

**MEMORANDUM**

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

FROM: David Moore, Town Administrator

DATE: April 5, 2021

RE: Select Board Agenda and Materials for the April 5, 2021 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for April 5, 2021.

**III. Consideration of Minutes**

Draft minutes from your meeting on March 15, 2021 have been submitted for your consideration.

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

**V. Department Reports & Presentations**

Fire Chief Matt Larrabee and Code Enforcement Officer/Building Inspector Shanti Wolph will give their department reports. On April 19th Interim Assessor Chris Murdough and Town Planner Mark Connors will present reports.

**VI. Correspondence**

- A. Letter from Dept. of Revenue Administration regarding revaluation approval

**VII. Public Comment**

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

None for this meeting.

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

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

### **A. Discussion of Cable (TV) Franchise Agreement**

The Town's current Franchise Agreement with Comcast expires September 7, 2021. This agreement concerns Cable TV and not internet services. As you know, the Town has most recently entered into one year renewals with Comcast. This year Comcast is not moving forward with one-year renewals due to changes in law they are required to reflect in agreements going forward. In coordination with the Counsel the Town previously used for these Agreements (who is not available for this engagement), I have arranged for an attorney with Drummond Woodsum to meet with the Board on Monday April 5<sup>th</sup> to discuss a way forward. I am hopeful that following this 15 to 20 minute conversation where the Board will have an opportunity to ask questions about these agreements, Attorney Huddy Grandy and I will have the needed guidance from the Board to pursue a new agreement that we will then bring back to the Board for consideration.

The link below is to slides used in a 2019 NHMA presentation on the topic of Cable Franchise Agreements and may be interesting background for the Board.  
[https://www.nhmunicipal.org/sites/default/files/uploads/webinars/what\\_municipal\\_officials\\_need\\_to\\_know\\_about\\_cable\\_franchising\\_final\\_12.18.19.pdf](https://www.nhmunicipal.org/sites/default/files/uploads/webinars/what_municipal_officials_need_to_know_about_cable_franchising_final_12.18.19.pdf)

### **B. Select Board Election of Officers**

In accordance with your Select Board Manual, Select Board officers are to be chosen at the first meeting following the Town meeting.

### **C. Adoption of Select Board Manual**

The first meeting of a new year, is also a good time to revisit the Board's Manual. The Board adopted changes to its manual in the fall of last year. I recommend the Board readopt the Manual.

### **D. Adoption of Administrative Orders and Procedures**

Last year, at the time of adoption of the revised Manual, the Board chose to adopt a series of Administrative Orders and Procedures. The purpose of this annual adoption was to create a compendium of Select Board policies that would increase their visibility, remind staff and the public of their existence and to identify policies needing to be updated. We are constantly adding to this list by virtue of finding old policies or creating new policies.

I would recommend the Board adopt the Administrative Orders and Procedures for 2021, which consists of a cover page listing the policies and the adopted dates with the policies themselves attached behind. This document will be loaded to the Select Board page similarly to the Select Board Manual.

**E. Adoption of Investment Policy**

The Investment Policy is included the Administrative Procedures and Orders compendium. However, as annual adoption of the policy is required, I am recommending the Board take a separate vote. I have confirmed with the Treasurer as well as the Finance Administrator that there are no recommended changes to this policy at this time.

**F. Select Board Linkages to Departments**

This year there is no change to the make-up of the Select Board (no new members). However, I have provided in your packet a summary of the current department - Select Board linkages for your review and discussion. The Board may also chose to have a discussion about Select Board representation on Boards and Commissions.

**G. Select Board Meeting Schedule Revision – Goal Check-ins**

Consistent with previous input of the Board, I have created a revised 2021 meeting schedule which reflects the inclusion of “Goals Check-ins” at the end of each quarter. These check-ins would begin at your meeting on April 19<sup>th</sup> with the review of a proposed 2021 goals document.

**H. Wrap-up of 2021 Town Meeting**

In a previous communication, I have provided prompts for a discussion in follow-up to Town Meeting. This list primarily included logistics going forward for the next Town Meeting in a post-pandemic environment that we all hope to be in next year.

**I. Open Enrollment Feedback Discussion & Open Enrollment 2021**

Enclosed with your packet is a memorandum from Finance Administrator Dawna Duhamel regarding the recent Open Enrollment survey.

**XI. Town Administrator Report**

I plan to present you with a number of 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**

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

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

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

- A. Appointments to Trail Management Advisory Committee
  - a. Scott Zeller, designated to serve as Chair by the Board- for appointment
  - b. Edie Barker - for appointment
  - c. Greg Blood - for appointment
  - d. Kevin O'Brien - for appointment
  - e. Patricia (Trish) Weideman - for appointment
  - f. Kate Dardinski - for appointment
  - g. Bill McCarthy - for appointment
- B. Alex Dardinski for appointment to PCAC for appointment (term to coincide with charge expiration)
- C. Jeffrey Hyland for appointment to an Alternate position appointment to the Heritage Commission.
- D. Matt O'Keefe for reappointment to the Energy Commission for a three year term beginning 2020

**XV. Miscellaneous & Old Business**

- A. PFAS in Town Center
- B. Discussion of Parking Concern at Scamman Road (Trail Access)
- C. Open Items Tracking

**XVI. Adjournment**



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## SELECT BOARD AGENDA

APRIL 5, 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.

### **COVID Public Meeting Notice**

This meeting is scheduled to be held “in person” at the Stratham Municipal Center. In accordance with this notice, if the Chair makes a determination to hold this meeting remotely notice will be published by 3:30 p.m. on the day of the meeting.

Per NH RSA 91-A:2 III (b) the Chair has declared COVID-19 Outbreak an emergency and has waived the requirement that a quorum be physically present at the meeting pursuant to the Governor’s Executive Order 2020-04, Section 8, as extended by Executive Order 2020-20, and Emergency Order #12, Section 3. Members will be participating remotely and will identify their location and any person present with them at that location. All votes will be by roll call.

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 – March 15, 2021

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



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- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations
  - A. Chief Matt Larrabee to present the Fire Dept. Report
  - B. Shanti Wolph to present the Building / Code Enforcement Report
- VI. Correspondence
  - A. Letter from Dept. of Revenue Administration – Reval. Approval
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. Discussion of Cable Franchise Agreement
  - B. Select Board Election of Officers
  - C. Adoption of Select Board Manual
  - D. Adoption of Administrative Orders and Procedures
  - E. Adoption of Investment Policy
  - F. Select Board Linkages to Departments
  - G. Select Board Meeting Schedule Revision – Goal Check-ins
  - H. Wrap-up of 2021 Town Meeting
  - I. Open Enrollment Feedback Discussion & Open Enrollment for 2022
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
  - A. Appointments to Trail Management Advisory Committee
    - a. Scott Zeller, designated to serve as Chair by the Board- *for appointment*
    - b. Edie Barker - *for appointment*
    - c. Greg Blood - *for appointment*
    - d. Kevin O'Brien - *for appointment*
    - e. Patricia (Trish) Weideman - *for appointment*



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- f. Kate Dardinski - *for appointment*
- g. Bill McCarthy - *for appointment*
  
- B. Alex Dardinski for appointment to PCAC - *for appointment* (term to coincide with charge expiration)
  
- C. Jeffrey Hyland *for appointment* to an Alternate position appointment to Heritage Commission
  
- D. Matt O'Keefe for reappointment to the Energy Commission for a three year term beginning 2020
  
  
- XVI. Miscellaneous & Old Business
  - A. PFAS in Town Center
  - B. Open Items Tracking
  
- XVII. Adjournment

## **MINUTES OF THE MARCH 15, 2021 SELECT BOARD MEETING**

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

The Board Chair opened the meeting at 7:00 p.m.

Mr. Lovejoy motioned to approve the minutes from March 1, 2021 as presented. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to discussion of the 2021 Town Meeting preparations. Mr. Moore provided an overview of the preparations for the Meeting including audio visual logistics and safety measures. Town Moderator Dave Emanuel explained the safety measures taken at the School District meeting the week previously. There will be a large meeting space, a separate overflow space and space for unmasked. The group discussed adding an outdoor space. Mr. Moore will send a newsletter tomorrow informing the public of the steps being taken to ensure everyone's safety. Mr. Moore noted the law requires the Town provide transportation to Town Meetings held outside of the community and that a bus has been arranged to transport residents if they require a ride. They continued to review meeting details.

Mr. Houghton moved next to the Department report and recognized to Public Works Director Nate Mears for his department report. Automated curbside collection program has been successfully rolled out. Only a small number of modifications were necessary. The Board authorized an additional bin for residents who qualify and pay a fee of up to \$480 annually. Residents who put out bins that are automated curbside collectible compliant but do not have the proper stickers are not collected.

Currently, the Department of Public works is focusing on spring operations. The contract with Dragon Mosquito is moving forward as requested and as discussed with Dragon Mosquito at the March 1<sup>st</sup> meeting. A new proposal has been received which discontinues scheduled roadside spraying in favor of a needs-based approach based on public health threats. Spraying that does occur will be done using an organic adulticide instead of the current synthetic. They discussed further the cost of organic vs. non-organic spraying. Mr. Houghton motioned authorize the Town Administrator to execute an agreement with Dragon Mosquito for routine services of mosquito control and insect control for larviciding, surveillance, lab testing and trap deployment and maintenance for a sum of \$52,880. Ms. Knab seconded the motion. All voted in favor.

Next, Mr. Mears stated he is moving forward with proposals for resurfacing the municipal center roof to resolve the leaks that occur during wet weather. He is also working to replace the pickup truck at the DPW. He will come back with a specific model for approval for release of Capital Reserve Funds. The paving schedule is being firmed up.

Mr. Mears is coordinating with Parks & Recreation Director Seth Hickey on grounds maintenance at the parks. He and Mr. Hickey have explore the potential for moving the ice rink to a covered area in the Park.



Mr. Houghton recognized Mr. Hickey to speak to recommendations from his department. Mr. Hickey requested removing restrictions on the number of people that may gather as part of events in the pavilions at the Park, which had been 50. He has been monitoring State guidance and spoken with Health Officer Shanti Wolph. All felt that for outside events, as long as masks are worn, it would be ok to remove the restrictions. Next, Mr. Hickey listed some requests for a facility fee waivers based on their non-profit or employee status. Mr. Lovejoy motioned to approve the requests listed on Mr. Hickey's memo dated March 12. Ms. Knab seconded the motion. All voted in favor.

Mr. Hickey notified the Board of some large events that are being planned at the park. Mr. Lovejoy motioned to move forward with the events. Ms. Knab seconded the motion. All voted in favor.

#### OLD BUSINESS

Mr. Houghton directed attention to an Old Business item from 2018 – the resident who originally came forward with the complaint about excess cars parking on Scamman Road to access the trails at Stratham Hill Park would like a resolution. Mr. Hickey explained that access points were put on the map in order to assist first responders in the event of an emergency in the park. The Board discussed the issue. It was decided that a revision to trail map printed and posted include a new bullet asking for cooperation from residents related to this issue. We will let Mr. Marbaucher know of this decision.

The next item Mr. Houghton addressed is PFAS in Town Center. Attorney Tom Burack via the phone joined the meeting on behalf of his clients at 145 Portsmouth Avenue. Mr. Moore gave a status update. The Town is working with engineers to finalize the Remediation Action Plan (RAP). Our efforts include understanding the mitigation process, adopting policies, meeting DES requirements, managing details and maintaining treatment systems into the future. Attorney Burack urged the Town to move as quickly as possible with remediation.

Mr. Moore reported that the Heritage Commission is requesting to add 3 properties to the River Road Historical Assessment. The contract value will increase by additional \$2,000. Mr. Houghton motioned to approve the contract addendum. Ms. Knab seconded the motion. All voted in favor.

Next, Mr. Houghton addressed the request from the NHSPCA regarding a Performance Agreement reduction. Staff have no objection to this request. Mr. Houghton requested that, for future requests, a form be created with signature lines for responsible staff to sign, signifying their approval. In processing this request, Mr. Moore noted that the Performance Agreement's acceptance had been overlooked. Mr. Lovejoy motioned to accept the Performance Agreement that was included in the Board packet August 2020. Ms. Knab seconded the motion. All voted in favor. Mr. Lovejoy motioned to approve the requested return of the portion of the performance bond as outlined in the Town Planner's March 11, 2021 memo and approved by the Planning Board. The amount to be returned is \$265,148; Town still holding \$92,312. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton asked if there were any questions regarding the Informational Item - Source Water Protection Plan. Rockingham Planning Commission is working with Town Planner Mark Connors on the project. They will go before the Planning Board on Wednesday. A presentation is being offered to the public on March 30.

A resident is requesting an increase to the existing Service-Connected Veterans Disability Tax Credit from \$2,000 to \$4,000. 13 residents currently apply for and receive this credit at the current \$2,000 amount. A change to this can only be done at Town Meeting. Mr. Moore advised that the tax revenue deferred in the event the credit is doubled would be \$52,000, currently it is \$26,000. It would have to be a Warrant Article which could be done next year. Ms. Knab offered to contact the resident with the information.

At 8:35 pm Mr. Houghton motioned to go into a non-public session to discuss a personnel matter in accordance with RSA 91:A. Ms. Knab seconded the motion. All voted in favor.

At 9:53 p.m. Mr. Houghton seal the minutes from the non-public session noting that failure to do so might render a proposed action ineffective. Ms. Knab seconded. All voted in favor.

Ms. Knab motioned advance the applications of the following residents to the April 5<sup>th</sup> meeting for appointment to the Trail Management Advisory Committee: Scott Zeller (Chair designate, Edie Barker, Greg Blood, Kevin O'Brien, Patricia (Trish) Weideman, Kate Dardinski and Bill McCarthy. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton motioned to advance the application of Jeff Hyland to the April 5<sup>th</sup> meeting for appointment to the Heritage Commission Alternate position. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab motioned to advance the application of Alex Dardinski to the April 5<sup>th</sup> Select Board meeting for appointment to the Pedestrian & Cyclist Advisory Committee. Mr. Lovejoy seconded the motion. All voted in favor.

Ms. Knab motioned to table the application of Kyle Hollasch for nomination to the Pedestrian & Cyclist Advisory Committee. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton motioned to approved Veteran's Credits for Map 6 Lot 19 (Standard veterans credit with 100% service connected disability) and Map 22 Lot 40 (standard veterans credit) as recommended by interim Town Assessor Chris Murdough. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton signed the Environmental Reviews for CDBG loans.

Mr. Moore reviewed the presentation materials for the Board's use Town Meeting.

At 10:01 pm Ms. Knab motioned to adjourn. Mr. Lovejoy seconded the motion. All voted in favor.

Respectfully submitted,  
Karen Richard, Recording Secretary

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 2/28/2021\***

<b><u>Account Name:</u></b>	<b><u>Bank:</u></b>	<b><u>Balance</u></b>
General Fund	Citizen's	\$704,786.46 *
Payroll	Citizen's	\$227,396.37 *
Investment Account	Citizen's	\$10,007,913.14
NHPDIP Investment (Town)	NHPDIP	\$21,137.01
NHPDIP (Recreation Funds)	NHPDIP	\$4,188.63
NHPDIP (EMS)	NHPDIP	\$51,472.65
Mobil Cistern	TD Bank	\$33,816.03
200 Domain Drive Landscape Bond	People's Bank	\$2,549.39
Bunker Hill Commons Fire Cistern	People's Bank	\$8,019.57
Cemetery Land Fund	People's Bank	\$7,504.55
Drug Forfeiture Fund	People's Bank	\$33.26
EMS Fund	People's Bank	\$379,204.72
Fire Protection Fund	People's Bank	\$47,298.47
Foss Property Sec. Dep.	People's Bank	\$3,659.61
Gifford House Sec. Deposit	People's Bank	\$2,113.70
Heritage Fund	People's Bank	\$6,951.97
Kennebunk Savings Landscape Bond	People's Bank	\$1,017.11
Kennebunk Savings Performance (Maint) Bond	People's Bank	\$2,542.78
Lindt Offsite Improvements	People's Bank	\$1,260.31
Park Cottage Sec. Dep.	People's Bank	\$967.85
Police Detail Fund	People's Bank	\$90,641.74
Recreation Revolving	People's Bank	\$135,923.69
SHP Revolving Fund	People's Bank	\$40,763.64
Stratham DARE	People's Bank	\$7,696.25
Varsity Wireless Historic Sign	People's Bank	\$8,554.86
<b>Total:</b>		<b>\$11,797,413.76</b>

<b><u>Balance 04/01/2021</u></b>
\$2,656,390
\$113,761
\$8,158,083
<b>\$10,928,234</b>

<b><u>Balance 02/29/2020</u></b>
<b>\$10,612,899</b>

<b>NHPDIP Current Seven Day Yield</b>
3/26/2021
0.02%

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

**Bond Name**

Altid Enterprises	People's Bank	\$11,194.63
Barbaras Way_2020	People's Bank	\$18,512.07
Bond Checking (Multiple )	People's Bank	\$0.00
Bunker Hill Ave Improvements	People's Bank	\$17,202.94
GCNE	People's Bank	\$35,267.43
Green Solar Surety	People's Bank	\$4,402.94
Jotaph Realty	People's Bank	\$22,708.86
Murphy Lane	People's Bank	\$2.69
NHSPCA	People's Bank	\$357,801.95
Robie Farms	People's Bank	\$195,008.21
Tansy Ave	People's Bank	\$7,085.65
Winterberry Cistern	People's Bank	\$941.29
<b>Total:</b>		<b>\$670,128.66</b>

**Total: \$12,467,542.42**

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

# Stratham Fire Department Summary: March 2021

## Vision Statement

Provide the town of Stratham with Fire, Emergency Medical, and Rescue Services at top performing levels through the use of highly trained individuals and equipment reliability.

## Functional Responsibilities of Fire Chief

- Maintained trained, qualified personal available to respond to emergency situations for the Town of Stratham
- Provide Command, Control and Direction for the town during emergencies
- Ensure Public Safety is maintained through Code Compliant public buildings, gathering locations and fire prevention.
- Maintain Fire Department property, equipment and apparatus in top operating conditions available to respond at a moments notice.
- Provide the town with a fiscally responsible budget that is based off of needs and is forward looking.
- Provide an open relationship within the fire department, with other organizations and with the public.

## Key Performance Indicators (Green, White, Yellow, Red)

### Yellow and Red Indicators

- Succession Planning
- Formal Inspection Program
- Mutual Aid – No Crew

## Staffing:

### *Part Time – Shift Coverage*

-We have 2 part time staff members currently interviewing for full time positions. Interviewed a new part time staff member.

## Safety

- Joint Loss Committee – Jake Lennon
- FD members continuing to maintain COVID-19 safety.

## YTD Calls for Service

	1/1/21 – 3/1/21	1/1/20 – 3/1/20	% Δ
# of Calls	121	103	18%

## Fire Dept Budget

-Town meeting to include FD operating budget which includes increased staffing for weekend coverage.

## Major Repairs:

- None at this time
- Ongoing Projects
- PFOAS and well water Response
  - Installation of treatment system.
- FD IT System Compatibility with Town IT Systems

## Fire Hydrant Concerns

- Seavy Pasture – Repairs Completed
- Stratham Traffic Circle – One OOS may need to hire diver to perform repairs in spring / summer.
- Courtland Ave – Repairs completed waiting on sign.
- Wingate Condos – Sign needed to provide location.
- Winicutt Rd- Engineering report received. Need to schedule meeting with property owner and Nate Mears.

## Major Building Projects

- NH SPCA
- Treat Farm Winnicutt Rd
- Lindt Chocolate
- CMS Renovation

## FD Response

Crews recently responded to Brentwood Mutual Aid for structure fire.

## Gap #1 Succession Planning

Department currently doesn't provide adequate succession planning to allow for smooth transitions during leadership changes.

### Drivers

- Currently no formal job description/responsibilities for leadership position which tends to cause confusion.
- Current FF ranks don't promote responsibilities / commitments to allow personal to determine if officer position is viable.

### Actions:

- Election of Fire Chief Guideline. Completed.
- Selection of Operation Officers Guideline. Completed.
- Review of Chief and Operational Guideline. Completed.
- Election Chief and appointment of operational officers. Delayed due to COVID-19.

## Gap #2 Formal Inspection Program

Town of Stratham has never had a formal fire inspection program to ensure public places maintain current life safety requirements.

### Drivers

- Very labor intensive and difficult for volunteer department to maintain.

### Actions

- Determine if formal inspection program is required. Owner: Crow. Due 6/30/18 – Complete Starting with Occupancies > 100
- Develop strategy to implement based on Action 1 results. Owner: Crow. Recommendation Evaluate Part time inspector.
  - Researching feasibility of Stratham Hosted Fire Inspector 1.

## GAP #3 Coverage

At times we do not meet the needs, requests from the town.

### DRIVERS

- Off hours responders have other commitments Majority of dayshift coverage personal are actively working on obtaining full time firefighter/EMT positions within the local area.

### Actions

- Convene committee to develop options and provide recommendations. Owner: Larrabee Complete
- Hold specific Operations Dept Meeting Owner: Larrabee Due: Complete.
- Implement weekend coverage policy as presented during budget session. Approvals will be at town meeting.

# Stratham Fire Department Summary: March 2021

## Training Activities

- NH FF1 Starts March of 2021 in Newington. 2 members attending.
- Completed recent water supply classroom portion. April planning on hands on.
- Working with Highway Dept to schedule Fire Pump training class with Sterns Pump.

### COVID-19 Response:

- Dept. has developed an EOG for COVID-19 along with new State EMS Protocol
  - EOG contains directions for Decon, Exposures and general response
- Dept. has acquired necessary PPE (N95 masks, patient surgical masks, Decon equipment, Tyvek Suits)
- State has ended Rapid COVID testing for first responders due to vaccination being available.
- All Fire Dept members have had the opportunity to receive Vaccination. All members that chose to get vaccinated have completed their shots.
- Dept. leadership remains engaged with Town EOC and State of NH Emergency Management events for hospitals.
- Currently have 5 regular EMT assisting NH DHHS with administration of vaccination for the public. They have been working at either Exeter High School or C&J Bus Stop in Dover.
- Signed Contract and MOU with NH DHHS has been submitted.

## Key Strategic / Tactical Actions

### Key Strategic Actions:

- Operational Officers Selection
  - Chief has been selected.
  - Additional officer positions will be filled after COVID restrictions relaxed. Oral boards and interviews for each position.

## Resource Utilization

- Need to develop responsibilities and actions for Line officers (Captains and Lt)
- Implemented online burn permits through the State of NH Division of Forest and Lands

## Upcoming Events

- Association Meetings currently on hold due to COVID-19
- 2021 Fair has been canceled
- Continuing FD training 2<sup>nd</sup> and 4<sup>th</sup> Tuesday with the use of masks and social distancing

## Selectman Assistance

- Long Term Sustainability Plans
- Water Treatment System installation





# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
[www.revenue.nh.gov](http://www.revenue.nh.gov)



Lindsey M. Stepp  
Commissioner

Carolynn J. Lear  
Assistant Commissioner

MUNICIPAL AND PROPERTY  
DIVISION  
James P. Gerry  
Director

Samuel T. Greene  
Assistant Director

March 19, 2020

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

Re: Stratham 2019 Full Statistical Update

Dear Municipal Assessing Officials:

The Department of Revenue Administration (DRA), pursuant to RSA 21-J:11, is charged with the responsibility of monitoring revaluations and supporting municipalities with revaluation contract compliance. The Department has checked elements of the 2019 Full Statistical Update for the Town of Stratham.

On December 30, 2019, the DRA received in-house work plan from the Town of Stratham's Assessor, Andrea Lewy to do a Full Statistical Update of all taxable, non-taxable and exempt residential property effective April 1, 2019. On April 2, 2019, the DRA received a signed contract between the Town of Stratham and Property Valuation Advisors to complete a Full Statistical Update of all taxable commercial and industrial property effective April 1, 2019. The DRA received the list of employees working in the Town and the certificate indicating liability insurance. The Town of Stratham did not require a bond be posted. On February 19, 2019, a monitoring conference was held by the DRA for the public and the Select Board regarding the upcoming revaluation.

During the revaluation, the DRA monitored a random sample of properties that sold between April 1, 2017 and April 1, 2019 utilizing Monitoring Inspection Reports (MIR). These qualified sales were used in the analysis to establish the new 2019 assessed values. There were a total of 341 qualified sales. The MIRs were sent to Andrea Lewy and Property Valuation Advisors for their review and comment and forwarded to the Municipal Assessing Officials.

Andrea Lewy reported that she did perform a parcel-by-parcel field review. Notices of newly established values were mailed to taxpayers and hearings were conducted by Andrea Lewy at the Town Office between July 22 and August 9, 2019. Newly established values were turned over to the Municipal Assessing Officials prior to the filing of the MS-1 on October 30, 2019, in accordance with the in-house work plan and contract.

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

The Uniform Standards of Professional Appraisal Practice (USPAP) Report (Report) was due to the DRA 30-days after the MS-1 was submitted. On November 26, 2019, the Report was delivered to the DRA and revisions to the Report were received on December 16, 2020. The Report includes the rationale for the update, a summary of the analysis performed, copies of sales used, the results of statistical testing of the new values and supporting documentation for the newly established values. A list of the qualified and unqualified sales is contained within the report. On February 12, 2021, a letter of compliance was mailed to the Municipal Assessing Officials.

Time-trending factors were identified from a study of the market. Andrea Lewy reported time-trending was not warranted. The time-trending analysis can be found in Section 4 of the Report.

The Report identified neighborhoods for land pricing, primary and secondary site values, excess acreage values and influence factors within the Town of Stratham. The land values can be found in Section 5 of the Report.

The Report identified base building rates along with tables describing elements such as depreciation, effective area factors and quality adjustments. Market analysis was used to establish building base rates and adjustments. The 2019 newly established building base rate values can be found in Section 6 of the Report.

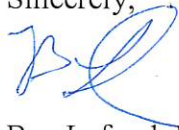
Prior to this update, the median level of assessment according to the 2018 DRA Equalization Study was 83.6, the coefficient of dispersion (COD) was 9.4 and the price-related differential (PRD) was .99.

The 2019 DRA Equalization Study resulted in a median ratio of 98.9, a COD of 3.51 and a PRD of 1.00. These figures fall within the IAAO and ASB recommended ranges and represent an improvement over the prior indicators of assessment level and equity.

The next scheduled revaluation of all properties in the Town of Stratham to comply with RSA 75:8-a five-year valuation is 2024.

I hope this information is helpful and look forward to continuing the support and assistance the Department provides to your community. If I can be of any further assistance, please feel free to contact me at (603) 230-5962 or Ben.G.Lafond@dra.nh.gov.

Sincerely,



Ben Lafond, Real Estate Appraiser  
Municipal and Property Division

cc: File



## **Administrative Orders and Procedures**

2021

Town of Stratham  
Select Board

Adopted – April 5, 2021

In accordance with the Town of Stratham Select Board Manual, the Select Board - at its first meeting each year following the close of the Town Meeting – adopts its Administrative Orders and Procedures. The approval dates noted in the attached orders and procedures note the date of initial adoption by the Select Board. Revision dates are also noted.

### **List of Administrative Orders and Procedures**

1. Appointments to Boards & Commissions – Adopted November 9, 2020
2. Facility Reservation Policies and Procedures – Adopted in 2020
3. Political Advertising Relevant Laws & Policies – Adopted September 9, 2020
4. Parks, Area, and Facilities Naming Policy - August 19, 2020
5. Teleworking Policy – Adopted March 25, 2020
6. Investment Policy - Adopted in 2020, readopted annually by Select Board
7. Mailbox Policy – Adopted February 12, 2007
8. Social Media Policy & Guidelines – Adopted July 7, 2017

### **Select Board Reference Documents**

Employment Manual – revised 2011, with Addenda

Memorandum of Understanding – Charitable Trust Unit - Stratham Fair

Recreation Revolving Fund Policy (a policy of the Recreation Board) - adopted 11-18-2020

Recreation Board Revised By-Laws (a policy of the Recreation Board) - adopted 2-12-2020

## Select Board and Department Linkages 2021

Fire: Joe Lovejoy

DPW: Joe Lovejoy

Finance: Joe Lovejoy

Parks & Recreation: Joe Lovejoy

City Clerk: Allison Knab

Library: Allison Knab

Police: Mike Houghton

Planning: Mike Houghton

Assessing: Mike Houghton

## 2021 SELECT BOARD MEETING SCHEDULE

**Adopted 11-9-2020, revised April 5, 2021**

<u>DATE OF MEETING</u>	<u>DEPARTMENT TO REPORT</u>
Monday, January 4, 2021	Assessing, Planning
Tuesday, January 19, 2021	Police, Legislative Delegation
Monday, February 1, 2021	Parks & Recreation
Monday, February 8, 2021	Public Hearing on Warrant (Tentative)
Monday, March 1, 2021	Library
Tuesday, March 9, 2021	Town Meeting (Ballot portion)
Monday, March 15, 2021	Public Works
Monday, April 5, 2021	Treasurer Report and Fire, Building
Monday, April 19, 2021	Assessing, Planning, <b>2021 Goals check-in</b>
Monday, May 3, 2021	Police
Monday, May 17, 2021	Parks & Recreation
Monday, June 7, 2021	Library, Legislative Delegation
Monday, June 21, 2021	Public Works, <b>2021 Goals check-in</b>
Tuesday, July 6, 2021	Fire, Building
Monday, July 19, 2021	Assessing, Planning
Monday, August 2, 2021	Police
Monday, August 16, 2021	Parks & Recreation
Tuesday, September 7, 2021	Library
Monday, September 20, 2021	Public Works, <b>2021 Goals check-in</b>
Monday, October 4, 2021	Treasurer Report, Building
Monday, October 18, 2021	Assessing, Planning
Monday, November 1, 2021	Police, Fire
Monday, November 15, 2021	Parks & Recreation
Monday, December 6, 2021	Public Works,
Monday, December 20, 2021	Fire, Building, <b>2021 Goals check-in</b>



# TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • [www.strathamnh.gov](http://www.strathamnh.gov)

## COMMITTEE APPOINTMENT APPLICATION

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

<u>Scott Zeller</u>	<u>603-682-4254</u>
Applicant Name (print)	Phone #
<u>91 Tidewater Farm Rd.</u>	<u>scott.zeller@greatcoach.com</u>
Address	Email

Registered Voter of Stratham?  YES  NO      Number of Years as a Resident 23

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

Stratham Hill Park and its trail system is an incredible resource. Whether coaching youth sports on its fields or walking, biking and running on its trails, I have used and enjoyed this resource for decades. The continued success of the park requires balancing many different interests in many different activities. I believe that I can be instrumental in helping the Select Board formulate a path forward that best serves the residents of Stratham.

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

As an attorney, I am very familiar with municipal rules and procedures. Additionally, I serve on the board of directors for multiple non-profit and for-profit organizations. As such, the purpose and function of committees is second nature to me. Finally, I am intimately familiar with the subject matter at hand, having been an avid user of SHP and its trail system for 23 years.

<u>Scott A. Zeller</u>	<u>2/18/21</u>
Signature of Applicant	Date

**SHP Trail Management Ad Hoc Committee**

***Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\****

Yes

***Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.***

Stratham Hill Park and its trail system is an incredible resource. Whether coaching youth sports on its fields or walking, biking and running on its trails, I have used and enjoyed this resource for decades. The continued success of the park requires balancing many different interests in many different activities. I believe that I can be instrumental in helping the Select Board formulate a path forward that best serves the residents of Stratham.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

\*[https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail assesement and inventory report committee charge with memo to sb 0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail_assesement_and_inventory_report_committee_charge_with_memo_to_sb_0.pdf)



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## COMMITTEE APPOINTMENT APPLICATION

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

Edie Barker

603-531-1224

Applicant Name (print)

Phone #

P.O. Box 12, 216 Portsmouth Ave. barkersfarm@myfairpoint.net

Address

Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 34

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

my property, Barker's Farm, is impacted by the trails that cross-cross thru it. I would like to be part of the committee that helps with the decision process as to how the trails are managed.

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

I am the land owner where some of the trails intersect my property. I'm very familiar with the land. I am an avid hiker, biker and x-country skier who is passionate about the outdoors and nature.

[Signature]

2/22/2021

Signature of Applicant

Date

**SHP Trail Management Ad Hoc Committee**

**Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\***

Yes, I have read it.

**Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.**

I would like to be part of the trail management ad-hoc committee to help manage and maintain the trails so that the public can continue to enjoy them.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

\*[https://www.strathamnh.gov/sites/g/files/vyhlif5051/f/pages/trail\\_assessment\\_and\\_inventory\\_report\\_committee\\_charge\\_with\\_memo\\_to\\_sb\\_0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlif5051/f/pages/trail_assessment_and_inventory_report_committee_charge_with_memo_to_sb_0.pdf)



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## COMMITTEE APPOINTMENT APPLICATION

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

Gregory Blood 603-778-7170

Applicant Name (print) Phone #

248 Portsmouth Avenue Stratham NH 03885 gstb@comcast.net

Address Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 52

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

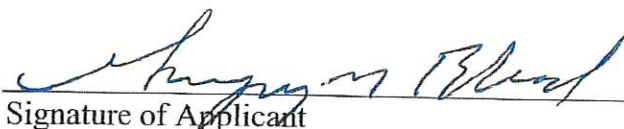
~~I am currently a member of the Stratham Hill Park Association and we felt that having a member from our committee on this board would be beneficial to the Town of Stratham~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

~~I am a resident of the Town of Stratham for 52 years, a volunteer for many committees and the Fire Department. I live next to the Stratham Hill Park and have been a part of many events and have volunteered my time to help preserve and maintain our park.~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of Applicant

02/22/21  
Date



***Please indicate below that you have reviewed the charge for the Trail Assessment and Inventory Report Committee charge.\****

Yes I have review the charge for the Trail Assessment and Inventory Report Committee Charge

***Please expand on the reasons you would like to serve Town as a member of the Trail Assessment and Inventory Report Committee.***

As a resident of Stratham New Hampshire for 52 years, a volunteer for the Stratham Fire Department and a committee member for the Stratham Hill Park Association I would like to serve as a member of the Trail Assessment And Inventory Report Committee.

I have been involved in restoring, maintaining, improving and events held at the Stratham Hill Park.

The Stratham Hill Park means a lot to myself and my family and I would enjoy being a part of this committee to ensure that our park continues to benefit our community.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this ***form*** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

***\*[https://www.strathamnh.gov/sites/g/files/vyhlij5051/f/pages/final\\_charge\\_for\\_town\\_of\\_s\\_tratham\\_stratham\\_hill\\_park\\_trails\\_advisory\\_committee\\_2021\\_0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlij5051/f/pages/final_charge_for_town_of_s_tratham_stratham_hill_park_trails_advisory_committee_2021_0.pdf)***



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## COMMITTEE APPOINTMENT APPLICATION

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

Kevin O'Brien

603-545-2929

Applicant Name (print)

Phone #

2 Wooside Drive Stratham

robrien1019@gmail.com

Address

Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 6

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

~~I am a regular user of Stratham Hill Park. I mountain bike, trail hike and I am a dog walker at the park. I very much enjoy the~~  
~~the outdoors.~~

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

~~I have 40 years experience in public safety as a first responder, manager and senior commissioner. additionally, I am an avid~~

~~walker, hiker, dog walker and bike rider who uses Stratham Hill Park regularly.~~

Signature of Applicant

2/22/2021

Date

**SHP Trail Management Ad Hoc Committee**

***Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\****

I have read and reviewed the 1/29/2021 charge for the ad hoc committee.

***Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.***

I have over 40 years of experience working within New Hampshire government as a public safety member. I have resided in Stratham for 6 years and I am a regular user of the Stratham Hill Park. I mountain bike at the park, I walk my dog at the park and I hike the trails. I love the outdoors and green space but I believe all places like SHP have to be managed in order to preserve them. I have extensive experience in process improvement, conflict resolution and working with groups who hold diverse opinions.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

\*[https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail assesment and invento ry report committee charge with memo to sb 0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail_assesment_and_invento%20ry_report_committee_charge_with_memo_to_sb_0.pdf)



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## COMMITTEE APPOINTMENT APPLICATION

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

Kevin O'Brien

603-545-2929

Applicant Name (print)

Phone #

2 Woodside Dr Stratham

krobrien1019@gmail.com

Address

Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 6

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

I regularly use the trails at SHP. Also I enjoy the outdoors

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

I have 40 years experience in public safety in NH. I am an avid hiker and bike rider.

K/O'Brien  
Signature of Applicant

2/17/2021  
Date



SHP Trail Management Ad Hoc Committee

Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\*

I have reviewed the 1/29/2021 charge for the Ad Hoc Committee.

Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.

I use SHP as a Hike, a Bike and a Dog walk.  
I Love the outdoors and open green space.  
My expertise in Process Improvement, Conflict Resolution and "Setting to yes" are a plus in advancing SHP.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

\*[https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail\\_assessment\\_and\\_inventory\\_report\\_committee\\_charge\\_with\\_memo\\_to\\_sb\\_0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail_assessment_and_inventory_report_committee_charge_with_memo_to_sb_0.pdf)



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## COMMITTEE APPOINTMENT APPLICATION

- |   |   |
|---|---|
| <input type="checkbox"/> Heritage Commission                        | <input type="checkbox"/> Zoning Board of Adjustment                                 |
| <input type="checkbox"/> Planning Board                             | <input type="checkbox"/> Public Works Commission                                    |
| <input type="checkbox"/> Conservation Commission                    | <input type="checkbox"/> Recreation Commission                                      |
| <input type="checkbox"/> Stratham Fair Committee                    | <input type="checkbox"/> Energy Commission  |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission                             |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee    | <input checked="" type="checkbox"/> Other <u>SHP Trail Mgmt + Ad Hoc Commi Htee</u> |

Patricia (Trish) Weideman 603.418.7290 / 908.672.2490 (cell)  
 Applicant Name (print) Phone #

7 Crocketts way, Stratham, NH paweideman@earthlink.net  
 Address Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 5

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

See attached.

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

See attached.

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Patricia A. Weideman 23 Feb 2021  
 Signature of Applicant Date

**Committee Appointment Application for Stratham Hill Park Trail Management Ad Hoc Committee**

Applicant: Patricia (Trish) Weideman

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

- I use many amenities of SHP on an almost daily basis for hiking, dog walking, and general exercise and outdoor enjoyment. Since the beginning of the COVID pandemic, my neighbors and husband now call me the neighborhood "Pro Guide" to the park's trails and features.
- I also use the trails the trail system less frequently for mountain biking, snowshoeing, and cross-country skiing.
- As a resident of the Hills at Crockett's Farm neighborhood, I have a vested interest in the continued and sustainable use of the trail system on both public and private lands.
- As a resident of the Town of Stratham, I also would like to take a "pay it forward" approach to the sustainability of the park as a valuable resource for our Town community and others who visit this area.

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

- See above
- I have been an avid hiker, rock/ice climber, and outdoor enthusiast for many years. I have extensive hiking, climbing, and camping experience in the Adirondacks, White Mountains, and Western US. Therefore, I am very aware of good trail and outdoor practices that I anticipate members of this committee will contribute to this effort.
- I am a toxicologist with a background in occupational and environmental toxicology if such expertise would be required.

Additional reasons I would like to serve the Town as a member of the SHP Trail Management Ad Hoc Committee:

The fact that the SHP is in my backyard and I would like to see this park and all of its valuable assets maintained at a high level could be reasons enough to become engaged in this committee. However, COVID happened. Access to the park and all of its amenities has been a real lifeline to helping not only me, but my neighbors and other visitors (who could get there), realize a bit of "sanity" during this health crisis. My neighbor and I now use this park almost daily to walk our dogs and for our own exercise. Every walk we identify things that could be, should be, or must be done to keep the park in good shape, improve human behaviors, or even some things to improve the park in general. I would like to part of the effort to sustain and improve this very valuable asset for the Town of Stratham. I appreciate your consideration of my application.



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## COMMITTEE APPOINTMENT APPLICATION

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

Kate Dardinski 9789684109

Applicant Name (print) Phone #

3 Chase Lane katedardinski@gmail.com

Address Email


Registered Voter of Stratham?  YES  NO Number of Years as a Resident 1.5

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

I've been part of the Recreation Commission for a few months and would represent that group. Additionally, I believe I can offer an unbiased approach to the committee given my personal background and significant experience with trail management in my career. I've worked for almost 20 years managing trails, in addition to managing trail users. I understand the complexity that comes with managing an area with various user groups and have experience dealing with these issues as both a resident and a professional.

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

My current job as executive director for a trail steward group has given me ample experience in dealing with trail user management and understanding the complexity behind managing a high volume recreational area. In addition to being a professional trail person, I also take a personal interest in SHP as I typically go there on a daily basis for multiple reasons: biking, dog walking, hiking with family and friends, trail running, snowshoeing.

 2/12/21  
Signature of Applicant Date



**SHP Trail Management Ad Hoc Committee**

***Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\****

I have read the charge and understand the obligations of this committee.

***Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.***

1. Representing the Recreation Commission on the committee.
2. I believe I have an unbiased approach to the issues being addressed in the trail mgmt plan, mainly due to the fact that I come to the park as a trail user in various capacities and have experienced the 'issues' that have been raised first hand.
3. I also believe that my experience professionally with local land trusts (in MA) (I worked as the Assistant Director of Land Stewardship and GIS Director for Essex County Greenbelt for nearly 9 years) would help me be a good candidate for the committee as I can work with the group as someone with experience managing trails like the ones at SHP as well as being a trail user myself.
4. I believe that I can be a good listener and take various information from different sources into consideration before forming an opinion and sharing that opinion. I believe it is important to have as much information as possible before sharing an opinion.
5. As a frequent user of SHP (daily usage), I know the trails quite well even though I've only been a resident for 1.5 years. I mountain bike, hike, run, snowshoe and dog walk on the trails there daily. I am familiar with the issues that come up there, and also know what it is like to use the property as someone who is not familiar with it (how signage may appear to someone who has never been there, how the land ownership rules may change but users may not understand those property boundaries and subsequent rule changes).
6. I deal with trail user issues on pretty much a daily basis so I understand the complexity of these issues - and have experience managing them.
7. I'd like to increase the young family demographic on these committees, and I think my age (relatively young) and gender, as well as someone with young children are important demographics to capture on these committees.

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

\*[https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail\\_assesment\\_and\\_inventory\\_report\\_committee\\_charge\\_with\\_memo\\_to\\_sb\\_0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail_assesment_and_inventory_report_committee_charge_with_memo_to_sb_0.pdf)



# TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • [www.strathamnh.gov](http://www.strathamnh.gov)

## COMMITTEE APPOINTMENT APPLICATION

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

William McCarthy 603-778-2746

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Applicant Name (print) Phone #

51 Stratham Heights Rd mccarthywilliam@comcast.net

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Address Email

Registered Voter of Stratham?  YES  NO Number of Years as a Resident 18

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

As a long time member of the Conservation Commission, including a number of years as Chair, vice-Chair, etc, and as an active user of the SHP trail system, I believe that I can bring a lot of historical knowledge and perspective to the commission.

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

15 years on the Conservation Commission; helped to coordinate and define the scope of the trail management plan; over 10 years as an active user of the SHP trail network (primarily Mt bike)

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William McCarthy Digitally signed by William McCarthy  
Date: 2021.03.08 16:19:59 -0500 8-Mar-2021

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Signature of Applicant Date

**SHP Trail Management Ad Hoc Committee**

***Please indicate below that you have reviewed the charge for the SHP Trail Management Ad Hoc Committee charge.\****

yes

***Please expand on the reasons you would like to serve Town as a member of the SHP Trail Management Ad Hoc Committee.***

Any Stratham resident interested in serving as a member of the ad hoc committee is encouraged to complete this **form** and return no later than February 23rd at 4pm to Karen Richard, Executive Assistant at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov). All questions regarding the report or the ad hoc committee should be directed to Seth Hickey, Parks and Recreation Director at [shickey@strathamnh.gov](mailto:shickey@strathamnh.gov).

[\\*https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail\\_assesement\\_and\\_inventory\\_report\\_committee\\_charge\\_with\\_memo\\_to\\_sb\\_0.pdf](https://www.strathamnh.gov/sites/g/files/vyhlf5051/f/pages/trail_assesement_and_inventory_report_committee_charge_with_memo_to_sb_0.pdf)



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## COMMITTEE APPOINTMENT APPLICATION

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

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Applicant Name (print) \_\_\_\_\_ Phone # \_\_\_\_\_

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Address \_\_\_\_\_ Email \_\_\_\_\_

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

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

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

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_





# TOWN OF STRATHAM

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## COMMITTEE APPOINTMENT APPLICATION

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

Jeffrey R. Hyland

603.686.0278

Applicant Name (print)

Phone #

4 Oxbow Farm Rd. Stratham, NH 03885

jhyland@fewood.com

Address

Email

Registered Voter of Stratham?  YES  NO      Number of Years as a Resident 21

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

I have a deep appreciation for Stratham history that includes a family connection that goes back many generations. It is important to me that Stratham safeguard its heritage and unique qualities.

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

I am a landscape architect and have a solid understanding of both contemporary and traditional New England land use patterns and architecture. In addition, I served on the Stratham Planning Board for seven years and was a member of the Gateway TRC since its inception.

Signature of Applicant

February 27, 2021

Date



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## COMMITTEE APPOINTMENT APPLICATION

\_\_\_ Heritage Commission

\_\_\_ Zoning Board of Adjustment

\_\_\_ Planning Board

\_\_\_ Public Works Commission

\_\_\_ Conservation Commission

\_\_\_ Recreation Commission

\_\_\_ Stratham Fair Committee

\_\_\_ Energy Commission

\_\_\_ Exeter Squamscott River Advisory Committee

\_\_\_ Rockingham Planning Commission

\_\_\_ Pedestrian & Cyclist Advocacy Committee

\_\_\_ Other \_\_\_\_\_

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Applicant Name (print)

Phone #

---

Address

Email

Registered Voter of Stratham? \_\_\_ YES \_\_\_ NO

Number of Years as a Resident \_\_\_

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

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

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Signature of Applicant

Date