisory to municipalities, and the outcomes proposed here

are different in nature. Much of the work proposed here is focused on building knowledge and connections among municipal officials and organizations involved with services for older adults and policies that affect older adults as well as other segments of the community. Quantifying change in knowledge and awareness on the part of individual municipal officials is challenging. While we had earlier proposed a pre/post survey we are concerned how this would be received. We are currently thinking that a sort of exit interview with local steering committee members and municipal officials at the conclusion of each local assessment process will be a more effective approach to identifying what elements of the process were found to be most useful and impactful in shaping views on local needs. For longer term measurement we would like to develop a partnership with the UNH Department of Health Management and Policy to engage an MPH candidate in assessing medium term results 2-3 years following project completion. RPC has worked with UNH MPH candidates on internship projects of this sort on two occasions in the past.

- **Capacity for Evaluation** – Please describe your organization’s existing capacity (e.g. staffing, financial resources, technology, etc.) to evaluate this work. Please describe any plans to build capacity. (3000)

The Rockingham Planning Commission and the Rockingham Nutrition Meals Program are well positioned to complete the scope of work here and evaluate its impact. Rockingham Planning Commission has a staff of 10 professional planners, GIS and communications specialists. RPC staff bring expertise in community engagement, data analysis and performance measurement as these are fundamental to the organization’s state and federally established roles. Defining and tracking performance measures is integral to RPC’s role as the federally designated Metropolitan Planning Organization (MPO) for southeastern New Hampshire, charged with ensuring local input in the programming of federal transportation funding. RPC in its state defined role is also responsible for preparing a regional Housing Needs Assessment, a Regional Master Plan, and assisting communities with the development of municipal master plans. Each of these involve an element of evaluating benefits and shortcomings of current policies at the municipal and state level and developing strategies for improvement.

Rockingham Nutrition Meals on Wheels (RNMOW) is a direct service provider, capable of tracking, managing, and billing annually for 336,000 meals, 18,000 rides, 230,000 wellness checks, menus, and more. RNMOW has client data and client access that will broaden outreach potential beyond what a planning commission could do alone. While regional planning commissions work with municipalities as primary stakeholders, as a direct service agency RNMOW is focused on tracking and serving the needs of individual people, primarily older adults. These two frames of reference should be complementary, bringing a ground level of understanding of individuals’ needs and ways to engage those individuals into community and regional planning.

- **Use of Funds (1500) (How will Tufts funds be used)**

Tufts Health Plan Foundation funds, if awarded, will support staff time to conduct public outreach, assemble and facilitate the project steering committee, develop community assessments, solicit and support implementation of local pilot projects in Year 2, and administer the grant project. Other anticipated costs include printing, material design, mileage, meeting expenses, and survey incentives. Tasks include:

- Facilitate 1-2 regional forums on age friendly communities to raise awareness and encourage local participation.
- Recruit steering committee members and facilitate regular committee meetings.
- Research and share case studies of successful age friendly community initiatives and successful adaptations of municipal services to COVID-19.
- Identify effective models for engaging older adults remotely.
- Refine community survey from AARP and SNHPC models, distribute survey, promote response and analyze results.
- Collaborate with community teams to organize, coordinate, and participate in local meetings. Ensure inclusivity and diversity of voices throughout the program.
- Review town regulations and programs for elements that foster or impede age friendliness.
- Develop community assessment reports and refine with community team input.
- In Year 2 solicit pilot projects and provide technical assistance with implementation.
- Develop project website, social media and print materials.
- Ensure timely reporting and proper administration of grant funds.

**Upload Project Budget Form**

- **Committed or Pending Support (1500) (List org name, amount, status)**

Rockingham Nutrition Meals on Wheels Program will serve as fiscal agent for the proposed project, will participate in project oversight and guidance as well as public outreach through their extensive network of clients, local volunteers and community partners. RNMOW staff bring over 41 years of experience and expertise with senior needs and strategies to address those needs in Rockingham County.

Rockingham Planning Commission will take the lead on municipal relations, meeting facilitation, data analysis and strategy development related to local planning issues in collaboration with the steering committee and local officials. RPC is able to commit \$16,537 in staff time for project elements related to municipal land use, municipal services and transportation planning.

AARP New Hampshire has committed up to \$4,000 in supplemental funding to support key community outreach expenses ineligible for RPC's planning funding, including food, promotion for community meetings and speaker travel expenses. AARP will also provide use of its national Age Friendly Communities program resource materials and 40 hours of technical assistance with presenting the Age Friendly concept to communities. This time will be focused on shaping the outreach plan and presenting at two regional forums: early in Year 1 and early in Year 2.

Tufts Health Plan Foundation: \$99,938 pending.

- **Sustainability - How will this project/program be supported long-term? (3000)**

The intention of this initiative is to gather, analyze and interpret quantitative and qualitative data on the needs of older adults in local communities. The follow-on goal is that the communities consider these data and think more purposefully about how they can better serve their older adult populations, and better engage this age group as active and vital members of the community.

The proposed makeup of the steering committee is also intended to familiarize municipal representatives with the range of non-profit and quasi-public organizations doing work in the region related to age friendly communities, and forge connections that support subsequent project implementation. While funding is requested in Year 2 of the proposed initiative to assist two communities with implementing pilot projects, the intention is that many ongoing implementation activities can and will happen at the local level with municipal funding.

The decision to focus in on assessments in only 6-7 communities in year one is also tied to sustainability. We believe that the likelihood of assessments leading to subsequent action is much greater with the investment of some time in establishing and working with local assessment teams in each community through several meetings in addition to just gathering input through surveys and outreach events.

Rockingham Planning Commission, Rockingham Nutrition Meals on Wheels Program and other regional partners also have some capacity to aid interested communities with addressing some types of needs likely to be identified in the community assessments. RPC already works directly with communities, provider agencies and two Regional Coordinating Councils for Community Transportation (RCCs) to expand access to transportation services for older adults, individuals with disabilities and others seeking options beyond driving. RPC and the Workforce Housing Coalition serve as resources to municipalities interested in updating their zoning and site review regulations to enable expanded housing options. RNMOW and UNH Cooperative Extension work in communities around the county to expand nutrition access across the age spectrum and particularly for low-income populations.



## *A Purple Heart Community*

### *Meeting with a Community*

*Thank you for inviting me here today/tonight. My name is Marie Grella from Amherst. I am here today/tonight to request that the Board of Selectmen approve a Proclamation to make your town/city a Purple Heart Community.*

*Please read the attached information about what it means to be a Purple Heart Community. Any questions can be directed to me at (603) 673-4905 or email: [marietgrella@gmail.com](mailto:marietgrella@gmail.com)*

*Marie Grella  
Purple Heart Community Project Advocate  
(603) 673-4905  
[marietgrella@gmail.com](mailto:marietgrella@gmail.com)*





## *Military Order of the Purple Heart*

### *PROCLAMATION PURPLE HEART COMMUNITY*

*Town of \_\_\_\_\_, New Hampshire*

*WHEREAS, the people of the Town of \_\_\_\_\_ have great admiration and the utmost gratitude for all of the citizens of our community who have selfishly served in the Armed Forces, which has been vital in maintaining the freedom and the way of life enjoyed by our citizens; and,*

*WHEREAS, citizens of our community have been wounded in action or killed in action while serving in the Armed Forces, and have been posthumously awarded the Purple Heart for their ultimate sacrifices; and,*

*WHEREAS, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782 in Newburgh, New York by General George Washington; and,*



*WHEREAS, the heritage it represents is sacred to those who know the price paid to wear the Purple Heart; and,*

*WHEREAS, August 7<sup>th</sup> is nationally recognized as Purple Heart Day.*

*NOW THEREFORE, We, the Board of Selectmen of the Town of \_\_\_\_\_, New Hampshire will recognize August 7<sup>th</sup>, annually, as Purple Heart Day, and urge the people and organizations of \_\_\_\_\_ to display the American Flag as well as other public expressions of recognition of our Purple Heart recipients.*

*PROCLAIMED this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the \_\_\_\_\_ Board of Selectmen.*





## What is the Purple Heart?

*The Purple Heart is specifically a combat decoration and it is our nation's oldest military medal. It was created by General George Washington in 1782 and was known as the Badge of Military Merit. It was first awarded to three soldiers in Newburgh, New York. The Badge of Military Merit was made of cloth and it is the predecessor of the Purple Heart medal.*

*The current Purple Heart medal was developed by General Douglas MacArthur in 1932. The new design was created by Miss Elisabeth Will, an Army heraldic specialist in the Office of the Quartermaster General.*

*The Purple Heart is awarded to members of the armed forces of the United States who are wounded by an instrument of war in the hands of the enemy and posthumously to the next of kin in the name of those who are killed in action or die of wounds received in action. The heritage it represents is sacred to those who understand the price paid to wear it.*

## Purpose of the Purple Heart Community

*The purpose of the Purple Heart Community is to create a tribute to the men and women who have been awarded the Purple Heart medal. With the presence of the signs designated in your town as a Purple Heart Community, the public will have a visual reminder of the sacrifices paid by the Purple Heart recipients and a notice that your town supports the military heroes who have made sacrifices for the way of life all of our residents enjoy.*





## *Becoming a Purple Heart Community*

*The Town/City Clerk will be able to verify if there is a least one Purple Heart recipient in the town/city. A name is not necessary, but verification of residency within the town/city is important.*

*A meeting with the Town Council, the Board of Selectmen or Aldermen to request their approval for the process is necessary to inform them of the process and significance. A Zoom meeting can also be set up if that is more convenient for all participants. If becoming a Purple Heart Community is approved, then a Proclamation is written by the governing board. There should be no cost to the community as typically there is a Veteran's group that will pay for the cost of the signs that are placed at the entrance to the town/city on all major routes.*

*A Purple Heart trail sign is different than the community sign as the trail sign has a Veteran's name on it. The community sign has the Purple Heart emblem and the town or city name to denote it as a Purple Heart Community.*

*Once a proclamation is signed by the governing board, the signed documents need to be sent to [marietgrella@gmail.com](mailto:marietgrella@gmail.com). There should be an event to include local Veterans, the local newspapers and other dignitaries. The Proclamation can be framed and hung at Town/City Hall.*

*After receipt of your paperwork by Marie Grella, the signs can be purchased as per the attached instructions.*

### *Current New Hampshire Purple Heart Communities are:*

*Amherst, Boscowen, Brentwood, Greenville, Harrisville, Litchfield, Lyndeborough, Manchester, Merrimack, Milford, Mont Vernon, New Boston, New Ipswich, Swanzey, Temple & Wilton.*



## *Purple Heart Community*

### *Contact Information*

*Signs for your town/city can be purchased by contacting:*

*Nathan Gauntt*

*(603) 271-1874*

*[Nathan.d.gauntt@doc.nh.gov](mailto:Nathan.d.gauntt@doc.nh.gov)*

*Signs are made at the State of New Hampshire prison.*

#### *Price List\*:*

*\$52.70 after 15% discount per sign - 24"x30" - (SCR2430)*

*\$35.00 per green pole (12-0100-02)*

*\$555.00 for (6) signs*

*\*Price is subject to change. Prices will be discounted for Veterans.*

*Your Town/City Department of Public Works will install these signs in the locations of your choice. If it is a State Road, you are required to contact the New Hampshire Department of Transportation at (603) 271-2291. Locations of the signs will be marked and Dig Safe will be contacted.*

*There is a cost for shipping the signs. It is recommended that the cost of the signs be covered by a Veteran Group and not your Town/City.*

*Marie Grella*

*Purple Heart Community Project Advocate*

*(603) 673-4905*



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

---

## TOWN OF STRATHAM

### SELECT BOARD

### NOTICE OF PUBLIC HEARING

**MONDAY, SEPTEMBER 20, 2021, 7:00 PM**

**MUNICIPAL CENTER, 10 BUNKER HILL AVENUE**

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

The Select Board will hold a public hearing in accordance with RSA 31:95-b on the question of acceptance of a grant of funds up to \$135,000 for an agreement the Town entered into with the NH Department of Health and Human Services to complete vaccination administration work at state run vaccination sites (DHHS Vaccination Aid).

For more information relative to this grant, please visit the Town Administrator's office Monday through Friday 8:30 a.m. to 4:00 p.m.





# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

---

## TOWN OF STRATHAM

### SELECT BOARD

### NOTICE OF PUBLIC HEARING

**MONDAY, SEPTEMBER 20, 2021, 7:00 PM**

**MUNICIPAL CENTER, 10 BUNKER HILL AVENUE**

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

The Select Board will hold a public hearing in accordance with RSA 31:95-b on the question of acceptance of a grant of funds from the U.S. Department of the Treasury, Coronavirus Local Fiscal Recovery Fund (21.207) of up to \$783,916 to be used in compliance with section 603(c) of the Social Security Act (the Act).

For more information relative to this grant, please visit the Town Administrator's office Monday through Friday 8:30 a.m. to 4:00 p.m.

**AGREEMENT FOR USE OF PUBLIC TRAILS BY OUTSIDE GROUPS**

**NOW COMES** the **Town of Stratham**, a New Hampshire municipal corporation having its principal place of business at 10 Bunker Hill Ave., Stratham, New Hampshire (“Town”); and \_\_\_\_\_, a \_\_\_\_\_, with an address of \_\_\_\_\_ (the “Group”) (each of the Town and the Group shall be referred to herein as a “Party” and together as the “Parties”);

**EXPLANATORY STATEMENTS**

The Town owns land over which a variety of public recreational trails run, including without limitation trails originating (or terminating) at its property known as Stratham Hill Park (called the “Linked Trails”). The Linked Trails are connected with other public trails running over and across land now or formerly of land belonging to Edith Barker as Trustee of the Edith C. Barker Revocable Trust of 2003 (called the “Barker Family”). These trails are as shown on a map entitled “Trail Map, Future Public Trails, Barker Rev. Trust #1 & #2 Easement, Stratham NH” dated April 2019, a copy of which is available from the Parks and Recreation Department of the Town (called the “Public Trails”).

Due to the interconnected nature of the Public Trails and the Linked Trails, the Group wishes to use some or all of the Public Trails as the site of a recreational event or series of events as more particularly described in Paragraph #1 (one) below. This Agreement is designed to help ensure that the Group’s use of the Public Trails is in compliance with the requirements and restrictions regulating the use of the trails.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1. Subject to the terms and conditions of this Agreement, the Group may hold the following event or series of events (called the “Event” in this Agreement):

Type of Event: \_\_\_\_\_

Date or Dates and time of Event: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Day/Year (Month/Day/Year)

\_\_\_\_\_ to \_\_\_\_\_  
(Time: am/pm) (Time: am/pm)

Number of Participants: \_\_\_\_\_

Trails to be Used: \_\_\_\_\_



2. The Group understands and agrees that it is not permitted to use the Public Trails to conduct the Event until and unless the Event has been approved by the Town's Select Board and the Barker Family. The Group agrees that it will not approach the Barker Family directly for approval, but instead will rely on the Town's Director of Parks and Recreation or other contact person designated by the Town to assist with seeking approval. The Town's approval and the Town's receipt of the Barker Family's approval shall be indicated by the signature of the Town's representative on this Agreement, which shall be submitted to the Town for approval in advance of the Event along with the other documents and information referenced in this Agreement.
3. The Group shall have and maintain in full force and effect throughout the Event (and any subsequent events permitted by extension of this Agreement), general liability insurance in an amount reasonably acceptable to the Town considering a number of factors including the type of event, number of participants, and an assessment of the insurable risk. The Group shall provide the Town with a certificate of insurance and naming both the Town and Edith Barker, Trustee of the Edith C. Barker Revocable Trust of 2003 (or any successor Trustee or the successors or assigns of the Edith C. Barker Revocable Trust of 2003) as additional insureds, and stating that the insurance shall not be cancelled without providing the Town with twenty (20) days advance notice. The Group shall provide such evidence of insurance to the Town when it submits this Agreement to the Town for approval.
4. The Group agrees that it will require all participants in the Event to sign (or if the participant is less than eighteen (18) years of age or otherwise unable to bind him/herself to a legal agreement, require a parent or legal guardian to sign) a release and waiver of liability which is sufficient, in the Town's reasonable discretion, to release the Town and the Barker Family from any and all liability or damages due to death, personal injury, or property damage arising from or in any way related to the participant's participation in the Event. The Group shall provide the Town with a copy of the release and waiver language for its review and approval when it submits this Agreement to the Town for approval.
5. The Group understands that there are rules related to the use of the Public Trails, and that it will inform all participants of those rules and require all participants in the Event to follow the rules for use of the Public Trails as may be applicable to the participants' participation in the Event, which include but are not limited to the following:
  - a. No person shall cut new trails, or remove any plants, brush, trees, etc. from the trail areas, or any other parts of the ALE Easement and SELT Easement areas.
  - b. Any requests for new trails, for improvements to trails, bridges, or signs, or for repairs should be directed to the Town's Director of Parks and Recreation, and not to the Barker Family.
  - c. Leaves shall not be blown, cleared or raked away from the trail surface.
  - d. Dogs shall be leashed when on the trails closest to the agricultural fields and buildings.
  - e. Bicyclists shall stay on the trails, and bicycles shall not be operated off the established and mapped trails.

The Group agrees that it will inform all participants in the Event that in addition to these rules, there may be other rules related to the use of the Public Trails, and that the participants are required to follow all posted or otherwise publicized rules related to the use of the Public Trails, Stratham Hill Park, the Linked Trails, the Public Trails, and any other Town property or facility (or any property or facility the Town or the general public have the right to use).

6. The Group hereby agrees to defend, indemnify and hold harmless either or both of the Town and the Barker Family from and against any and all claims, damages, or causes of action suffered by or asserted against the Town and/or the Barker Family arising from or related to the Event, or in any way arising from or relating to the breach of any part of this Agreement. Further, the Group shall be liable to pay the cost of repairing any damage to the Public Trails, the Linked Trails, or the Town's facility at or within Stratham Hill Park or to any of the other trails, improvements to the trails, or other areas which is a result of or related to the Group's Event, the Group's use of the Linked Trails or Public Trails, or the Group's negligence.
7. This agreement shall be effective to extend permission for the Group to hold the Event as described in this Agreement for the calendar year specified in this Agreement. Should the Group wish to hold the Event or a similar Event in subsequent years, prior to January 1 of any subsequent calendar year, the Group shall be required to provide the Town with updated information about the Event and confirm the necessary insurance information and release and waiver of liability language, and such other additional information as the Town may reasonably request ("Renewal Information"). The Renewal Information shall be provided to the Barker Family and to the Town's Select Board for review and approval, and if approved by both, shall hereby become a part of this Agreement and shall function to extend the term of this Agreement for one year, and grant permission for the Event described in the Renewal Information to occur.
8. The Town may terminate this Agreement (and any extension which has been granted) at any time the Town determines that the Group or the participants in the Group's Event are in violation of the terms and conditions of this Agreement, have not conducted or participated in the Event in the manner in which it is described in this Agreement or in the Renewal Information, that the Group or the participants in the Group's Event have caused damage in excess of reasonable wear and tear to the Linked Trails, the Public Trails, the Town's facility at or within Stratham Hill Park or to any of the other trails, improvements to the trails, or other areas related to the trails, or for any other reason in the Town's reasonable discretion. Upon such termination, the Group shall no longer be permitted to hold the Event on the Public Trails or Linked Trails.
9. The Group may not assign its rights or obligations under this agreement without the written permission of the Town.
10. In the event that any covenant, condition, term or restriction contained in this Agreement shall be held invalid, illegal or unenforceable in any respect, in whole or in part, then the remainder of this Agreement shall remain valid and enforceable. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the Parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in order that the substance of the agreement contemplated hereby is maintained as originally contemplated to the greatest extent possible.

11. This Agreement shall be governed by the laws of the State of New Hampshire.

**INTENDING TO BE LEGALLY BOUND**, the parties have executed this Agreement on

\_\_\_\_\_, 20\_\_.

**TOWN OF STRATHAM**

---

By: Seth Hickey, Director of Parks and Recreation, Duly Authorized

---

Name of Outside Group



---

By: **Leela Pahl**, its **Head of School**, Duly Authorized



**AGREEMENT FOR USE OF PUBLIC TRAILS BY OUTSIDE GROUPS**

**NOW COMES** the **Town of Stratham**, a New Hampshire municipal corporation having its principal place of business at 10 Bunker Hill Ave., Stratham, New Hampshire ("Town"); and PHS Cycling Club, a high school cycling club, with an address of 50 Andre Jarvis Dr., Portsmouth NH 03801 (the "Group") (each of the Town and the Group shall be referred to herein as a "Party" and together as the "Parties");

**EXPLANATORY STATEMENTS**

The Town owns land over which a variety of public recreational trails run, including without limitation trails originating (or terminating) at its property known as Stratham Hill Park (called the "Linked Trails"). The Linked Trails are connected with other public trails running over and across land now or formerly of land belonging to Edith Barker as Trustee of the Edith C. Barker Revocable Trust of 2003 (called the "Barker Family"). These trails are as shown on a map entitled "Trail Map, Future Public Trails, Barker Rev. Trust #1 & #2 Easement, Stratham NH" dated April 2019, a copy of which is available from the Parks and Recreation Department of the Town (called the "Public Trails").

Due to the interconnected nature of the Public Trails and the Linked Trails, the Group wishes to use some or all of the Public Trails as the site of a recreational event or series of events as more particularly described in Paragraph #1 (one) below. This Agreement is designed to help ensure that the Group's use of the Public Trails is in compliance with the requirements and restrictions regulating the use of the trails.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1. Subject to the terms and conditions of this Agreement, the Group may hold the following event or series of events (called the "Event" in this Agreement):

Type of Event: High School Mountain Bike Race

Date or Dates and time of Event: 9/22/21 to \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

3:00pm to 5:30pm  
(Time: am/pm) (Time: am/pm)

Number of Participants: 100

Trails to be Used: Variety of single and double track trails with the backfield and parking lot.

2. The Group understands and agrees that it is not permitted to use the Public Trails to conduct the Event until and unless the Event has been approved by the Town's Select Board and the Barker Family. The Group agrees that it will not approach the Barker Family directly for approval, but instead will rely on the Town's Director of Parks and Recreation or other contact person designated by the Town to assist with seeking approval. The Town's approval and the Town's receipt of the Barker Family's approval shall be indicated by the signature of the Town's representative on this Agreement, which shall be submitted to the Town for approval in advance of the Event along with the other documents and information referenced in this Agreement.
3. The Group shall have and maintain in full force and effect throughout the Event (and any subsequent events permitted by extension of this Agreement), general liability insurance in an amount reasonably acceptable to the Town considering a number of factors including the type of event, number of participants, and an assessment of the insurable risk. The Group shall provide the Town with a certificate of insurance and naming both the Town and Edith Barker, Trustee of the Edith C. Barker Revocable Trust of 2003 (or any successor Trustee or the successors or assigns of the Edith C. Barker Revocable Trust of 2003) as additional insureds, and stating that the insurance shall not be cancelled without providing the Town with twenty (20) days advance notice. The Group shall provide such evidence of insurance to the Town when it submits this Agreement to the Town for approval.
4. The Group agrees that it will require all participants in the Event to sign (or if the participant is less than eighteen (18) years of age or otherwise unable to bind him/herself to a legal agreement, require a parent or legal guardian to sign) a release and waiver of liability which is sufficient, in the Town's reasonable discretion, to release the Town and the Barker Family from any and all liability or damages due to death, personal injury, or property damage arising from or in any way related to the participant's participation in the Event. The Group shall provide the Town with a copy of the release and waiver language for its review and approval when it submits this Agreement to the Town for approval.
5. The Group understands that there are rules related to the use of the Public Trails, and that it will inform all participants of those rules and require all participants in the Event to follow the rules for use of the Public Trails as may be applicable to the participants' participation in the Event, which include but are not limited to the following:
  - a. No person shall cut new trails, or remove any plants, brush, trees, etc. from the trail areas, or any other parts of the ALE Easement and SELT Easement areas.
  - b. Any requests for new trails, for improvements to trails, bridges, or signs, or for repairs should be directed to the Town's Director of Parks and Recreation, and not to the Barker Family.
  - c. Leaves shall not be blown, cleared or raked away from the trail surface.
  - d. Dogs shall be leashed when on the trails closest to the agricultural fields and buildings.
  - e. Bicyclists shall stay on the trails, and bicycles shall not be operated off the established and mapped trails.

The Group agrees that it will inform all participants in the Event that in addition to these rules, there may be other rules related to the use of the Public Trails, and that the participants are required to follow all posted or otherwise publicized rules related to the use of the Public Trails, Stratham Hill Park, the Linked Trails, the Public Trails, and any other Town property or facility (or any property or facility the Town or the general public have the right to use).

6. The Group hereby agrees to defend, indemnify and hold harmless either or both of the Town and the Barker Family from and against any and all claims, damages, or causes of action suffered by or asserted against the Town and/or the Barker Family arising from or related to the Event, or in any way arising from or relating to the breach of any part of this Agreement. Further, the Group shall be liable to pay the cost of repairing any damage to the Public Trails, the Linked Trails, or the Town's facility at or within Stratham Hill Park or to any of the other trails, improvements to the trails, or other areas which is a result of or related to the Group's Event, the Group's use of the Linked Trails or Public Trails, or the Group's negligence.
7. This agreement shall be effective to extend permission for the Group to hold the Event as described in this Agreement for the calendar year specified in this Agreement. Should the Group wish to hold the Event or a similar Event in subsequent years, prior to January 1 of any subsequent calendar year, the Group shall be required to provide the Town with updated information about the Event and confirm the necessary insurance information and release and waiver of liability language, and such other additional information as the Town may reasonably request ("Renewal Information"). The Renewal Information shall be provided to the Barker Family and to the Town's Select Board for review and approval, and if approved by both, shall hereby become a part of this Agreement and shall function to extend the term of this Agreement for one year, and grant permission for the Event described in the Renewal Information to occur.
8. The Town may terminate this Agreement (and any extension which has been granted) at any time the Town determines that the Group or the participants in the Group's Event are in violation of the terms and conditions of this Agreement, have not conducted or participated in the Event in the manner in which it is described in this Agreement or in the Renewal Information, that the Group or the participants in the Group's Event have caused damage in excess of reasonable wear and tear to the Linked Trails, the Public Trails, the Town's facility at or within Stratham Hill Park or to any of the other trails, improvements to the trails, or other areas related to the trails, or for any other reason in the Town's reasonable discretion. Upon such termination, the Group shall no longer be permitted to hold the Event on the Public Trails or Linked Trails.
9. The Group may not assign its rights or obligations under this agreement without the written permission of the Town.
10. In the event that any covenant, condition, term or restriction contained in this Agreement shall be held invalid, illegal or unenforceable in any respect, in whole or in part, then the remainder of this Agreement shall remain valid and enforceable. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the Parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the Parties as closely as possible in order that the substance of the agreement contemplated hereby is maintained as originally contemplated to the greatest extent possible.

11. This Agreement shall be governed by the laws of the State of New Hampshire.

**INTENDING TO BE LEGALLY BOUND**, the parties have executed this Agreement on

9/2, 2024.

**TOWN OF STRATHAM**

---

By: Seth Hickey, Director of Parks and Recreation, Duly Authorized

PHS Cycling Club

---

Name of Outside Group

Sean McGrimley, Cycling Coach

---

By: (Insert Name), its (Insert Title), Duly Authorized





## **Rules and Regulations- Events Open to the Public**

### **Governing the Stratham Municipal Center, Pavilion and Recreation Fields**

The Town of Stratham is pleased to cooperate and to extend to the public the use of its facilities. In return, the town expects the property to be respected and protected from any damages. The following explains the rules and regulations under which its use is made possible and to clarify the responsibilities of organizations utilizing these public facilities.

Renters need to refer to the following Town Ordinances for additional rules and regulations regarding Stratham Hill Park.

- Stratham Hill Park Regulations – Chapter 4-01
  - Facility Reservations and Use of Stratham Hill Park- Chapter 4-02a
1. The applicant must provide a certificate of insurance when requesting usage of any town property or building. Required amounts: General Liability/Bodily Injury/Property Damage (combined) \$300,000/500,000 with additional personal injury of \$300,000 AND the Town of Stratham listed as an additional insured. Applicants further release the Stratham Recreation Department, Stratham Recreation Commission, the Town of Stratham and their agents from all claims, demands of chance on account of any and all injuries to persons or property that may result by virtue of said participation.
  2. Written permission is required to serve liquor on Town owned property. There may be the requirement of the renter to have a police officer on the premise. Officer's presence will be at the Stratham Police Department's discretion and the cost shall be the responsibility of the renter. If the renter is planning a cash or open bar during their function, a state liquor license will be required. A one-day liquor license may be obtained in advance from the NH Liquor Commission. The Town of Stratham shall not be held liable for any injury and/or damage resulting from the presence of alcohol. The applicant assumes sole responsibility and liability. No kegs will be allowed.
  3. Organizations/groups using the facilities shall see that all persons are completely out of the building/recreation area within the time specified in the approved application. No outdoor activity, including cleanup, shall continue beyond 9 P.M

4. No signs, posters, exhibit, banners or decorations of any kind shall be hung in or about the municipal center or park area which would in any way mar or deface the structure. Public address systems are prohibited unless approved in writing by the Select Board.
5. The applicant/organization shall be responsible for any damage to the property resulting from its use thereof, whether by accident or otherwise, and shall pay the entire cost of such damages.
6. Any damages to the property or any injury to any person must be reported to the recreation office or Town of Stratham office within twenty-four (24) hours of said occurrence.
7. No permission shall be granted to any organization that discriminates due to gender, race, color, creed, religion or sexual orientation.
8. No solicitation of funds, including entry fee and/or registration fee, shall be permitted unless first approved in writing by the Select Board.
9. Usages of kiosk sign boards are limited to Town events. Permission for banners may be granted at the time of the facility request. Banners are not to exceed 4'x8' in size. A maximum of two banners are permitted.
10. The Town of Stratham reserves the right to require police presence – the cost shall be the responsibility of the renter.
11. The Town of Stratham and Recreation Department, at any time, reserves the right to change, amend the foregoing regulations or withdraw from organization or person the privilege of using town buildings or park facilities, all within its discretion.

\*Rental request are not finalized until facility Use Application, rental fee, and certificate of insurance have been submitted to the Stratham Parks and Recreation office.

I have read and understand the rules and regulations, as stated above, governing the use of the facilities. The organization and/or individuals for which this application is intended will abide by these rules and assume total responsibility in connection therewith. Any violation of policies will constitute a forfeiture of deposit.

Authorized signature 

Print Name Sean McBrinley

Today's Date 9/2/21

Event Date 9/29/21

Event Name PITS Cycling Race

Event URL N/A

Event Social Media N/A