

## MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: November 13, 2020

RE: Select Board Agenda and Materials for the November 16<sup>th</sup> Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for November 16, 2020.

**Reminder: The Board's meeting will begin at 6:30 p.m. with a non-public session in the Hutton Room.**

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

Draft minutes from your meeting from November 9, 2020 are being developed and reviewed. I plan to transmit these to you prior to your meeting on Monday. Thank you for your patience.

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

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

The department report will be provided by Parks and Recreation Director Seth Hickey. I have included Mr. Hickey's monthly Department report in your packet (also transmitted to you directly 13<sup>th</sup>) and included additional information from Mr. Hickey in support of his quarterly report.

### **VI. Correspondence**

### **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. Land Use Change Tax – Taylor Court
- B. Budget development status

**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**

- A. October 2020 Expenditure Report

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

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

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

- A. Reappointment - Nate Merrill - Heritage Commission (regular member)
- B. Reappointment – Forrest Barker - Heritage Commission (regular member)
- C. Kate Dardinski (for consideration) - Recreation Commission (regular member)

**XV. Miscellaneous & Old Business**

- A. PFAS in Town Center
- B. 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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## **TENTATIVE SELECT BOARD AGENDA NOVEMBER 16, 2020 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>

**A non-public session will be held beginning at 6:30 pm in accordance with RSA 91-A:3**

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – November 9, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations –  
Seth Hickey – Parks and Recreation Director
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions



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- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. Land Use Change Tax – Taylor Court
  - B. Budget development status
- 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. Reappointment - Nate Merrill - Heritage Commission
  - B. Reappointment – Forrest Barker - Heritage Commission
  - C. Kate Dardinski (for consideration) - Recreation Commission (regular member)
- XVI. Miscellaneous & Old Business
  - A. PFAS in Town Center
  - B. Open Items Tracking
- XVII. Adjournment



# Stratham Parks and Recreation Department Summary

Report Date November 13th, 2020

## Vision Statement

Provide a quality of life for residents of all ages by developing and maintaining parks, trails, and public facilities and providing quality recreation and senior citizen programs that maintain a balanced sense of community.

## Functional Responsibilities of Parks and Recreation

### Director

Responsible for supervising, directing, and managing all aspects of the Stratham Parks and Recreation Department

- Stratham Hill Park
- Stevens Park
- Municipal Park
- Programs
- Special Events/ Community Trips

Provide and monitor a budget that is fiscally responsible based on needs of the community and is forward thinking

Determine current and future needs of recreation facilities and programming for the residents of Stratham

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

	'20 YTD	'19 YTD	Delta
# Participants	645	7,250	
# Events	4	10	-
# Trips	0	4	-
# Programs	12	23	

### Safety 2020 Totals

Participant Injuries	0
Patron Injuries (reported)	0
Staff Injuries	0
Weather Related`	0

## Budget Figures, Octoberr 30,2020

### Payroll

	'20 YTD	'19 YTD	Delta
Director	58,543.94	57,548.10	995.84
Program Coordinator	26,765.57	37,620.01	-10,854.44

### General Fund

	'20 YTD	'19 YTD	Delta
Total Expenses	103,933.01	154,595.68	-50,622.67

### Recreation Revolving *not updated*

	'20 YTD	'19 YTD	Delta
Total Revenue	199,077.19	172,991.53	26,085.66

### Park Reservation Fund

	'20 YTD	'19 YTD	Delta
Total Revenue	\$	30,790.16	

### Conservation Commission-

Trail Assessment Project, completed with edits. Next step would be to develop a three year plan for action items within the plan. I am recommending that a subgroup be formed from the CC and Park Association to address this plan.

At the meeting next week, the CC will have a discussion with the Ross family that owns property on Long Hill. Last year the Ross family signed an agreement with the Town regarding public access and maintenance on that parcel of land. The CC would like to continue to strengthen this relationship with the family.

### Senior Check Ins

We will be setting up our weekly Zoom calls soon after the Thanksgiving Holiday. These calls will be held through the remainder of the winter season.

### Afterschool Programming

*New Program*, Street Hockey, Mondays and Wednesdays until December 10th. Setting up the small boards used for the season ice rink on the basketball courts at SHP to host this program.

Art Classes and Tai Chi at the Municipal Center have been going well. Attendance has been strong each week. These programs will be offered for free to Stratham residents over the age of 55. The second session of these programs will be starting in the next few weeks.

### Recreation Commission

New potential Commission member, Kate Dardinski has completed an application for appointment. Her application is pending.

Pending final approval of the Recreation Revolving Fund Policy and the Recreation ByLaws at their meeting on November 18th.

### PCAC

Workshop session was held on Friday, Nov. 13th. The group is looking to reestablish their charter for another year. The group will be working on editing and evaluating where they are currently and how to best move forward. They are looking forward to working with the new Town Planner on advising with new potential projects in Town. They recognize the need to better manage their Facebook page.

**Upcoming/ Long Range Projects**

Project	Time	Notes
Program Plan for Pandemic (programming/resources for public)	End of Pandemic	
Manage events potentially impacted by COVID in coming months	End of Pandemic	
Plan for summer programming/scheduling (Food Truck Festival adjustments)	End of Pandemic	Food Truck Festival has been postponed Spring 2021
Future of Stratham Hill Park Governance		
Advance planning for policies (Park, dogs,)	January 15th, 2020	
Advance Trail Mangement Plan	Final Approval tentative, 12/9/20	
Room Reservection Policies/ Reservations for Events Open to Public at SHP	Completed	
Eagle Scout Project Procedure	Pending	
Finalize with Chair - Rec Board By-laws	Final Approval tentative, 11/18/20	
Revolving Fund Strategy and Policy	Final Approval tentative, 11/18/20	
Assess Job Description, Director to reflect changes		

**Current Programs/ Events**

Tai Chi  
 Painting  
 Pickleball  
 Street Hockey (3)

**Upcoming Winter Activities**

Pat's Peak ski program will occur this year. Transportation will not be provided. Program will be open to youth in the 1st- 12th grade on Wednesday nights. Registration is capped at 150 participants (currently at 75). Registration will be open to Stratham residents only for the first two weeks.

**Eagle Scout Projects**

Dante Mulchay- Gaga Pit, start date spring 2021

Brandon Blood- Trail Signage at SHP, recommended in Trail Assessment. I met with Brandon on Monday of this week. I will connect Brandon with our sign vendor and graphic artist.

Eagle Scout Project Procedure still needs to be redrafted.

**Youth Basketball**

At this time we have access only to the gym at CMS on Saturdays. SMS will not provide access at this time to the gym.

The Basketball Board is drafting a program request to the Recreation Commission. This request will be reviewed on November 18th at the Recreation Commission meeting. The Basketball Board would like to offer scrimmages and allow participants to not wear masks while playing (these are within the guidelines set by NHIAA). These plans are being reviewed by the Health Officer and Town Administration.

**Summer Camp Plans**

The Department would like to open registration for the summer of 2021 camps and programs in January. Having a backup site secured for the program will enable us to move forward with our plans. The Department would like to have an update on the Stratham Fairs plans for the 2021 season as this would dramatically affect the back up location for camp. A backup location is necessary if the SMS school board denies our request to utilize the SMS campus for our summer program.

**Spring Programming**

The Department realizes that the spring season will draw a large number of individuals to our Parks and looking for programming. Planning is underway to meet that anticipated pent up demand.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue ° Stratham, NH 03885

Parks and Recreation, 603-775-7450 ext. 250

Fax, 603-775-0517

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Date: 11/13/20

To: Select Board

CC: David Moore, Karen Richard

From: Seth Hickey, Parks and Recreation

RE: Materials for Select Board meeting on November 16<sup>th</sup>, 2020

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In preparation of our discussion at the upcoming Select Board meeting on Monday, November 16<sup>th</sup>, I have included documents referenced in my monthly dashboard report for November.

#### Recreation Commission Bylaws

For the last three years the Recreation Commission has been working towards revising their bylaws. This document is now ready for final approval at their meeting on Wednesday, November 18<sup>th</sup>. There are many items in this document that will require action on behalf of the Parks and Recreation Department. Our goal is to have a plan in place for these items prior to the start of our spring sports seasons for 2021. These items mostly relate to coaches training, and will be the responsibility of the Program Coordinator to implement. Part of this process was to ensure current procedures were reflected and that best practices were being undertaken. The last revision of document was in 2003.

#### The Recreation Revolving Fund Policy and Procedure

The original version of this document had been recently uncovered and shared with me. Getting the document up to current practices was priority in recent months. After several revisions, a final version is ready for approval on the 18<sup>th</sup>. With both the Revolving Fund Policy and the By Laws, the Recreation Commission is committed to reviewing the documents on a regular basis to make sure current procedures are being followed and making any necessary adjustments as procedures need to change.

#### Trail Assessment Plan

The last document is the most recent version of the Trail Assessment Plan. The version of the plan has not been formally reviewed by the Parks Association or the Conservation Commission. I anticipate sharing it with them at an upcoming joint meeting. I will be sharing this document with the both easement holders as well (Emanuel and Barker). I am recommending that a subcommittee be formed to establish priorities based on this plan.



# STRATHAM RECREATION COMMISSION

Revision Date: 11/13/20

## CONSTITUTION AND BY-LAWS



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# STRATHAM RECREATION COMMISSION CONSTITUTION & BY-LAWS

## BASIC BELIEFS

Shall provide every resident, regardless of athletic or financial ability, an equal opportunity to participate in all programs sponsored by the Stratham Recreation Commission (SRC)

- Parental/adult involvement is essential to the success of each program.
- Programs will have specific goals that are appropriate for each age level and shall range from attitude development to skill acquisition.
- Programs will provide for growth and continuity (i.e. expectation of continued participation) through all age levels.
- Emphasis will be given to the promotion of strong recreation level programs, which will reach the most number of participants.
- Shall promote a wholesome environment that will help our youth learn positive sportsmanship values. Parents, coaches and recreation community members shall be held to the same standards.
- Guidelines for operation, evaluation, and modification shall be an integral part of each program.
- Competency of coaches and/or leaders will be enhanced however appropriate.
- Safety in every sense shall be of paramount importance in each program.

## RULES OF PROCEDURE

### ARTICLE I. NAME

The name of this organization shall be the Stratham Recreation Commission (hereafter referred to as the "SRC").

### ARTICLE II. AUTHORITY

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B: 5.

### ARTICLE III. PURPOSES OF THE ORGANIZATION

To formulate policies, advise, recommend, promote, and maintain public recreation in the Town of Stratham in accordance with the laws governing public recreation in the State of New Hampshire.

1. To provide oversight to the Stratham Parks & Recreation Department (hereafter referred to as the "SPRD") in coordinating activities of a recreational nature in the



community and to obtain a maximum benefit for the citizens.

2. To conduct a public recreation program utilizing the local resources available in Stratham and our greater community.
3. To provide an adequate and balanced recreation program which meets the various needs and interests of every citizen.
4. To solicit the aid of existing organizations to accomplish these purposes.
5. To identify, develop and/or acquire additional programs or facilities that enhance the recreational offerings of the Town.
6. Other purposes consistent with RSA 35-8.

#### **ARTICLE IV. MEMBERSHIP**

The SRC shall consist of no less than (5) and no more than (9) residents of Stratham who shall be appointed by the Stratham Select Board. Five members shall be voting members, there are four alternate positions on the SRC. Alternate members shall have voting privileges when a member of the voting body is not present. The Select Board Representative shall be a voting member of the SRC. Members shall be appointed for three-year terms. Vacancies shall be filled by the appointing authority for the un-expired term. All members of the SRC shall serve without pay; however, they shall be reimbursed for approved out-of-pocket expenses.

#### **ARTICLE V. OFFICERS**

##### **Section 1 Members**

Annually the members of the SRC shall elect from its membership a Chair, Vice Chair,

Secretary and Treasurer to serve one year or until their successors are elected. A Stratham Recreation Commission member may serve as a non-voting member of a sub-committee of the Stratham Recreation Commission but may not serve as a liaison at the same time to that same Board. A new liaison will be appointed.

##### **Section 2 Replacing Members**

Any officer may be replaced at any time by a majority vote of the SRC members at an SRC meeting provided that the meeting notice specifies the proposed change. Alternates maybe utilized to replace members who are unable to attend meetings on a regular schedule. If members miss three meetings without an excuse, they are relieved of their duties as an SRC member. A letter of resignation will be requested of that member.

##### **Section 3 Chair Responsibilities**

The Chair shall officiate and preside over the SRC during its deliberations and shall see that the By-laws are properly enforced, and that the purposes of the Commission are accomplished. In addition, the Chair shall appoint committees as directed by the Commission and sign official documents on behalf of the Commission.

##### **Section 4 Vice Chair Responsibilities**

The Vice-Chair shall assist the Chair in the discharge of his/her duties, and in his/her absence shall preside over the meeting and assume all the responsibilities of the Chairs' office.

### **Section 5 Secretary Responsibilities**

The Secretary shall maintain a record of all meetings and decisions of the SRC and shall issue all notices of regular meetings of the Commission and special meetings called by the Chair. This position and these duties can be delegated by the Chair of the SRC to the staff of the Stratham Parks & Recreation Department.

### **Section 6 Select Board Representative**

The Select Board shall appoint a member of the Select Board to be an active voting member of the SRC. This member shall act as liaison between the SRC and the Stratham Select Board.

### **Section 7 Recreation Director**

The Recreation Director will attend all SRC meetings. The Recreation Director shall act as an advisor to the SRC and not be a voting member.

### **Section 8 Financial Responsibility**

The Stratham Recreation Commission shall maintain oversight of all financial matters related to the programs and events of the Stratham Parks and Recreation Department.

Oversight of the Recreation Revolving Account will be guided by NH RSA 35-B:2 and the Stratham Recreation Revolving Fund Policy and Procedure.

## **ARTICLE VI. Membership**

### **Section 1 Sports Board Chairperson**

The Stratham Recreation Commission gives the approval of designating the Sports Board Chairperson to the Stratham Parks and Recreation Director with oversight provided by the Commission.

### **Section 2 Sports Board Chairperson Responsibility**

The Sports Board Chairperson, in conjunction with a program board, members of which shall be presented by the Program Coordinator and approved by the SRC, are responsible for the day-to-day operations of each program. They shall work together to schedule and conduct all necessary meetings, team selections, and other items related to successfully carry out the program. All members of sports boards need to be residents of Stratham.

### **Section 3 Sport Board Chairperson Removal**

A Sports Board Chairperson may be removed if necessary by a majority vote of the SRC at any regular or special meeting of the SRC.

## **ARTICLE VII. MEETINGS**

### **Section 1 Schedule**

The SRC shall meet at a minimum of once every two months. Meetings during the summer months of June, July, and August may be waived by a majority vote of the

Commission members present at the previous meeting. The regular meetings shall be held at the Stratham Municipal Center at a day and time to be announced. Notice of all regular meetings shall be provided to each member at least 24 hours prior to each meeting. Public notice shall be provided per RSA 91-A:2.

All sports boards shall follow a meeting schedule that is appropriate for their sport and approved by the Director of the SP&RD, however, at a minimum, an annual meeting with public notice as per RSA 91-A:2 shall be followed.

### **Section 2 Special Meetings**

Special meetings may be called by the Chair or two members of the SRC at any time deemed necessary or desirable, provided public notice and notice to each member is given at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the meetings.

### **Section 3 Quorum necessary**

At all meetings of the SRC, the presence of a majority of the Commission members shall be necessary to constitute a quorum. The action of a majority of the Commission members present at any meeting at which a quorum is present shall be the official act of the Commission.

### **Section 4 Meeting Format**

General parliamentary rules, as given in Robert Rules of Order, and as modified by the rules and regulations adopted by the Commission, shall be observed in conducting meetings.

The order of business for regular and special meetings shall be as follows:

Call to order

Roll call

Consideration of minutes of previous meeting

Treasures Report

Report of Stratham Parks & Recreation Director

Communications and Miscellaneous

Old Business

New Business

Adjournment

The Rules of Order may be suspended, and any matters considered or postponed, by action of the Stratham Recreation Commission.

## **ARTICLE VIII COMMITTEES**

The SRC shall appoint standing and/or special committees as necessary or required.

## **ARTICLE IX AMENDMENTS**

These rules of procedure may be amended at any regular meeting by a majority vote of the entire SRC. Proposed amendments shall be submitted in writing and read to the SRC at the regular



meeting the month before being voted upon. Any amendment shall take effect on the next day following enactment unless otherwise specified in the amendment.

## **ARTICLE X RECORDS**

The records of the Commission shall be kept by the Town Administrator or their designee and made available for public inspection in accordance with RSA 91-A:4. Minutes of the meeting shall be posted on the Town of Stratham website. Minutes in draft form or an outline of the meeting discussion points shall be posted within 48 hours of meeting.

## **ARTICLE XI FINANCE AND BUDGET**

### **Section 1 Annual Budget**

The operating costs of programs sponsored by the SRC shall be met primarily through annual contributions from the Town of Stratham, and may be supplemented by participant fees and fundraising. Funds raised through program fees, donations and fundraising will be deposited into the Recreation Revolving Fund under RSA 35-B.

### **Section 2 Sports Boards Budget**

Treasurers for the Sports Boards shall submit a budget three months prior to the start of each sport season; the Sports Boards shall review their proposed budgets for final approval with the Program Coordinator. This shall be done prior to registration opening for the upcoming season.

### **Section 3 Town Budget**

The SPRD Director shall be designated by the Commission to present to the Stratham Select Board the SPRD operating budget request for the coming year as well as the Capital Improvement Budget; said request shall be prepared in time so as to be included in the Annual Town Report.

## **PROGRAM POLICIES**

In accordance with the Basic Beliefs as stated in the introduction to the Constitution and By-laws, each Program will have developed policies which are to be incorporated in a Program Manual. The manual will provide information and guidance to program personnel, participants, parents and any other interested citizens.

The following items must be appropriately developed in the stated policies of each program:

1. Safety for participants, program personnel and spectators.
2. Program personnel -selection and qualification, duties, conduct, and participation in training sessions.
3. Objectives for program development, which will encompass:
  - a. Skill and attitude goals for each age level.
  - b. Equal opportunity for participation.
  - c. Program growth and continuity through the highest age level.
  - d. Promotion of maximum participation in all programs.

4. Program reviews which outline a representative procedure for community input.
5. Grievance Procedure that allows any issue to be reviewed formally.
6. Meetings and/or other means, which permit program personnel, parents  
(and others as appropriate) to share and resolve concerns.

## **PROGRAM ORGANIZATION**

### **(1) Minimum Interest for SRC Sponsorship**

Program Volunteers set guidelines outlining interest and commitment necessary to run a particular program in a particular age group, gender, or level (recreation or travel). The season of the program must be clearly outlined, start and end day of the season must be published at the time of registration. This may be important at the travel level if interest has increased or decreased and coordinators must decide SRC commitments to travel leagues. In such cases, coordinators must notify prospective players and their parents of said guidelines.

### **(2) Program Policies by Sport**

Program Volunteers of the various sports shall make available a program manual for coaches, parents, and players of that sport. The program manual will contain specific policies pertinent to that sport as well as any adaptations of playing rules. No policies may be contrary to general SRC policies as outlined in this manual. Such manuals may also include rules for player's behavior, descriptions of positions for parent volunteers, schedules, maps, rosters, or other pertinent information.

### **(3) Affirmative Action**

The SRC is committed to the goals and philosophy of affirmative action and equal opportunity for all.

### **(4) Registration**

Registration should be done using the current registration format approved by the Parks and Recreation Department. The Program Coordinator will create the individual age groups/ categories for each season. Individual activities may use additional forms or request additional information as necessary (i.e. tournaments).

### **(5) Travel Teams -Levels of Play**

Program Volunteers, in consultation with parents, coaches, and their respective boards, will decide on levels of play for travel teams in that sport. Such decisions will include league affiliations

If interest indicates that more than one travel team in a given age level could be formed, the Program Coordinator and board should consider whether qualified coaches and fields are available, and what impact the formation of an additional team will have on the existing recreational level program.

If a second team is formed they must also decide whether to enter teams of equal strength



or teams divided by talent levels (e.g. A-B). Such decisions should consider both the rules of respective leagues and opportunities for meaningful competition for each team. Thus a "B" team should not be forced to play against a preponderance of "A" competitions, or be entered in a league where there is little chance of success.

## **(6) Program Evaluations**

Program Volunteers are expected to submit to the SRC an annual evaluation of their sport program. Such an evaluation should include input from involved coaches. The Sports Board Chairperson, or their designee, may also seek input from players and parents. Evaluations should consider the following:

- a. participating number of players; their age, and gender; number of teams; levels of play; number of games.
- b. coaching education programs
- c. fields/facilities particular improvement/problems in scheduling or maintenance
- d. sports medicine -injuries reported, emergency procedures developed or altered.
- e. equipment -changes in inventory, purchasing activities.
- f. special problems/recommendations.

## **PARTICIPATION**

### **(1) Basic Philosophy**

As outlined in the constitution, the SRC exists to provide recreational programs as a developmental medium for local youth. All decisions about team operations must stem from the objectives of physical, social, psychological, and moral development.

### **(2) Opportunity to Participate**

Whether on a recreation or travel team, every player must have the opportunity to practice and to play on an "equitable" basis with other players during every game. The SRC shall define Equitable as follows:

- a. Players participating on recreational level teams must participate in each game, and play a reasonable amount of the total amount of playing time available, with a reasonable amount of time as defined by their sport to mean innings, time played, etc.
- b. Players participating on travel teams shall play a sufficient amount of time so as to continue the meaningful development of their skills. Zero minutes or innings played in any game is not allowed. Special exceptions may be made when league; tournament, or national rules (e.g. ASA limited substitution rules) come into play.
- c. Coaches who do not adhere to this rule shall be subject to review by the SRC.

Coaches may, however, adjust playing times for both recreational and travel participants in the following cases:

- a) Player has consistently missed practices or games without contacting the coach in advance to discuss the absence.
- b) Player has been disruptive or unsportsmanlike in practices or games.
- c) Player's physical condition warrants less playing time

In all such cases, coaches should discuss the reasons for reduced playing time with affected players and their parents.

### **(3) Participation in Travel and Tournament Play**

The SRC strives to provide travel team opportunities for all players willing to make the commitment to the more rigorous practice, game and travel schedule. Program Volunteers should make every attempt to meet this objective. The following situations however, may preclude travel or tournament participation for all players.

- a) The Program Coordinator, in consultation with their board, coaches and parents, decides that a player is not capable of playing safely at the available levels of travel or tournament competition.
- b) The number of interested players exceeds the maximum number allowed under league or tournament rules. (In this case, player selection must be made as outlined in "Try-out" section below), When interest allows, coordinators and coaches shall include the maximum number of players allowed by league rules on their rosters. Players precluded from travel or tournament play must be placed in a suitable recreational program, unless an unsafe condition exists.
- c) SRC sponsored travel teams may begin at the 3rd grade level. Age groups below this level may not participate in tournaments external to the program.

### **(4) Rotation of Positions**

In keeping with a developmental philosophy, coaches should strive to rotate players through different positions during the course of the season. Issues of safety or ability (e.g. baseball-softball pitching) may prevent rotation of all players through all positions, but coaches should rotate as much as possible.

### **(5) "Playing up" in Age Group**

Players shall not be allowed to "play up" in an older age group. On recreation level teams players shall play within their school grade or age groupings as defined by their sport. On a travel level team, a player must meet the age criteria for that team.

### **(6) Out of Town Players**

Out of town players will be allowed to participate in SRC sponsored programs on a space available basis when recreation programming is not provided in athletes' town of residence.

## TEAM SELECTION AND OPERATIONS

### (1) Definitions

- a) Recreation level teams shall be comprised of all children willing to participate in that sport, with talent equally distributed across all teams.
- b) Travel level teams shall be comprised of members selected, if necessary, by tryouts. Inclusion shall be based on talent, attitude, and commitment.

### (2) Tryouts, Talent Distribution, and Feedback

Recreation level -Program Volunteers and their boards shall develop a system to distribute talent equally across all teams.

Travel level -In any case where either 1) some players will be cut from travel, or 2) more than one team will be created, and at different levels of play (e.g. "A", "8", etc.) the following procedures must be followed:

-the Coordinator and/or the coaches should notify prospective players of tryouts at least two weeks in advance. Notification must be done through email notifications and social media posts.

-the Coordinator and coaches may devise the selection procedures and criteria they deem most appropriate. They are encouraged however, to use "neutral" judges whenever possible.

-Coordinators are encouraged to outline travel team assessment and selection systems in their program manuals.

### (3) Team Evaluations

Coordinators should have coaches evaluate their team and season. Such evaluations may be done orally or in writing. Coaches and Coordinators should seek the input of both parents and players in developing their evaluations. Reports may include the following:

- a) Number, sex, and residency of the players
- b) Players development (successes and failures).
- c) Successes or problems associated with equipment or facilities
- d) Any injuries that may have occurred during practices or games
- e) Quality of assistance from other coaches involved with the team
- f) Relations with parents (complaints, assistance)
- g) Identification of how the SRC may help in aiding the teams objectives for the next season.



## COACHING APPOINTMENT AND DEVELOPMENT

### (1) Selection

(a) The Program Volunteers with the advice and assistance of their board shall have complete authority to appoint coaches for their sport, subject to any league or governing body requirements regarding coach certification.

(b) All SRC coaches should be at least twenty-one (21) years old. Coordinators may consider using younger coaches as assistant coaches or as head coaches working under direct adult supervision.

(c) In the event that the number of interested coaches exceeds the number of available positions, coordinators should assign head coaching positions on the basis of: service to the SRC, overall experience coaching the sport (including levels of certification or additional outside clinics or advanced seminars successfully completed), coordinators evaluations, and recommendations from others. Coordinators should then consider assigning the remainder as assistant coaches, with input from the head coaches already assigned.

(d) All coaches and assistant coaches must complete an annual background screening. Details of the criteria and process can be found on the Town of Stratham website.

*Effective April 9th, 2014.*

### (2) Education

Each Program Volunteer in conjunction with their respective boards shall develop an education program for their coaches. Travel team coaches shall be encouraged to obtain more advanced levels of certification as they progress through older age groups in their sport.

### (3) SRC Training

The SRC shall provide copies of all pertinent SRC rules and regulations, and/or any changes thereto, to each sports board for distribution to all new and returning coaches on an annual basis as required.

### (4) Evaluation

All Sports Board Chairperson are encouraged to develop a system whereby they can regularly evaluate the effectiveness of their coaches. Such evaluations should be organized and implemented in a spirit of developing better coaches to meet the objectives of the SRC. Therefore, coordinators are encouraged to provide as much positive and constructive feedback as possible to coaches. Suggested areas of evaluation include:

- i. Technical knowledge of the sport
- ii. Organization of practices
- iii. Interaction with players, fellow coaches, officials, and parents
- iv. Administrative performance (e.g. equipment, scheduling)

## **PARENTS, TEAM & SRC RELATIONS**

### **(1) Parent Responsibilities**

Parents are urged to participate in SRC operations. The volunteer nature of the SRC makes parent involvement necessary. Parents are expected to work with the SRC in fostering responsibility and commitment among the players. This includes:

- i. Communicating with coaches about absences from practices or games
- ii. Adhering to league and team rules.
- iii. Traveling safely to practices and games.

### **(3) Transportation**

Parents are responsible for their child's transportation. It is especially important that parents be on time to pick up their child after a practice or game. SRC coaches responsibilities DO NOT include supervision before or after designated times for practices or games. However, coaches should not leave the facility until all the children have been picked up by their parents or responsible persons. Parents should set up their own car pools.

### **(4) Grievance Procedure**

Each coordinator must operate a grievance procedure whereby players or parents may seek resolution of disputes with other participants, parents, or SRC personnel. The approved chain of resolution is as follows:

-1st -Coach

-2<sup>nd</sup> -Appropriate sports board/ Stratham Parks and Recreation Department

-3rd- Stratham Recreation Commission

It is hoped that grievances can be resolved at the level of coach or sports board. Parents should follow the sequence of appeals as outlined above. The SRC board is the final level of appeal for any grievance.

## **SPORTS MEDICINE**

### **(1) First Aid seminar and First Aid Kits**

Each sports program shall make efforts to provide a first aid seminar at the beginning of the season for all participating coaches. It is strongly recommended that each participating coach attend. All coaches shall have access to a first aid kit at every practice and game. The contents of the kit shall be replenished as required by the Program Coordinator when requested by the coach. Each kit shall be restocked at the beginning of each season.

### **(2) Emergency Procedures**

The SRC shall provide a written document to each coach at the beginning of the season, which outlines in detail, procedures to follow in the event of a medical emergency at

practices or games.

### (3) Liability Waiver

Parents/Guardians of children participating on SRC programs shall complete a liability waiver at the time of registration. The waiver shall release the SRC of any responsibility for accidents that are involved with children participating on sports teams. Children will not be allowed to actively take part in practices or games until the liability waiver has been completed by the parent/guardian.

### 4) Injury Report

Coaches shall report all injuries suffered by a child at any practice or game as soon as possible to the child's parent/guardian. Injuries requiring administration of first aid shall be noted in a written report to the Program Coordinator, along with an explanation of what steps were taken to care for the child. All injuries requiring attention by a medical professional shall be reported to the Parks and Recreation office within 24 hours.

### (5) Substance Abuse Policies

The presence or use of behavior affecting substances at SRC sponsored youth sporting activities is strictly prohibited except as prescribed by a doctor. Behavior affecting substances include alcohol, marijuana, and other controlled drugs.

- (a) Upon reasonable evidence of drugs or alcohol use, the coach, coordinator, or other responsible person at the event shall remove the affected participant and notify the parent/guardian at the first opportunity.
- (b) A report shall be made to the SRC at the next Commission meeting.
- (c) Repeated offenses may result in prohibition of further participation of the affected individual in any SRC sponsored activities.

**THIS DOCUMENT SHALL TAKE EFFECT ON November 18<sup>th</sup>, 2020**

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Chairperson, Tracy Abbot

\_\_\_\_\_

Jeff Simeone

\_\_\_\_\_

Sean Kotkowski

\_\_\_\_\_

April Mason

\_\_\_\_\_

Select Board Rep, Joe Lovejoy







**Stratham Recreation Commission  
Recreation Revolving Fund Policy**

Date: 10/20/20

**Purpose of the Stratham Recreation Revolving Fund Policy:** To define the revenues and expenditures in the Recreation Revolving Fund, in accordance with New Hampshire RSA 35-B:2, the Town of Stratham and the Stratham Parks & Recreation Department.

**Purpose of the Recreation Revolving Fund:** According to New Hampshire RSA 35-B:2, the purpose of the Recreation Revolving fund is that “the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all monies in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose”.

**Town of Stratham Governing Bodies:** According to New Hampshire RSA 35-B:2, the Treasurer of the Town of Stratham shall have custody of all monies in the Recreation Revolving Fund, “and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created.” *The Town of Stratham designated the Stratham Recreation Commission as the Governing Body of the Recreation Revolving Fund, Article 12, Town Meeting, March 11<sup>th</sup>, 2003.*

**Revenue Generated:** Funds generated through programming fees or special events sponsored by the Stratham Parks and Recreation Department shall be allowed to accumulate in the Revolving Fund. Financial donations and grant funding shall also be deposited in the Fund.

**Expenses Paid:** Funds shall be expended to support recreation programming and activities, further develop the parks' infrastructures or to further enhance the mission of the Parks & Recreation Department and Recreation Commission. A list of eligible expenses can be found in the Appendix of this document.

**Types of Accounts<sup>1</sup>:**

Account	Oversight	Purpose
Youth Sports Funds	Managed by the individual Sports Board with oversight provided by the Parks & Recreation Department and Recreation Commission	Revenue is utilized to support youth sports in Stratham. Fees collected fully fund these activities.
Program Funds	Managed by the Parks & Recreation Department and Recreation Commission.	Percent fees collected are retained by P&R Dept. Remaining fees are paid to instructors/contract staff.
Agency Funds	Approvals in place for expenditures managed by individual associations/groups	Funds are used to support and compliment agencies projects and overall mission.
Reserve Fund	Managed by the Parks & Recreation Department and Recreation Commission	Funds are used to support and compliment Parks and Recreation projects and overall mission.
Administrative Fund	Managed by the Parks & Recreation Department and Recreation Commission	Administrative expenses related to the Fund

<sup>1</sup>See appendix for specific account list

**Reserve Fund:** 5% of the fund balances of the *Program Funds* are transferred annually to the Recreation Reserve line within the Recreation Revolving Account. These are fees collected/generated by the Stratham Parks and Recreation Department through contracted or in-house programs. Approval for transfer of funds will take place at a November Recreation Commission meeting. These funds will be authorized for use by the Recreation Commission as requested by the Parks and Recreation Director. The funds will be utilized to further the mission and purpose of the Parks & Recreation Department through strategic initiatives and to help offset operational expenses. The proceeds generated from the Reserve Fund shall be utilized to reimburse the Town for professional training of part time seasonal staff, subscription and membership expenses incurred during the course of the fiscal year. This reimbursement shall occur in November.

**Reimbursement to the Town of Stratham:** The Town of Stratham shall be reimbursed by the Parks and Recreation Department \$5per participant when a fee is charged for a program. The Town of Stratham shall be fully reimbursed for all salaries related to the Summer Camp program. These reimbursements shall be funded through program fees and the reimbursements will occur annually in November.

**Group/Accounts Dissolved:** If a group or account shall cease to exist, those funds shall remain within that particular account line for a period of up to (1) year. With the approval of the Recreation Commission, those funds shall be transferred to the Reserve Line Fund

after a one year period. Those funds at no time will be transferred to a different organization or entity. The funds shall remain within the Recreation Revolving Fund.

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**Stratham Recreation Commission  
Recreation Revolving Fund Procedure  
Draft: 11/13/20**

**Account Holders:** The Stratham Recreation Commission has many Account Holders that create and maintain programming for the Town of Stratham. These Account Holders are embedded into the Recreation Commission and are required to follow all Government, Town and Recreation Department policies. Account Holders are, but not limited to being, a sports board or a subcommittee of the Recreation Commission as deemed appropriate by the Recreation Commission, Town Administrator, Town Select Board, or Town Treasurer. While the account holders can manage the funds in the accounts, at no time will the account holders have ownership over these funds.

**Account Treasurer:** The Account Treasurer is an individual within the Account Holder group. The Account Treasurer should be an elected position within the Account Holder's group/entity. The responsibilities of the Account Treasurer are:

1. Work with the Stratham Parks & Recreation Director to establish the Account Holder's account within the Recreation Revolving Fund
2. Communicate with the Program Coordinator regarding finances
3. Maintain an accurate account balance
4. Review reports from the Program Coordinator to reconcile account information on a monthly basis

**Accounts:** Within the Stratham Recreation Revolving Fund, each Account Holder will have its own account. These accounts will be established by the Parks and Recreation Director and the Finance Administrator or designee. The Parks and Recreation Program Coordinator will maintain accuracy of the account and will provide monthly reports and totals to Account Holders.

**Authorized Signers:** The Parks and Recreation Director shall approve all Revolving Fund invoices and submit them to the Finance Administrator or designee for payment. The payment manifest will be scanned and emailed to the Recreation Commission Treasurer who will forward to the Commission for review and questions. The town Treasurer will then have the authority to sign all checks and approve the electronic payments in that manifest. These manifests will be approved during the next scheduled monthly Recreation Commission meeting. The Program Coordinator will reconcile the accounts monthly to show current year to date balance of the Recreation Revolving Fund balances to the Recreation Commission for their review.



**Expenditures:** Purchases that exceed \$500 shall be discussed and reviewed during a public meeting. These discussions can take place either at a Recreation Commission meeting or during an Account Holder meeting. These meetings must be posted and open to the public.

**Reimbursement of Cost:** Reimbursement for all program costs will be paid out of the Recreation Revolving Fund. The Parks & Recreation Director will be responsible for approving the release of funds from the Recreation Revolving Fund to vendors.

**Reimbursement of Out-of-Pocket Expenses:** Reimbursements for out-of-pocket costs to individuals who have disbursed funds on behalf of an Account Holder must be submitted with receipts for payment. The individual must fill out a *Request for Payment from Special Fund Account* form and submit it to the Program Coordinator. Payment will be made within two weeks of receipt of an approved invoice.

**Direct Invoices from Vendors:** All invoices MUST be approved by the Account Holders and the Parks & Recreation Director. Payment will be made within two weeks of receipt of an approved invoice.

**Revenues or Deposits into Account:**

Program revenue shall be collected through the Park & Recreation Departments registration software. Fees will be processed by either credit card, cash or check. If participants pay by cash, the transaction must be completed in-person at the Parks & Recreation Department office.

**Deposits to Accounts:** All deposits are to be accumulated and totaled by the Program Coordinator and must be accompanied by the Program Income Sheet. The Program Coordinator will submit these to the town Treasurer or designee at least once a week for deposit and/or when the total exceeds \$1,500.

**Required Reconciliation:** On a monthly basis, the Program Coordinator will submit to the Account Holder a current account balance and account detail for the last 30 days. These documents are posted, shared and saved on a 'cloud' based spreadsheet. These spreadsheets are available for review at any time by all parties. Reconciliation between the two parties should be completed within 3 days to ensure accuracy of each account.

*Appendix*

List of current Recreation Revolving line items:

<i>Youth Sports Funds</i>	<i>Program Funds</i>	<i>Agency Funds</i>	<i>Reserve Funds</i>	<i>Administrative Funds</i>
Baseball	Archery	Park Association	Donations	Bank Service Fees
Basketball	Bike Rental	Explorer Post	Park Donations	Returned Check Fees
Cooperstown	Coyote Club	Skate Park	Reserve Account	
Longhorn Baseball	Family Fun Day		Trail Maintenance	
Soccer	Family Trips			
Soccer Reserves	Lacrosse Camp			
Softball	Men's Soccer			
	Programming			
	Race Series			
	Senior Trips			
	Ski Program			
	Stone Oven Catering			
	Summer Camp			
	Summer Trail Series			
	Tennis			
	Office Expense			

Example of eligible expenses:

<i>Youth Sports Funds</i>	<i>Program Funds</i>	<i>Agency Funds</i>	<i>Reserve Funds</i>	<i>Administrative Funds</i>
Uniforms	Contracted wages	Event expenses	Strategic initiatives	Misc. Account related
Equipment related to the sport	Equipment related to the program	Capital items	Operational expenses	
Space Rental	Space Rental			
Officiating expenses	Officiating expenses			
Training	Transportation			
	Admission Fees			

## **Introduction**

In the spring of 2020 SnowHawk LLC was hired by the town of Stratham, NH to do an inventory and assessment of the extensive trail network in Stratham Hill Park, the Gordon Barker Town Forest, and abutting properties that are located in an area northeast of the town's center. The actual location is between Portsmouth Ave. to the north and west, Gifford Farm and Lovell Road. to the east, with Crockett's Way, Scamman Road. to the south. The Stratham Memorial School is located on the eastern edge of the trail network. The trail network area is surrounded by residential neighborhoods and nearby farms. The total area is comprised of a little over 200 acres of woodlands, wetlands, and a few open meadows and small ponds that are surrounded by residential areas with connections to other green spaces. The language for the easement properties state that their purpose is for land protection, recreation, wildlife habitat, and forestry.

The Parks and Recreation Department, Stratham Conservation Commission, and Stratham Park Association manage the trails with oversight and guidance from the Stratham Select Board and the Southeast Land Trust (SELT) as two abutting properties have conservation easements held by SELT. This trail network is well covered by the number of trails currently in use and they serve a wide variety of user types. Hiking, dog walking, and mountain biking appear to be the biggest draw with winter activities such as snowshoeing, cross-country skiing, and fat-biking.

The Town of Stratham and all who use the trails have much to consider for the future of these properties and the impact of the trail network. Several of the users have taken greatest interest in the trails and how they are maintained but it is apparent that it takes more than what the town and volunteers can provide to keep up with all that is needed. The general consensus is that with a few exceptions, the trails are in relatively good condition. The trails have seen some maintenance over time but not all have received the attention they require. This was an excellent time to have an assessment done before the trails are "loved to death".

There has been a growing concern for how the number of trails and amount of use affects the landscape. This is especially true with the increased interest in outdoor recreation. Abutting landowners with easements and SELT have shared some concerns with the number and quality of trails and how it might be affecting the intent of the easements. The Stratham Select Board and Town Planner also expressed an interest in assessing this growth in use. The increased pressures are being felt in most every town and while it is wonderful to see the public enjoying what these special places have to offer, the importance of long-term management and maintenance has become more apparent.

A total of four reconnaissance trips were made to assess and inventory the trails. The first of these involved a day of travel through the forest mostly by mountain bike. Seth Hickey, Parks and Recreation Director was the main contact for this assessment and he provided invaluable guidance and direction during the first tour of the trails. Further reconnaissance trips were done on foot and bike again to explore the remaining trails. In total it took nearly twenty miles of riding and another eight or so of walking to gather and analyze the information included in this document. There were portions of unlisted trails and shortcuts that may not have been discovered and were not reviewed. Those trails should be considered when evaluating any impacts on the properties but it will take someone with a better sense of where those are to do so. The field work was performed during an unusually dry period so some observations may not reflect conditions normally found.

The possibilities and potential for these trails are seemingly endless on a property of this size but this analysis aims to be a reasonable assessment of the current network with an eye towards meeting the goals and intent of the easements, best management practices, long term maintenance, and benefits to the flora and fauna as well as the recreational users.

This report will look at the number of trails, trail conditions, potential of recreation types, access points and parking, potential impacts on wildlife habitat, as well as safety and sustainability. This document will briefly assess the condition of each individual trail along with a separate map for each one. Field mapping was done using an Apple iPhone and Gaia GPS. Maps available from the Town of Stratham as well as other online resources from TrailForks.com were used to identify and confirm trail locations and support the findings reported here. [Trails for People and Wildlife](#), a book and mapping tool created by NH Fish and Game, was also used to identify potentially sensitive wildlife habitat.

Maps created with Gaia were used in the field for each trail that was assessed. These maps demonstrate an overview of the landscape in a variety of map types including topographic, aerial and satellite imagery, as well as wildlife habitat sensitivity.

### **Trail Maps**

The work of mapping trails is best done by creating tracks for each separate trail. For this project, the map provided by the Parks and Rec. Dept. was used for locating each trail. This saved time and effort in the field and certainly made it easier to locate and follow the trails throughout the forest. With the myriad of trails here, producing the maps was more difficult when highlighting individual tracks or trail segments as desired for this report. Therefore, some of the individual trail maps used here are from other sources such as Trailforks.com. Some of the more finished maps were generated using the GIS program ESRI ArcMap 10.6.

Thirty-two individual trail maps have been created for use to highlight each one individually as well as how they relate to the myriad of other trails. Many of these are connected to create one continuous trail or access another trail. A few new or additional trails may not appear on every map or are shown on only one of these formats depending on whether it was from the field data or using an online source as well when it was produced. Every effort was made to point out these variations.

The trail maps in this report are available with waypoints and photographs for users of Gaia GPS but are not being shared publicly on the Gaia site. Numerous waypoints and photographs were taken of each stream crossing, wetland, or other areas of concern. This information can be made available to other users of Gaia or shown in a presentation. Photographs will be available and saved on a flash drive that will accompany this report.

The Stratham Hill trail map that is currently used by the town is shown on page 4.

The following pages (5-8) contain the Gaia GPS maps that were produced from the field data that was collected during the site visits in the spring and early summer (2020).

- Page 5: Gaia Satellite view with labels
- Page 6: Gaia USGS topo
- Page 7: Gaia Outdoor

- Page 8: Gaia Satellite with waypoints (each point marks a feature or photograph showing a feature, area of concern, or a trail structure)

Maps on pages 9-12 were produced by Rick Brackett, GIS Specialist using ESRI ArcMap 10.6 and the field data provided by SnowHawk LLC.

- Page 9: USGS Topo overview
- Page 10: LIDAR (with trail overlay and emergency points)
- Page 11: LIDAR overview (includes boundaries of town properties and easements)
- Page 12: LIDAR overview (with boundaries and NH Fish and Game wildlife impact)

For a closer perspective, the maps on pages 14-38 show an expanded view of each trail and how they are displayed on Trailforks.com. This website allows the user to highlight individual trails and many are known by the names used on the site. The ability to highlight each trail individually makes this an effective method to display the individual trails.

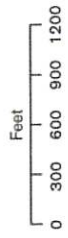
The Gaia GPS maps on pages 39-45 are used to show trails that are not shown on Trailforks.com. For the purposes of this document, many of the trail names are commonly used while others were assigned names based on their location or relationship to adjacent trails.

Some maps use numbers that correlate with the trail names (see list on pg. 13) as it would be difficult to place names in the limited spaces available. An effort was made to simplify the labeling but with the number of variations to the trails, roads, intersections, etc. it may be helpful to refer back to the larger overview maps when reviewing individual trails. Boundaries for Stratham Hill Park (SHP), and Gordon Barker Town Forest are shown as well as the boundaries for the Barker easement and the Short/Emanuel easement.

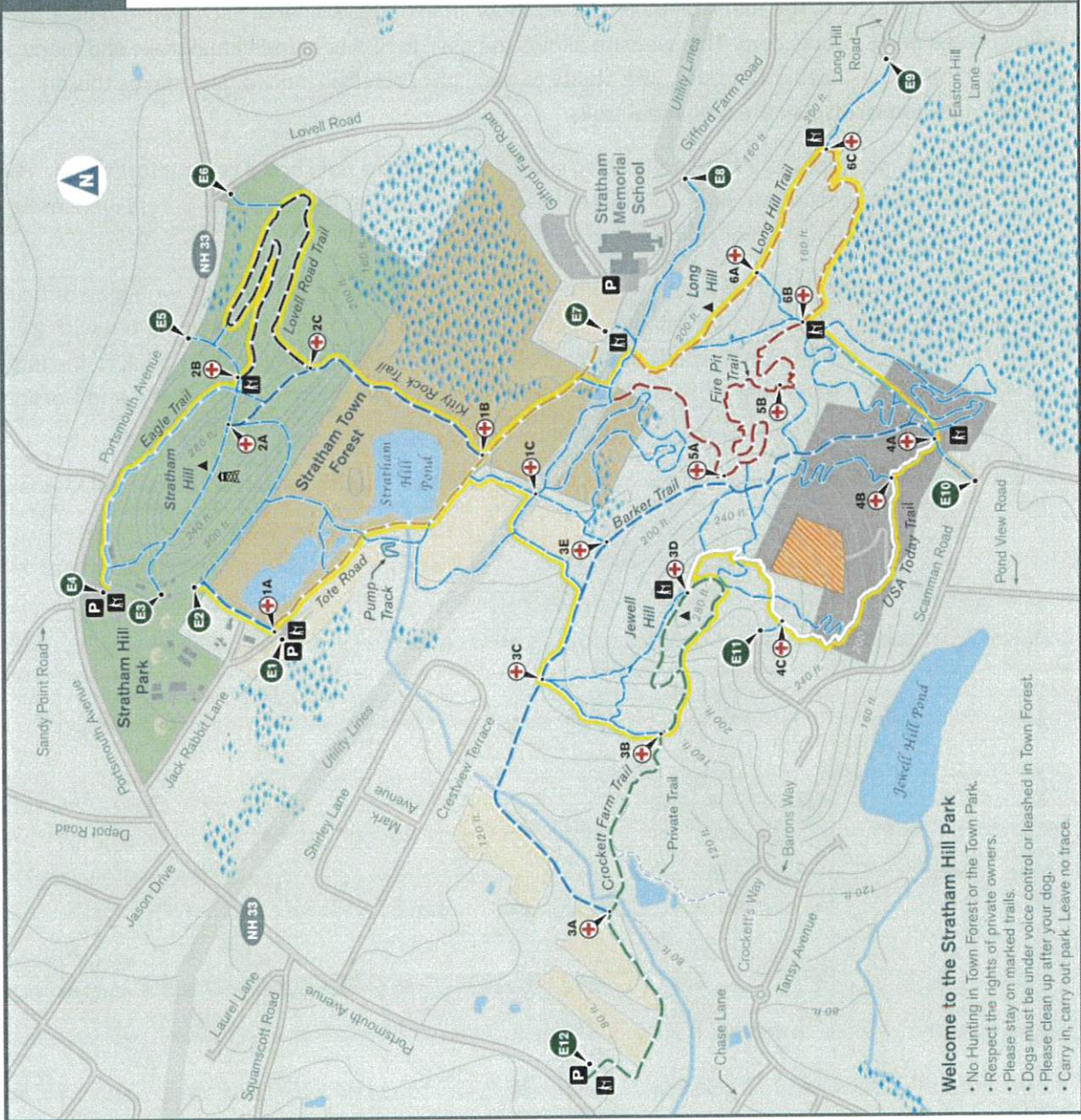
# Stratham Trails

Stratham Hill, Town Forest, and Surrounding Areas

- Stratham Hill Park
- Stratham Town Forest
- Trail Entrance
- Rescue Point
- Parking Area
- Kiosk Location
- Fire Tower
- Hill top
- Perimeter Trail (4.6 mi.)
- Roads
- Contour Elevation
- Easement Property (dogs must be on leash)
- Private Property
- Open Field
- Wetlands
- Pond/River



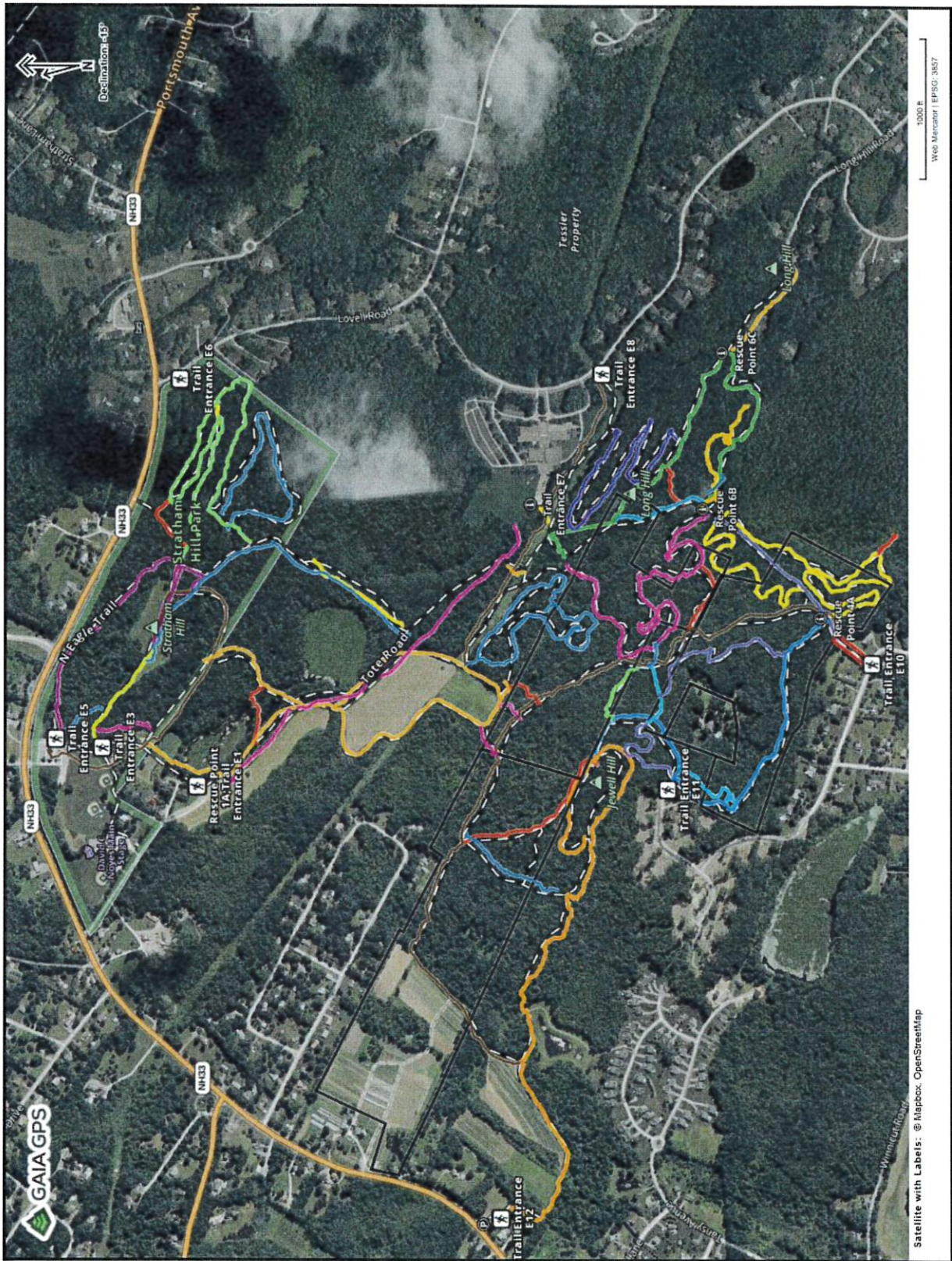
May 2016  
Map: www.miroart.com  
Source: Town of Stratham, NH



- Welcome to the Stratham Hill Park**
- No Hunting in Town Forest or the Town Park.
  - Respect the rights of private owners.
  - Please stay on marked trails.
  - Dogs must be under voice control or leashed in Town Forest.
  - Please clean up after your dog.
  - Carry in, carry out park. Leave no trace.

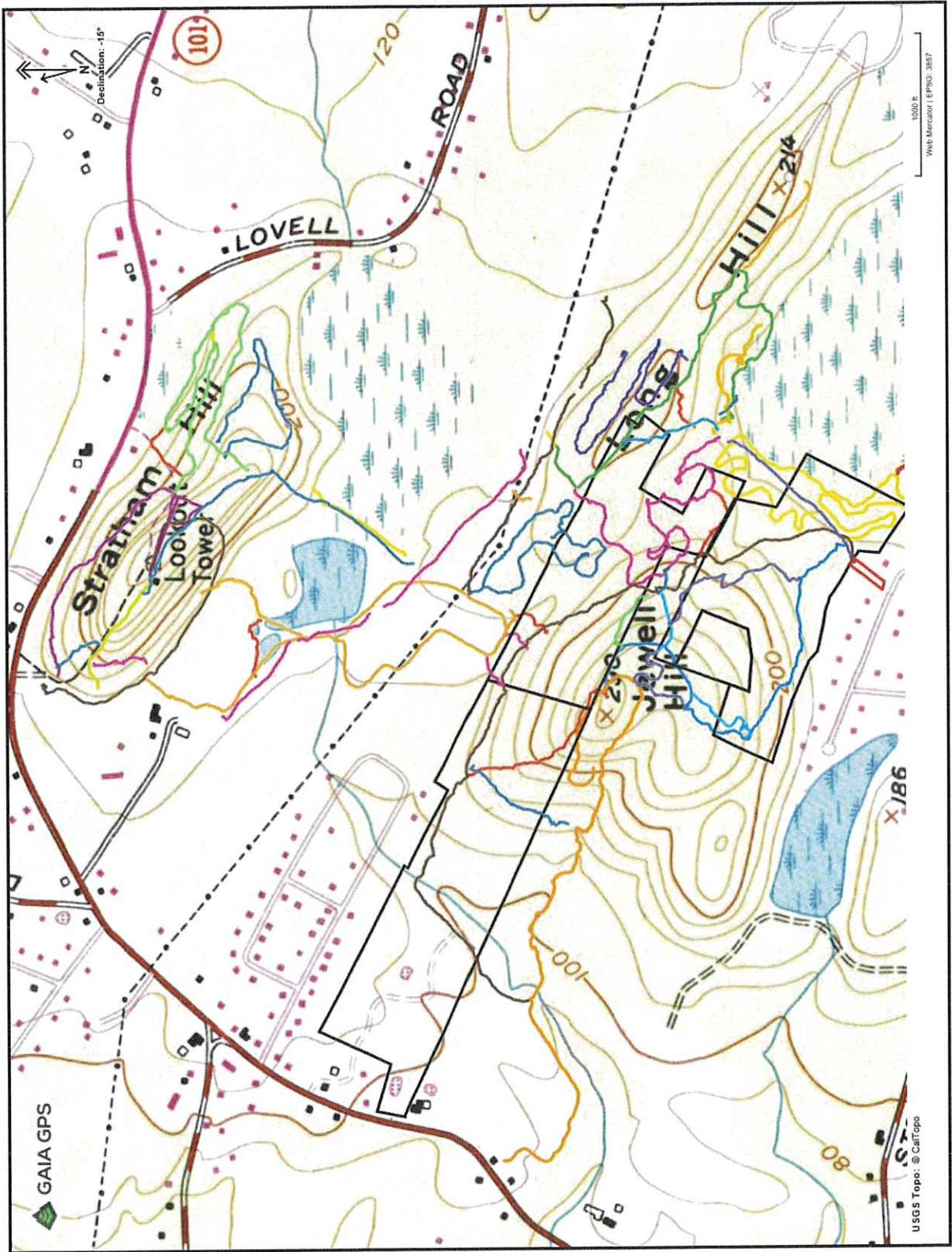
Stratham Trails Map





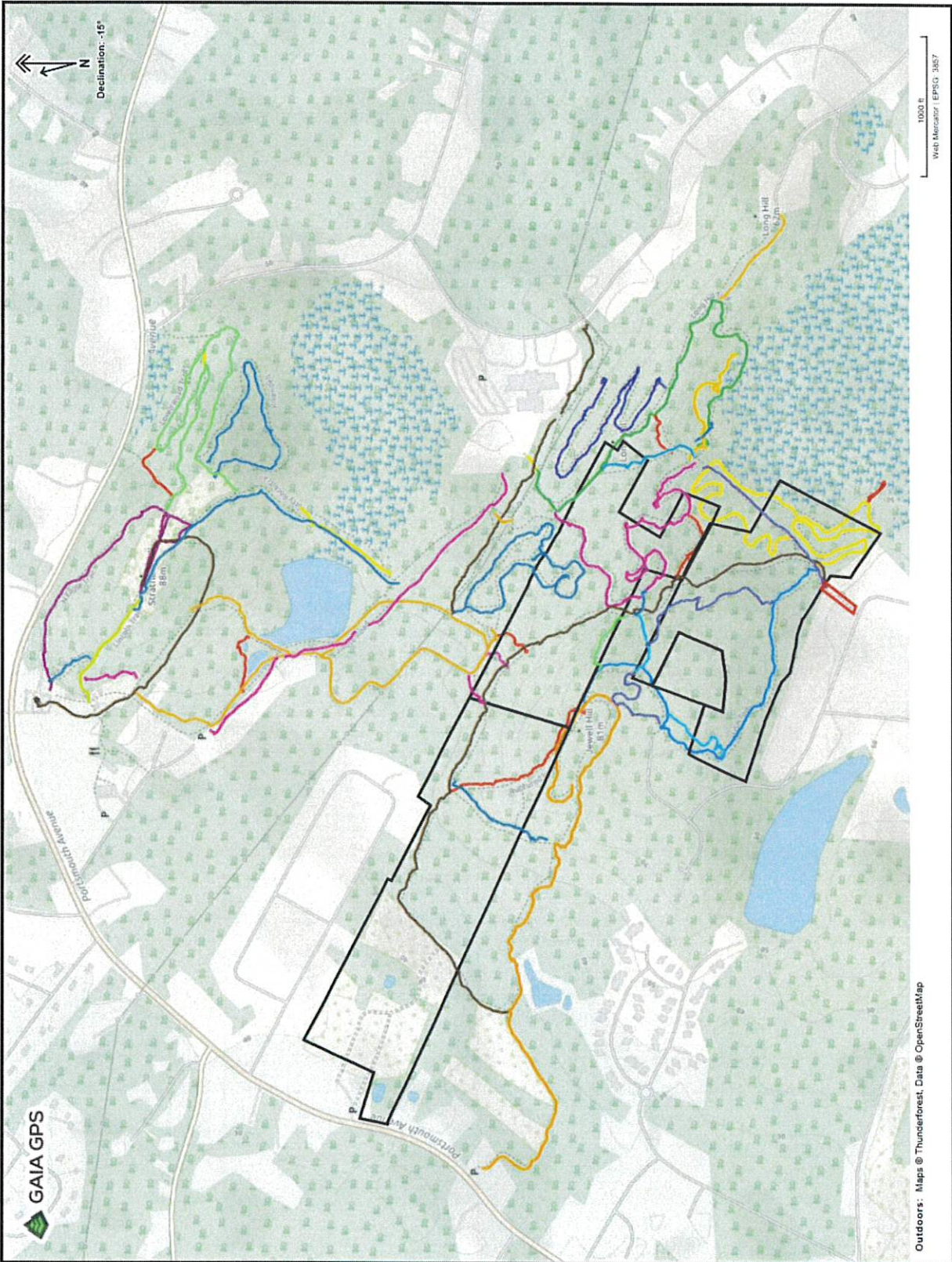
Gaia -Satellite with labels



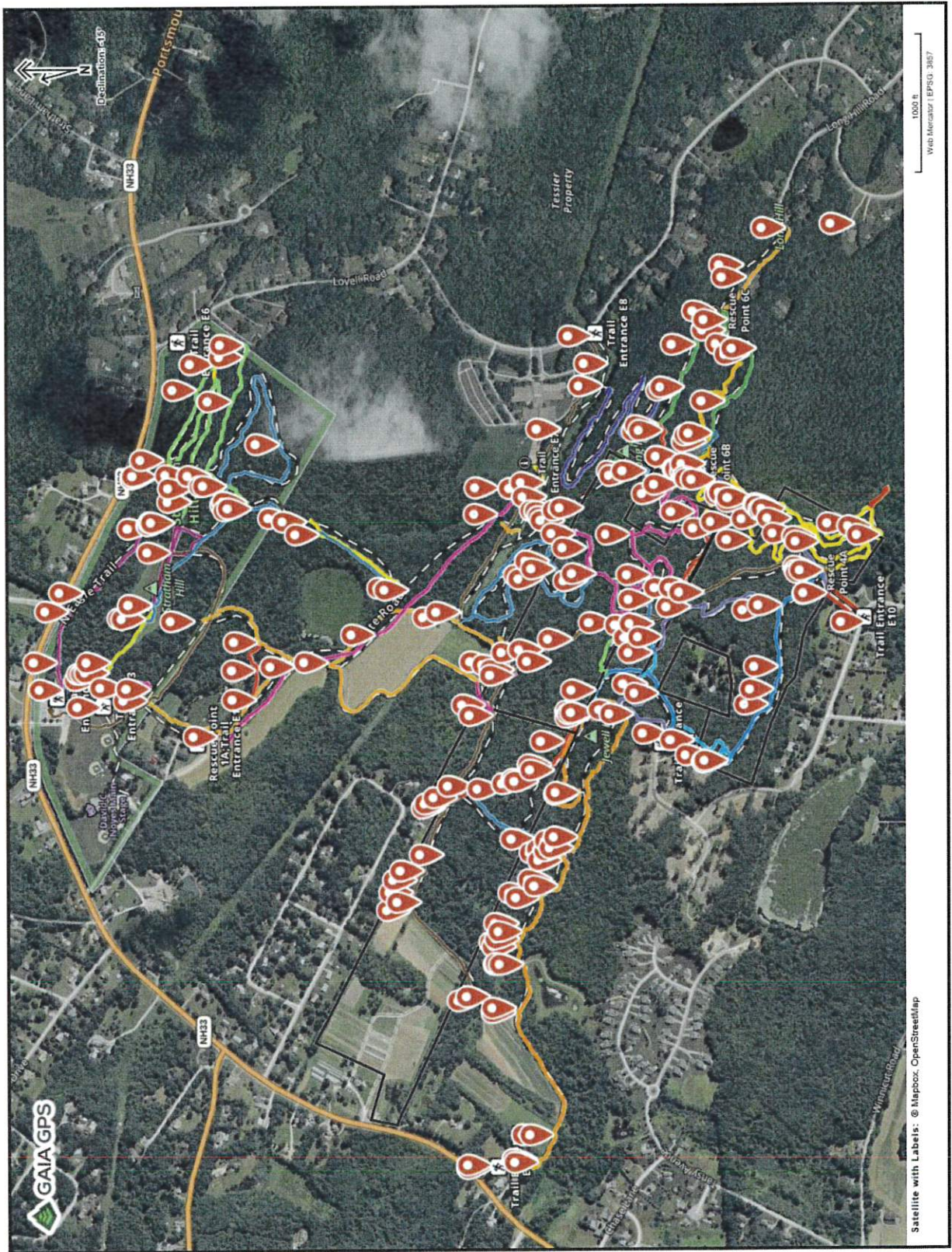


Gaia - USGS topo map



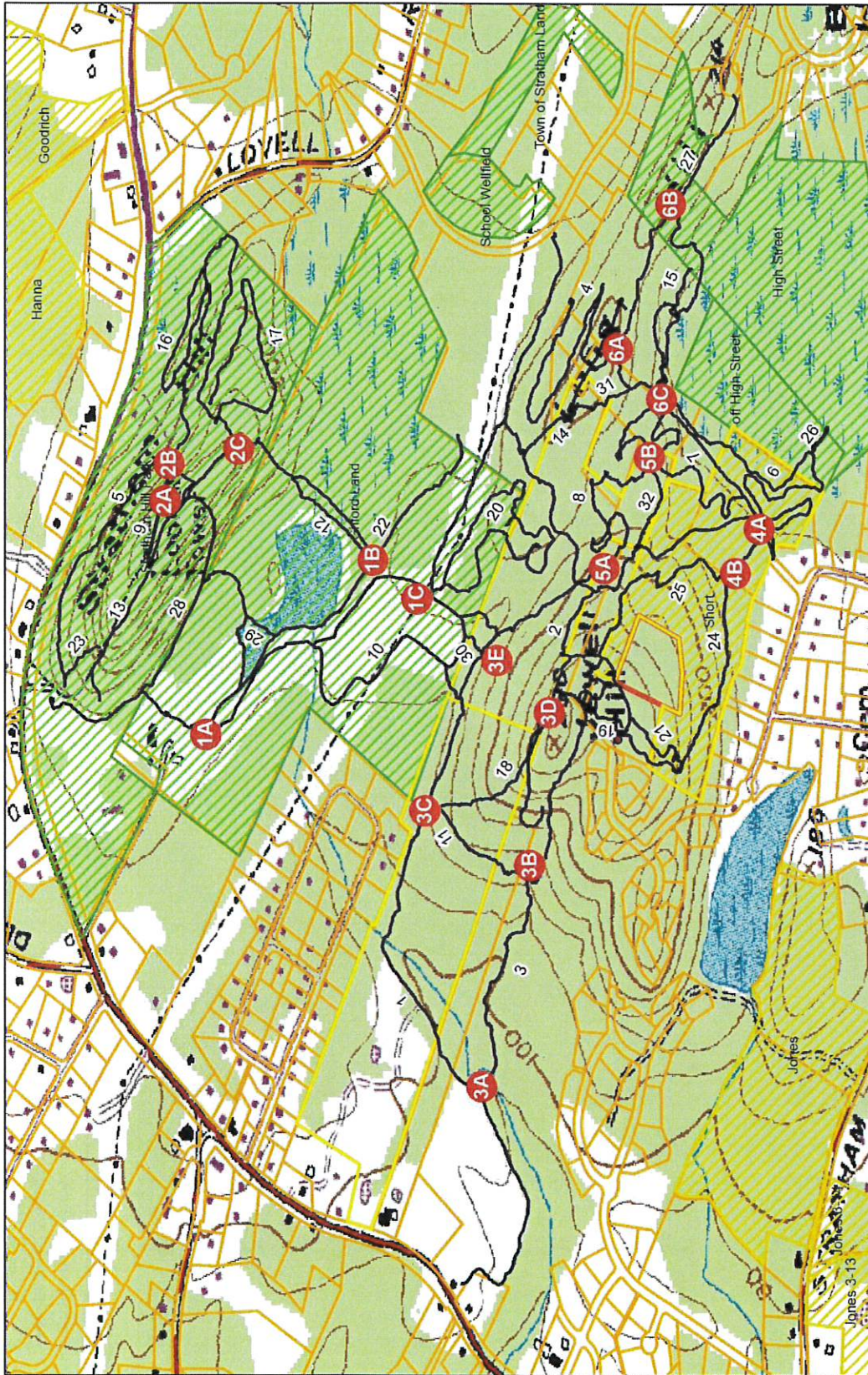






Gaia Satellite with waypoints





### Stratham Hill Trails - USGS overview

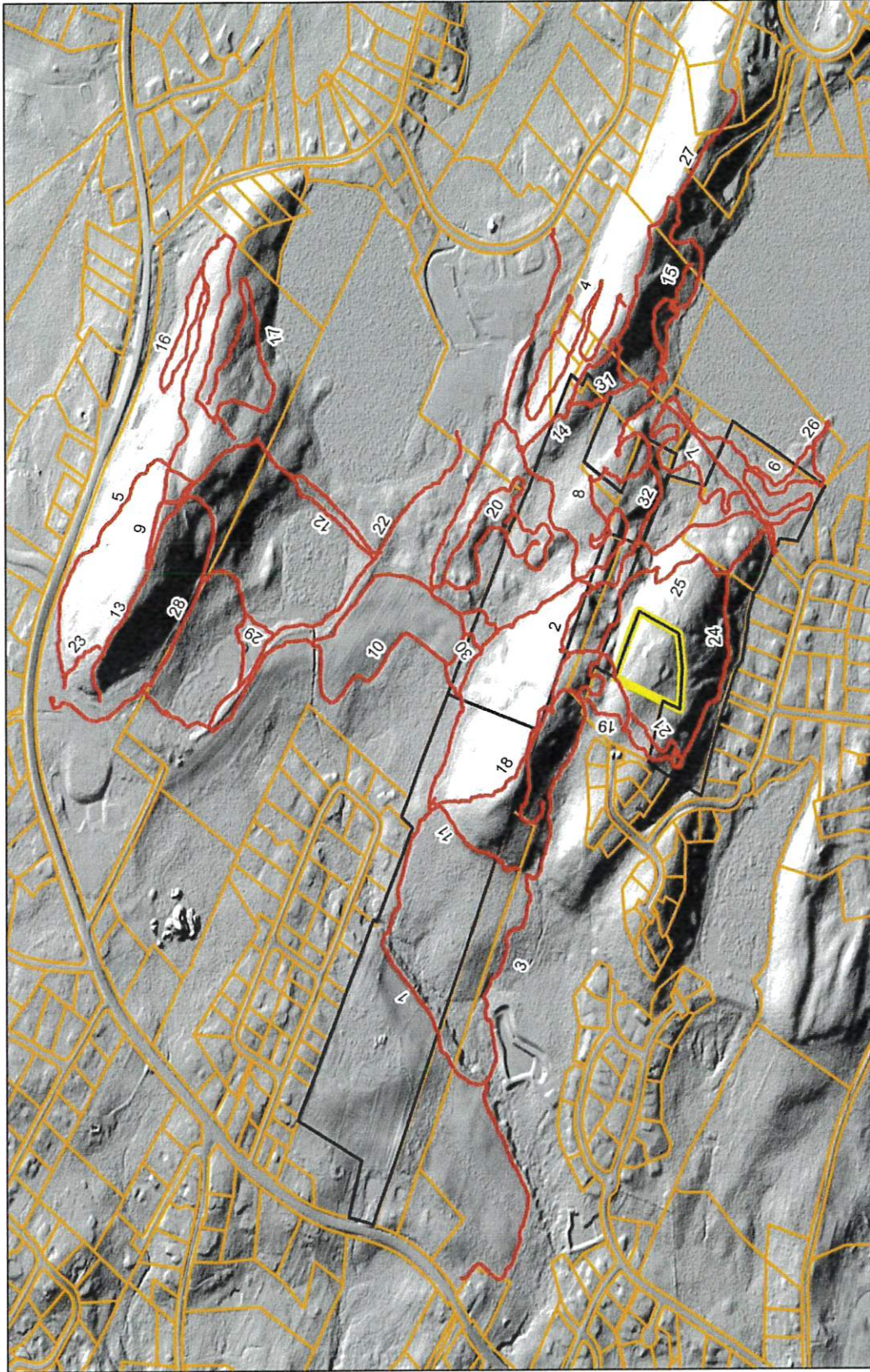
—	Stratham Hill Trails	▨	Fee Ownership	▨	Flowage Rights
—	Easement Boundary	▨	Conservation Easement	▨	Right of Way
—	Private Boundary	▨	Scenic Easement	▨	Set Aside
—	Parcels - polygons	▨	Protective Easement	▨	Agricultural
▨	Deed Restriction	▨	Historic Preservation	▨	
▨	Longterm Lease	▨	Reverter		

1:12,000

0 0.25 0.5 Miles

USGS Overview





**Stratham Hill Trails - LiDAR overview**

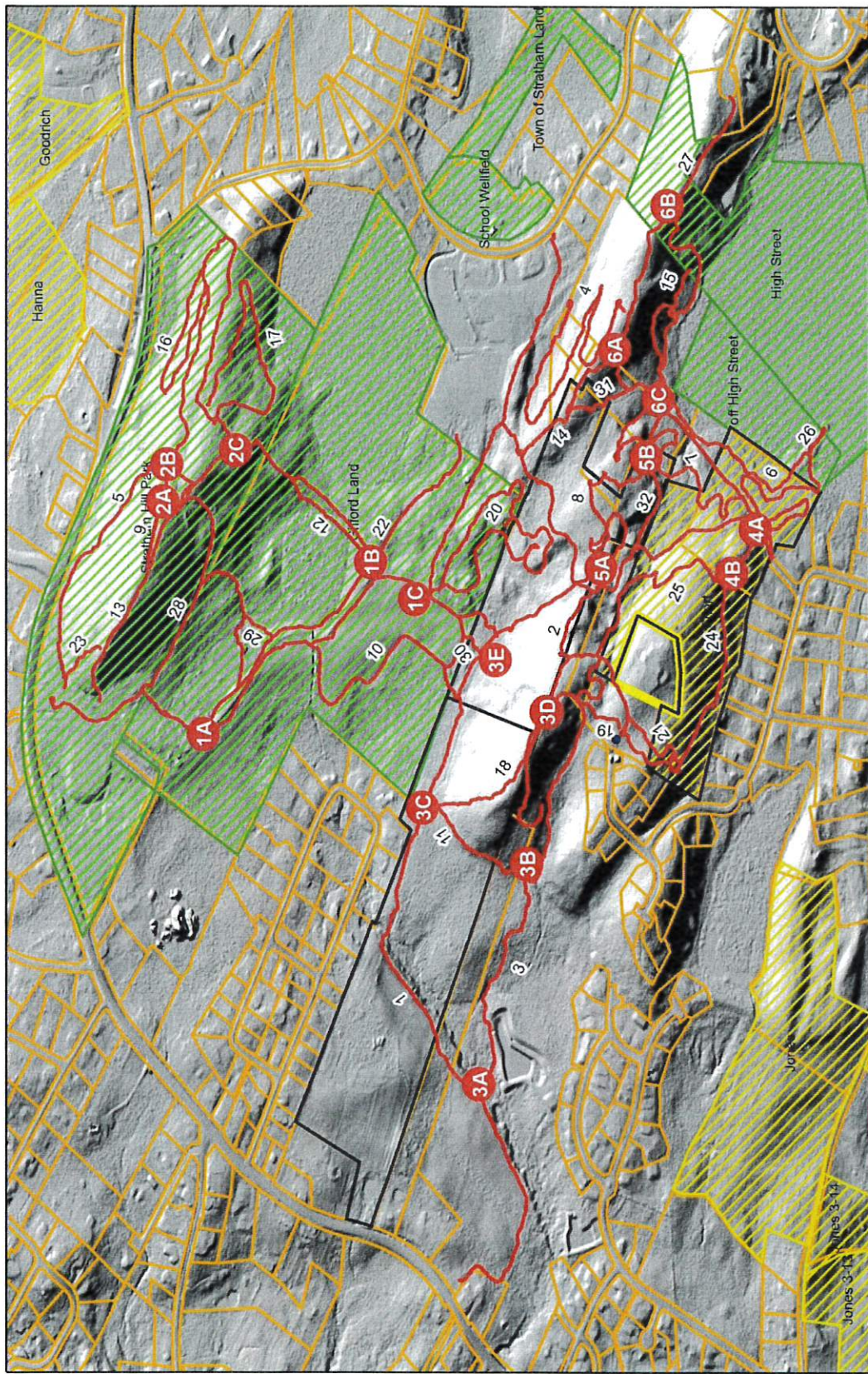
- Stratham Hill Trails
- Easement Boundary
- Private Boundary
- Parcels - polygons

1:12,000



*Lidar with trail overlay*





1:12,000

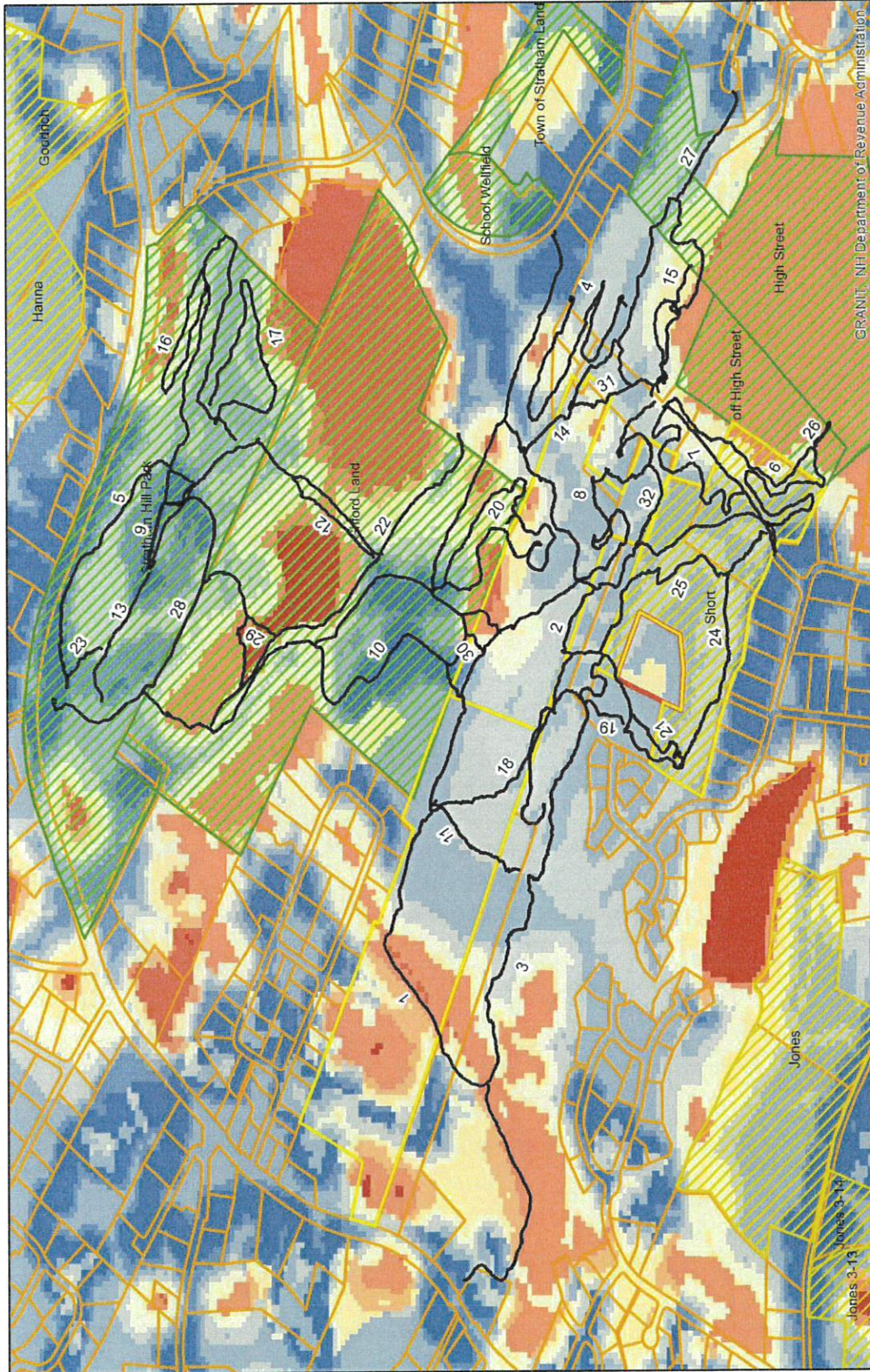


### Stratham Hill Trails - LiDAR overview

- Stratham Hill Trails
- Easement Boundary
- Private Boundary
- Parcels - polygons
- Fee Ownership
- Conservation Easement
- Scenic Easement
- Protective Easement
- Deed Restriction
- Historic Preservation
- Longterm Lease
- Reverter
- Flowage Rights
- Right of Way
- Set Aside
- Agricultural

*Lidar with easements and trails*





### Stratham Hill Trails - NH Fish and Game Trail Impact to Wildlife Model

1:12,000

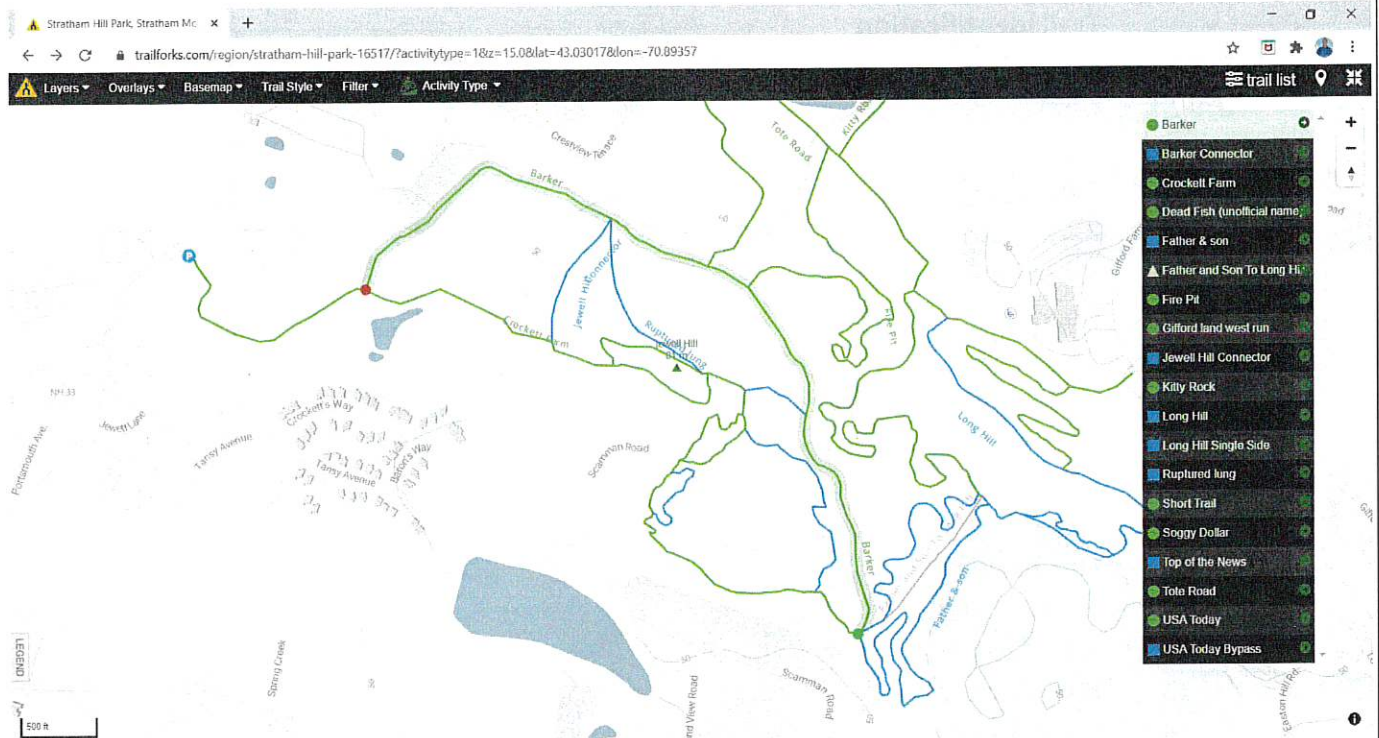
- Stratham Hill Trails
- Fee Ownership
- Deed Restriction
- Historic Preservation
- Conservation Easement
- Longterm Lease
- Scenic Easement
- Protective Easement
- Private Boundary
- Reverter
- Parcels - polygons
- Flowage Rights
- Right of Way
- Set Aside
- Agricultural



## Trail Identification

#	Name	Page
1	Barker	14
2	Barker Connector	15
3	Crockett Farm	16
4	Dead Fish	17
5	Eagle	18
6	Lower Father and Son	19
7	Upper Father and Son	20
8	Father and Son to Long Hill	21
9	Fire Pit	22
10	Fire Tower Rd,	23
11	Gifford Land West Run	24
12	Jewell Hill Connector	25
13	Kitty Rock	26
14	Lincoln Trail	27
15	Long Hill	28
16	Long Hill Single Side	29
17	Lovell Road	30
18	Rivendell	31
19	Ruptured Lung	32
20	Short Tail	33
21	Soggy Dollar	34
22	Top of the News	35
23	Tote Road	36
24	Tuck	37
25	USA Today	38
26	Yellow Jacket	39
27	Father and Son Extension	40
28	Long Hill to Entrance E9	41
29	Old Ski Slope (Rivendell to Entrance E5)	42
30	Tote Road to Fire Tower Road and variation	43
31	Cross Trails between Barker and field	44
32	Long Hill Connector 1 & 2	45
33	Barker to Fire Pit Connector	46

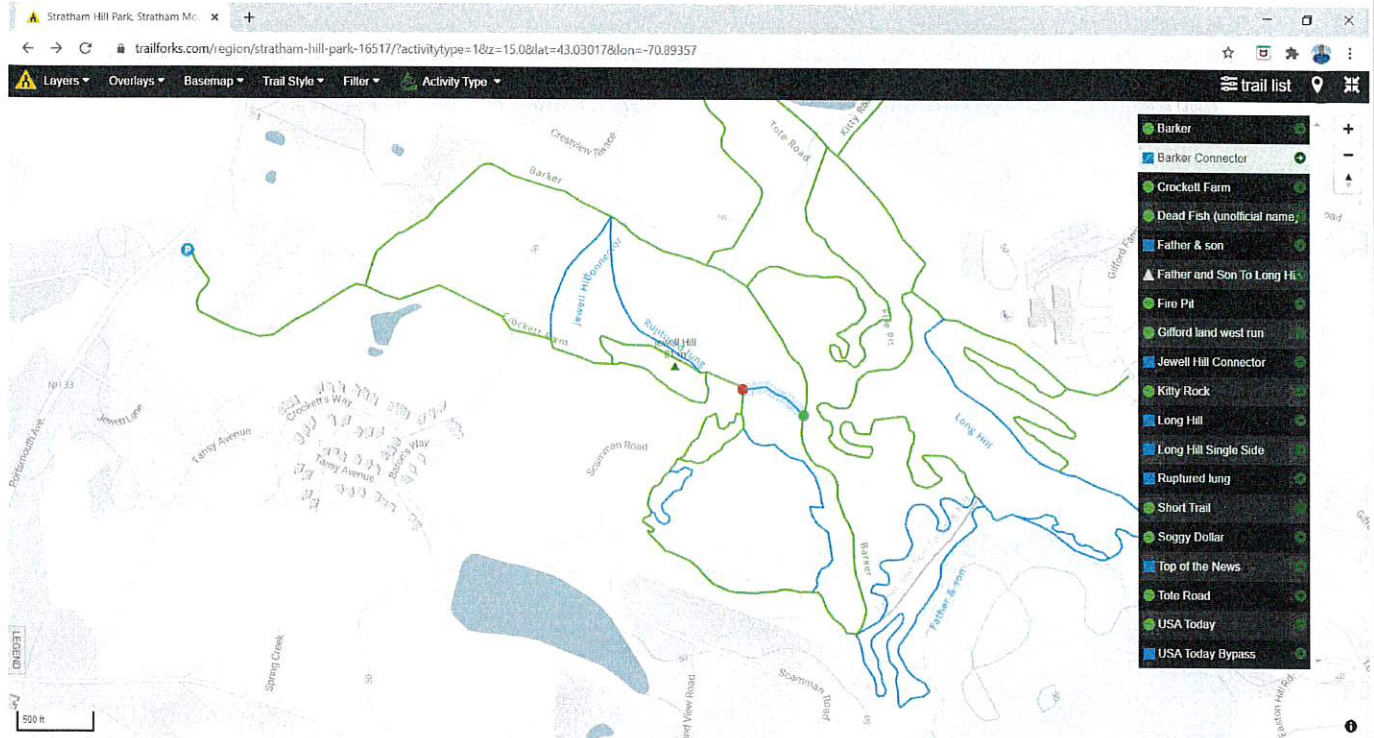




## 1. Barker Trail (1 mile)

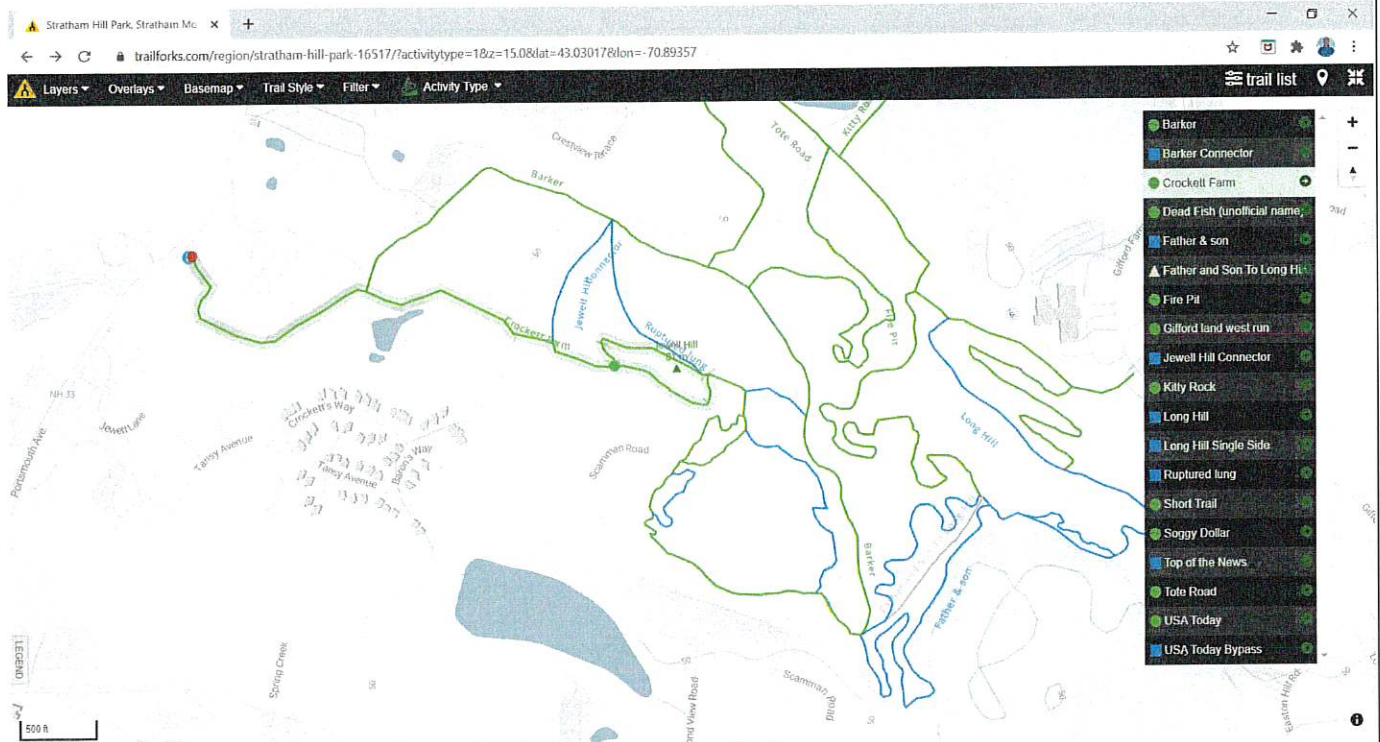
- One of the main trails that traverses from the southernmost point of the network (Rescue Point 4A) to where it intersects with Crockett Trail near the western edge of the network, nearly all of it on the easement properties.
- As an old road it combines single and double track trail.
- Good condition overall for the amount of use it receives. Some minor erosion on corners. And some minor rutting. Continue to monitor and mitigate erosion as needed.
- Bridges are in good working condition with a few needing improvements on ramping to the deck.
- Much of the southern end of the trail is on the Short/Emanuel easement held by SELT. A larger portion to the north is almost entirely on the Barker easement (also SELT).
- Used by hikers and bikers.





## 2. Barker Connector (460')

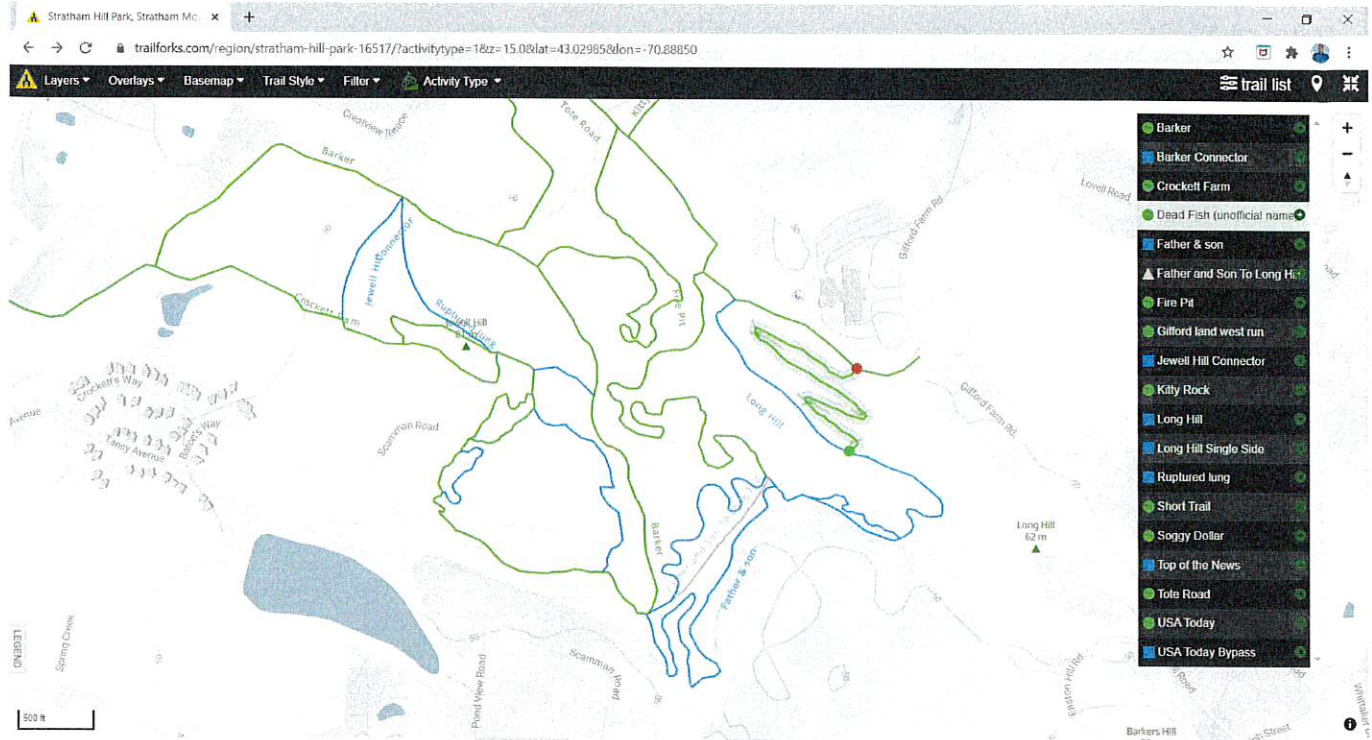
- Connector trail between high point of Barker (and jct. to Fire Pit access) and upper USA Today trails.
- Moderate grades with some signs of erosion especially where trail meets Barker and the intersection is widening.
- Monitor and mitigate erosion as needed.
- Most of this trail is on the Barker easement held by SELT.
- Used by hikers and bikers.



### 3. Crockett Farm (5256')

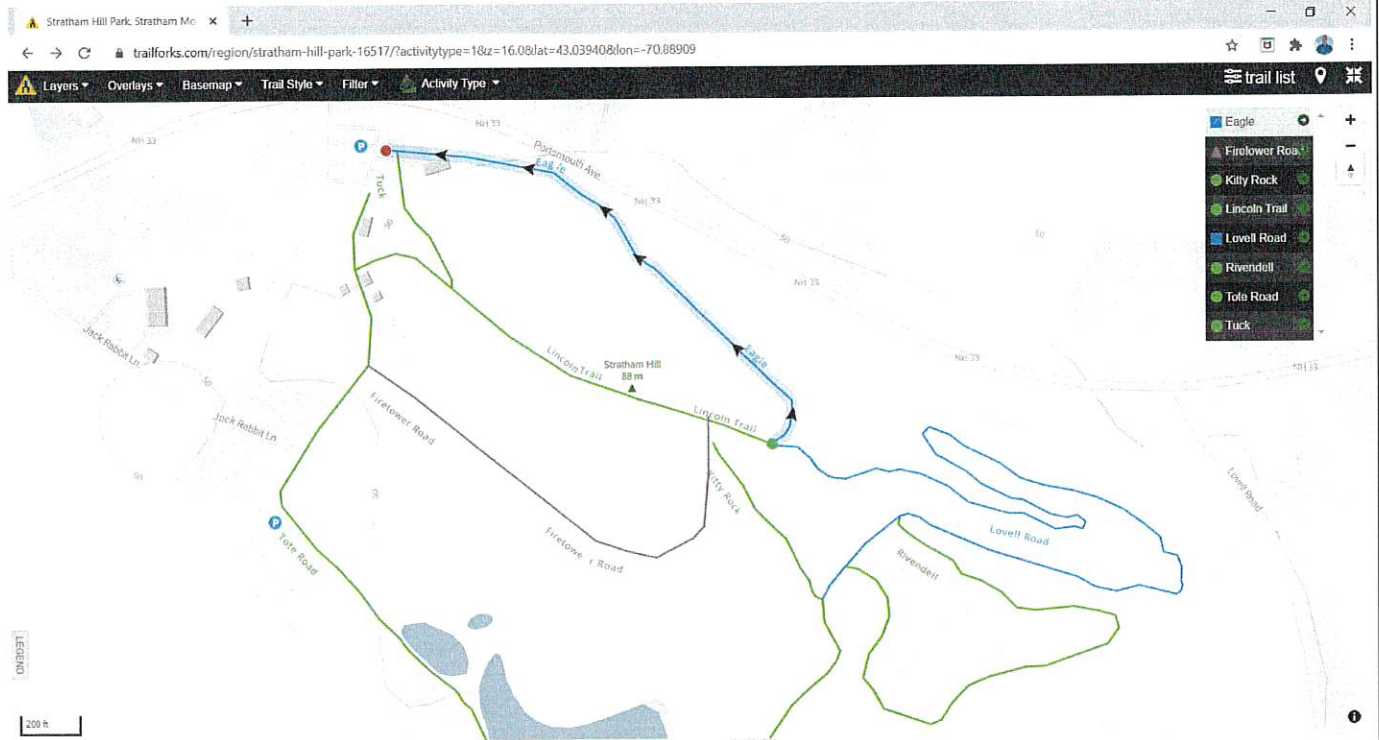
- Trail begins at E12 with parking area then follows flat terrain at edge of farm fields.
- As it enters the forest it begins to climb at moderate grades with some bridges/boardwalks in good condition.
- Trail grade steepens as it approaches the loop over Jewell Hill with signs of serious erosion. Visible roots and widening of trail. Needs work and/or rerouting if possible.
- Intersects with USA Today and Ruptured Lung at top of Jewell Hill. Northern side of loop is working but could use some benching to improve tread and minor erosion control.
- Higher priority project due to amount of use.
- Upper portion to Jewell Hill is part of the Perimeter Trail.
- Used by hikers and bikers.





#### 4. Dead Fish (2688')

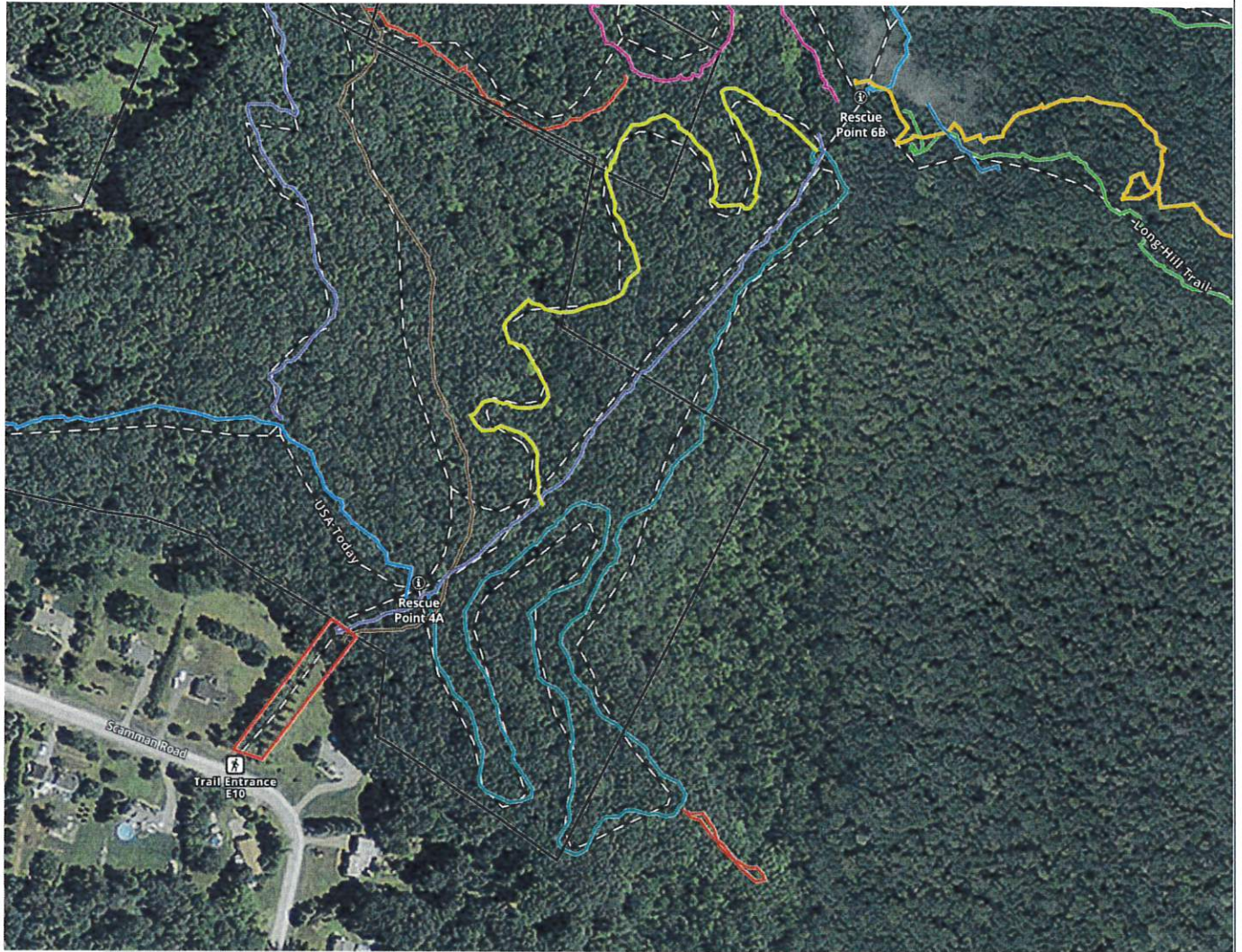
- Trail between Tote Road and Long Hill Trail designed to follow easier grades by traversing back and forth across terrain with climbing turns.
- A bit rocky, especially near the lower section.
- Continue to improve benching with removal of rocks as needed.
- Used by hikers and bikers.



## 5. Eagle (1776')

- Departs from main parking area and joins Lincoln Trail on east side of the fire tower.
- Trail splits in two at one point with visible erosion on both sides. One short steep section that exceeds ideal grade.
- Wider trail with heavy use due to proximity to road and parking.
- Includes exercise stations.
- Monitor erosion and repair obvious sections needing work.
- Part of the Perimeter Trail.
- Used by hikers and bikers.

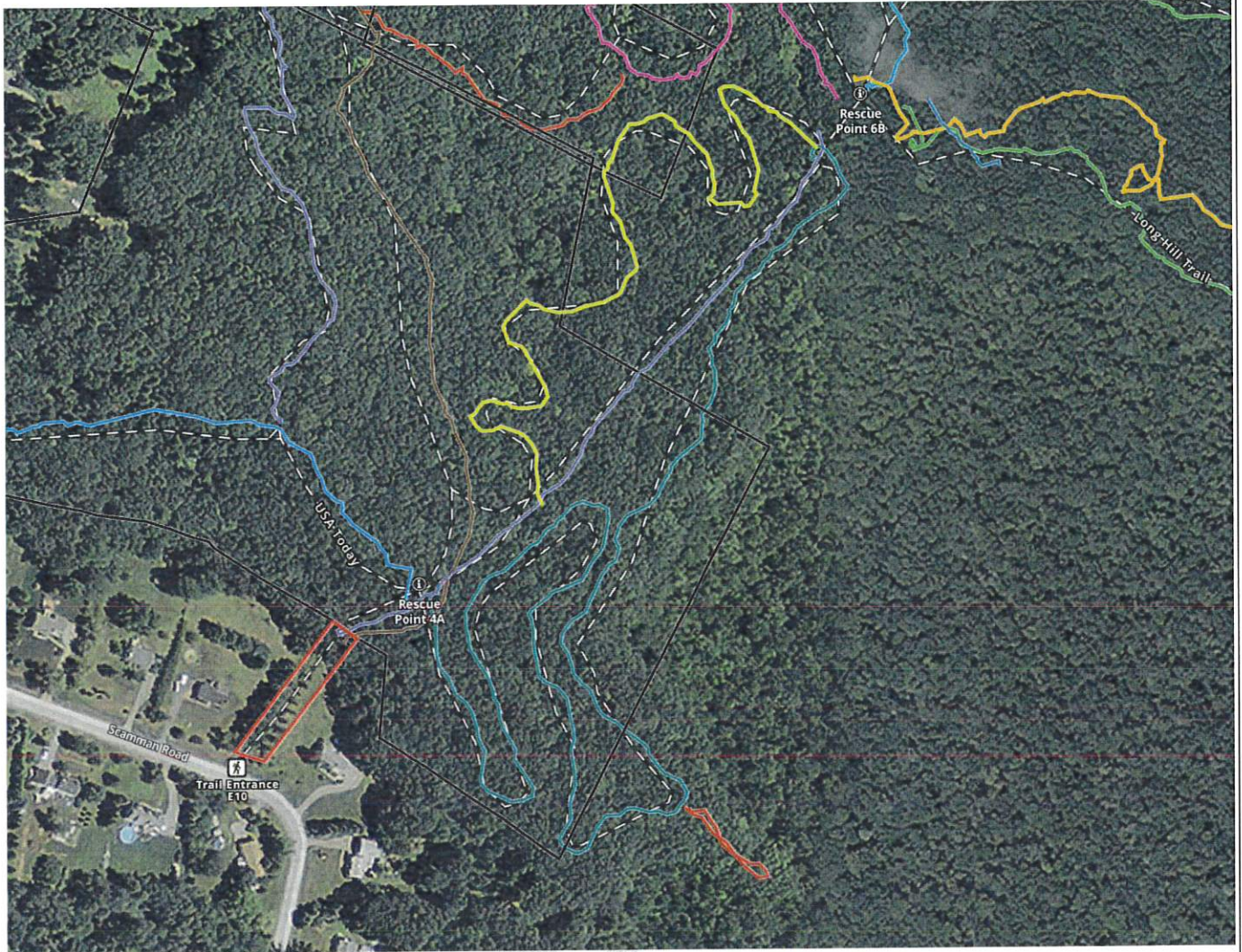




## **6. Lower Father and Son**

- This is the lower portion of a loop trail (shown at center in green) near the southernmost portion of the trail network that is bisected by old road/trail (see Father and Son to Long Hill).
- This section is flatter than Upper Father and Son and skirts a significant wetland. A short trail enters and exits from a point where it turns away from the wetland (see Father and Son Extension).
- Needs minor work on a few wet areas and more significant bridge/boardwalk repair.
- A portion of the trail is on the Short easement held by SELT.
- Used by hikers and bikers.

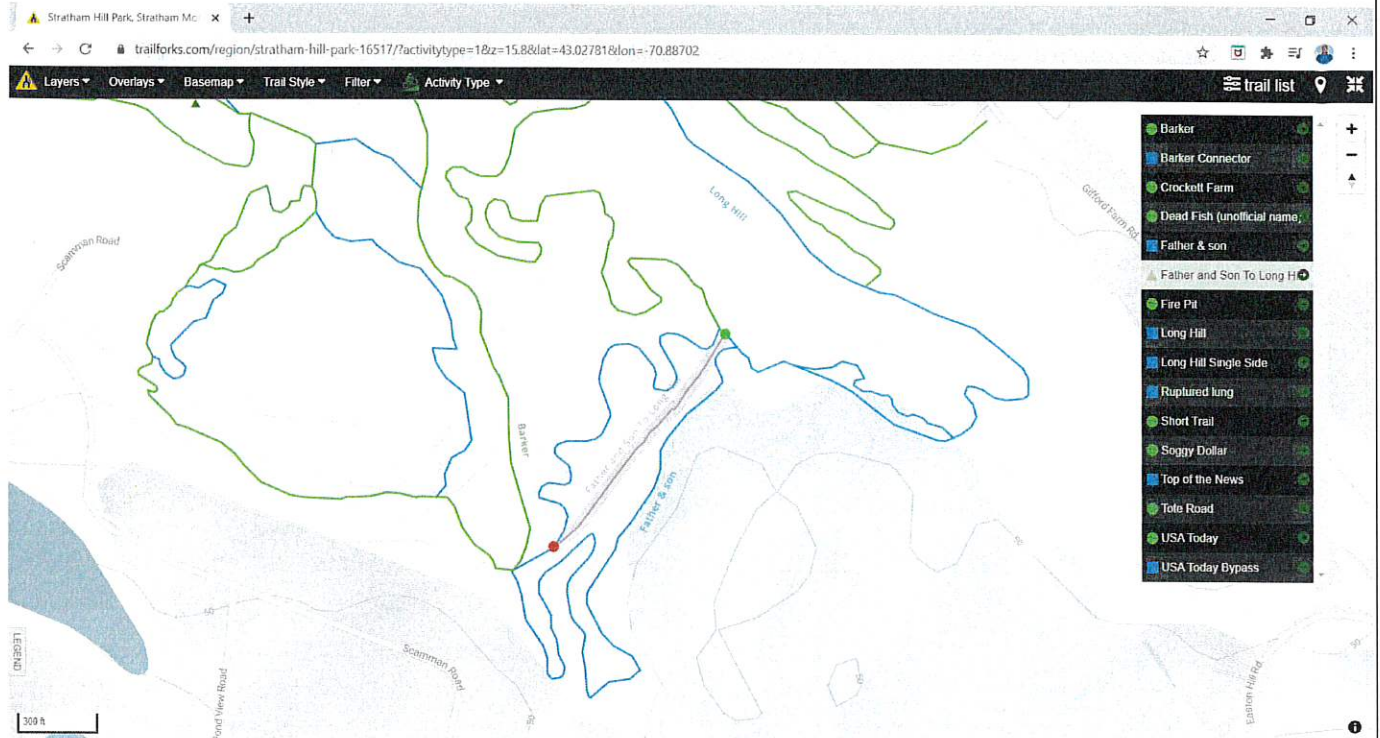




## **7. Upper Father and Son**

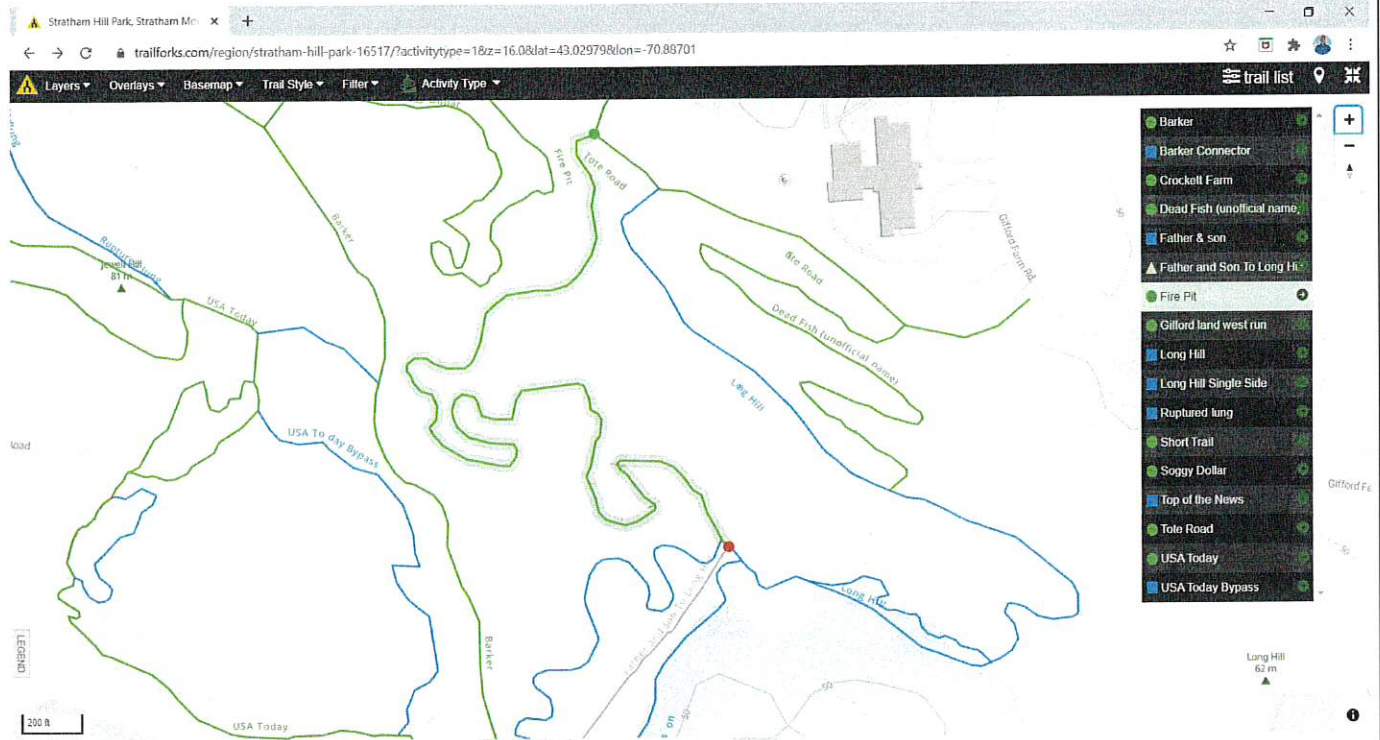
- This is the upper portion of a loop trail (shown at center in yellow) near the southernmost portion of the trail network that is bisected by old road/trail (see Father and Son to Long Hill).
- This is more of a rolling section than Lower Father and Son with some grade changes.
- Needs minor work on a few wet areas and bridge/boardwalk repair.
- A portion of the trail is on the Short easement held by SELT and a small section is on the Barker easement.
- Used by hikers and bikers.





### **8. Father and Son to Long Hill (1017')**

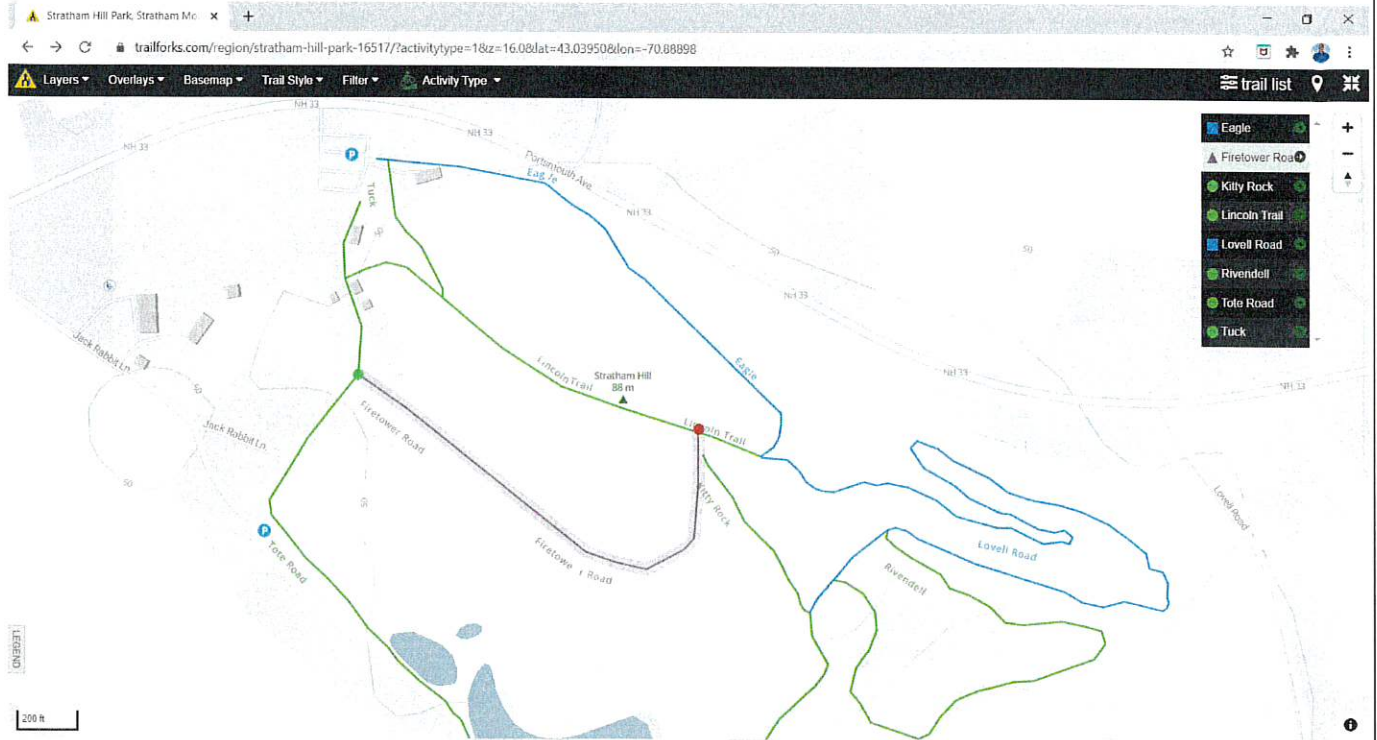
- This access road leads to a junction of several trails (Father and Son, Long Hill, etc.) at emergency point 6B from what has been entrance E10.
- It is flat to rolling and in very good condition with one stream crossing over a suitable bridge in good condition.
- No maintenance needed at this time.
- A portion of the trail is on the Short easement held by SELT.
- Part of the Perimeter Trail.
- Used by hikers and bikers, dog walkers.



## 9. Firepit (4078')

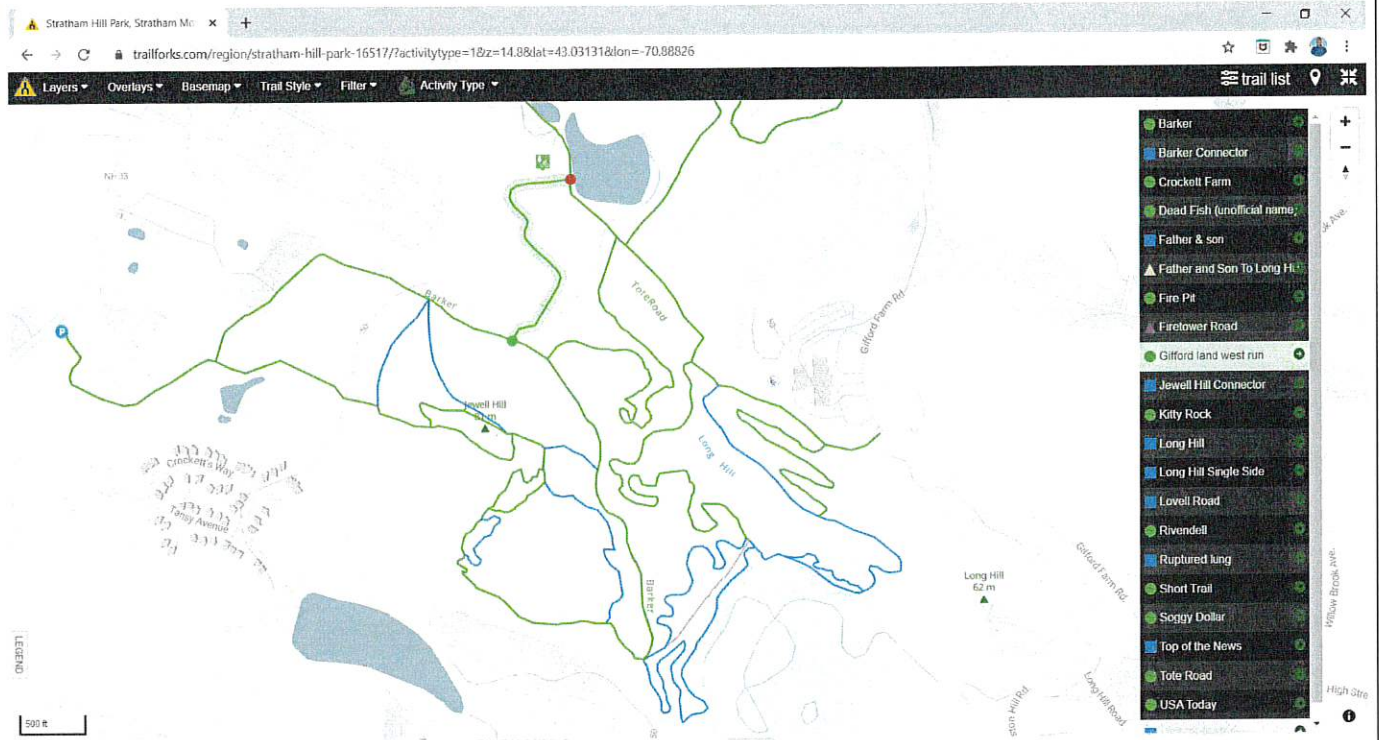
- A twisty single-track trail with appropriate grades primarily for biking that runs between Tote Road and the junction of Long Hill/Father and Son.
- Good tread with few obstructions and few erosion concerns.
- A few small bridges that are appropriate and only require a bit of maintenance.
- Monitor and address erosion as needed.
- Most of this trail is on the Barker easement held by SELT.
- Used by hikers and bikers.





## **10. Fire Tower Road (1667')**

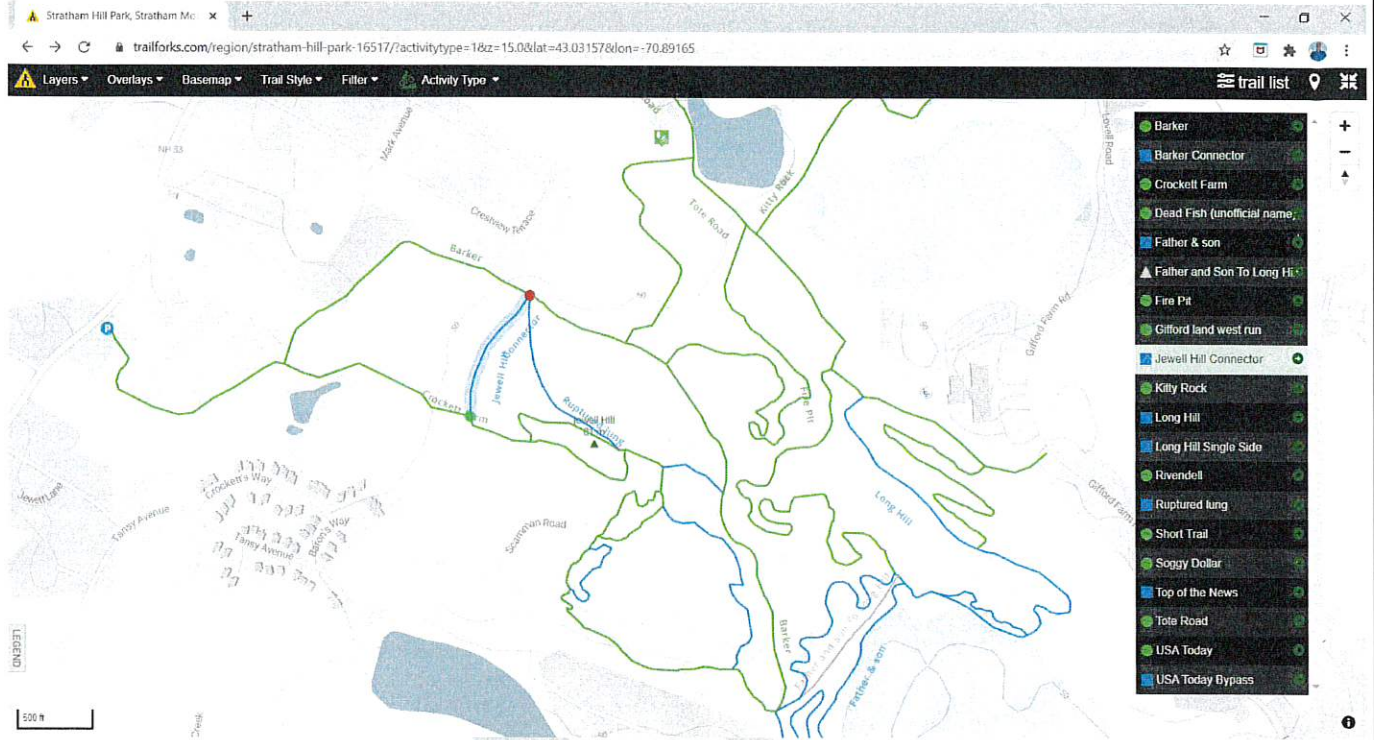
- This road is used as access to the fire tower area from the main area of the park and doubles as motorized access as well.
- In excellent condition as it is regularly maintained.
- Used by work vehicles, hikers, and bikers.



### **11. Gilford Land West Run (1896')**

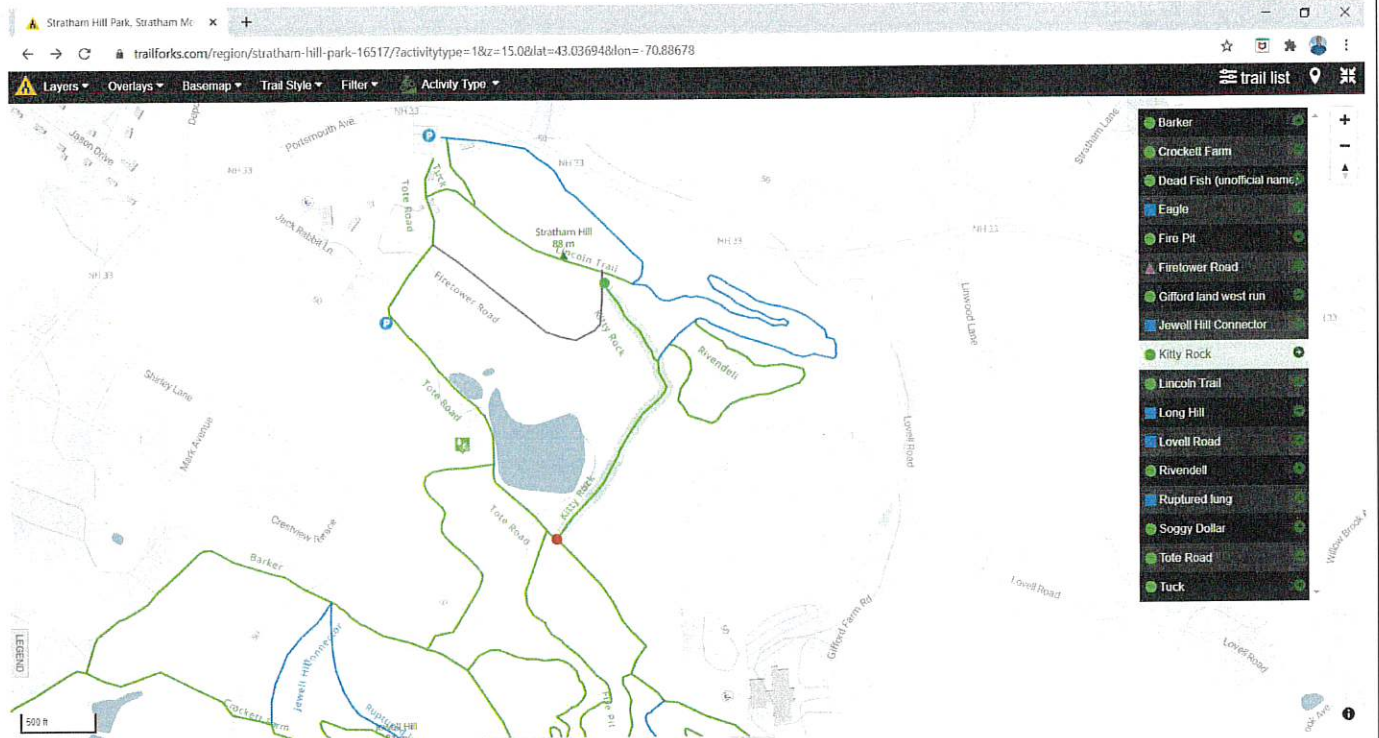
- Single-track trail that follows the edge of a good-sized field.
- Well-built with no work needed at this time
- Good for hikers and bikers though more appropriate for biking given the indirect route from point-to-point.
- Needs work in a few locations as noted and bike group is aware of this. Popular route that deserves to be used but if there are concerns of impacting habitat considering closing only a portion could be considered.
- A small portion is part of the Perimeter Trail.
- Used by hikers and bikers.





## **12. Jewell Hill Connector (906')**

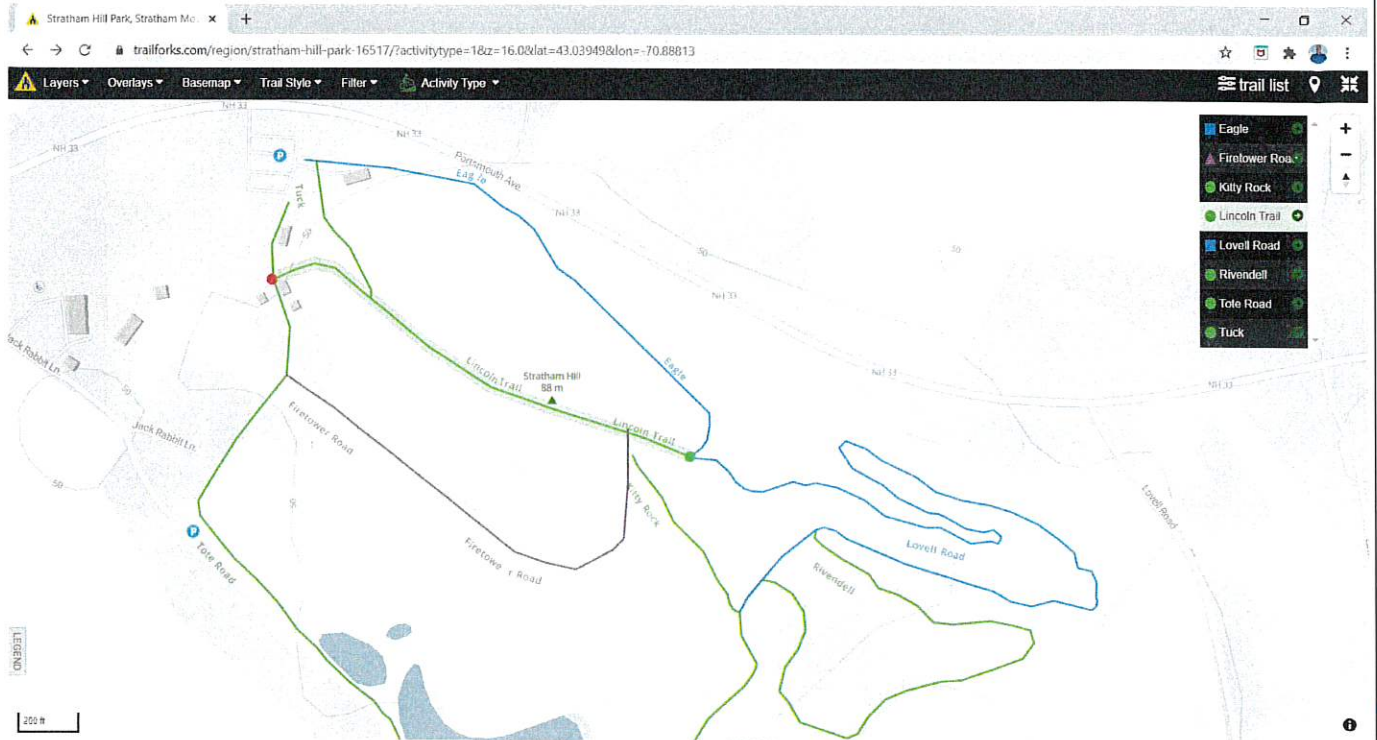
- A connector trail between Barker and Crockett Farm Trails.
- Flat to mildly rolling terrain that is in good condition. Crosses through a stonewall.
- Passes the low end of Ruptured Lung and a closed trail that is still shown on the current town map.
- Monitor and address concerns as needed.
- Part of the Perimeter Trail.
- Most of this trail is on the Barker easement held by SELT.
- Used by hikers and bikers.



### **13. Kitty Rock (2025')**

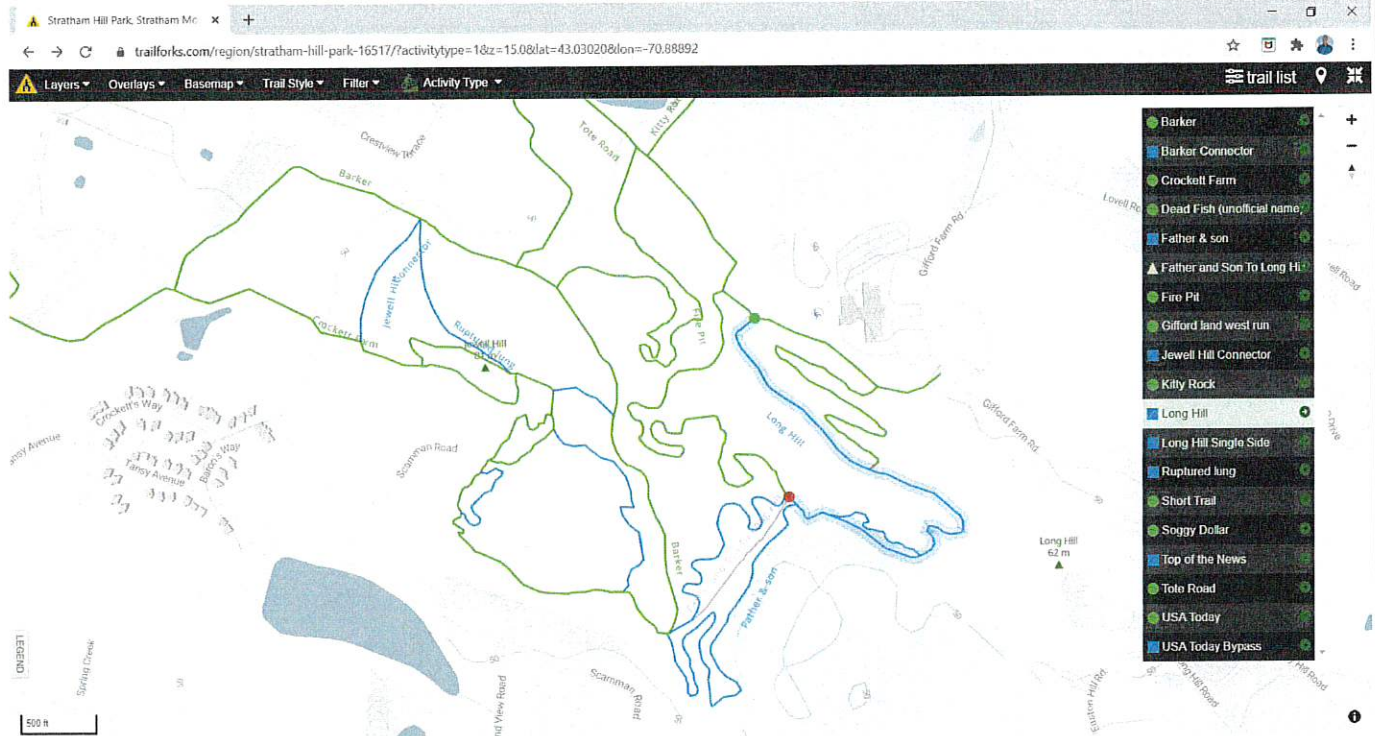
- Runs between Tote Road and the intersection of the Lincoln Trail and Fire Tower Road.
- Flat to moderate grades. Some areas with exposed roots and rocks make for difficult travel for foot and bike traffic.
- A parallel trail avoids some of the rough sections but has its own rough spots. Consider whether both are necessary and whether it makes sense to close one or divide foot and bike traffic.
- Work on this could include some reshaping and removing/resetting rocks as needed. Old rebar that sticks up where they held old wooden water bars should be removed.
- Part of the Perimeter Trail.
- Used by hikers and bikers, dog walkers.





#### **14. Lincoln Trail (1523')**

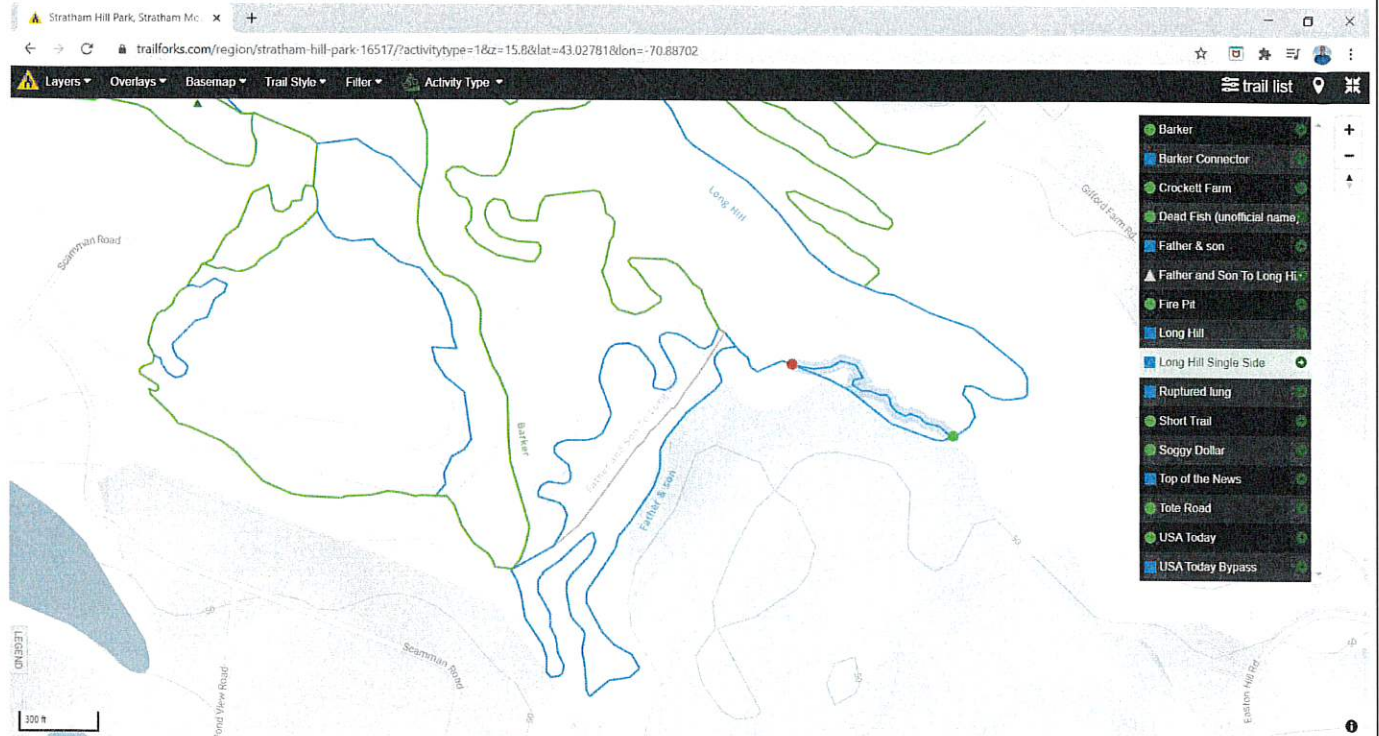
- This trail climbs at a very steep grade to the fire tower.
- Gravel and maintained but with great potential for erosion. Rubber strip water bars have been used to alleviate some of this but they don't appear to always be effective. If they will continue to be used, they need to extend well beyond the edge of the road. At this pitch, grade dips would probably not work in heavy rains. Any effective methods would probably not be wheel friendly and bikes would need to use another route. Several would be needed to work properly. Good crowning of the road would help.
- Used by hikers and bikers, and dogwalkers but not best suited for biking due to steep grade and skidding tires. Uphill would test the best of riders.
- Used by hikers and bikers.



### **15. Long Hill (3669')**

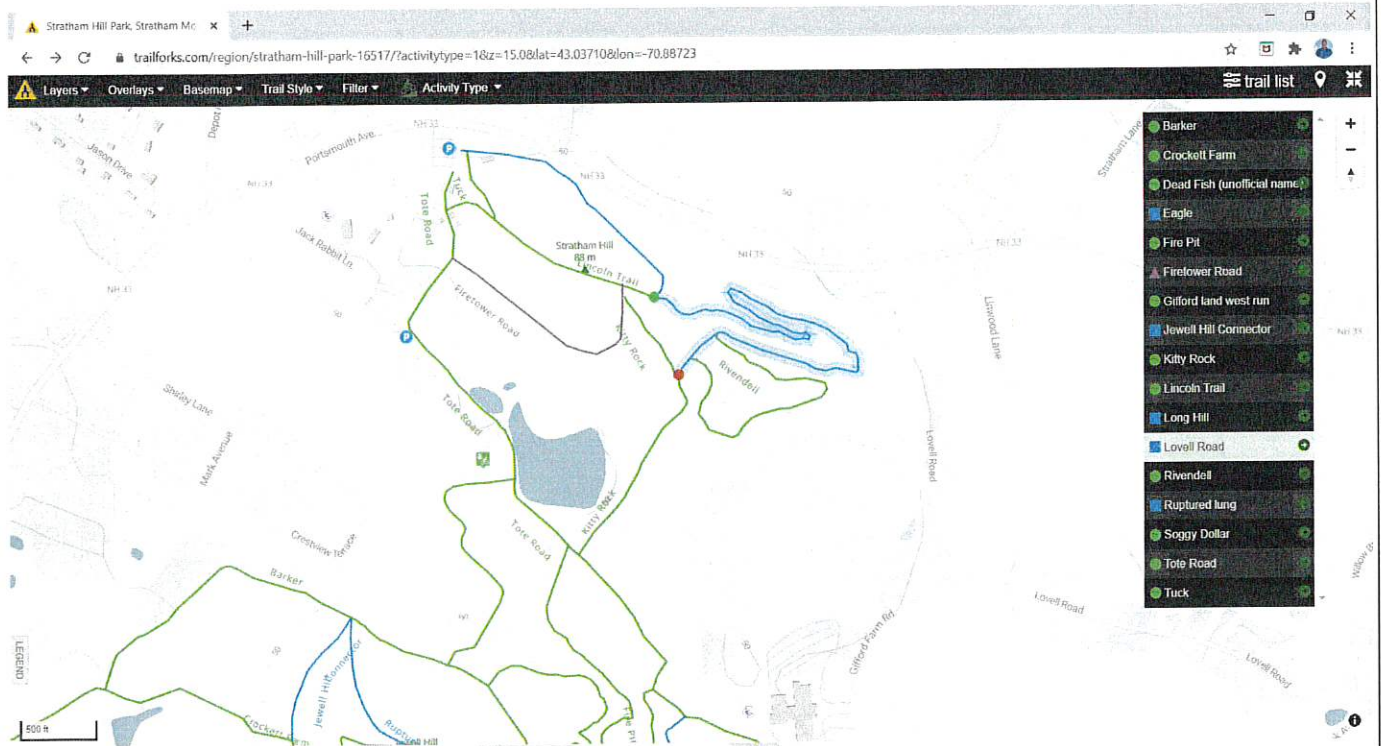
- Extends from emergency point 6B to the intersection with Tote Road. The portion along the ridge is another old road now used as a trail.
- From emergency point 6C going down to 6B it is a single-track trail with a few steep pitches and turns as it reaches another old road at the bottom.
- A rougher, wet section on the low section could be improved with turnpiking (elevated trail tread technique) and fill. A reroute was done to avoid this when necessary (see Long Hill Single Side).
- Would benefit from some benching to improve the sidehill portion of the single-track. Some minor rutting especially at corners of the same section, probably from bike traffic. Monitor and improve rutting and erosion areas as needed.
- Part of the Perimeter Trail.
- A short section of this trail is on the Barker easement held by SELT.
- Used by hikers and bikers.





### **16. Long Hill Single Side (814')**

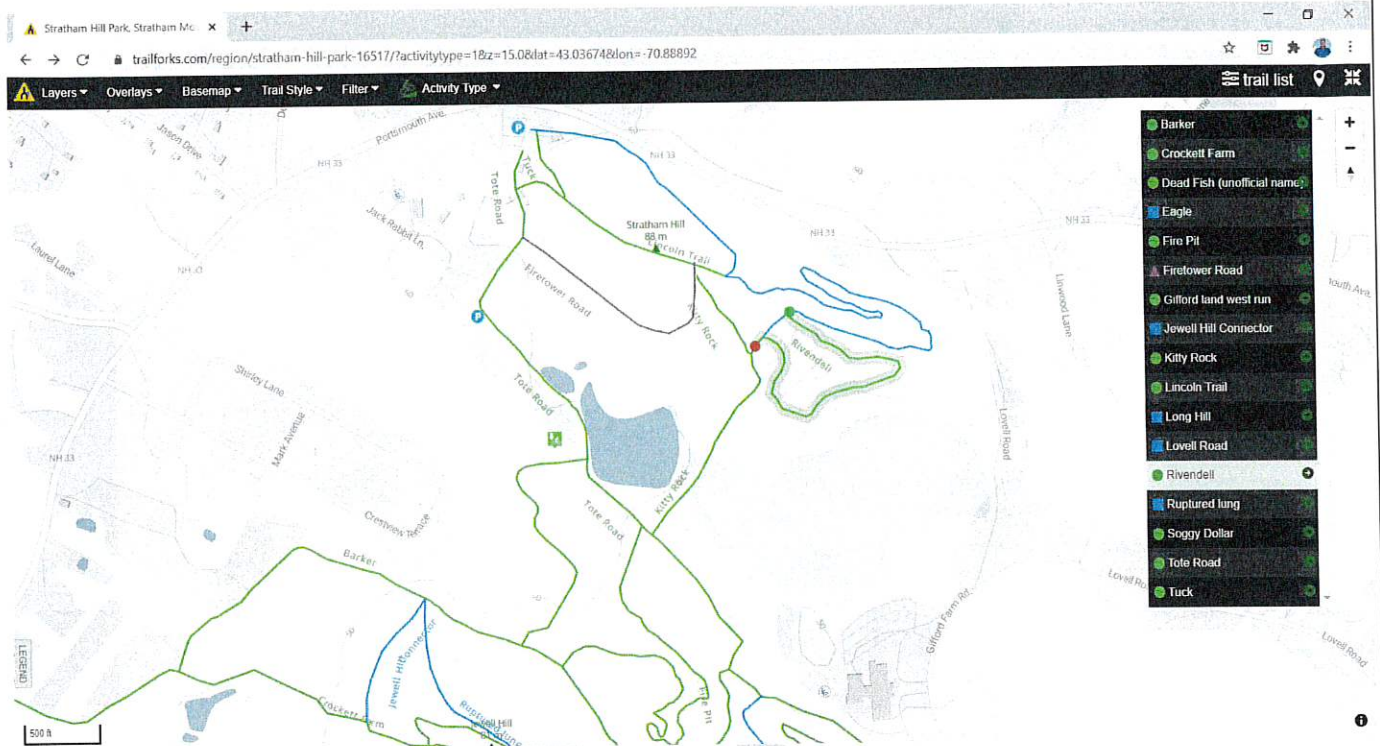
- This was cut a single track reroute above a wet and rough section of Long Hill Trail.
- An effective option to the wetter road section of Long Hill Trail that could use minor adjustments if it will continue to be used.
- Mostly used by mountain bikes.



### **17. Lovell Rd. (4146')**

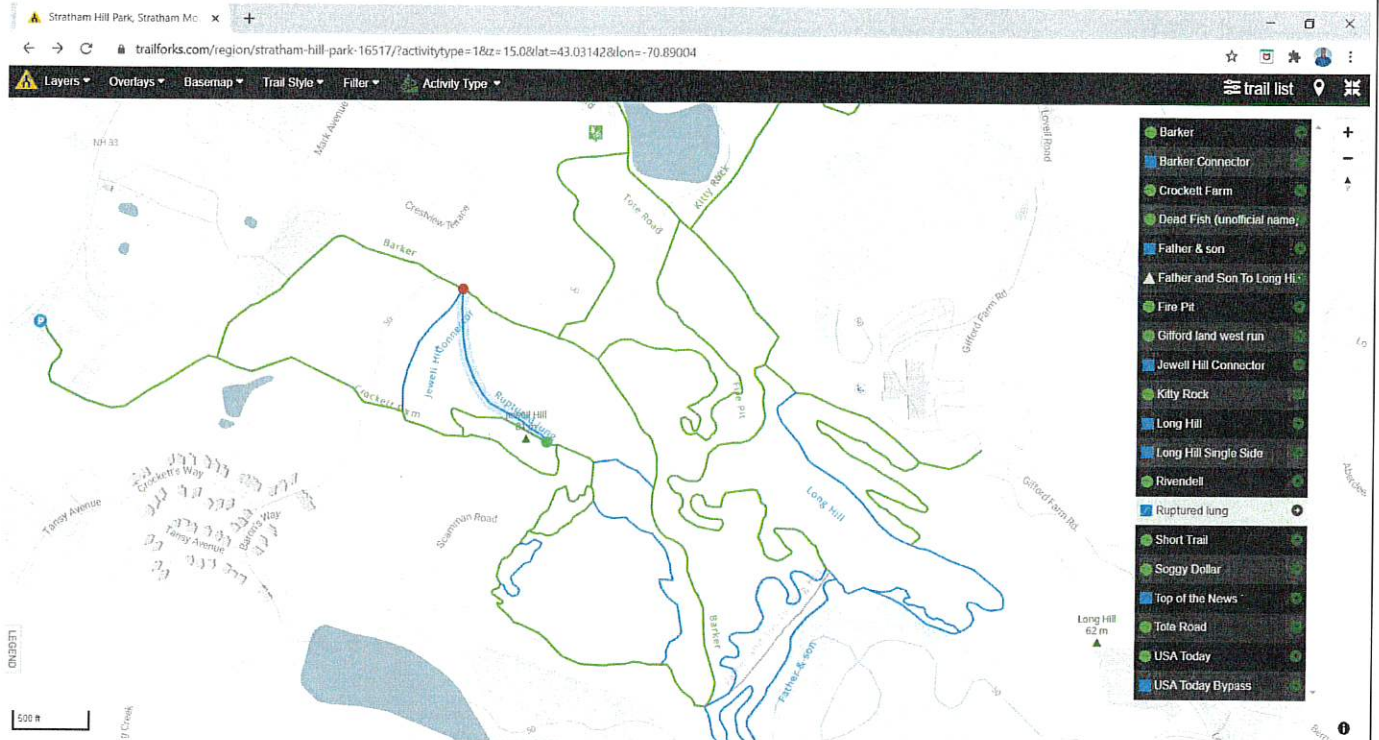
- A wider corridor single-track trail that is in the northeast corner of the network. Intersects with Kitty Rock in a logged area and the intersection of Eagle and Lincoln Trails. Also intersects with a steeper trail that is recommended for closure (see Rivendell to Emergency E5).
- In relatively good shape with a few wet areas on the low side that could be hardened with turnpiking and/or fill. Some trail braiding that could be minimized and a shortcut that could be kept for an optional short route.
- Boardwalk and some rock features are located near the Eagle/Lincoln junction. The boardwalk needs replacement due to poor construction and use of Trex (slippery when wet).
- Approaches a home near the far eastern end.
- Part of the Perimeter Trail.
- Used by hikers and bikers.





### **18. Rivendell (2389')**

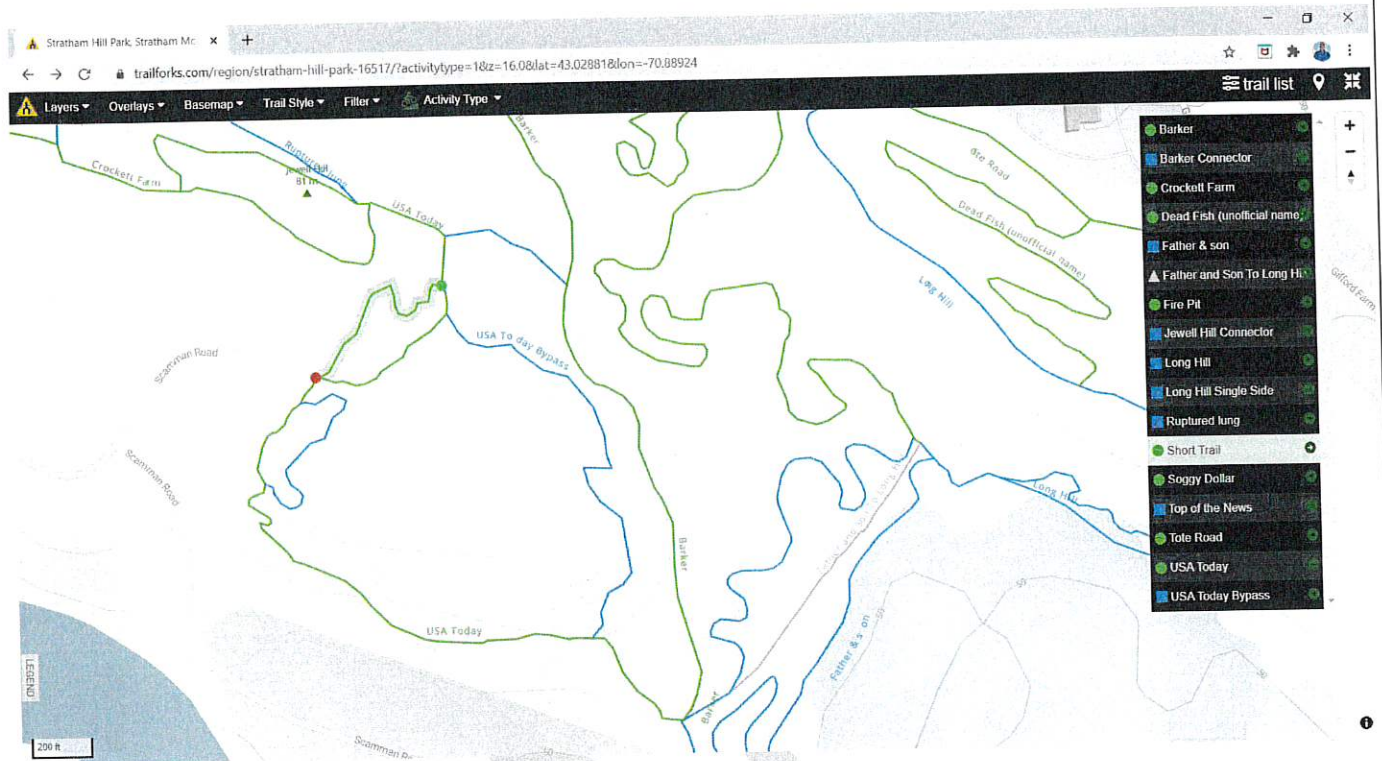
- A newer single-track trail that was likely cut for mountain biking.
- Bridge/boardwalk structures and stonewall crossing in good shape.
- In very good shape as it is newer and used less.
- Used by hikers and bikers.



### **19. Ruptured Lung (1227')**

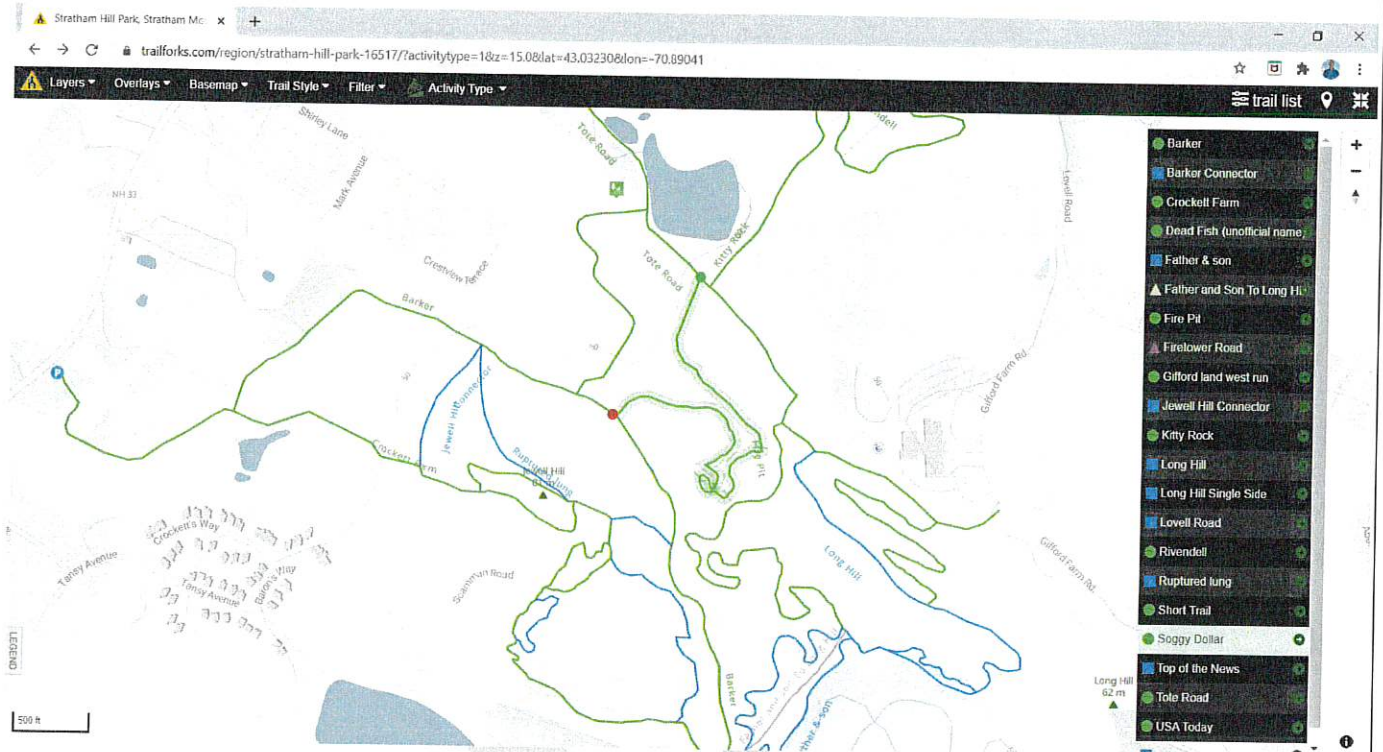
- Connector trail between the top of Jewell Hill (emergency point 3D) and the intersection of with Barker Connector.
- After leaving the top of the hill it follows a very steep grade that is well beyond sustainable trail standards. Gravel covered and eroding with no reasonable way to address erosion. Safety concerns for biking downhill and likely beyond most or all biker's ability to ascend. Steep for walking as well.
- Rerouting might be possible but if monitoring shows increased erosion closing this trail is recommended. Another nearby trail was also closed so it also opens a good portion of forest for wildlife habitat.
- Most of this trail is on the Barker easement held by SELT.
- Used by hikers and bikers.





## **20. Short Tail (704')**

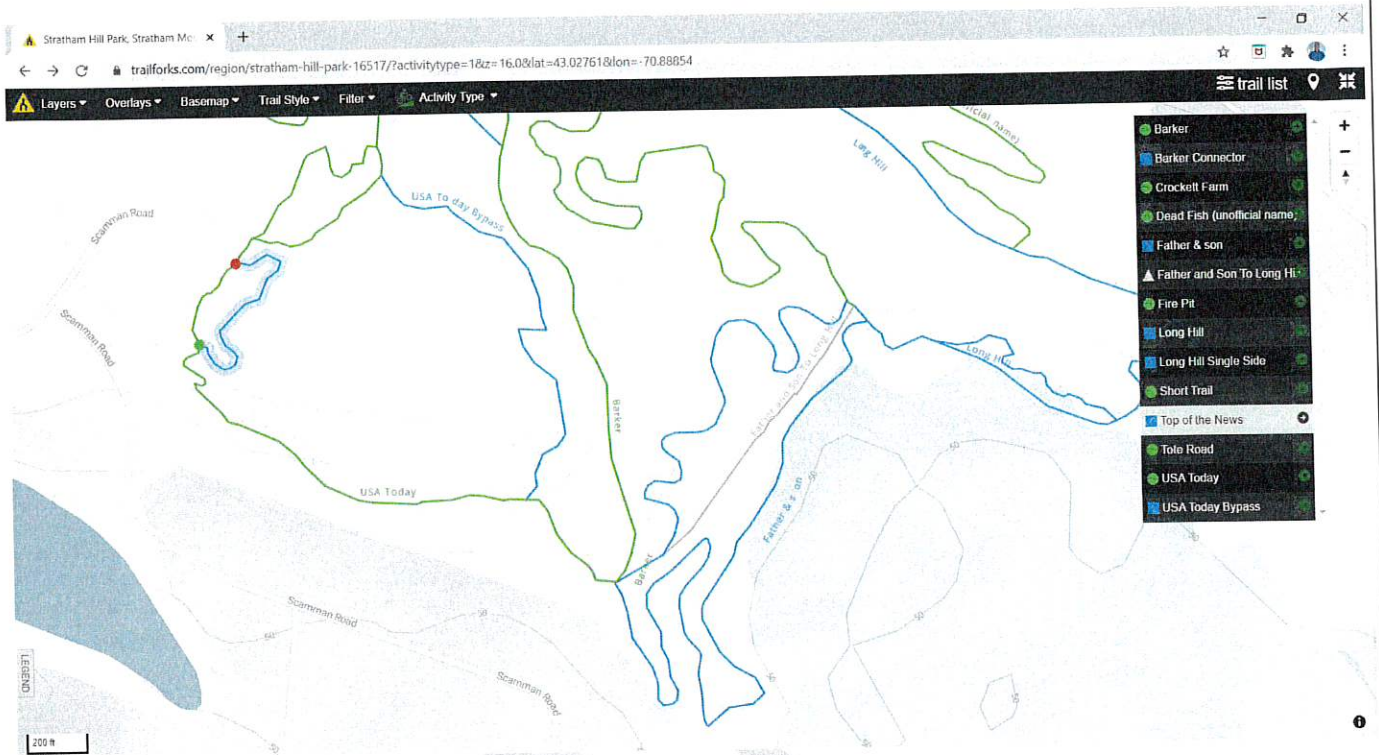
- A short and meandering optional route to the west of USA Today near the end of Scamman Rd.
- In good shape with one boardwalk that is also in good condition.
- Close to adjacent neighborhood and also the upper section of Crockett Trail.
- Used by hikers and bikers.



## **21. Soggy Dollar (3655')**

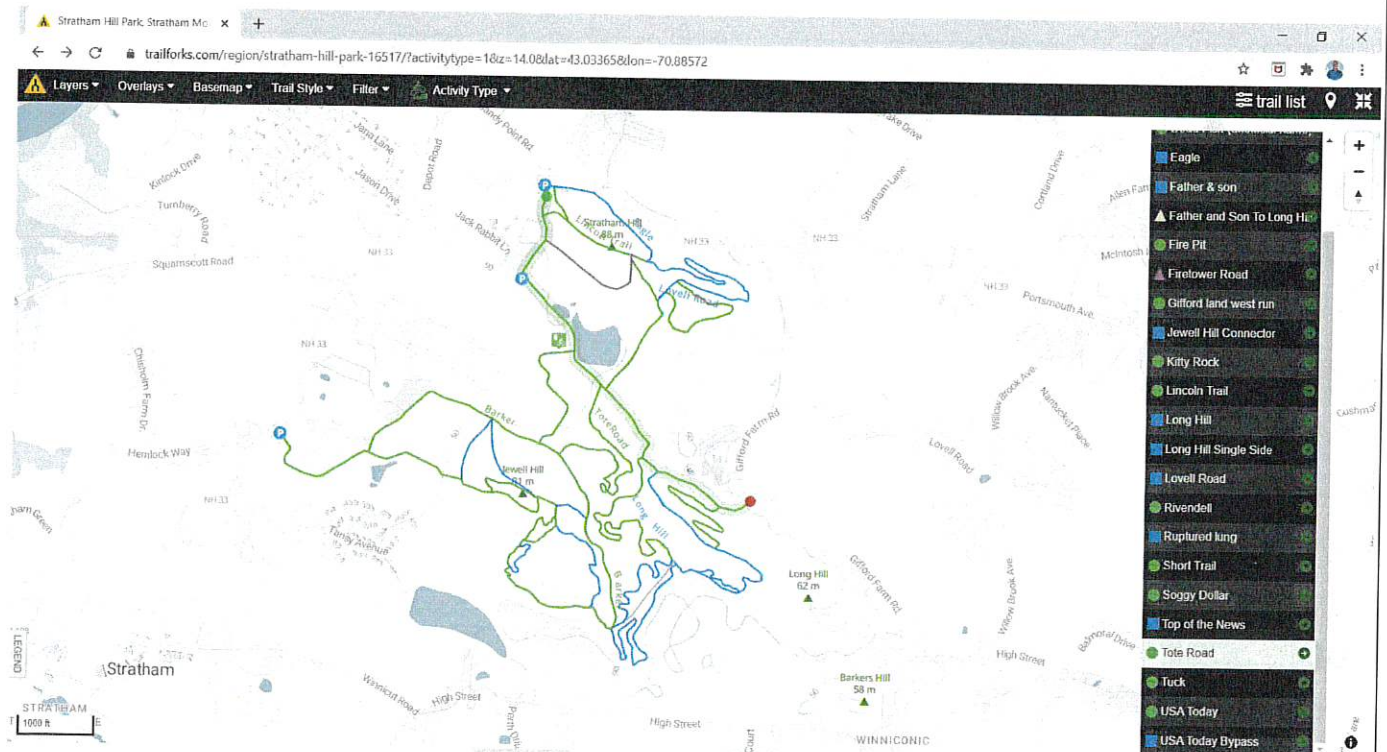
- Twisty single-track trail to the west of the Fire Pit Trail that begins and ends on the trail near emergency point 1C and the corner of the field near 3C.
- Relatively good condition with no serious maintenance needs other than a few bridge/boardwalks that are also in good condition.
- Skirts some small wetland areas.
- A portion of this trail is on the Barker easement held by SELT.
- Used by hikers and more likely bikers.





## **22. Top of the News (761')**

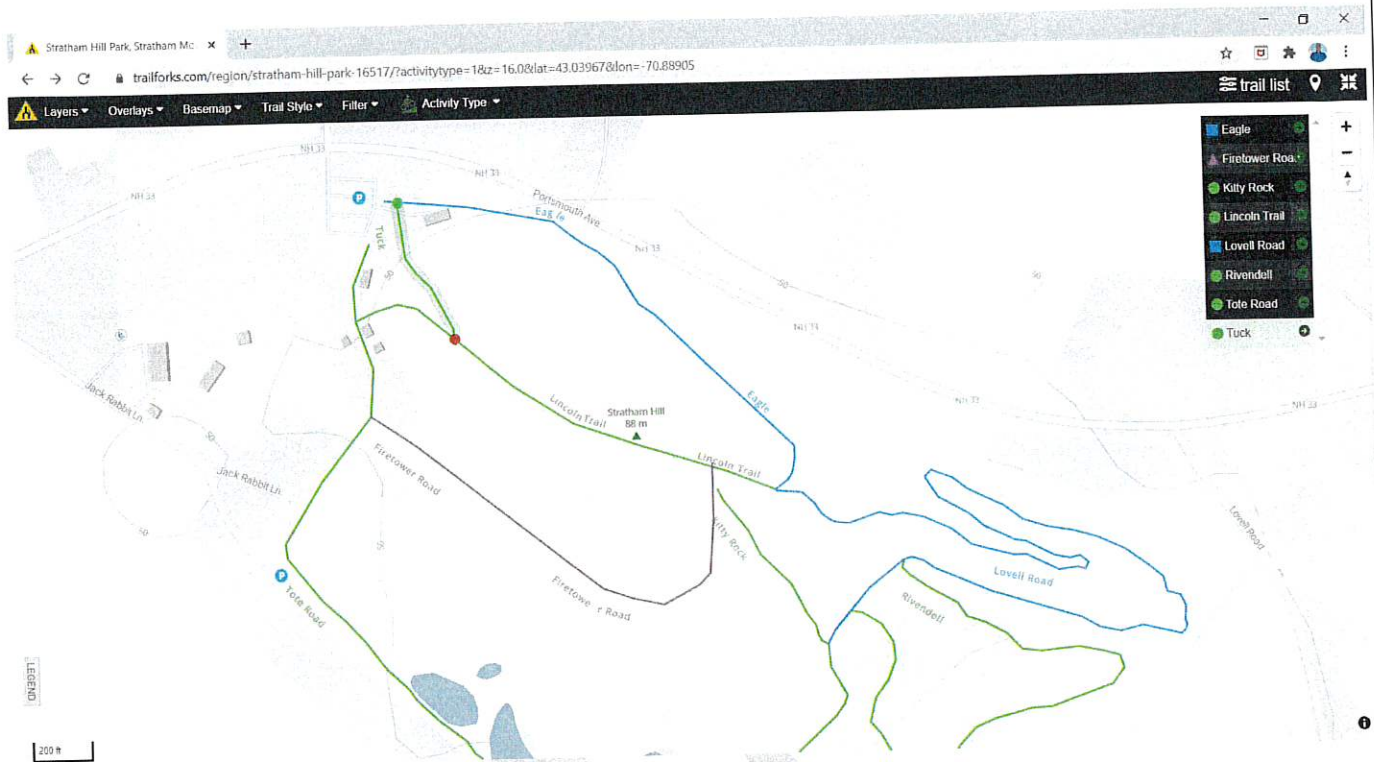
- A short and meandering optional route to the east of USA Today near the end of Scamman Rd. and just below Short Tail.
- In relatively good shape. Monitor for erosion and mitigate as needed
- Close to adjacent neighborhood.
- Used by hikers and bikers.



### **23. Tote Road (1 mile)**

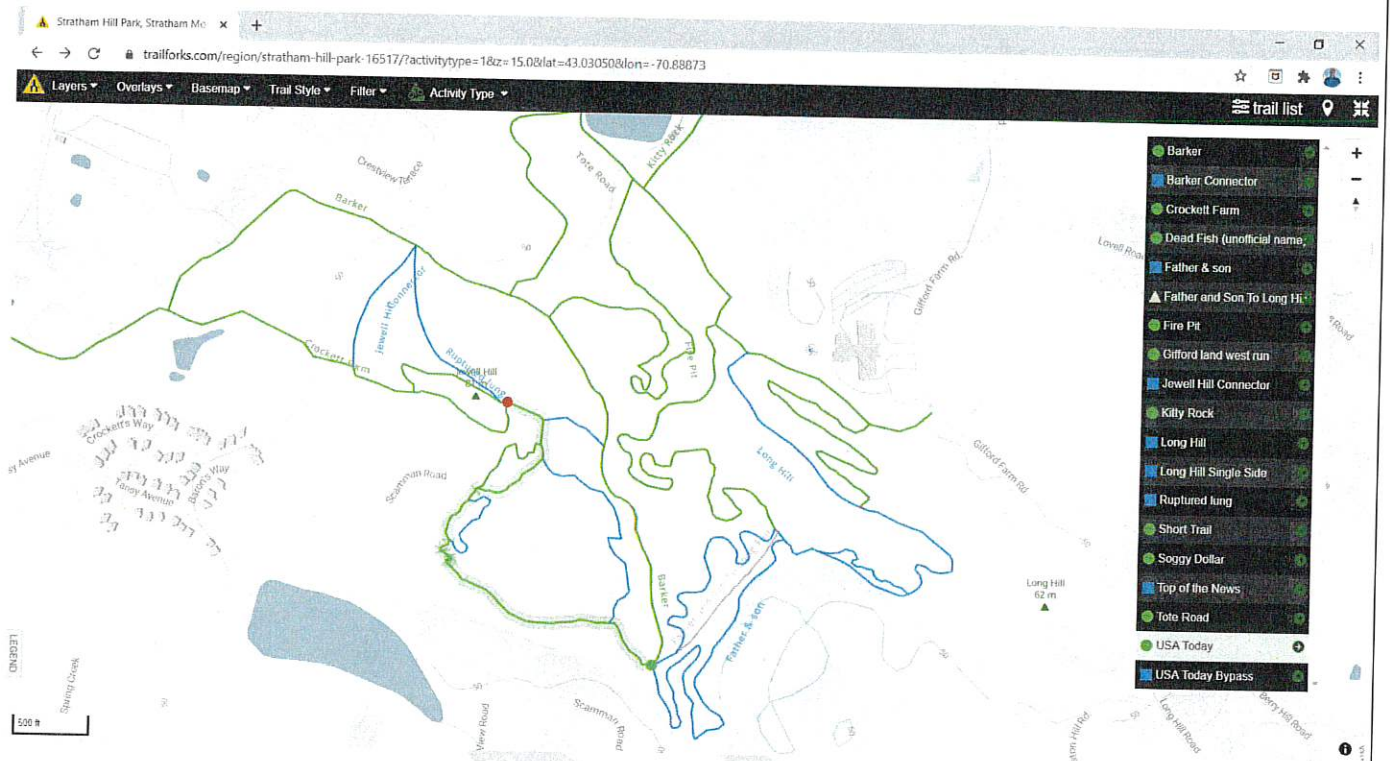
- Old road that is one of the most heavily used trails. It extends from the main area of the park to Gifford Farm Rd. near Stratham Memorial School. A portion of the eastern end also follows a power line.
- Flat, wide and user friendly with some sections of single and double-track on the eastern half with some gentle rolling terrain.
- No serious needs for maintenance at this time.
- Used by hikers, bikers and very popular with dog walkers. Also used by school groups to access the park and town forest.





#### **24. Tuck**

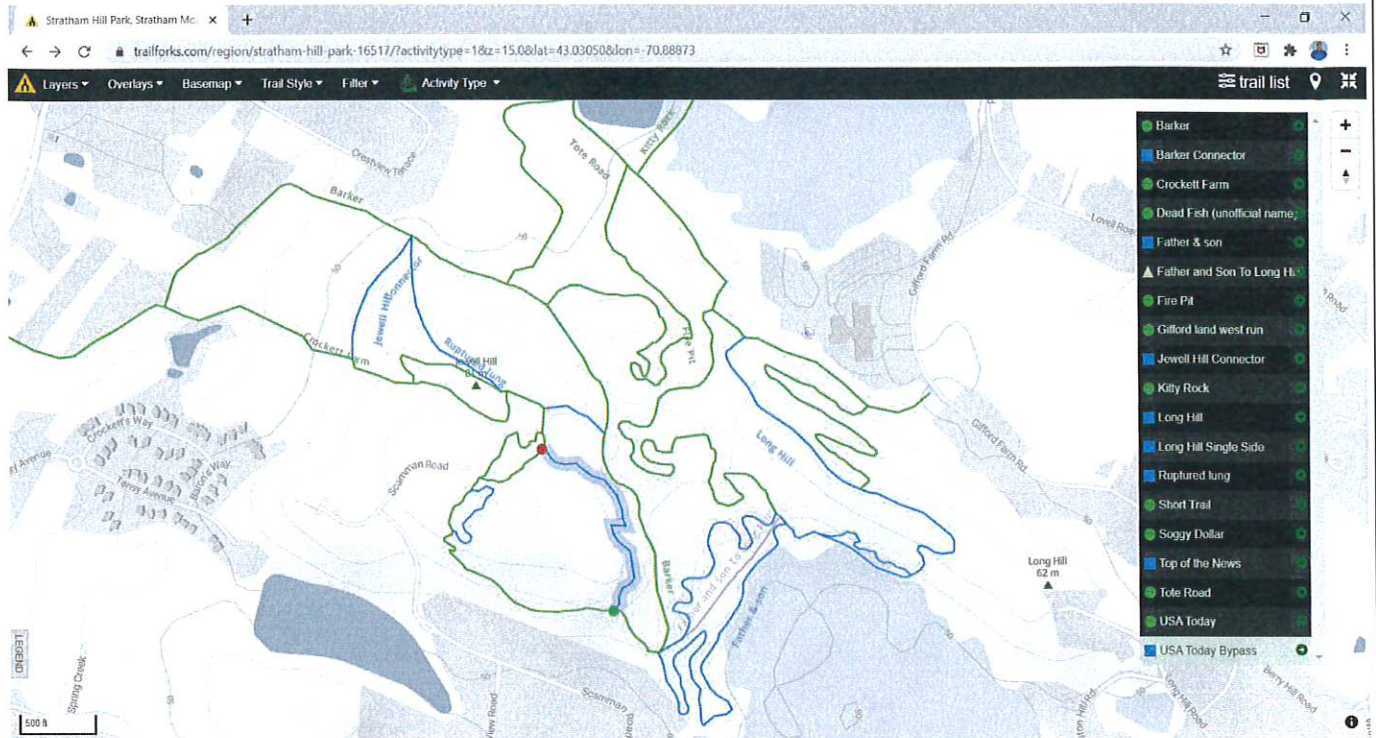
- A short and fairly steep hiking trail between Eagle Trail and part way up the Lincoln Trail.
- As a hiking trail it doesn't need much work but monitor for erosion and address any concerns with simple grade dips and check dams.
- Used by hikers, not likely to be used by bikers.



## 25. USA Today (3322')

- One of the main trails in the southern section that runs between the intersection of Barker/Father and Son to the top of Jewell Hill.
- It follows varied grades and does exceed ideal grades on a corner where the slope is steeper. This spot needs some work for both ease of travel and erosion control.
- Trail comes to within a few feet of some backyards in an adjacent neighborhood. Features an old USA Today newspaper box near the point where it crosses a driveway to a private property.
- Much of the lower half of the trail is on the Short easement held by SELT.
- Heavily used and showing some roots and rocks where soil has eroded and/or compacted.
- Would benefit from defining a narrower corridor and trying to restore the landscape in eroded areas. Address erosion problems and bench cut areas with excessive side slope.
- Part of the Perimeter Trail.
- Used by hikers, bikers.

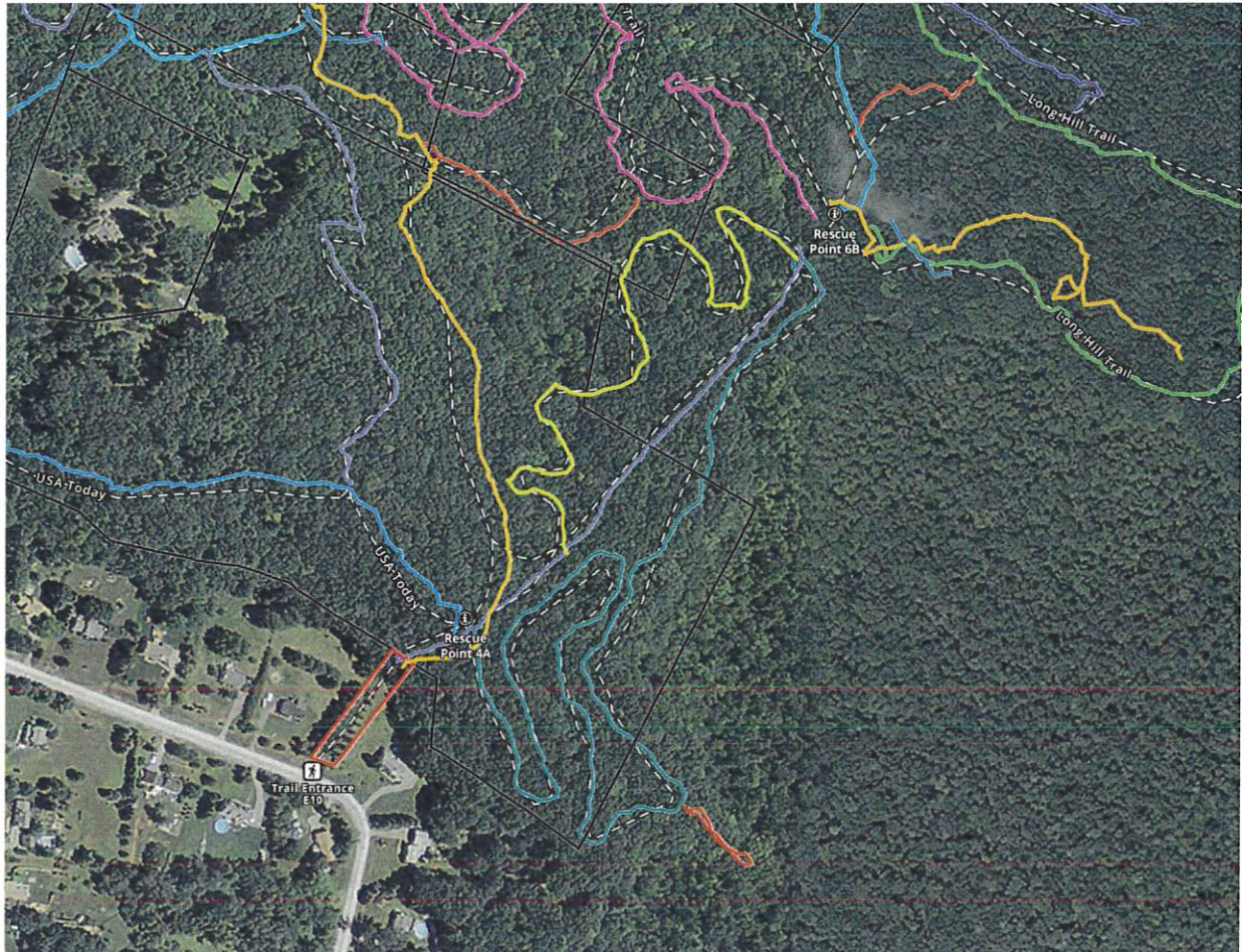




## **26. Yellow Jacket (1545')**

- A single-track option that goes from emergency point 4B to where it intersects with a connector from USA Today to Barker. It travels on a course on the eastern side of the nearby house that is mostly surrounded by the Short easement.
- Relatively good condition with a few wet areas that use bridge/boardwalks for crossing. These could be lengthened to avoid more of the wet ground. Grades are mild to moderate with a couple of short steeper sections but suitable and using the terrain as it should.
- Monitor for erosion and rutting and repair as needed.
- Most of the trail is on the Short easement held by SELT.
- Used by hikers and bikers.

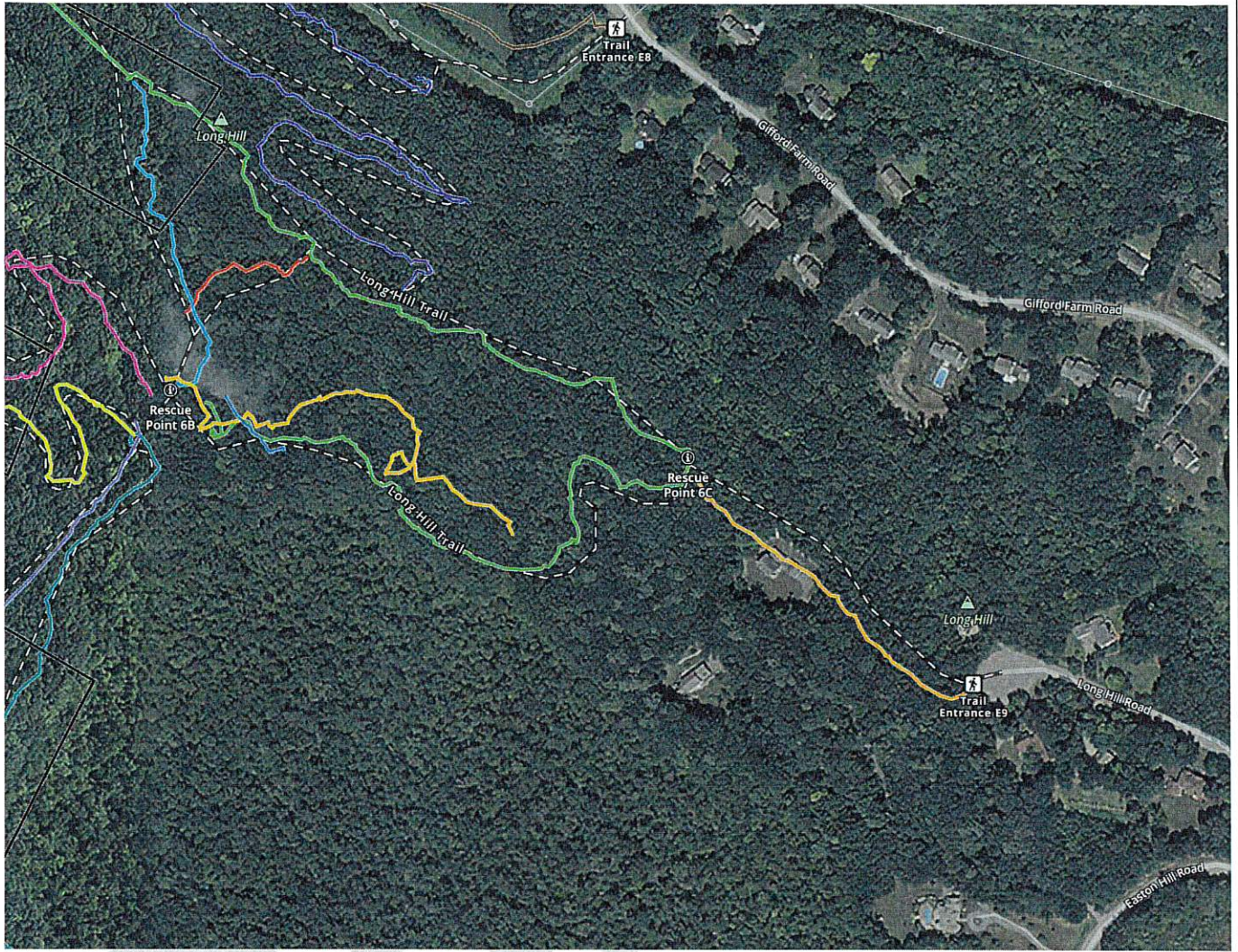




**27. Father and Son Extension (384') (shown in red on lower middle of page)**

- Built primarily with mountain biking in mind but it serves hikers and bikers and creates a spur off from lower Father and Son and farther towards the wetland.
- The necessity is debatable and closure is recommended due to the short and seemingly unnecessary loop as well as the relatively poor condition and proximity to the wetlands.

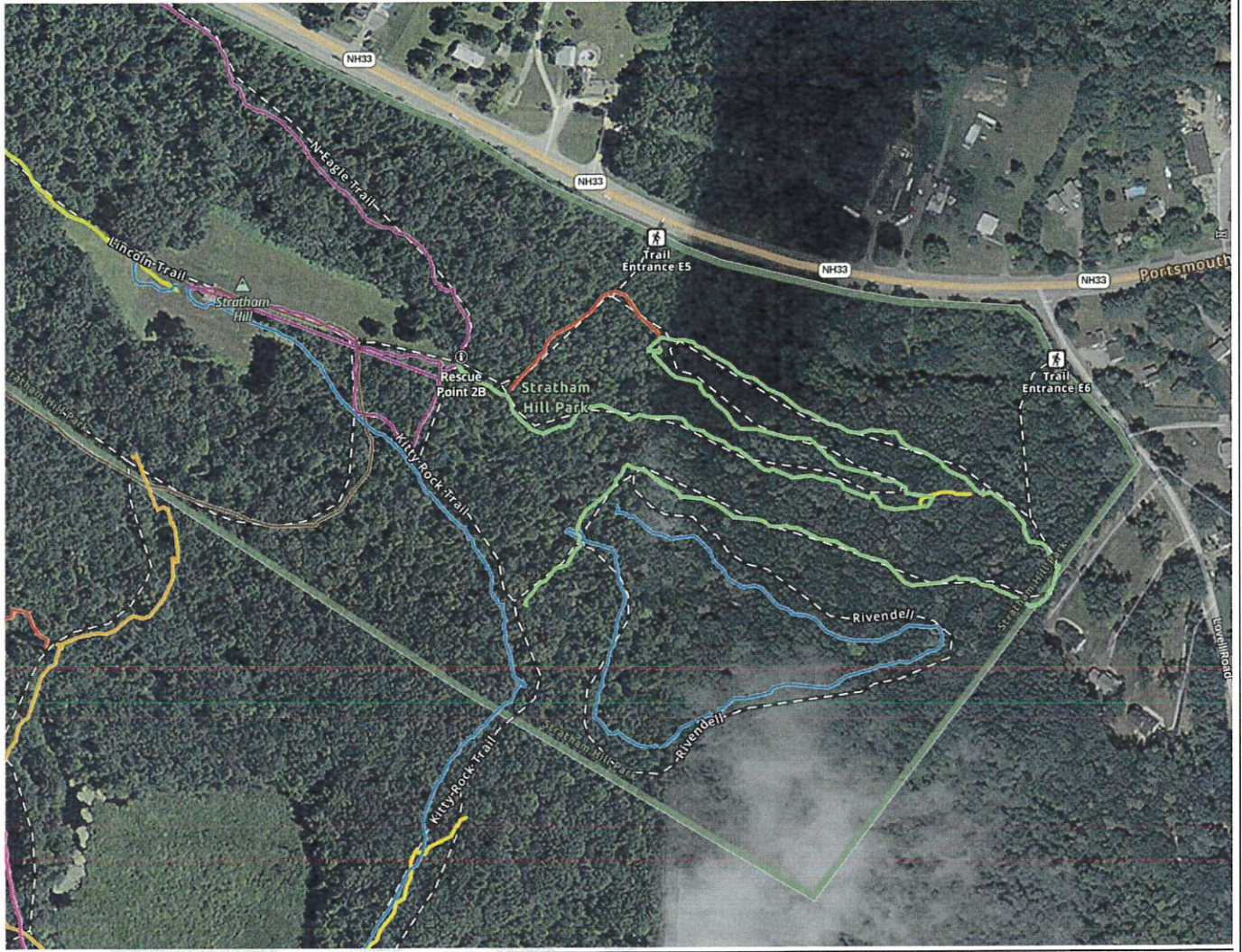




**28. Long Hill Trail to Entrance E9 (.15 miles)**

- Connector from access point E9 to Long Hill Trail that is an old road that departs from a neighborhood cul-de-sac and bypasses close to a few homes.
- Well-traveled with rocks and roots showing.
- Could use fill material to cover some of the roots/rocks but otherwise is in good condition. Monitor and mitigate erosion as needed.
- Used by hikers and bikers.

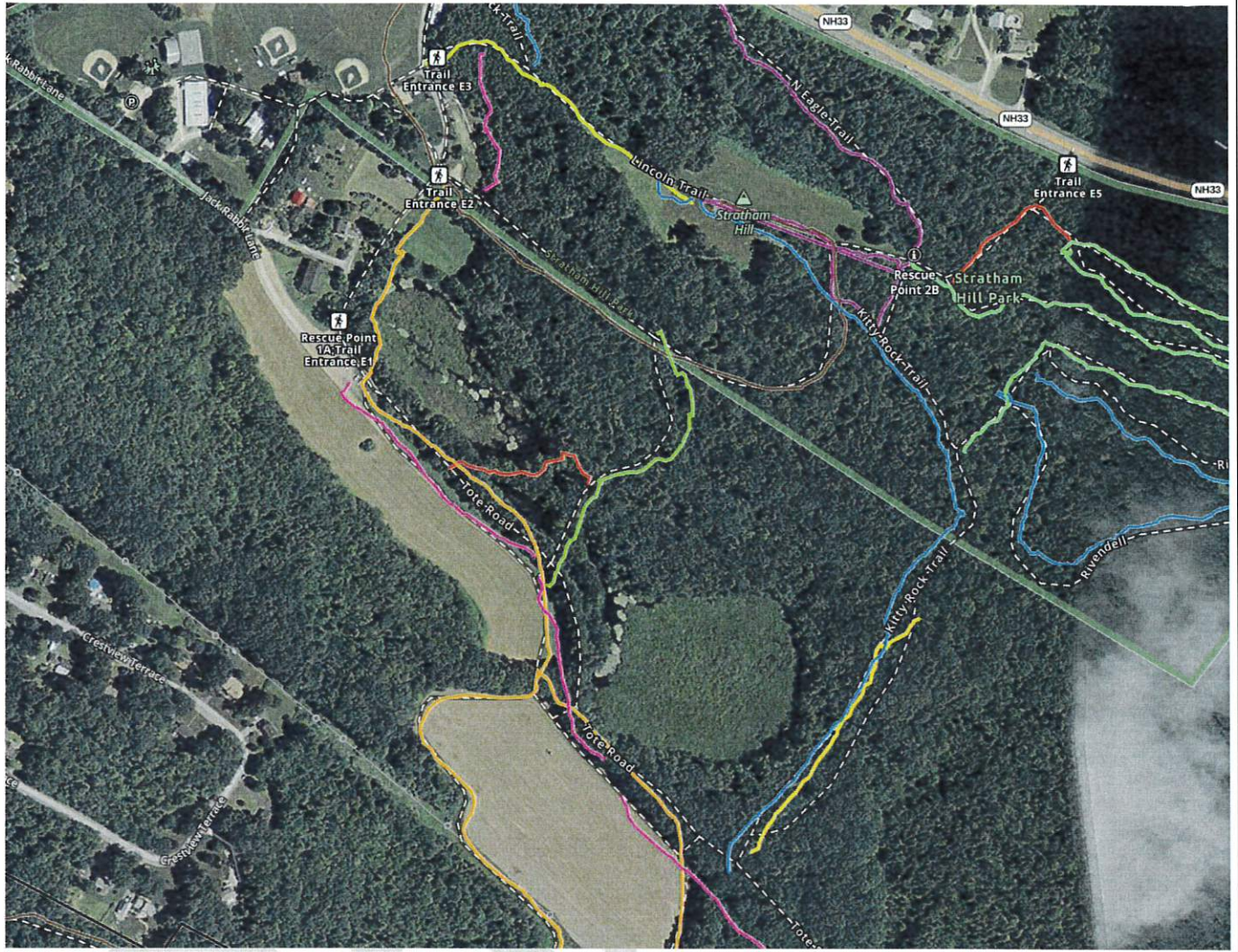




### **29. Old Ski Slope (Rivendell to Entrance E5)**

- Used as shortcut to lower end of Rivendell (shown in red) and as a sledding hill in winter.
- Likely used for downhill only due to grade.
- Steep grade and signs of erosion.
- Closed to all hiking and biking. Recommend to maintain closure or take steps to control erosion.

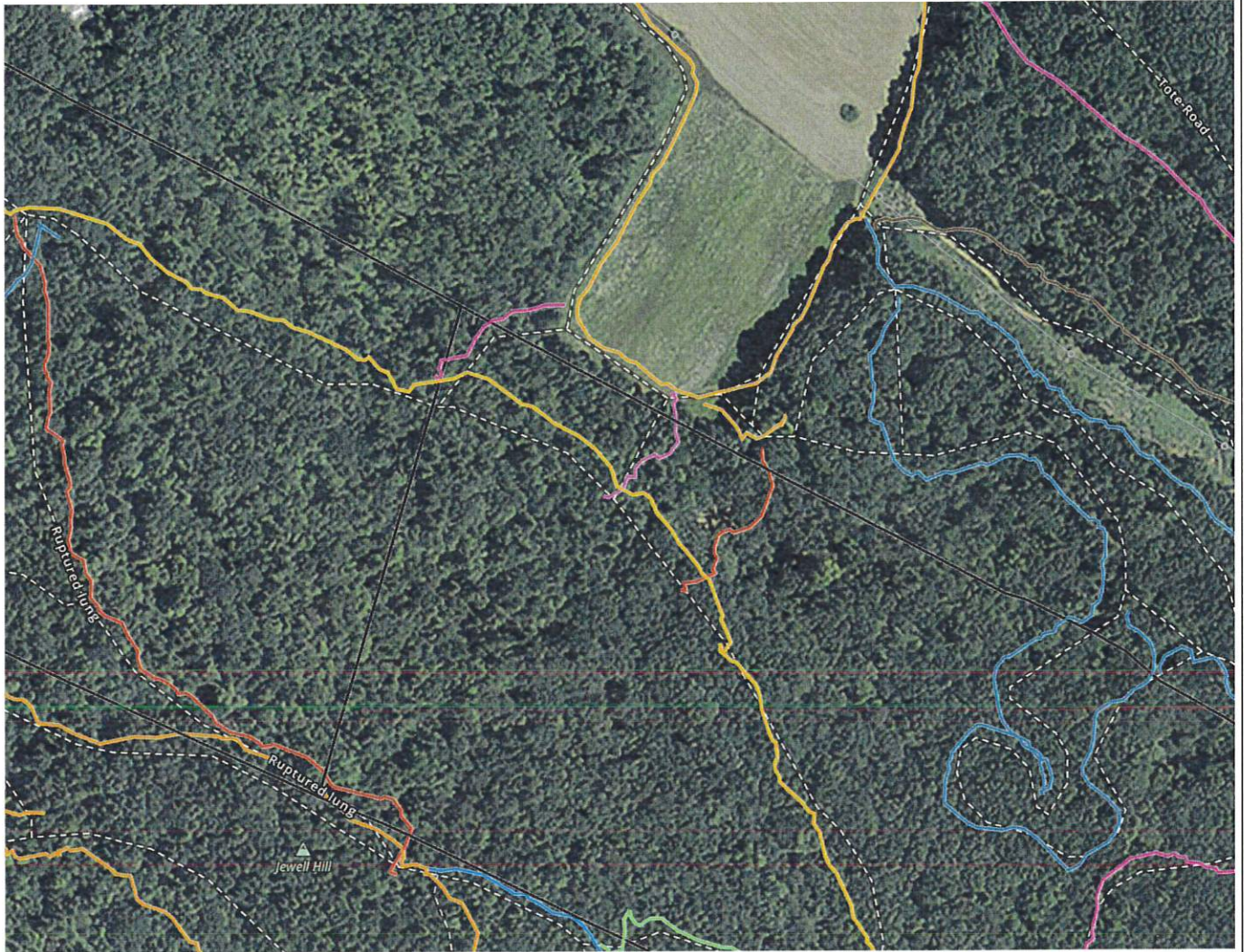




### **30. Tote Road to Fire Tower Rd. and variation by Stratham Hill Pond**

- Gentle grade trail (shown at center in lime green) that crosses stream with a bridge near the pond.
- Well used and has educational value with proximity to pond.
- Side trail used as a variation (shown at center in red) is pleasant but shows signs of erosion on narrow banks adjacent to pond/wetland. Small bridge crosses to the Tote Road. Not foot friendly for all users due to uneven terrain. Monitor for further erosion and consider mitigation or closure if conditions worsen.
- Used by hikers and bikers.
- Consider closure as it is in a sensitive wildlife area.

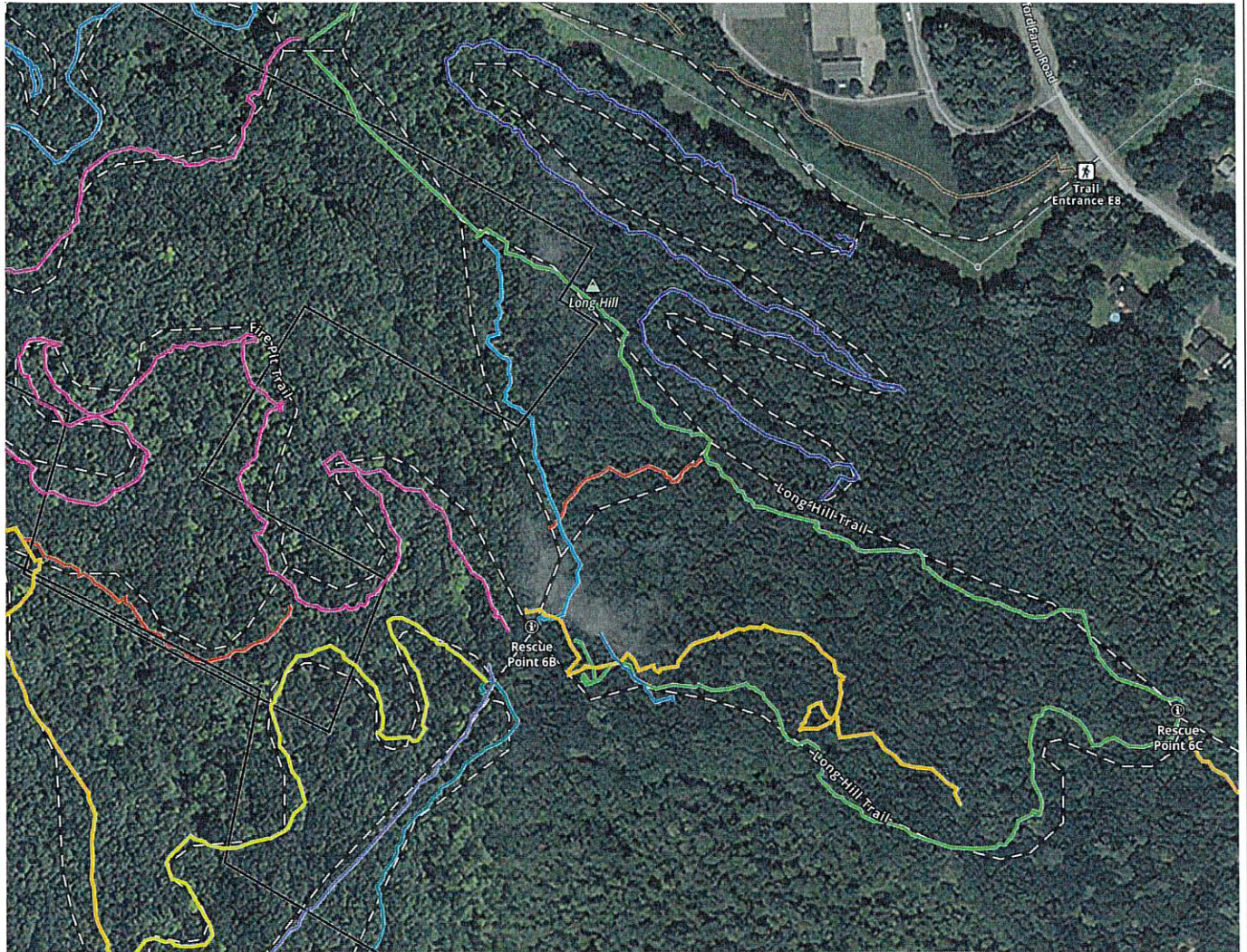




### **31. Cross trails between Barker Trail and field**

- Three trails that cross between Barker Trail (yellow) and the adjacent field.
- Each one passes through low lying wet areas. Two (shown at center in purple) have bog bridges. The third and easternmost trail does not.
- Consider closure or addition of bog bridge to the easternmost trail (shown at center in red). Closure seems appropriate while it is not truly necessary with the other options available.
- Most of these trails are on the Barker easement held by SELT.
- Used by hikers and bikers.
- Consider closure as it serves little purpose.

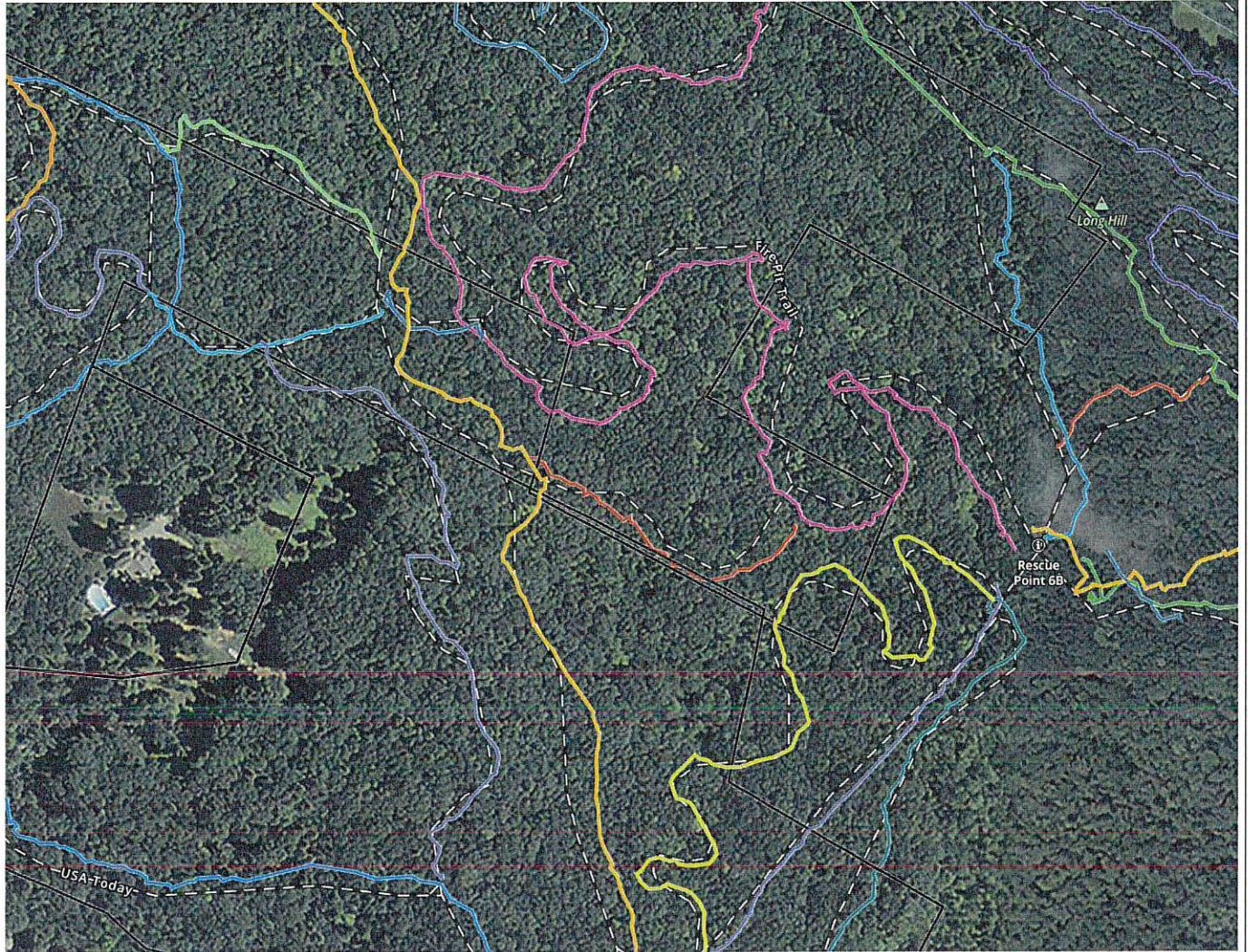




### **32. Long Hill Connector 1 & 2**

- These two trails connect the ridge portion of Long Hill Trail to the lower end at the junction of several other trails near Rescue Point 6B.
- One is more of an old road (shown at center in light blue) that climbs gradually to the ridge. There is one wet section that is being bypassed by a section of narrower single track that could be improved. This trail is still worthwhile.
- The second trail (shown at center in red) climbs/descends sharply and is prone to erosion and should be discontinued as the other options are more suitable.
- Used by hikers and bikers.
- Consider closure of the second trail (shown in red) as it serves little purpose.





### **33. Barker Trail to Firepit Connector**

- This trail (shown at center in red) connects Barker Trail (running north-south and shown in gold) to the Firepit Trail (purple) a little below where another shorter connector just north and uphill of this location.
- Terrain is rougher, with overgrown vegetation and needs improvements to the trail tread.
- Consider closure as it appears to be used very little and is unnecessary and would open up a small portion of forest habitat.



## **Recommendations and Planning**

### **Access**

There is a sufficient number of locations used for public access. Access is marked E1-E12 on the town's Stratham Trail map. These twelve access points are found all around the trail network. One, E10 is being closed due to concerns by abutting neighbors about parking but it will not affect the parking needs for the users. This makes sense as parking has been limited to the nearby street and trails are accessed via a right-of-way from that location. The primary access to the trail system is found on Portsmouth Ave. at Stratham Hill Park with ample parking for several cars in two separate locations. Another access point (E12) that includes good parking is found at the western edge of the network on Portsmouth Ave where the Crockett Farm Trail is located. The Stratham Memorial School is at the eastern edge and is another point that with good parking. A few access points are located in residential neighborhoods with close proximity to homes though in most cases are at the end of a dead-end street or a cul-de-sac. Gates are used to prevent unwanted access by motorized vehicles and there was no evidence of any sign of motorized traffic.

The following provides estimates on the number of parking spaces available at each site:

- 100 - Stratham Middle School (note about this being a school, lot closed during normal school hours)
- 10 - Crockett Way (Portsmouth Ave)
- 90 - Stratham Hill Park main lot
- 30 - Stratham Hill Park 4H Barn area
- 20 - Jack Rabbit
- 4 - Powerline on Gifford Farm Road
- 6 - Long Hill
- 2 - Crockett Way (neighborhood)

Kiosks are placed in strategic locations and are used for posting information as well as the current town map. This map does not show every available trail that has been created since it was last printed. If possible, I suggest considering kiosks at each entry point to post maps and rules for use of the trails. Educating users is critical so good signage at access points will be helpful.

Several "bootleg trails" that have been cut from nearby homes for quick access to the main trails. Many of these have been used for some time and ending their use may not always be necessary. That said, they certainly should not be encouraged and ideally, they would be closed, especially if they create problems of any kind (erosion, motorized access, etc.). This will require communication and agreements with user groups and the adjacent property owners. Details on how this is managed will be site dependent

### **New trails**

With the number of trails already available it makes sense to not construct any additional trails. The area is well served with the trails in place and maintenance of existing trails is more important than building new. That said, some sections of the existing trails may benefit from short reroutes to avoid sensitive areas, maintain proper grades, or to better align the current route. None of these are lengthy.

If any decisions are made for closing a portion of trails, there may be a need for reconnecting sections to remain in use.

Educating the trails users about not building new trails will be an important piece of preventing new construction. This includes short feeder trails that connect to nearby residences. Posting information at trail heads and kiosks as well as on the town website is recommended. If these "bootleg" trails are found they can be disguised and closed using a method that employs the planting of rocks and tree snags along with scattering debris. Official signs can also be posted stating that the trail is closed per order of the Stratham Conservation Commission.

### **Trail maintenance recommendations**

Monitoring trail use would be helpful. Use of trail cameras or counters can aid in assessing the amount and type of traffic on the trails. Using an adopt-a-trail volunteer system helps to monitor impact and determine where work is needed. For example, Southeast Land Trust uses volunteers to perform trail maintenance tasks and sometimes larger projects on some of their properties.

Continue to maintain existing trails and reroute problem areas. As noted in the individual descriptions, some trails do not always meet recognized standards and best management practices. Most only require short sections of regrading or fill. Some of the bigger concerns will require more erosion control and/or rerouting to lesser grades. These can be detailed in a trail log with precise locations and needs. Creating a detailed inventory of these work items is recommended as the next step in improving the quality of the trails.

Establish the use of a trail log that is updated annually around the same time of year or based on the time when any trail work was performed. Use of photos will also help to track any changes and damage to the trails in need of repair.

### **Leaf Blowing on trails**

Removal of leaves on trails, usually with leaf blowers, is an ongoing concern with trail maintenance especially when trails are used by so many different user-types. Typically, it is the mountain bike community that prefers to remove leaves from trails but hikers and others also have similar opinions. While there has been a fair amount of debate on the subject there are no clear answers as to what is correct. Some will argue that leaves are slippery when wet and prevent good traction for wheeled traffic. Some will say that it is hard to follow a trail when covered with leafy debris. Still others will point out the benefits of erosion control by keeping leaves in place. All of these may be true.

The concern for long-term trail quality is how the removal of leaves affects erosion. Leaves do offer some protection to the trail tread in the same way that shingles protect a roof. It's referred to as "splatter erosion" by some. On the opposing side of the debate is that leaves left over time are organic matter that turns to mud. Each has merit for consideration. There is also the noise factor of leaf blowers and the impact on abutting landowners and more importantly how it affects wildlife. This needs to be included in the conversation since the conservation of wildlife habitat is also a factor.

A good solution that has worked well at other locations is to keep the leaves and only hand rake areas that accumulate enough to create problems where they won't disappear over time. It's surprising to see how many will dry up and disappear on their own. If they do deposit into a pile that stays it is best to



remove them before they turn to an organic mulch thereby creating mud and preventing the water from exiting the trail. Too much organic build-up in drains or dips will defeat the purpose of how they help with erosion control. This can be part of the maintenance that should be done in spring and fall at a minimum.

Trail closure is an option if a trail is deemed unsafe due to the presence of leaves. Presently there does not seem to be a need for any rerouting of trails due to leaf build-up but the leaf issue is one that can continue to be tracked as part of semi-annual inspections.

### **Trail structures**

As noted, there are several structures such as bridges and boardwalks. Only a few are in need of repair or replacement. Most are smaller bridges for small stream crossings with a few longer boardwalks crossing wet sections of trail. Whenever possible, considerations should be given to using sustainable measures starting with proper drainage and using stone and gravel for trail hardening before building wooden boardwalks or bridges that can be costly and require maintenance over time. Granted, wooden structures are often the only solution. These should be built to accommodate all user types and be constructed in such a way that they don't affect adjacent streams or wetlands. All materials should be pressure-treated lumber, white oak, black locust, or similar for rot resistance and longevity. In situations where longer spans (typically referred to as over 16') are required it may be necessary to have engineered plans for safety and liability reasons. Often these longer structures may require professional assistance or at least knowledgeable builders. Each town have their own codes related to building and should research what is required for such structures. Wetland permits will also apply when the structure does not go from bank-to-bank and involves construction in a stream bed.

Maintain structures and rebuild them as needed. Any existing structures should be monitored on an annual basis for quality and safety reasons. Bridges and structures used to cross wet areas are probably the most critical structures requiring constant maintenance. Bridge designs vary but when using decking, it is best placed so that it is perpendicular to the trail tread. This is a more foot and wheel friendly design that is safer for traveling on. Railings should be used when the bridge is more than 30" off the ground.

Erosion control structures should be limited to grade dips and tread shaping to allow water to flow off the trail at appropriate locations. The rubber water bars in use on some trails seem to work in most cases but they should be angled and extend well beyond the edge of the trail to be most effective. All drainage structures should be cleaned of debris periodically and at least once in the spring and fall. All structures need to be "wheel friendly" to allow for the safe passage of bikes and other permitted wheeled vehicles. Often good design measures using the terrain and grade are the best solutions of all.

Some of the erosion issues could be managed and/or corrected by limiting some trails to one-way traffic. The Lincoln Trail is an example of this. Mountain bikes especially can cause problems from spinning wheels on steep uphill climbs or from locking brakes going downhill.

### **Improvements to signage and trail markers**

With such a maze of trails that are in such a limited amount of space, it is wise to mark them well. During the assessment and mapping it was sometimes confusing where some of the trails were. The trail name signs at the entrances were helpful where there were any and the emergency points also helped to confirm locations along the trails as they often marked key intersections. There were some

intersections that were not as clear, especially where there were shortcuts made or where an intersection had been heavily impacted in open areas. Shortcuts and trails cut without permission only add to the confusion if one isn't familiar with the trails.

It would be helpful to all users if the trails were marked more frequently along the routes they follow. This does not mean every tree needs marking and good judgement should be used for how they are placed so as not to impact the experience visually. This could be done with painted blazes that are color coded or with small signs that are colored and/or use actual trail names. Each have their advantages and disadvantages. Blazing is cheap and nails are not placed in trees. This does require periodic maintenance. Signs can be stolen or removed for whatever reason. Both require a tree that is large enough for the blaze to be applied so they are most effective in forested areas. Posts with signs or blazing can be used where trees are not available.

The emergency response using GPS coordinates and waypoints seems to be a solid system that can be altered as needed. Work with the local EMS to continually train staff and test the system.

Signs associated with specific events should be removed quickly after the conclusion of the event.

### **Winter Use of trails**

Winter use of trails has an impact when the snow compacts and becomes icy later in the winter. This surface then melts last and is often in place when spring rains begin. The result is that the water runs down the sides of the compacted snow and creates erosion problems that go beyond the summer concerns. Although it's not usually more of a problem with snowmobile trails, it's worth watching for this where trails are used for winter fat-biking, skiing, and snowshoeing.

### **Impacts on wildlife habitat**

One of the main reasons for this assessment was to determine the impact on wildlife habitat in the forest. According to the NH Fish and Game "Trails for People and Wildlife" tool used, there are areas of the forest considered to be high impact, primarily in and around the wetlands and the adjacent forested areas, as well as some of the field edges. Some of the older, original trails/roads are in areas considered as high impact. This appears to be less of a concern with the newer trails.

The impact on wildlife should also be measured by the amount of traffic and the type of use an area receives. The heaviest traffic tends to be closest to Stratham Hill Park and the trails in that area. This is also where travel occurs on the older, original trails that tend to circumnavigate or skirt the edges of the ponds and wetlands. These are the same trails that often see the most dog walking activity and dogs can certainly create disturbance to wildlife, especially when they are not leashed.

Mountain biking, snowshoeing, skiing, etc. do not necessarily create any more impact on wildlife than everyday foot traffic. Bushwhacking, off-trail travel and hunting can also disturb wildlife but typically there are fewer people doing this. Hunting is allowed on all parcels except for those owned by the Town of Stratham. Seasonal closures are an option if there are specific concerns about wildlife during mating season or in the harsh winter months. Early morning and evening are often active times for many species so the time of use can also factor into the concerns. Fortunately, mechanized traffic for recreation is not allowed as that does have a larger impact. Limitations on chainsaws, leaf blowers, and other power tools might also be a part of the solution to preventing excessive noise.



Unless there are rare or threatened species, it is our opinion that it is unlikely that wildlife would be drastically affected by the trails in their current state or as they are used at this time but it is an important item to monitor and address as needed. It is important to remember the importance of the wildlife corridors between nearby forest lands and how they relate to these properties.

### **Use of E-bikes**

E-Bikes, bikes that use electric motors to assist the rider, are becoming increasingly popular but come with a good deal of controversy with landowners and trail users. Opinions on the bikes themselves are not nearly as important as the implications they may have to trails and the surrounding environment. A common concern is that eBikes will hasten the degradation of trail networks with their power and their ability to allow riders to cover more trails in less time than if done by pedal power. More importantly, given the speed at which they can travel, safety should be an important consideration for the others using the trails.

There are a few different classifications of e-Bikes:

- \* Class 1: eBikes that are pedal-assist only, with no throttle, and have a maximum assisted speed of 20 mph.
- \* Class 2: eBikes that also have a maximum speed of 20 mph, but are throttle-assisted.
- \* Class 3: eBikes that are pedal-assist only, with no throttle, and a maximum assisted speed of 28 mph.

A few trail networks that have begun to allow these bikes generally limit the use to Class 1 eBikes. The Northeast Mountain Bike Association (NEMBA), the regional chapter of the International Mountain Bike Association (IMBA), has not been supportive of eBikes. IMBA is considering their support and has been softening their views. The verdict is still out on what the final decisions might be. The National Park Service and U.S. Forest Service are considering allowing them. There may be a place for them on trails that are designed with these eBikes in mind or on roads that will support them. Given the fact that this is still a relatively new aspect of biking, it would be best to refrain from allowing them on Stratham trails until more is learned about the impact on trails and the safety of users (both the riders and other users on the trails). Continue to monitor the potential use of these bikes and any specific needs they might for their use.

### **User Conflicts**

User conflicts may exist whenever trails are used for a variety of activities. It is obvious that the trails here may face this problem as many are currently shared by walkers, bikers, and dogs all at the same time. A common rule of trail courtesy involves right-of-way. It seems that many hikers—even experienced ones—may not know or always remember this, but hikers going uphill have the right of way. This is because in general hikers heading up an incline have a smaller field of vision and may also be in that “hiking rhythm” zone and not in the mood to break their pace. Often an uphill hiker may let others come downhill while they take a breather, but remember that’s the uphill hiker’s call.

If you’re about to pass another hiker from behind, a simple “hello” is often the best way to announce your presence. Remember, many of us can zone out on those long, steep inclines! When passing, always stay on the trail to reduce erosion.

Since mountain bikes are considered more maneuverable than hikers' legs, bikers are generally expected to yield to hikers on the trail. However, because those mountain bikes are often moving considerably faster than said legs, it's usually easier for hikers to yield the right of way—especially if a mountain biker is huffing and puffing up a tough incline. A biker should never expect a hiker to yield, though.

Because mountain bikers move faster, hikers should also be aware of their surroundings on shared trails. Conscientious mountain bikers will call out as they come down steep slopes or blind switchbacks, and they should also let you know if there are other bikers following them.

Educating the public on trail etiquette is recommended. Posting information on appropriate websites and at trail heads and in kiosks would help achieve this goal.

### **Dogs and trails**

The trails are very popular for dog walking and rightfully so. However, there have been concerns expressed about the number of dogs and more importantly the safety of others when dogs are on the trails. Several other parks and trails have guidelines and restrictions for when, where and how dogs may be included with the other users on trails. These concerns are related to all pets (or farm animals) and not just dogs.

For safety reasons and for the protection of wildlife (megafauna to the tiniest amphibians) it is suggested that all dogs be leashed when on the trails. This allows everyone to use the trails at the same time without accidents with bikers and close encounters with people. This is especially true when several dogs are walking in a group or when they meet on the trail and must pass at a close distance to other dogs or people on the trail. Even with leashes, dogs should be kept in control and brought to the side of the trail when there are others passing by.

One other solution is to designate certain trails for dog walking while restricting others. Some of the wider trails or those with good visibility over a distance are more conducive to the spatial needs of sharing the trail corridor. Trails such as Tote Road, the trails around the meadows, and the Barker Trail are such examples.

Here are a few ideas to consider as part of animals sharing the trails:

All animals must be on a standard or retractable leash not greater than six feet in length.

Animal owners must clean up any waste eliminated by their animals and dispose of it in provided containers or remove it off-site.

Animals must not be left unattended at any time, including in vehicles.

NH State Parks require that dogs be leashed when on trails and Stratham Town Ordinances also apply here.

### **Events and group size**

The impact of large groups using the trails in a short period of time such as a race or similar event can have negative effects on trails. This is especially true if conditions are wet or muddy. Entire trail systems have been damaged and required substantial maintenance in situations like this. Good judgment should



be used if conditions were less-than-ideal during a scheduled event. Realizing this is always tough to manage with prior planning, it would be wise to limit activities to some of the larger trails with adequate drainage and rerouting or closing sections that might be impacted. The Parks and Recreation Department currently has systems in place to properly manage the events they sponsor using cancellations or postponing events when necessary. This is currently managed by Seth Hickey. He also provides a summary of planned events to the Barker Farm at the beginning of every year.

### **Accessible trails**

Accessible trails are designed for use by those with physical or mobility limitations. They are typically hard-surfaced trails that are on low angle grades. There are strict standards set by the American Disability Act (ADA) and the Architectural Barriers Act (ABA) for how these are constructed. Though the park and some of the town forest areas may be the most appropriate and cost-effective locations for trails such as this, there are none that meets these standards beyond the paved areas. Consideration should be given to adding more of these opportunities over time. Portions of the Tote Road or trails along the field edges would be good choices for this. These trails would allow for the enjoyment of diverse environments by those with physical limitations and they meet the grade requirements and are already for surfacing.

There is a demand for more of these trails as they serve so many users. They are often multi-use trails but can also be restricted to certain users (example: wheelchairs but not bikes). Nearby examples of similar trails can be found at Mt. Agamenticus in York, ME and a bit farther away at Crotched Mt. Rehabilitation Center in Greenfield, NH.

### **Closure and decommissioning of trails**

The decision to close and decommission trails is one that will fall to the Parks and Recreation Dept. and/or the Stratham Conservation Commission while considering input from this report and the community. Future needs and plans for logging or other work in the farm or forest areas may dictate temporary or permanent trail closures. As discussed, wildlife concerns may be better left to advice from experts with more knowledge on the impact for these parcels. There are trails, or sections of trails, that were never placed in appropriate locations to be sustainable and low maintenance. Others may be shortcuts or duplicates of nearby trails and are either unnecessary or creating more damage to the landscape. These could be removed without significant changes to the current recreational uses of the property. It's wise to inform and educate the public on any changes and closures with the trail system. Include any and all online resources that are known to be used for trail information as this is where many people are finding recreational areas now.

Trails to consider for closure include:

- Ruptured Lung (#19, pg. 32) – Steep grades and erosion concerns. Monitor for continued erosion and close if it cannot be managed.
- Father and Son Extension (#27, pg. 40) – Proximity to wetlands and poor condition.
- Old Ski Slope (#29, pg. 42) – Steep and safety concerns.
- Side trails between ponds from the Tote Road to Fire Tower Road (#30, pg. 43) – proximity to wetlands and wildlife sensitive areas.

- Easternmost cross trail from Barker Trail to field (#30, pg. 43) – unnecessary with other nearby connectors and in a wet area.
- Southernmost cross trail between Barker and the adjacent field (#31, pg. 44) – poor conditions and a duplicate of other nearby trails.
- Easternmost connector trail between Long Hill and Fire Pit Connector (#32, pg. 45) – steep and erosion concerns.
- Lower Barker to Fire Pit Connector (#33, pg. 46) – duplicate of other nearby trails and in poor condition.

These choices for closures will still allow access for hikers and bikers to other existing trails. The remaining trails are well positioned for connecting with other nearby trails. The benefit of providing more open space for wildlife habitat is also increased to meet the goals of conservation.

### **Costs of trail construction and/or decommissioning**

Ask any professional trail contractor about the cost of trail work and you'll get a wide range of numbers. There are so many site-specific variables that include such things as length/width, soils, access, vegetation removal, season, machine vs. hand-built, contractor overhead, volunteers or not...the list goes on.

When the time comes to build or maintain trails and trail structures, or decommission others, it will be necessary to decide on whether the work can be done by town employees, volunteers, or if it will require a professional trail contractor. Using contractor bids will provide a better sense of the actual costs. Contracts and agreements can be based on the information gained through the bids and interviews. This requires a complete and thorough trail log/survey to present for the bidding. This assessment was not intended to serve that purpose but hopefully using this information as a foundation for that work will help with that process. On-site inspections with a focus on designs and related costs are best for getting fair and equal estimates. There are several reputable contractors based in the northeast with a wide variety of experience, skills, and areas of expertise. A list of these can be made available if requested.

It is important to note that Stratham has the good fortune of having town employees with a good knowledge of trail construction and most likely a group of volunteers that are dedicated to doing good trail work as has already been demonstrated. They should continue to be part of any plans for future maintenance or trail closures.

Careful consideration should be given to the long-range view and future maintenance of any trails. Without maintenance, trails can quickly fall into disrepair and understanding the amount of work that goes into good maintenance is easily forgotten. Current volunteer work groups may not always be interested or available and though they provide excellent service, trail contractors can be expensive. As a cost savings measure it would also be possible to hire a contractor that is willing to lead groups of volunteers for routine maintenance.

### **Partners and volunteers**

Continuing to maintain and develop partnerships with users and volunteers will be a key to the long-term success of managing the trail network. It will take many hands to do the work needed. Partners (such as the mountain bike community, Scout groups and school teams, etc.) will be key to



accomplishing the goals. Building a base of volunteers who are ready to help will be important. Training volunteers about best management practices for conservation as well as trail construction and maintenance are an important piece of this process. Some professional trail contractors are willing to train and/or work with volunteers on trail projects.

Communicating updates and changes with user groups on a regular basis is also important as is providing time for regular meetings with Parks and Recreation staff, at least on a seasonal basis.

### **Private landowners**

Last and certainly not least, private landowners may have opinions or preferences on how the trails are or are not used. Planning and decisions should be made with respect for their wishes and the generosity of allowing use of their land.



## **Trail Improvements and Projects – Five-Year Plan**

### **2021**

- Trail assessment and inventory with recommendations.
- Discuss potential options and solutions with town officials and include general public feedback session(s).
- Make decisions on any immediate concerns, limited uses, dogs, leaf blowing, closures, etc.

### **2022**

- Update Stratham Trail Map with changes based on additional and closed trails.
- Create a detailed trail survey log for areas needing maintenance, reconstruction, rerouting, and/or decommissioning with a timeline for completion.
- Address any immediate trail safety concerns or prioritized maintenance needs based on the trail survey.
- Improve trail marker / signage system where needed.
- Host a trail maintenance workshop to teach volunteers and build the volunteer base.
- Improve trails using reconstruction and/or rerouting as prioritized. Utilize volunteers to tackle smaller projects.

### **2023**

- Improve trails using reconstruction and/or rerouting as prioritized taking next steps on larger projects and to improve overall network. Use volunteers whenever possible and contractors if necessary.
- Close and decommission any trails as needed.

### **2024**

- Improve trails using reconstruction and/or rerouting as prioritized taking next steps on additional projects and to improve overall network. Use volunteers whenever possible and contractors if necessary.
- Close and decommission any trails as needed.

### **2025**

- Complete any remaining areas of significance needing work.
- Close and decommission any trails as needed.
- Update trail map and general information based on changes to date.
- Assess current state of trail network, review progress to date, discuss future needs.



## Conclusion

The combined properties of Stratham Hill Park, Gordon Barker Town Forest, the Barker and Short easements have much to consider for the future when it comes to managing the increased demands of recreation while considering the potential impacts on habitat for flora and fauna, farming, future logging, and more. It has a wide variety of features including farmland, mixed forest types, as well as streams and wetlands that provide habitat for wildlife. The 200 or so acres are an island surrounded by residential and commercial areas as well as farming and are connected to other green spaces by thin threads of forest. These properties are an excellent example of farm and forest land that interfaces well with the pressures of the surrounding landscape with residential and commercial activity as well as the needs of the town. The mix of trails offer users many types of outdoor recreation opportunities in every season. With good planning and a long-term view of management and maintenance the area will provide opportunities for many over the years ahead while meeting the goals of the town and the mission of conservation.

It has been a pleasure to get to know these trails while realizing that there is so much more to experience and see. It is my hope that this report will help to meet the needs of all who use it and appreciate it. I am available to continue the conversation, answer questions, and offer opinions on maintaining the trails in the forest if there is ever a need.

Lew Shelley

SnowHawk LLC







# Budget vs Actual by Department Town of Stratham

Run: 11/13/2020 at 11:19 AM

For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
<b><u>GENERAL GOVERNMENT</u></b>					
<b><u>EXECUTIVE</u></b>					
<b>Select Board</b>					
100 4130 01 101 Select Board Stipends	12,000.00	0.00	12,000.00	0.00	0.00
<b>Administration</b>					
100 4130 02 102 Town Administrator Salary	99,470.00	79,962.34	19,507.66	80.39	79,153.83
100 4130 02 103 Executive Assistant	47,612.00	35,663.50	11,948.50	74.90	37,686.02
100 4130 02 201 Supplies	5,500.00	4,417.36	1,082.64	80.32	3,195.04
100 4130 02 204 Association Dues	9,800.00	8,488.00	1,312.00	86.61	9,634.00
100 4130 02 208 Contracted services	1,500.00	0.00	1,500.00	0.00	6,970.00
100 4130 02 209 Conventions	1,750.00	0.00	1,750.00	0.00	198.38
100 4130 02 216 Advertising	2,000.00	31.10	1,968.90	1.56	1,561.06
100 4130 02 224 Meetings & Meals	3,500.00	978.64	2,521.36	27.96	6,314.43
100 4130 02 225 Mileage	1,000.00	1,253.45	(253.45)	125.35	667.60
100 4130 02 230 Fed-Ex	300.00	18.00	282.00	6.00	152.31
100 4130 02 231 Postage	12,000.00	10,584.09	1,415.91	88.20	11,072.04
100 4130 02 262 Town Report	3,750.00	3,625.00	125.00	96.67	3,688.52
100 4130 02 317 Service Contract (copier)	1,750.00	5,528.40	(3,778.40)	315.91	1,245.20
100 4130 02 319 Background Checks	750.00	96.50	653.50	12.87	516.80
100 4130 02 999 COVID expenses	0.00	26,028.00	(26,028.00)	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>202,682.00</b>	<b>176,674.38</b>	<b>26,007.62</b>	<b>87.17</b>	<b>162,055.23</b>
<b><u>ELECTION &amp; REGISTRATION</u></b>					
100 4140 01 201 Supplies	4,500.00	4,433.86	66.14	98.53	1,070.91
100 4140 01 219 Ballot Clerks	5,600.00	4,800.00	800.00	85.71	700.00
100 4140 01 220 Moderator/Asst. Moderator	1,100.00	825.00	275.00	75.00	125.00
100 4140 01 221 Meals	1,600.00	776.83	823.17	48.55	300.00
100 4140 01 301 Supervisors of the checklist	3,600.00	1,800.00	1,800.00	50.00	3,600.00
100 4140 01 308 Workshops & Training	200.00	0.00	200.00	0.00	120.00
100 4140 01 317 Equipment Maintenance	250.00	0.00	250.00	0.00	250.00
100 4140 01 999 COVID expenses	0.00	600.00	(600.00)	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>16,850.00</b>	<b>13,235.69</b>	<b>3,614.31</b>	<b>78.55</b>	<b>6,165.91</b>
<b><u>FINANCIAL ADMIN</u></b>					
100 4150 01 110 Accounting Supervisor	0.00	0.00	0.00	0.00	60,756.41
100 4150 01 120 Finance Payroll	136,302.00	100,436.21	35,865.79	73.69	3,985.99
100 4150 01 217 Audit	18,500.00	0.00	18,500.00	0.00	15,644.12
100 4150 01 306 Financial Software Lic/Training	13,500.00	5,047.75	8,452.25	37.39	5,462.75
100 4150 01 999 COVID expenses	0.00	525.00	(525.00)	0.00	0.00
100 4150 05 111 Finance-Treasurer Salary	8,800.00	3,933.33	4,866.67	44.70	0.00
<b>TOTAL EXPENSES</b>	<b>177,102.00</b>	<b>109,942.29</b>	<b>67,159.71</b>	<b>62.08</b>	<b>85,849.27</b>
<b><u>ASSESSING</u></b>					
100 4150 02 114 Assessing Payroll	131,633.00	105,381.07	26,251.93	80.06	103,623.45
100 4150 02 201 Assessing Supplies	2,500.00	427.56	2,072.44	17.10	880.91
100 4150 02 204 Dues/Misc Exp.	1,400.00	257.97	1,142.03	18.43	1,398.20
100 4150 02 218 Registry Expense	200.00	41.50	158.50	20.75	27.50
100 4150 02 304 Tax maps	4,200.00	3,837.00	363.00	91.36	3,700.00
100 4150 02 308 Workshops & Training	1,250.00	30.00	1,220.00	2.40	168.00
100 4150 02 316 Cell Phone Reimbursement	1,302.00	976.08	325.92	74.97	976.08
100 4150 02 317 Equipment Maintenance/Software	7,000.00	6,431.99	568.01	91.89	6,706.18
100 4150 02 376 Vehicle Maintenance/Lease	700.00	559.68	140.32	79.95	975.11
<b>TOTAL EXPENSES</b>	<b>150,185.00</b>	<b>117,942.85</b>	<b>32,242.15</b>	<b>78.53</b>	<b>118,455.43</b>
<b><u>Town Clerk/Tax Collector</u></b>					
100 4150 03 112 TC/TC Payroll	138,686.00	109,799.78	28,886.22	79.17	106,310.12
100 4150 03 201 Office Supplies	3,500.00	2,435.84	1,064.16	69.60	3,500.84
100 4150 03 204 Dues & Memberships	60.00	60.00	0.00	100.00	60.00
100 4150 03 209 Conventions	400.00	0.00	400.00	0.00	642.00
100 4150 03 218 Registry of Deeds	500.00	244.05	255.95	48.81	303.80
100 4150 03 223 Lien Notifications	700.00	420.00	280.00	60.00	540.00
100 4150 03 225 Mileage	500.00	0.00	500.00	0.00	190.48
100 4150 03 269 Restoration of records	1.00	0.00	1.00	0.00	2,574.00
100 4150 03 306 Computer Support-Service	11,136.00	11,318.90	(182.90)	101.64	10,907.90
100 4150 03 308 Workshops & Training	300.00	0.00	300.00	0.00	330.00
100 4150 03 318 New Equipment	1,000.00	609.97	390.03	61.00	3,832.00
<b>TOTAL EXPENSES</b>	<b>156,783.00</b>	<b>124,888.54</b>	<b>31,894.46</b>	<b>79.66</b>	<b>129,191.14</b>

# Budget vs Actual by Department Town of Stratham

Run: 11/13/2020 at 11:19 AM

For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
<b><u>COMPUTER SERVICES</u></b>					
100 4150 04 201 IT Supplies/Materials	7,500.00	5,019.20	2,480.80	66.92	3,787.81
100 4150 04 205 Computer services	70,000.00	50,678.23	19,321.77	72.40	44,765.98
100 4150 04 999 COVID expenses	0.00	2,024.98	(2,024.98)	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>77,500.00</b>	<b>57,722.41</b>	<b>19,777.59</b>	<b>74.48</b>	<b>48,553.79</b>
<b><u>LEGAL EXPENSES</u></b>					
100 4153 01 202 Legal Expenses	30,000.00	13,250.80	16,749.20	44.17	23,170.43
100 4153 01 999 COVID expenses	0.00	4,879.75	(4,879.75)	0.00	0.00
<b>Total Legal Services</b>	<b>30,000.00</b>	<b>18,130.55</b>	<b>11,869.45</b>	<b>60.44</b>	<b>23,170.43</b>
<b><u>PERSONNEL ADMINISTRATION</u></b>					
100 4155 01 171 Medicare	44,233.00	33,307.82	10,925.18	75.30	30,568.76
100 4155 01 173 New Hampshire Retirement	434,943.00	330,279.64	104,663.36	75.94	269,708.24
100 4155 01 174 Social Security	139,719.00	97,202.88	42,516.12	69.57	90,143.12
100 4155 01 176 Unemployment	1,837.00	0.00	1,837.00	0.00	334.00
100 4155 01 191 Insurance Buyout Program	55,000.00	42,702.69	12,297.31	77.64	42,088.56
100 4155 01 192 Life/AD&D	5,640.00	5,706.81	(66.81)	101.18	5,111.52
100 4155 01 193 Long-Term Disability	17,916.00	17,033.84	882.16	95.08	14,714.71
100 4155 01 194 Short-Term Disability	11,218.00	10,933.39	284.61	97.46	9,367.49
100 4155 01 195 Health/Dental Insurance	550,140.00	444,967.87	105,172.13	80.88	365,171.96
100 4155 01 197 Misc. Fees	600.00	69.49	530.51	11.58	974.57
100 4155 02 191 HIB-OT Self Audit	500.00	0.00	500.00	0.00	1,681.60
<b>TOTAL EXPENSES</b>	<b>1,261,746.00</b>	<b>982,204.43</b>	<b>279,541.57</b>	<b>77.84</b>	<b>829,864.53</b>
<b><u>LAND USE</u></b>					
<b><u>PLANNING</u></b>					
100 4191 01 120 Planner Salary	80,719.00	65,640.11	15,078.89	81.32	64,741.50
100 4191 01 121 Bldg. & Code Enf. Coordinator	44,387.00	34,740.72	9,646.28	78.27	35,064.00
100 4191 01 122 Land Use Project Coordinator	13,800.00	12,468.75	1,331.25	90.35	10,699.28
100 4191 01 201 Supplies	1,250.00	305.43	944.57	24.43	1,857.51
100 4191 01 203 Legal Ads	4,400.00	2,385.66	2,014.34	54.22	3,903.39
100 4191 01 204 Dues & Memberships	750.00	0.00	750.00	0.00	80.00
100 4191 01 270 Rockingham Conservation District	1,000.00	0.00	1,000.00	0.00	0.00
100 4191 01 271 Rock. Planning Commission	7,492.00	7,492.00	0.00	100.00	7,405.00
100 4191 01 276 Special Projects	2,500.00	2,691.70	(191.70)	107.67	751.00
100 4191 01 306 Software License & Training	2,500.00	2,521.54	(21.54)	100.86	1,688.04
100 4191 01 308 Training	500.00	0.00	500.00	0.00	110.00
100 4191 01 318 Equipment	500.00	0.00	500.00	0.00	172.28
100 4191 01 319 Gas - Mileage	100.00	0.00	100.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>159,898.00</b>	<b>128,245.91</b>	<b>31,652.09</b>	<b>80.20</b>	<b>126,472.00</b>
<b><u>BUILDING INSPECTOR/CODE ENFORCEMENT</u></b>					
100 4191 02 122 BI / CEO Payroll	71,006.00	56,576.23	14,429.77	79.68	51,142.21
100 4191 02 201 Supplies	1,000.00	230.84	769.16	23.08	717.12
100 4191 02 235 Fire Inspection Fees	800.00	0.00	800.00	0.00	0.00
100 4191 02 260 Plan Review	16,000.00	28,446.25	(12,446.25)	177.79	13,170.00
100 4191 02 266 Reference Materials	1,500.00	0.00	1,500.00	0.00	546.95
100 4191 02 306 Software License & Training	2,500.00	2,033.50	466.50	81.34	1,200.00
100 4191 02 308 Workshops & Training	2,000.00	635.00	1,365.00	31.75	748.00
100 4191 02 318 Equipment	1,500.00	840.64	659.36	56.04	939.48
100 4191 02 376 Vehicle Maintenance	2,000.00	119.28	1,880.72	5.96	1,355.63
<b>TOTAL EXPENSES</b>	<b>98,306.00</b>	<b>88,881.74</b>	<b>9,424.26</b>	<b>90.41</b>	<b>69,819.39</b>
<b>TOTAL LAND USE EXPENSES</b>	<b>258,204.00</b>	<b>217,127.65</b>	<b>41,076.35</b>	<b>84.09</b>	<b>196,291.39</b>
<b><u>GENERAL GOVT. BUILDINGS</u></b>					
100 4194 01 104 Facilities Payroll	43,825.00	34,794.64	9,030.36	79.39	34,425.38
100 4194 01 105 OT	0.00	395.84	(395.84)	0.00	0.00
100 4194 01 106 Custodial PT	16,776.00	13,548.44	3,227.56	80.76	13,468.52
100 4194 01 222 MC Supplies	3,500.00	2,961.30	538.70	84.61	1,292.14
100 4194 01 314 MC Electricity	27,500.00	19,686.77	7,813.23	71.59	19,272.46
100 4194 01 315 MC Heat	8,000.00	7,923.18	76.82	99.04	7,243.89
100 4194 01 316 MC Telephone	8,500.00	8,964.79	(464.79)	105.47	7,598.62
100 4194 01 318 MC Equipment	3,200.00	261.97	2,938.03	8.19	0.00
100 4194 01 375 MC Building Maintenance/Repairs	33,000.00	17,179.18	15,820.82	52.06	26,816.07
100 4194 01 999 COVID expenses	0.00	7,455.73	(7,455.73)	0.00	0.00
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	3,341.11	1,658.89	66.82	2,901.80
100 4194 03 375 Foss Property Maintenance/Repairs	5,000.00	0.00	5,000.00	0.00	0.00



# Budget vs Actual by Department Town of Stratham

Run: 11/13/2020 at 11:19 AM

For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
100 4194 04 314 Historical Soc. Electricity	1,400.00	894.89	505.11	63.92	865.95
100 4194 04 315 Historical Soc. Heat	5,000.00	3,022.22	1,977.78	60.44	3,022.71
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	565.54	1,934.46	22.62	549.38
100 4194 05 375 Cushman Property Maint & Repairs	0.00	0.00	0.00	0.00	3,469.57
100 4194 06 240 Smyk Landscape Maintenance	3,200.00	0.00	3,200.00	0.00	11,175.00
100 4194 07 375 Park Cottage Maintenance	1,200.00	642.46	557.54	53.54	0.00
<b>TOTAL EXPENSES</b>	<b>167,601.00</b>	<b>121,638.06</b>	<b>45,962.94</b>	<b>72.58</b>	<b>132,101.49</b>
<b><u>CEMETERIES</u></b>					
100 4195 01 141 Cemetery Payroll	29,110.00	22,591.55	6,518.45	77.61	6,006.97
100 4195 01 142 Cemetery Overtime	994.00	374.76	619.24	37.70	198.17
100 4195 01 222 Supplies	1,000.00	797.73	202.27	79.77	935.74
100 4195 01 240 Ground Maintenance	1,875.00	2,941.83	(1,066.83)	156.90	3,783.00
100 4195 01 306 Computer Maintenance	500.00	0.00	500.00	0.00	494.00
100 4195 01 317 Equipment Maintenance	3,625.00	1,535.39	2,089.61	42.36	3,559.48
100 4195 01 318 Equipment	812.00	399.68	412.32	49.22	570.80
<b>TOTAL EXPENSES</b>	<b>37,916.00</b>	<b>28,640.94</b>	<b>9,275.06</b>	<b>75.54</b>	<b>15,548.16</b>
<b><u>INSURANCE</u></b>					
100 4196 01 190 Workers' Compensation	48,872.00	48,872.00	0.00	100.00	23,265.76
100 4196 01 248 Property & Liability Insurance	56,236.00	56,236.00	0.00	100.00	52,557.00
<b>TOTAL EXPENSES</b>	<b>105,108.00</b>	<b>105,108.00</b>	<b>0.00</b>	<b>100.00</b>	<b>75,822.76</b>
<b><u>OTHER GEN. GOVT.</u></b>					
100 4199 01 243 Town Ctr Water Contamination Expenses	11,000.00	8,555.75	2,444.25	77.78	6,155.21
100 4199 01 268 Refunds: M.V. / Misc	0.00	0.00	0.00	0.00	430.65
100 4199 01 283 Property Tax Refunds (abated)	0.00	0.00	0.00	0.00	10,735.52
<b>TOTAL EXPENSES</b>	<b>11,000.00</b>	<b>8,555.75</b>	<b>2,444.25</b>	<b>77.78</b>	<b>17,321.38</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,652,677.00</b>	<b>2,081,811.54</b>	<b>570,865.46</b>	<b>78.48</b>	<b>1,840,390.91</b>
<b><u>PUBLIC SAFETY</u></b>					
<b><u>POLICE</u></b>					
100 4210 01 130 Police - Full Time	806,195.00	649,815.63	156,379.37	80.60	596,094.68
100 4210 01 131 Secretary Payroll	48,670.00	42,486.73	6,183.27	87.30	38,703.01
100 4210 01 132 Special Officers	0.00	0.00	0.00	0.00	71,771.45
100 4210 01 133 Police-Holiday pay	23,236.00	0.00	23,236.00	0.00	0.00
100 4210 01 134 Prosecutor Payroll	37,876.00	29,738.14	8,137.86	78.51	29,937.90
100 4210 01 135 Police Overtime	112,000.00	52,627.48	59,372.52	46.99	0.00
100 4210 01 136 Police - PT	0.00	5,599.80	(5,599.80)	0.00	0.00
<b>Total Payroll</b>	<b>1,027,977.00</b>	<b>780,267.78</b>	<b>247,709.22</b>	<b>75.90</b>	<b>736,507.04</b>
100 4210 02 201 PD Office Supplies	5,000.00	2,637.23	2,362.77	52.74	4,360.40
100 4210 02 202 Legal - Office Supplies	3,000.00	1,664.96	1,335.04	55.50	2,389.38
100 4210 02 210 Cruiser Purchase	0.00	0.00	0.00	0.00	35,411.00
100 4210 02 226 Community Service Program	1,000.00	129.14	870.86	12.91	917.82
100 4210 02 278 Special Response Team (SERT)	2,500.00	2,500.00	0.00	100.00	2,500.00
100 4210 02 279 Donation Expenses	0.00	0.00	0.00	0.00	1,147.42
100 4210 02 305 Technical Support	18,000.00	8,538.91	9,461.09	47.44	16,034.39
100 4210 02 308 Training & Dues	13,000.00	7,671.69	5,328.31	59.01	8,702.60
100 4210 02 310 Uniforms	12,000.00	4,066.64	7,933.36	33.89	10,142.34
100 4210 02 317 Equipment Repairs	3,000.00	2,480.86	519.14	82.70	1,287.55
100 4210 02 318 New Equipment	8,000.00	19,941.70	(11,941.70)	249.27	6,065.98
100 4210 02 319 Gas & Oil	19,000.00	2,040.54	16,959.46	10.74	15,439.16
100 4210 02 376 Vehicle Maintenance	16,000.00	12,388.57	3,611.43	77.43	12,879.89
100 4210 02 999 COVID expenses	0.00	29,349.51	(29,349.51)	0.00	0.00
<b>BUILDING</b>	<b>100,500.00</b>	<b>93,409.75</b>	<b>7,090.25</b>	<b>92.95</b>	<b>117,277.93</b>
100 4210 03 314 Electricity	11,000.00	8,363.24	2,636.76	76.03	7,650.85
100 4210 03 315 Heating	4,500.00	2,072.47	2,427.53	46.05	2,469.46
100 4210 03 316 Telephone	7,500.00	6,483.28	1,016.72	86.44	5,112.23
100 4210 03 375 PD Building Maintenance	16,000.00	5,972.53	10,027.47	37.33	13,579.92
<b>TOTAL EXPENSES</b>	<b>1,167,477.00</b>	<b>896,569.05</b>	<b>270,907.95</b>	<b>76.80</b>	<b>882,597.43</b>
<b><u>FIRE DEPARTMENT</u></b>					
100 4220 01 100 Fire Dept. Payroll	236,812.00	168,977.97	67,834.03	71.36	105,867.80
100 4220 01 200 FD Detail Payroll	5,000.00	200.00	4,800.00	4.00	3,300.00
100 4220 01 204 Dues	2,700.00	2,780.00	(80.00)	102.96	2,680.00
100 4220 01 222 Supplies	2,500.00	1,631.90	868.10	65.28	2,621.22
100 4220 01 228 EMS Supplies	13,000.00	15,502.73	(2,502.73)	119.25	13,274.84
100 4220 01 236 Fire Prevention	3,000.00	900.00	2,100.00	30.00	1,195.72
100 4220 01 243 Haz-Mat Start Team	3,200.00	3,198.20	1.80	99.94	3,198.20

**Budget vs Actual by Department  
Town of Stratham  
For 10/31/2020**

Run: 11/13/2020 at 11:19 AM

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
100 4220 01 245 Insurance	1,232.00	0.00	1,232.00	0.00	1,232.00
100 4220 01 308 Training & Conferences	4,000.00	25.00	3,975.00	0.63	3,199.96
100 4220 01 310 Uniforms	3,500.00	3,878.15	(378.15)	110.80	2,730.75
100 4220 01 317 Equipment Maintenance	30,000.00	23,482.78	6,517.22	78.28	15,294.16
100 4220 01 318 New Equipment	22,000.00	14,761.64	7,238.36	67.10	9,584.61
100 4220 01 319 Gas & Oil	4,500.00	478.80	4,021.20	10.64	4,178.52
100 4220 01 323 Billing Expenses	13,000.00	8,711.90	4,288.10	67.01	9,685.76
100 4220 01 999 COVID expenses	0.00	34,556.65	(34,556.65)	0.00	0.00
<b>Building</b>					
100 4220 02 240 Landscape Maintenance	1,000.00	0.00	1,000.00	0.00	50.00
100 4220 02 246 Internet/IT Charges	4,000.00	1,585.98	2,414.02	39.65	1,252.90
100 4220 02 314 Electricity	21,000.00	14,655.41	6,344.59	69.79	14,624.39
100 4220 02 315 Heat	16,000.00	12,422.85	3,577.15	77.64	11,054.15
100 4220 02 316 Telephone	7,500.00	5,574.94	1,925.06	74.33	4,724.56
100 4220 02 375 Building Maintenance & Repairs	15,000.00	16,262.98	(1,262.98)	108.42	13,288.02
<b>TOTAL EXPENSES</b>	<b>408,944.00</b>	<b>329,587.88</b>	<b>79,356.12</b>	<b>80.59</b>	<b>223,037.56</b>
<b>EMERGENCY MANGEMENT</b>					
100 4290 01 149 OEM Payroll (Reimbursed)	0.00	507.50	(507.50)	0.00	472.50
100 4290 01 227 Emergency Management Expenses	9,638.00	0.00	9,638.00	0.00	0.00
<b>DISPATCH SERVICES</b>					
100 4299 01 316 Dispatch Phone Expense	1,000.00	720.93	279.07	72.09	764.10
<b>TOTAL PUBLIC SAFTEY</b>	<b>1,587,059.00</b>	<b>1,227,385.36</b>	<b>359,673.64</b>	<b>77.34</b>	<b>1,106,871.59</b>
<b>HIGHWAY &amp; STREETS</b>					
<b>HIGHWAY</b>					
100 4312 01 140 Highway Payroll	248,687.00	198,057.01	50,629.99	79.64	196,926.61
100 4312 01 141 Highway Overtime	26,808.00	14,795.83	12,012.17	55.19	16,766.14
100 4312 01 142 Temporary Plow Drivers	10,000.00	1,098.45	8,901.55	10.98	2,005.34
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	32,791.29	369.71	98.89	32,639.04
100 4312 01 211 Drainage	2,400.00	1,550.00	850.00	64.58	1,911.16
100 4312 01 222 Supplies	4,200.00	1,235.19	2,964.81	29.41	6,107.39
100 4312 01 224 Meals	1,000.00	717.38	282.62	71.74	679.06
100 4312 01 279 Substance Abuse Testing	1,250.00	423.00	827.00	33.84	794.00
100 4312 01 303 Rented Equipment	6,000.00	4,386.59	1,613.41	73.11	2,542.20
100 4312 01 306 Computer Software Maintenance	1,734.00	763.63	970.37	44.04	0.00
100 4312 01 308 Training	1,500.00	475.00	1,025.00	31.67	960.00
100 4312 01 310 Uniforms	5,125.00	1,217.37	3,907.63	23.75	4,022.77
100 4312 01 314 Electricity	8,750.00	7,440.00	1,310.00	85.03	6,678.16
100 4312 01 315 Heating	2,500.00	725.40	1,774.60	29.02	1,300.43
100 4312 01 316 Telephone	4,208.00	2,360.32	1,847.68	56.09	1,693.81
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	27,184.09	22,815.91	54.37	39,584.38
100 4312 01 318 New Equipment & Signs	8,400.00	2,725.26	5,674.74	32.44	7,233.98
100 4312 01 319 Gas & Oil	39,200.00	27,109.52	12,090.48	69.16	19,263.95
100 4312 01 320 Road Paint	10,080.00	7,308.90	2,771.10	72.51	4,242.75
100 4312 01 321 Salt	70,000.00	0.00	70,000.00	0.00	0.00
100 4312 01 322 Aggregate	8,500.00	1,282.75	7,217.25	15.09	5,100.00
100 4312 01 325 Paving & Road Reconstruction	115,739.00	22,791.15	92,947.85	19.69	380,000.00
100 4312 01 375 Building Maintenance	20,000.00	13,275.76	6,724.24	66.38	13,929.73
100 4312 01 999 COVID expenses	0.00	24.16	(24.16)	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>679,242.00</b>	<b>369,738.05</b>	<b>309,503.95</b>	<b>54.43</b>	<b>744,380.90</b>
<b>STREET LIGHTING</b>					
100 4316 01 314 Street Lighting	10,000.00	7,858.22	2,141.78	78.58	9,135.67
<b>TOTAL HIGHWAY &amp; STREETS</b>	<b>689,242.00</b>	<b>377,596.27</b>	<b>311,645.73</b>	<b>54.78</b>	<b>753,516.57</b>
<b>SANITATION</b>					
<b>SOLID WASTE COLL. &amp; DISPOSAL</b>					
100 4323 01 142 Sanitation Payroll	23,626.00	19,373.21	4,252.79	82.00	12,680.03
100 4323 01 143 Sanitation Overtime	1,558.00	291.00	1,267.00	18.68	45.33
100 4323 01 212 MSW/Recycling Coll. & Disposal	731,929.00	706,127.76	25,801.24	96.47	572,704.56
100 4323 01 242 Hazardous Waste Collection	3,340.00	698.62	2,641.38	20.92	78.00



# Budget vs Actual by Department Town of Stratham

Run: 11/13/2020 at 11:19 AM

For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	%	YTD Actual2019
				Expended	
100 4323 01 247 Landfill Closure Costs	9,500.00	5,188.02	4,311.98	54.61	4,336.98
100 4323 01 309 Transfer Station Expenses	59,890.00	61,093.38	(1,203.38)	102.01	49,932.34
100 4323 01 314 Electricity	750.00	596.91	153.09	79.59	519.35
100 4323 01 317 Materials & Supplies	800.00	800.00	0.00	100.00	436.48
<b>TOTAL EXPENSES</b>	<b>831,393.00</b>	<b>794,168.90</b>	<b>37,224.10</b>	<b>95.52</b>	<b>640,733.07</b>
<b>PUBLIC WORKS (OTHER)</b>					
100 4339 01 327 Public Works Commission	1.00	0.00	1.00	0.00	9,214.00
<b>Total Expenses</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>9,214.00</b>
<b>HEALTH</b>					
<b>ANIMAL CONTROL</b>					
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	600.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PEST CONTROL</b>					
100 4414 02 326 Pest Control Contracted Services	67,680.00	64,180.00	3,500.00	94.83	67,180.00
<b>PUBLIC SERVICE AGENCIES</b>					
100 4415 01 000 Annie's Angels	2,500.00	0.00	2,500.00	0.00	0.00
100 4415 01 001 American Red Cross	800.00	0.00	800.00	0.00	0.00
100 4415 01 350 Lamprey Health Care	3,000.00	0.00	3,000.00	0.00	0.00
100 4415 01 351 Seacoast Mental Health Ctr.	3,000.00	0.00	3,000.00	0.00	0.00
100 4415 01 352 Waypoint	2,500.00	0.00	2,500.00	0.00	0.00
100 4415 01 353 Haven	4,250.00	0.00	4,250.00	0.00	0.00
100 4415 01 354 Big Brother & Big Sister	1,000.00	0.00	1,000.00	0.00	0.00
100 4415 01 355 Community Action Prog.	4,500.00	0.00	4,500.00	0.00	0.00
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	0.00	500.00	0.00	0.00
100 4415 01 357 Richie McFarland Children's Center	6,000.00	0.00	6,000.00	0.00	0.00
100 4415 01 359 AIDS Response of the Seacoast	500.00	0.00	500.00	0.00	0.00
100 4415 01 360 Rockingham County Nutrition Program	2,420.00	0.00	2,420.00	0.00	0.00
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	0.00	200.00	0.00	0.00
100 4415 01 362 Crossroads House	1,000.00	0.00	1,000.00	0.00	0.00
100 4415 01 366 Child Advocacy Center	1,250.00	0.00	1,250.00	0.00	0.00
100 4415 01 368 Families First	2,500.00	0.00	2,500.00	0.00	0.00
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	0.00	2,000.00	0.00	0.00
100 4415 01 370 Transportation Assistance for Seacoast Citizens	3,000.00	0.00	3,000.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>40,920.00</b>	<b>0.00</b>	<b>40,920.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL HEALTH</b>	<b>109,200.00</b>	<b>64,180.00</b>	<b>45,020.00</b>	<b>58.77</b>	<b>67,180.00</b>
<b>WELFARE</b>					
<b>DIRECT ASSISTANCE</b>					
100 4445 01 314 Public Asst. Electricity	1,500.00	576.40	923.60	38.43	1,319.33
100 4445 01 340 Public Asst. Food	1,000.00	0.00	1,000.00	0.00	0.00
100 4445 01 341 Public Asst. Heat	2,000.00	227.29	1,772.71	11.36	801.33
100 4445 01 343 Public Asst. Medical-Pharmacy	1,000.00	140.13	859.87	14.01	0.00
100 4445 01 344 Public Asst. Rent-Mortgage	10,000.00	2,400.00	7,600.00	24.00	6,973.00
100 4445 01 345 Public Asst. Misc. Assistance	1,000.00	298.00	702.00	29.80	50.00
<b>TOTAL EXPENSES</b>	<b>16,500.00</b>	<b>3,641.82</b>	<b>12,858.18</b>	<b>22.07</b>	<b>9,143.66</b>
<b>TOTAL WELFARE</b>	<b>16,500.00</b>	<b>3,641.82</b>	<b>12,858.18</b>	<b>22.07</b>	<b>9,143.66</b>
<b>CULTURE &amp; RECREATION</b>					
<b>PARKS</b>					
100 4520 01 144 PT Ranger Payroll	46,644.00	21,637.47	25,006.53	46.39	24,330.38
100 4520 01 201 Supplies	400.00	990.75	(590.75)	247.69	215.03
100 4520 01 240 Grounds Maintenance	32,000.00	21,687.90	10,312.10	67.77	19,761.03
100 4520 01 308 Training	0.00	0.00	0.00	0.00	76.23
100 4520 01 310 Uniforms	0.00	0.00	0.00	0.00	109.95
100 4520 01 314 Electricity	6,100.00	4,324.84	1,775.16	70.90	4,417.42
100 4520 01 317 Equipment Maintenance	3,500.00	2,248.74	1,251.26	64.25	2,625.68
100 4520 01 318 New Equipment	0.00	0.00	0.00	0.00	424.69

# Budget vs Actual by Department Town of Stratham

Run: 11/13/2020 at 11:19 AM

For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
100 4520 01 330 Park Maintenance Supplies	4,625.00	2,307.52	2,317.48	49.89	2,915.33
100 4520 01 375 Park Cottage Building Maintenance	0.00	138.21	(138.21)	0.00	1,360.51
100 4520 01 376 Park Vehicle Maintenance	4,000.00	0.00	4,000.00	0.00	2,416.44
100 4520 01 377 All Other Park Building Maintenance	1,734.00	1,097.05	636.95	63.27	6,230.50
<b>TOTAL EXPENSES</b>	<b>99,003.00</b>	<b>54,432.48</b>	<b>44,570.52</b>	<b>54.98</b>	<b>64,883.19</b>
<b>RECREATION</b>					
100 4520 02 145 Recreation Payroll	72,827.00	58,543.94	14,283.06	80.39	57,548.10
100 4520 02 146 Rec. Seasonal Payroll	0.00	7,861.65	(7,861.65)	0.00	10,754.92
100 4520 02 147 Program Asst Salary	47,612.00	26,765.57	20,846.43	56.22	37,620.01
100 4520 02 201 Office Expenses	1,200.00	672.27	527.73	56.02	1,100.86
100 4520 02 204 Memberships	1,000.00	1,070.90	(70.90)	107.09	917.77
100 4520 02 232 Field Improvements	0.00	0.00	0.00	0.00	865.21
100 4520 02 273 Seniors Trips	6,000.00	2,010.00	3,990.00	33.50	2,265.82
100 4520 02 280 Summer Program	50,000.00	500.00	49,500.00	1.00	30,042.39
100 4520 02 308 Staff Training/Education	500.00	184.01	315.99	36.80	110.00
100 4520 02 310 Rec. Uniforms	200.00	0.00	200.00	0.00	4.99
100 4520 02 314 Electricity	0.00	499.51	(499.51)	0.00	1,109.51
100 4520 02 316 Cellphone Reimbursement	1,302.00	976.08	325.92	74.97	813.40
100 4520 02 317 Field Maintenance	0.00	0.00	0.00	0.00	5,908.20
100 4520 02 318 Equipment	0.00	596.83	(596.83)	0.00	387.56
100 4520 02 319 Gas-Mileage	650.00	426.30	223.70	65.58	765.32
100 4520 02 324 Brochures/Newsletters	1,500.00	994.91	505.09	66.33	491.41
100 4520 02 328 Special Events	13,000.00	1,529.13	11,470.87	11.76	3,890.21
<b>TOTAL EXPENSES</b>	<b>195,791.00</b>	<b>102,631.10</b>	<b>93,159.90</b>	<b>52.42</b>	<b>154,595.68</b>
<b>TOTAL PARKS &amp; RECREATION</b>	<b>294,794.00</b>	<b>157,063.58</b>	<b>137,730.42</b>	<b>53.28</b>	<b>219,478.87</b>
<b>LIBRARY</b>					
100 4550 01 147 Library Payroll	407,593.00	307,391.20	100,201.80	75.42	304,174.27
100 4550 01 249 Non-salary expenses	101,000.00	70,000.00	31,000.00	69.31	95,333.82
<b>TOTAL EXPENSES</b>	<b>508,593.00</b>	<b>377,391.20</b>	<b>131,201.80</b>	<b>74.20</b>	<b>399,508.09</b>
<b>PATRIOTIC PURPOSES</b>					
100 4583 01 238 Flags	500.00	0.00	500.00	0.00	134.81
100 4583 01 277 Patriotic Misc.	1,200.00	0.00	1,200.00	0.00	830.72
<b>TOTAL EXPENSES</b>	<b>1,700.00</b>	<b>0.00</b>	<b>1,700.00</b>	<b>0.00</b>	<b>965.53</b>
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>805,087.00</b>	<b>534,454.78</b>	<b>270,632.22</b>	<b>66.38</b>	<b>619,952.49</b>
<b>CONSERVATION</b>					
100 4611 01 207 Conservation Commission	4,000.00	925.00	3,075.00	23.13	1,127.47
<b>HERITAGE COMMISSION</b>					
100 4619 01 215 Heritage Administrative Expenses	400.00	178.22	221.78	44.56	168.64
100 4619 01 302 Survey/Software-Heritage	5,000.00	390.00	4,610.00	7.80	200.00
100 4619 01 308 Training/Conferences	100.00	0.00	100.00	0.00	0.00
100 4619 01 313 Veterans/Engraving	200.00	0.00	200.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>5,700.00</b>	<b>568.22</b>	<b>5,131.78</b>	<b>9.97</b>	<b>368.64</b>
<b>CONSERVATION/HERITAGE</b>	<b>9,700.00</b>	<b>1,493.22</b>	<b>8,206.78</b>	<b>15.39</b>	<b>1,496.11</b>
<b>ECONOMIC DEV. COMM.</b>					
<b>TOWN CENTER REVITALIZATION</b>					
<b>ENERGY COMMISSION</b>					
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	1,200.00	0.00	0.00
<b>TOTAL EXPENSES</b>	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DEBT SERVICE</b>					
<b>PRINCIPLE - LONG TERM</b>					
100 4711 00 400 Debt Service Principal	570,000.00	570,000.00	0.00	100.00	0.00
100 4711 03 402 PSC Principal	0.00	0.00	0.00	0.00	281,875.00
100 4711 04 402 Fire House/Conservation Bond Principal	0.00	0.00	0.00	0.00	180,000.00
100 4711 06 402 Scamman Conservation Bond Principal	0.00	0.00	0.00	0.00	120,000.00



## Budget vs Actual by Department Town of Stratham For 10/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
<b>INTEREST - LONG TERM</b>					
100 4721 00 401 Debt Service Interest	188,090.00	166,840.00	21,250.00	88.70	0.00
100 4721 03 401 PSC Interest	0.00	0.00	0.00	0.00	26,562.50
100 4721 04 401 Fire House/Conservation Interest	0.00	0.00	0.00	0.00	144,225.42
100 4721 09 401 Scamman Conservation Interest	0.00	0.00	0.00	0.00	27,718.75
<b>TOTAL EXPENSES</b>	<b>758,090.00</b>	<b>736,840.00</b>	<b>21,250.00</b>	<b>97.20</b>	<b>780,381.67</b>
<b>TOTAL OPERATING BUDGET</b>	<b>7,460,149.00</b>	<b>5,821,571.89</b>	<b>1,638,577.11</b>	<b>78.04</b>	<b>5,828,880.07</b>

Town of Stratham  
 CIP/Capital Projects  
 Balances As of October 31, 2020

Project/Account	2020 Budget/ Balance Forward (2016-2019)	YTD	\$ Remaining
<b>Bike &amp; Pedestrian Transportation Improvements</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
100 4909 20 656 2020 Bike & Pedestrian Transportation Improvem	5,000.00	0.00	5,000.00
<b>Capital Project</b>	<b>389,580.00</b>	<b>0.00</b>	<b>389,580.00</b>
100 4913 01 000 2018 Skate Park Capital Project Funds	24,580.00	0.00	24,580.00
100 4913 19 000 2019 Curbside Collection Automation	365,000.00	0.00	365,000.00
<b>Computer/Tech. Replacement</b>	<b>23,212.55</b>	<b>8,553.58</b>	<b>14,658.97</b>
100 4908 16 502 2016 Town Office Computer Replacement	188.86	188.86	0.00
100 4908 16 546 2016 FD Computer Replacement	333.71	0.00	333.71
100 4908 18 502 2018 Town Office Computer Replacement	2,689.98	2,689.98	0.00
100 4908 19 502 2019 Town Office Computer Replacement	5,000.00	966.14	4,033.86
100 4908 20 502 2020 Town-wide Computer Replacements	15,000.00	4,708.60	10,291.40
<b>Gifford Barn Painting</b>	<b>14,366.92</b>	<b>0.00</b>	<b>14,366.92</b>
100 4909 19 547 2019 Gifford Barn Painting	14,366.92	0.00	14,366.92
<b>Library Improvements</b>	<b>46,207.36</b>	<b>3,942.00</b>	<b>42,265.36</b>
100 4903 18 572 2018 Library Carpet Replacement	10,000.00	0.00	10,000.00
100 4903 19 572 2019 Library Carpet Replacement	10,000.00	0.00	10,000.00
100 4908 17 511 2017 Library Computer Replacement	3,207.36	3,207.36	0.00
100 4908 19 511 2019 Library Computer Replacement Program	3,000.00	734.64	2,265.36
100 4909 20 651 2020 Library Assessment & Facility Plan	20,000.00	0.00	20,000.00
<b>Maple Lane Cemetery Landscaping</b>	<b>18,003.69</b>	<b>5,503.12</b>	<b>12,500.57</b>
100 4909 18 598 2018 Maple Lane Cemetery Landscaping2	3.69	0.00	3.69
100 4909 19 598 2019 Maple Lane Cemetery Landscaping	18,000.00	5,503.12	12,496.88
<b>Maple Lane Cemetery Paving</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>
100 4909 17 597 2017 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00
100 4909 19 597 2019 Maple Lane Cemetery Paving	7,000.00	0.00	7,000.00
<b>Master Plan Update</b>	<b>41,809.65</b>	<b>3,572.15</b>	<b>38,237.50</b>
100 4909 18 599 2018 Master Plan Update	21,809.65	3,572.15	18,237.50
100 4909 19 599 2019 Master Plan Update	20,000.00	0.00	20,000.00
<b>MC Phone System Replacement</b>	<b>15,012.00</b>	<b>4,557.49</b>	<b>10,454.51</b>
100 4908 18 316 2018 MC Phone System Replacement	15,012.00	4,557.49	10,454.51
<b>Parking Lot Paving</b>	<b>27,000.00</b>	<b>0.00</b>	<b>27,000.00</b>
100 4909 20 576 2020 Fire Station Parking Lot Paving	15,000.00	0.00	15,000.00
100 4909 20 577 2020 Police Station Parking Lot Paving	12,000.00	0.00	12,000.00
<b>PFAS Response &amp; Remediation</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>
100 4909 20 675 2020 PFAS Response & Remediation	40,000.00	0.00	40,000.00
<b>Playing Field Improvements</b>	<b>14,951.37</b>	<b>11,592.00</b>	<b>3,359.37</b>
100 4909 19 574 2019 Playing Field Improvements	14,951.37	11,592.00	3,359.37



Town of Stratham  
 CIP/Capital Projects  
 Balances As of October 31, 2020

Project/Account	2020 Budget/ Balance Forward (2016-2019)	YTD	\$ Remaining
<b>Public Safety Buildings Improvements</b>	<b>15,305.19</b>	<b>0.00</b>	<b>15,305.19</b>
100 4903 19 574 2019 Public Safety Buildings Improvements	15,305.19	0.00	15,305.19
<b>PWC Environmental Match/Grant</b>	<b>60,000.00</b>	<b>0.00</b>	<b>60,000.00</b>
100 4909 16 654 2016 PWC Environmental Match/Grant	20,000.00	0.00	20,000.00
100 4909 17 654 2017 PWC Environmental Match/Grant	20,000.00	0.00	20,000.00
100 4909 18 654 2018 PWC Environmental Grant Match	20,000.00	0.00	20,000.00
<b>Revaluation Expenses</b>	<b>68,939.71</b>	<b>6,128.00</b>	<b>62,811.71</b>
100 4909 17 664 2017 Revaluation	8,939.71	6,128.00	2,811.71
100 4909 18 664 2018 Revaluation	25,000.00	0.00	25,000.00
100 4909 19 664 2019 Revaluation Expenses	25,000.00	0.00	25,000.00
100 4909 20 664 2020 Revaluation	10,000.00	0.00	10,000.00
<b>Road Reconstruction Program</b>	<b>289,247.91</b>	<b>92,258.67</b>	<b>196,989.24</b>
100 4909 19 601 2019 Road Reconstruction Program	119,247.91	92,258.67	26,989.24
100 4909 20 601 2020 Road Reconstruction Program	170,000.00	0.00	170,000.00
<b>SHP Facility Improvements</b>	<b>22,092.93</b>	<b>0.00</b>	<b>22,092.93</b>
100 4903 17 573 2017 SHP Facility Improvements	2,162.64	0.00	2,162.64
100 4909 19 573 2019 SHP Facility Improvements	19,205.53	0.00	19,205.53
101 4903 18 573 2017 SHP Facility Improvements	724.76	0.00	724.76
<b>SHP Front Pavilion Painting</b>	<b>296.87</b>	<b>0.00</b>	<b>296.87</b>
100 4909 18 545 2018 SHP Front Pavilion Painting	296.87	0.00	296.87
<b>SHP Parking Lot Improvement</b>	<b>32,000.00</b>	<b>0.00</b>	<b>32,000.00</b>
100 4909 17 575 2017 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00
100 4909 18 575 2018 SHP Parking Lot Improvements	11,000.00	0.00	11,000.00
100 4909 19 575 2019 SHP Parking Lot Improvements	10,000.00	0.00	10,000.00
<b>SHP Parking Lot Replacement</b>	<b>8,500.00</b>	<b>0.00</b>	<b>8,500.00</b>
100 4909 16 575 2016 SHP Parking Lot Replacement	8,500.00	0.00	8,500.00
<b>SHP Roadways</b>	<b>52,500.00</b>	<b>0.00</b>	<b>52,500.00</b>
100 4909 17 602 2017 SHP Roadways	17,500.00	0.00	17,500.00
100 4909 18 602 2018 SHP Roadways	17,000.00	0.00	17,000.00
100 4909 19 602 2019 SHP Roadways	18,000.00	0.00	18,000.00
<b>State Roadway/Intersection Project Participation</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>
100 4909 20 667 2020 State Roadway/Intersection Project Participi	25,000.00	0.00	25,000.00
<b>Stevens Park parking lot Improvements</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>
100 4909 19 610 2019 Stevens Park parking lot Improvements	9,000.00	0.00	9,000.00
<b>Stormwater Planning &amp; Grant Match</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>
100 4909 19 654 2019 Stormwater Planning & Grant Match	20,000.00	0.00	20,000.00
<b>Tennis Court Improvements</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>

**Town of Stratham  
CIP/Capital Projects  
Balances As of October 31, 2020**





<b>Project/Account</b>	<b>2020 Budget/ Balance Forward (2016-2019)</b>	<b>YTD</b>	<b>\$ Remaining</b>
100 4909 19 604 2019 Tennis Court Improvements	3,000.00	0.00	3,000.00
<b>Town Center Match/Grant</b>	<b>50,000.00</b>	<b>11,130.10</b>	<b>38,869.90</b>
100 4909 16 668 2016 Town Center Match/Grant	25,000.00	11,130.10	13,869.90
100 4909 17 668 2017 Town Center Match/Grant	25,000.00	0.00	25,000.00
<b>Town-wide Parks &amp; Rec. Improvements</b>	<b>7,000.00</b>	<b>0.00</b>	<b>7,000.00</b>
100 4909 20 574 2020 Town-wide Parks & Rec. Improvements	7,000.00	0.00	7,000.00
<b>Town-wide Technology Replacements</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
100 4908 20 317 2020 Town-wide Technology Replacements	5,000.00	0.00	5,000.00
<b>Traffic Control Program</b>	<b>6,396.50</b>	<b>0.00</b>	<b>6,396.50</b>
100 4909 19 603 2019 Traffic Control Program	1,396.50	0.00	1,396.50
100 4909 20 603 2020 Traffic Control Program	5,000.00	0.00	5,000.00
<b>Vehicles</b>	<b>50,000.00</b>	<b>34,099.00</b>	<b>15,901.00</b>
100 4908 19 670 2019 Assessing Vehicle Replacement	15,000.00	0.00	15,000.00
100 4908 20 670 2020 PD Cruiser Replacement	35,000.00	34,099.00	901.00
<b>Water &amp; Sewer Infrastructure Study</b>	<b>165,000.00</b>	<b>4,583.56</b>	<b>160,416.44</b>
100 4909 16 655 2016 Water & Sewer Infrastructure Study	125,000.00	4,583.56	120,416.44
100 4909 17 655 2017 Water & Sewer Study	20,000.00	0.00	20,000.00
100 4909 18 655 2018 Water & Sewer Infrastructure Study	20,000.00	0.00	20,000.00
<b>Grand Total</b>	<b>1,538,422.65</b>	<b>185,919.67</b>	<b>1,352,502.98</b>

**Projects Lapsing at 12/31/2020:**

<b>Year/Project</b>	<b>Balance Forward</b>	<b>YTD</b>	<b>\$ Remaining</b>
<b>2016</b>	<b>179,022.57</b>	<b>15,902.52</b>	<b>163,120.05</b>
Computer/Tech. Replacement	522.57	188.86	333.71
PWC Environmental Match/Grant	20,000.00	0.00	20,000.00
SHP Parking Lot Replacement	8,500.00	0.00	8,500.00
Town Center Match/Grant	25,000.00	11,130.10	13,869.90
Water & Sewer Infrastructure Study	125,000.00	4,583.56	120,416.44
<b>Grand Total</b>	<b>179,022.57</b>	<b>15,902.52</b>	<b>163,120.05</b>

**Town of Stratham  
General Fund Revenues  
As of October 31, 2020**

Revenue Source	2020 Budget	YTD	% Collected (Target 83%)	4-yr. Average	% of 4-yr. Average
Building Permits	300,000	233,433	77.81%	114,188	204.43%
Business Licenses & Permits	34,355	35,885	104.45%	35,719	100.47%
Highway Block Grant	161,875	124,082	76.65%	212,100	58.50%
Income from Departments	103,920	95,895	92.28%	70,462	136.10%
Interest & Penalties	50,000	39,197	78.39%	66,399	59.03%
Interest on Investments	70,000	62,733	89.62%	79,713	78.70%
Motor Vehicle Permits	1,805,250	1,560,374	86.44%	1,595,993	97.77%
Other Charges (Franchise fees)	160,000	126,554	79.10%	135,101	93.67%
Other Licenses, Permits & Fees	7,450	12,090	162.28%	9,167	131.88%
Other Misc. Revenues	60,350	65,260	108.14%	70,605	92.43%
Other State Revenue	52,999	122,358	230.87%	135,210	90.49%
Rooms & Meals	365,000	0	0.00%	0	--
Sale of Municipal Property	6,485	4,179	64.45%	109,677	3.81%
Yield Tax	1,000	0	0.00%	386	0.00%
From Trust & Fiduciary	20,000	0	0.00%	25,234	0.00%
<b>Grand Total</b>	<b>3,198,684</b>	<b>2,482,040</b>	<b>77.60%</b>	<b>2,659,953</b>	<b>93.31%</b>

Revenue Source	2016	2017	2018	2019	2020	5-yr. Trend
Building Permits	59,448	97,481	110,646	189,177	233,433	
Interest on Investments	11,015	50,200	114,270	143,366	62,733	
Motor Vehicle Permits	1,445,998	1,753,575	1,525,518	1,658,881	1,560,374	
Other Charges (Franchise Fees)	138,898	142,248	131,054	128,204	126,554	
<b>Grand Total</b>	<b>1,655,358</b>	<b>2,043,504</b>	<b>1,881,489</b>	<b>2,119,629</b>	<b>1,983,093</b>	