

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: May 4, 2020

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

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for May 4, 2020.

III. Consideration of Minutes

The draft minutes from April 20, 2020 are included in your packet for review.

IV. Department Reports & Presentations

Two departmental reports will be provided; Anthony King, Police Chief.

The next departmental report (at your May 18th meeting) will be from Seth Hickey, Parks & Recreation Director.

V. Correspondence

A. April 21, 2020 Letter from NH DRA re: Equalized Valuation (2019)

VI. Public Comment

VII. Public Hearings, Ordinances and/or Resolutions

None are scheduled or required for this meeting.

VIII. Discussion of Monthly Reports (second meeting of each month)

Department reports will be submitted for your review at the May 18th meeting.

IX. New Business and Action Items

A. Investment Policy Adoption/Discussion with Treasurer

At our last meeting, I reported on the need to annually adopt an investment policy. I distributed a memo to the Board dated April 23, 2020 about the policy (that memo included the current policy last adopted in 2015). Since that time, Treasurer Tracy Abbott and Finance Administrator Dawna Duhamel and have met and propose some changes in Section G. These are include:

- The Treasurer shall report the Town's general fund cash position to the Select Board on a monthly basis.
- On a bi-annual basis (April and October), the Treasurer shall provide an update on the Town's investments.

The policy with the proposed amendments is included in this packet.

The Treasurer and Finance Administrator will be present to speak to the policy and answer questions. If this policy passes Monday evening, I hope to also obtain your signatures.

Recommended Motion: to adopt the policy as presented by staff.

B. Delegation of Deposit Authority

The Town Treasurer Tracy Abbot has requested the Select Board's signature on the Delegation of Deposit Authority document included in your packet. This delegation, allowed for expressly in law (RSA 41:6), facilitates logistical performance of the Treasurer duties and creates efficiencies for the staff. The Treasurer and Finance Administrator will be available to answer questions at the meeting. Meanwhile, we have confirmed the bonding available for municipal officials in this context. Our existing policy with Primex provides bonding to named officials (i.e. Treasurer, Town Clerk, Tax Collector, etc.) as well as anyone who has been delegated authority to perform a Treasurer task (i.e. deposit). So, the additional staff people who are delegated deposit authority are covered under Primex's blanket bond coverage.

Recommend Motion: to accept the recommendation of the Treasurer and execute the Delegation to Deposit form as presented.

C. Discussion on Memorial Day Celebrations

As you know, Jeff Gallagher who chairs the Memorial Day Celebrations on behalf of the Town reached out for input from the Board and various contacts who assist with the event regarding their thoughts on moving forward this year. Jeff and I spoke since that time and he is unable to participate on May 4th. I intend to confer with Jeff following updated guidance from the Governor re: the stay-at-home order and will update the Board accordingly on Monday evening.

D. Town Meeting May 16th Preparations

As you know, the Governor extended the public health emergency another three week period to May 15th. I propose we discuss the impacts of the order extension on the Town Meeting date and new information regarding the stay-at-home order we will have at the time relative to the Town Meeting.

E. Marin Way/Route 111 Driveway Permit and NHDOT

The New Hampshire DOT is requiring upgrades to the intersection of Marin Way and Route 111 following changes to the roadway use stemming from expansion of the Lindt Facility. Please see the enclosed memorandum from the Town Planner providing more detail on this matter.

F. Mattress Fee Adjustment at Transfer Station

The DPW Director is preparing a recommendation for a fee change based on the disposal costs incurred by the Town for mattresses. I will provide additional detail at your meeting or before-hand. We have had new information arise that we want to incorporate in our recommendation for the Board.

G. CDBG Contract Amendment (REDC)

As you are aware, the Town of Stratham has received a CDBG Economic Development Grant from the Community Development Finance Authority. This grant was applied for in 2018. In accordance with the application, the Town sub-grants the money to the Rockingham Economic Development Commission who performs loans for job creation activities for NH businesses. By accepting these funds, the Town helps that REDC's future capacity to assist businesses. Namely, upon repayment by firms who are leant the original funding, the CDBG funds stay with the REDC thereby growing economic lending capital for local businesses.

We have been alerted by CDFA (and subsequently our sub-grantee, REDC) that the economic development funds from CDBG can (through amendment with the state) transition from job creation to job retention for our region. REDC has requested the Town of Stratham participate in amending this grant with the State to better help our region cope with the COVID 19 economic impacts. We will be given a contract amendment to this effect. In order to move it forward expeditiously (as requested by CDFA and REDC), I propose the Chair be authorized to sign an amendment effecting the use of the funds (from job creation to job retention).

Recommended Motion: to authorize the Board Chair to execute a contract amendment with the State of New Hampshire to transition the 2018 CDBG grant from job creation to job retention purposes.

H. Grant Opportunity – Warm Zone Equipment for Fire Department

The Town of Stratham has been approached by the Department of Homeland Security about applying for a 2018 EMS Warm Zone Equipment grant (\$6,000). These funds are remaining funds and are offered to the Town for no grant match. The purpose of the grant is to outfit first responders (Fire Department) with appropriate equipment to respond to “warm-zones”, such as active shooter situations. As a result of accepting this grant, the Town would receive four ballistic helmets, four tactical safety goggles, and four plate carriers, plates (shields) and pouches to carry medical supplies. The Fire Chief is recommending the town move forward with a grant application.

Recommended Motion: to authorize the Fire Chief, Finance Administrator and Town Administrator to apply for, accept, and expend a grant from Homeland Security in the amount of \$6,000 for warm-zone equipment.

K. Building Permit Fee Waiver Request – School Construction

The Town has received a request from Richard Wendell, Owners Representative for the C.M.S. renovation project. Mr. Wendell requested a 100% waiver from the \$47,864 in Building Permit Fees. RSA 41-9-a permits the SB to amend fees for issuance of a permit. I have attached a memorandum concerning this request from Building Inspector/CEO Shanti Wolph.

The Building Inspector’s memo outlines the request as well as research he has conducted into past practice in Stratham relative to permit fees for school construction. Historically Stratham has offered more relief to the local School than the SAU, however, it appears fees have been waived in different scenarios for both.

The memo also summarizes practices of other Towns; two themes emerge. The first is that full waivers appear to be granted for permitting costs associated with for school projects sponsored by local school districts (consistent with Stratham’s apparent past practice). The second is some sort of accommodation absent a full waiver for multi-town SAUs/regional school district projects. Two recent large construction projects in multi-town districts addressed the issue for large multi-town districts like this:

1. a flat fee not tied to construction value
2. establishment of an escrow account and a billing procedure by hour of actual time spent.

Based on this research and example approaches, the staff has developed the following option for your consideration. This option below is in addition to full-waiver or charging the building fee due in accordance with our fee schedule.

Reduce the fee by a prorated amount equal to the school population from Stratham (Stratham has 24% of the students in the SAU); this would equal a waiver of \$11,487 and a final permit amount of \$36,017.

I am pleased to discuss this further or explore additional approaches to the issue. I can also plan to have the building Inspector available for the meeting or ensure your questions are answered prior to the meeting if you would like.

X. Town Administrator Report

I plan to address additional issues and updates for the Board. If you have any items you want to ensure I address, please let me know.

XI. Informational Items

- A. COVID Expenses to date (see attachment)
- B. CODE red (see attachment)
- C. Update on CCAC Survey (verbal)
- D. Clarification on Executive Order #25 from NHMA (see attachment)

XII. Reservations, Event Requests & Permits

There are no known reservations at this time.

XIII. Review of Recent or Upcoming Board & Commissions Agendas

XIV. Miscellaneous & Old Business

- A. Boards and Commissions Appointments – Planning Board, Rockingham Planning Commission
- B. PFAS in Town Center Update

XV. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

Select Board Agenda

May 4, 2020

Please note, this meeting will be held remotely. Please see call-in details below

Town of Stratham

Select Board

7:00 p.m.

Call Instructions

This meeting is taking place pursuant to authorization granted through a Governor's Emergency Order. Please note that there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the Emergency Order, 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 call 603 772-7391 ext. 187.

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

<https://www.strathamnh.gov/home/events/47294>

To read more about conducting meetings pursuant to RSA 91-A during the current public health emergency please visit: www.strathamnh.gov/select-board/files/telemetings

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – April 20, 2020
- IV. Department Reports & Presentations – Police
- V. Correspondence
 - A. April 21, 2020 Letter from NH DRA re: Equalized Valuation (2019)

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



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

May 4th Agenda (continued)

- VI. Public Comment
- VII. Public Hearings, Ordinances and/or Resolutions
- VIII. Discussion of Monthly Reports (second meeting of each month)
- IX. New Business and Action Items
 - A. Investment Policy Adoption / Discussion with Treasurer
 - B. Delegation of Deposit Authority
 - C. Discussion on Memorial Day Celebrations
 - D. Town Meeting Preparation
 - E. Next Steps TIF District Communications
 - F. Marin Way/Route 111 Driveway Permit and NHDOT
 - G. Mattress Fee Adjustment at Transfer Station
 - H. CDBG Contract Amendment (REDC) – Job Creation to Job Retention
 - I. Grant Opportunity – Warm Zone Equipment for Fire Department
 - J. Building Permit Fee Waiver Request – School Construction
- X. Town Administrator Report
- XI. Informational Items
 - A. COVID Expenses to date
 - B. CODE Red Newsletter Item
 - C. Update on CCAC Survey
 - E. Clarification on Executive Order #25 from NHMA
- XII. Reservations, Event Requests & Permits
- XIII. Review of Recent or Upcoming Board & Commissions Agendas
- XIV. Miscellaneous & Old Business
 - A. Boards and Commissions Appointments
 - B. PFAS in Town Center Update
- XV. Adjournment

MINUTES OF THE APRIL 20, 2020 SELECT BOARD MEETING

DRAFT

MEMBERS PARTICIPATING VIA CONFERENCE CALL: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board member Allison Knab along with Town Administrator David Moore, Finance Administrator Dawna Duhamel, Town Assessor Andrea Lewy and Town Planner Tavis Austin.

One member of the public was on the call.

The Board Chair opened the meeting at 7:00 p.m. and gave an introduction to the all remote meeting. He indicated all members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (877) 205 7349 and passcode 2254.

Via the meeting notice, we provide the information necessary information for accessing the meeting, including how to access the meeting via conference call. He asked the public to contact the Town Administrator David Moore by calling 603 772-4741 ext. 187 if you have any problem with accessing this phone call during the meeting.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

MINUTES

Mr. Lovejoy motioned to approve the minutes of 4/15/2020. Ms. Knab seconded the motion which passed unanimously.

ASSESSING

Prior to tonight's meeting, Town Assessor Andrea Lewy had sent to the Board for their review her proposed veterans credits, elderly exemptions, Intent to Cut applications and the Land Use Change Tax requests. Ms. Lewy then presented 6 veteran's credits. All meet the criteria. Mr. Lovejoy motioned to accept the veteran's credits as outlined by Ms. Lewy. Ms. Knab seconded the motion which passed unanimously. Next Ms. Lewy presented 10 Elderly Exemptions that meet the criteria and noted she would be happy to review them individually in a non-public session if the Board wishes. Ms. Knab motioned to approve the Elderly Exemptions. Mr. Lovejoy seconded the motion which passed unanimously. They discussed the logistics of signing the documents.

Ms. Lewy continued her department report stating there were 2 Intent to Cut requests. Mr. Lovejoy motioned to approve the two applications. Ms. Knab seconded the motion which passed unanimously.

DRAFT

Lastly, Ms. Lewy presented 7 Land Use Change Tax requests. This is the final request for the Breslin Farm LLC subdivision. Mr. Lovejoy motioned to approve the seven land use changes. Ms. Knab seconded the motion which passed unanimously.

PLANNING

Town Planner Tavis Austin explained how work in his department has continued during the pandemic. Two staff members have been working remotely; two remain in the office. He commended the communication and effort of his department, as well as Planning Board Chair Tom House, in getting a great deal of work done, despite logistical difficulties.

Mr. Austin said that he is working with Ms. Lewy and the RPC to move the GIS contract forward.

He has been working with Ms. Duhamel and Building Inspector Shanti Wolph on accepting online credit card payments for land use and building permit applications.

Mr. Austin reported receiving an incomplete 79E application for 82 Portsmouth Ave., the Bartlett-Cushman House. He is assisting the homeowners with the process.

Next, Mr. Austin reported on the Boards and Commission recruitment - the ZBA is full, the Planning Board needs one alternate member. The Planning Board will be doing additional training soon. Rockingham Planning Commission needs one representative. The Public Works Commission needs alternate members.

Conversations between the RPC is continuing work to study the 33 Corridor collaboratively with the communities of Portsmouth, Greenland and Stratham. This work has been slowed, but he will keep the Board updated.

The Seacoast Storm Water Committee met via Zoom last week. Stratham remains on track and preparations will be made for the final steps for Year 2 with the MS4.

Planning Board updates: The SPCA's project (which had been approved by the Planning Board last year) had to be revised because of cost. The PB is re-reviewing this item. Also, the middle school notified the Planning Board that they are moving forward with their project. This is the same project that was voted on at the budget hearing. They are beginning construction.

The Performance Agreement for Lindt was signed last week. The Mylar has been recorded.

Chipotle is moving forward. Soon they will present their Performance Agreement.

Mr. Austin will be meeting with Mr. Moore, Public Works Director Nate Mears and Lindt representatives regarding changes to the Marin Way cul-de-sac. He is also meeting with NH DOT as well as Mr. Mears to discuss the Town's responsibilities for improvements along 111.

Mr. Austin reported working on a draft for the Route 33 Legacy Ad Hoc Committee of the Planning Board. That group and the Planning Board hope to meet in May or June to review the draft and move forward with the project.

Next, Mr. Austin explained that the FCC has recently granted permission for 5g transmitters to be installed on any structure in the right of way. He is in the process of devising a new right of way permit, which would put stipulations as to how they may be installed.

Lastly, Mr. Austin reported that the draft natural resources inventory is complete and will be forwarded to the Conservation Commission for their review.

Mr. Houghton asked clarifying questions about the 5G right-of-way permit. Mr. Austin answered his questions. There was discussion about involving the Planning Board. Mr. Moore will reach out to Senator Sherman, who had previously expressed interest in the subject.

Mr. Moore asked for clarification on the direction the Rt 33 Legacy Committee was taking. The committee is attempting to protect the historic structures, while encouraging additional uses. They are trying to define the area in terms of appearance and area. They will present their proposal to the Planning Board when it is finished.

Mr. Austin had previously handed out a table outlining the status of various Performance Bonds. He discussed specific ones, noting some can be released. Mr. Austin will move forward with documenting and preparing the formal requests for release.

NEW BUSINESS AND ACTION ITEMS

Mr. Moore said he's put together a Covid team to monitor the ongoing situation. He recently discussed the summer programs with Parks & Recreation Director Seth Hickey, he highlighted the role the summer programs play in helping families with child care. They are monitoring the options.

Mr. Moore responded to Mr. Houghton's question about holding Town Meeting on May 16th by saying he is anticipating receiving more information about the public health emergency and the stay-at-home order on which to base a decision about Town meeting.

TOWN ADMINISTRATION

Mr. Moore reported that cemetery work has begun.

Jeff Gallagher, Chair for the Memorial Day Parade, had reached out to several people via email requesting input asking if the event should be held this year. General consensus was that it is still an uncertain situation and more information may be available prior to having to make a decision about the Parade. The Board encouraged that if the Parade cannot move forward some other remembrance opportunity be thought of. Mr. Moore shared that he would speak with Mr. Gallagher and review updates with him as they are available from the State.

The new Town Treasurer Tracy Abbott has requested reconsideration of the Investment Policy which was last adopted in 2015. Finance Administrator Dawna Duhamel has reviewed for

compliance with GASBE and the overall policy is being reviewed and prepared for Board acceptance on May 4th.

Mr. Moore had sent a draft of the Curbside Collection survey to the Board for review. The Board members will send their edits to Mr. Moore to incorporate into a new draft.

Next, Mr. Houghton drew attention to the department reports that Mr. Moore had sent around. He wanted to recognize the work the department heads had put in to them. Mr. Moore addressed the inconsistencies in style and format of the reports. Mr. Houghton suggested specific guidance be given to the department heads. He noted the intent of the reports was to be a replacement for monthly department heads appearing before the Board and it was important they receive feedback. In general, they discussed what they would like to see in the reports going forward.

Mr. Moore is working on a procedure to ensure membership on boards and commissions are updated regularly. Openings will be noted in the Newsletter and in postings at the Municipal Center.

At 8:30 pm Mr. Houghton made a motion to go into a non-public session in accordance with RSA 91A:3, II(a); Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

The Board ended the public teleconference call, and entered into non-public session via a non-public conference call number.

The public session resumed at 9:51 p.m.

Mr. Houghton moved to seal the minutes determining that failure to do so would render a proposed action ineffective; Ms. Knab seconded the motion. Via roll call vote, all voted in favor.

The Board then resumed on the teleconference call number published on the agenda. Ms. Knab moved to adjourn the meeting at 9:52 p.m. Mr. Lovejoy seconded the motion. Via roll call vote, all voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary



State of New Hampshire Department of Revenue Administration

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



Lindsey M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

April 21, 2020

TOWN OF STRATHAM
OFFICE OF SELECTMEN
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

Dear Selectmen/Assessing Officials,

This is your official notification of the 2019 Total Equalized Valuations. We used your municipality's weighted mean ratio to calculate these valuations.

We calculated two equalized figures for your municipality. The "Total Equalized Valuation including Utilities and Railroads" is used for your portion of the county tax and your portion of any cooperative school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to calculate your portion of the state education property tax. We adjusted your modified assessed valuation as reported on your 2019 MS-1 to bring the valuation to fair market value.

Town Name: Stratham	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2019 Modified Local Assessed Valuation	\$1,554,473,230	\$1,528,739,330
+ D.R.A. Inventory Adjustment	\$22,065,918	\$21,700,528
= 2019 Equalized Assessed Valuation	\$1,576,539,148	\$1,550,439,858
+ Equalized Payment in Lieu of Taxes	\$0	\$0
+ Equalized Railroad Tax	\$5,796	\$0
= 2019 Total Equalized Valuation	\$1,576,544,944	\$1,550,439,858
2019 Equalized Assessed Valuation	\$1,576,539,148	
+ Adjustment RSA 31-A (Shared Revenues)	\$0	
= Base Valuation for Debt Limits	\$1,576,539,148	

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter. Call our office to discuss any concerns or questions you may have at (603) 230-5950. We will continue working with you to resolve any issues but please be advised that the appeal period will not be extended.

We have enclosed informational sheets that show how each of the figures were calculated.

Sincerely,

Linda C. Kennedy, Manager
Equalization Bureau

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

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

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
EQUALIZATION BUREAU**

SPECIAL NOTICE

April 21, 2019

This special notice is to inform municipalities of a change in the procedures for equalizing utility values starting with the 2019 total equalized valuations.

In March, 2019, the Assessing Standards Board adopted new procedures for the equalization of utility values. Prior to 2019, the DRA utilized the utility value as calculated by the DRA Utility Supervisor for the purpose of calculating the Total Equalized Valuation of each municipality. Starting in 2019, the DRA will use the municipality's assessed values as reported on their 2019 MS-1's. The formula is as follows:

Municipal Assessed Value of Utilities divided by the 2019 equalization ratio = equalized value of utilities.

This is the same formula that is used to equalize all other properties (residential, commercial, etc.) in your municipality.

How will this affect the municipality's total equalized values?

If the municipality's assessed values are higher than the DRA values, the municipality's total equalized values will be increased. If your municipality uses values lower than the DRA values, your total equalized valuation may be reduced. If the municipality uses the DRA values, this change will have little effect on the total equalized values. Of course, changes in assessed values, market values, new construction and ratios will still cause an increase in the total equalized values.

How will this affect my county apportionment?

The effect on the county apportionment is dependent upon the difference in your municipality's total equalized valuation and the difference in the total equalized valuation of other towns in your county. If other towns had higher increases, those increases might mitigate the increase in your county's apportionment.

How will this affect my cooperative/regional school apportionment?

Most cooperative/regional school districts have total equalized value as part of their apportionment formulas. The effect of the cooperative/regional school district apportionment will be dependent upon the significance of the increase in your municipality's total equalized value as well as the other towns within the same school district. If other towns in your district had higher increases, those increases might mitigate the increase in your town's apportionment of the cooperative/regional school district taxes.

How will this affect my state education tax apportionment?

There will be no effect on the state education tax apportionments as utility values are not included in the Total Equalized Value Not Including Utilities which is used to apportion the state education tax.

If you have any questions or would like further explanation about your total equalized valuation, please contact either:

Linda Kennedy: Linda.Kennedy@DRA.NH.GOV
Natalie Duffy: Natalie.Duffy@DRA.NH.GOV

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
2019 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2019.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

- Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2019 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.
- Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2018 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.16, 601.24 or 601.40, a ratio of 100.0 is used.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2019 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2019 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Municipalities were sent their 2019 Notification of Total Equalized Valuations on April 21, 2020.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing within 30 days of the town's notification of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically;
- Reviewing the sales information with municipalities prior to the ratio setting process; and
- Explaining the meaning and significance of the statistics resulting from the ratio study process

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2020 before December 15, 2019. The new 2019 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2018 total equalized values without utilities.

Town of Stratham Investment Policy

A. Summary

The Town of Stratham Investment Policy provides guidelines to support the appropriate management of investments with the aim to achieve the best possible results for the Stratham taxpayer, considering such matters as safety, liquidity and return on investment. The Town Treasurer is responsible for setting investment strategy and oversees the daily execution of policy in accordance with New Hampshire Statue RSA 41:29.

B. Scope

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports. This policy does not apply to funds held in escrow for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

C. Objectives

1. **Secure preservation of principal** by minimizing custodial credit risk and interest rate risk. The Town will minimize risk by limiting investments to the safest types of securities such as deposit accounts, certificates of deposits and short term securities listed under the Authorized Investments section of this policy. Investments will be secured by appropriate insurance and collateralization.
2. **Maintain sufficient liquidity** to meet operating cash flow requirements that are reasonably anticipated. No investment will exceed one year in length.
3. **Attain market-average rate of return on investments taking** into account #1 and #2 above.
4. **Satisfy all legal requirements.**

D. Delegation of Authority

New Hampshire Statute RSA 41:29 is the legal authority under which the Town Treasurer operates. The responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Select Board. The Treasurer shall act in accordance with the Town Investment Policy. No person may engage in an investment transaction except as provided under the terms of the Town Investment Policy and the procedures hereby established.

E. Prudence and Ethical Standards

The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion

and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual/entity with which business is conducted on behalf of their Town.

F. Investment Parameters

1. Authorized Investments

The following investments will be permitted by this policy:

1. Participation units in the New Hampshire Public Deposit Investment Pool (NHPDIP)
2. Interest-bearing deposits in a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch in NH. Each bank is required to comply with the Collateral Requirement section within this policy. Deposits may include money market accounts, certificates of deposits, repurchase agreement and all other types of interest bearing accounts.
3. Funds may be deposited in federally insured banks outside of New Hampshire if such banks pledge and deliver third party custodial bank or regional Federal Reserve Bartle collateral security for such deposits of the following types: US government obligations, US government agency obligations, or obligations of the state of New Hampshire in value at least equal to the amount of deposit in each case.
4. Obligations fully guaranteed as to principal and interest by the US Government including: US Treasury bills, bonds and notes, Government National Mortgage Association (Ginnie Mae or GNAMA), Export-Import Bank (EXIMBANK), Small Business Administration (SBA), Farm Services Agency (FSA), General Services Administration (GSA), Maritime Administration. Refer to: GF0A Elected Officials Guide to Investing (at www.gfoa.org).

2. Collateral Requirement

The Town Treasurer shall insure that prior to acceptance of any moneys for deposit or investment, the federally insured bank shall make available at the time of such deposit or investment *an option* to have such funds secured by collateral having a value at least equal to

the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Collateral may be held in the name of the town with a third-party custodial bank or with the banks trust department. Collateral may also be pledged as an Irrevocable Letter of Credit.

Each collateral agreement must be in writing, approved by the Board of Directors of the depository institution or its delegated Officers (with approval reflected in the minutes), and, continuously, from the time of its execution, stand as an official record of the depository institution. Each institution must provide the town with a corporate resolution or secretary certificate stating the specific person(s) authorized to pledge the agreement, the type of agreement and the dollar amount.

3. Selection of Primary Banking Institution

The Town Treasurer shall determine the primary banking institution to be used by the Town, in conjunction with the Board, who is responsible for establishing the budgetary parameters under which the Town Treasurer may operate. The Board, in conjunction with the Town Treasurer, shall periodically review the banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/or cash management provider(s). If a competitive bid is sought, the investment of Town funds, in accordance with this policy, will be a key consideration in assessing and awarding such bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

4. Performance Evaluation

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

G. Reporting

The Treasurer shall report the Town's general fund cash position to the Select Board on a monthly basis. On a bi-annual basis (April and October), the Treasurer shall provide an update on the Town's investments.

At the close of each fiscal year, the Treasurer shall make a report to the Town providing an account of the financial transactions during the year and account balances at year end.

H. Policy Considerations

This policy may be amended by a majority vote of the Select Board, at a regularly scheduled Board meeting. Any amendments made will take effect the Monday immediately

after the meeting and after being recorded with the Town Clerk. The policy will be reviewed and adopted annually by the Board.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Select Board for the Town of Stratham, on this, the 4th day of May 2020.

ATTEST: Select Board:

Michael Houghton, Chair

Joe Lovejoy, Select Board Vice Chair

Allison Knab, Select Board

UNDER SEAL OF THE TOWN, received, filed and recorded on this

_____ (day) _____ (month) _____ (year)

ATTEST:

Town Clerk

Acknowledgement of Receipt:

Town Treasurer

DELEGATION OF DEPOSIT AUTHORITY

Pursuant to the provisions of RSA 41:29, II, the Town Treasurer has the responsibility to deposit all such monies received by the Town of Stratham in appropriate financial institutions as outlined in the statute.

RSA 41:29, VI allows the Treasurer to delegate deposit or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Select Board. Such delegation may only be to a town official or employee bonded in accordance with RSA 41:6.

The Town of Stratham Treasurer hereby delegates deposit function authority to:

- Joyce Charbonneau
- Deb Bakie
- Mel McGrail
- Laurie Plantamuro
- Dawna Duhamel

These deposits shall be made on at least a weekly basis or when funds remitted from all departments collectively total \$1,500 or more.

In making these deposits, the assigned shall supply the Town Treasurer with the deposit slip from the Town's general fund financial institution, in addition to a back-up report documenting the receipt of monies comprising the deposit made.

This authority shall remain in effect until rescinded by written notice of the Town of Stratham Treasurer.

Tracy-Lynn Abbott, Treasurer

Date

Approved by The Town of Stratham, Select Board:

Michael Houghton, Select Board Member

Date

Joseph Lovejoy, Select Board Member

Date

Allison Knab, Select Board Member

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board's Office/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

May 04, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: NH 111 and Marin Way Required Intersection Improvements

Select Board,

As you are aware, the Planning Board recently approved Project LEGO for Lindt Sprungli, USA, on March 18, 2020. As part of their review of the proposed project, the Planning Board requested a traffic Study be completed by Lindt to evaluate impacts on Marin Way and its intersection with NH 111. Prior to the completion of the Traffic Study, then Planning Board Chair Robert Baskerville and I participated in a scoping session with New Hampshire Department of Transportation (NHDOT) about the project seeking guidance from NHDOT on the scope of the level analysis to be performed. Attached is documentation of that scoping meeting which determined the scope of the traffic analysis and the resulting recommendations of intersection improvements that were created by NHDOT upon their review of the completed traffic study.

In summary, NHDOT agreed with the traffic study and determined that Project LEGO, was not going to pose a significant increase to traffic congestion either on Marin Way or its intersection with NH 111. However, they did note that the intersection—at present traffic levels—warrants improvement and that those improvements are the responsibility of the Town of Stratham to address (see attached memo).

Similar to NHDOT, the Planning Board did not attribute the existing traffic congestion of Marin Way/NH 111 wholly to Lindt, nor did they find that Project LEGO, would significantly increase traffic demand on the existing roadway facilities. The Planning Board ultimately approved the expansion project with two roadway infrastructure related conditions of approval:

Condition Precedent: Applicant shall submit final NH Department of Transportation comments related to the NH 111 and Marin Way right-of-way/driveway permit to Town Planner.

Condition Subsequent: Applicant shall coordinate with the Stratham Select Board and Department of Public Works to establish a schedule and process for the Marin Way cul-de-sac/Town right-of-way work. Such discussion shall also include deliberation on a proportional cost of improvements to be paid to the Town by the applicant to defray those costs related to the NH 111 and Marin Way right-of-way/driveway permit mandated by NH Department of Transportation. (Emphasis added)

In accordance with these Conditions, Lindt has submitted the NHDOT final comments (*Completed March 20, 2020; content attached*) and contacted the Town with regard to NH111/Marin Way improvements in efforts to establish their proportional cost share requirement. This was generally discussed last by Lindt representatives, me, and Nate Mears, DPW on Friday April 24, 2020 via conference call.

Following the April 24, 2020, call, Nate Mears, DPW contacted NHDOT with regard to obtaining necessary permits for the required work. Attached here is a copy of the NHDOT Driveway Permit which requires Town signature. We request that you sign the application to allow this process to continue.

As to the “process.” Nate and I have discussed preparation of a Request for Proposals (RFP) to solicit an engineering firm to prepare design drawings in support of the work required by NHDOT. We request that the Board authorize preparation and deployment of this RFP to allow this process (RFP-engineer selection review) to move forward in 2020 with project award and design work to commence in 2021 as no 2020 funds were budgeted to this project. Recall that the Town was not aware of the NHDOT requirements until March 20, 2020.

Once an engineer is retained and a design can be completed, construction pricing may be established. It is likely that actual construction of the improvements will not commence until 2023. It is anticipated that this timeline affords adequate time to complete the design work, complete project bidding, and raise appropriate funds for said work. Caveat, to date, the Town has not received NHDOT comment on this schedule as NHDOT has yet to receive the NHDOT Driveway Permit application or design proposal.

Funding for the project is has not yet been determined with precise clarity. It is recommended, generally, as a Capital Project (2021-2023) for the Town where contributions can also be secured through private projects, such as the above-referenced Project LEGO proportional contribution or other similar projects which may occur in the Industrial Park. Staff remains committed to working with the Industrial Park Association members and property owners to establish a proportional project cost assessment for each member.

Additionally, the Board may recall that for the past several years, Timberland specifically, has made complaints to the Town related to traffic congestion. The Town response to the situation has been the privately funded deployment of a duty officer to “direct traffic” at peak travel times. It is perhaps possible that the Association payments simply be directed to the infrastructure improvements rather than the duty officer upon mutual agreement of all parties.

In summary, it is critical the Town take appropriate steps to proceed with implementing the NHDOT improvements to the intersection. Signing the application form and authorizing the RFP are key first steps in the process. Staff remains committed to returning to the Board with further guidance on funding and construction as this progresses. Please do not hesitate to follow-up with any questions.

Thank you.

STATE OF NEW HAMPSHIRE
INTRA-DEPARTMENT COMMUNICATION

FROM: John D. Butler, P.E. *JDB*
Geometrics Engineer

DATE: February 25, 2020
AT (OFFICE): Bureau of Highway Design

SUBJECT: MISC. ENG DISTRICT 6
1832-J
Stratham, NH Route 111 at Marin Way
Lindt Expansion

TO: James A. Hewitt, P.E.
NHDOT District 6

MEMORANDUM

The Bureau of Highway Design has reviewed the following materials relative to the proposed expansion of the Lindt Stratham campus located in the Marin Way industrial park, off of NH Route 111 in Stratham:

- "Traffic Impact and Site Access Study" (TIAS) prepared by Stephen G. Pernaw & Company, dated September 2019.
- Supplemental "Response to Comments" memo and traffic analysis by Pernaw, dated December 2, 2019, responding to comments from Bureau of Traffic dated November 18, 2019.

The proposed expansion consists of:

- Several small building additions (approximately 86,481 sf total)
- New parking structure

Access is proposed via the Marin Way intersection with NH 111, which is approximately 800 feet east of the NH 101 interchange with NH 111 (Exit 12). Marin Way is a town road. We have the following comments:

General

1. The proposed expansion is projected to result in 237 additional employees by 2031. New traffic, both employees and truck deliveries, will be spread out over three work shifts, with 12 separate start times. This will lessen the impact of the additional site-generated traffic during the AM and PM peak hours on NH 111, resulting in an estimated 46 new trips in the AM peak hour and 43 trips in the PM peak hour.

2. While we agree that the additional traffic noted above will only have a small impact on the NH 111 intersections with Marin Way and the NH 101 ramps, it is important to note the following:
 - The existing Lindt facility currently generates approximately 117 trips and 126 trips in the AM and PM peak hours respectively. Over the course of a typical weekday, the Lindt facility is estimated to generate approximately 1,760 total trips.
 - Per Figure 2 of the TIAS, the entire Marin Way industrial park (including Lindt and approximately 10 other businesses) currently generates approximately 685 trips and 668 trips in the AM and PM peak hours respectively. The TIAS does not quantify what percentage is truck traffic, but presumably it is relatively high.
 - The 685 trips in the AM peak hour is estimated to equate to approximately 200 vehicles on the NH 101 westbound off-ramp and 200 vehicles on the NH 101 eastbound off-ramp. This is approximately 40% of the total off-ramp volumes.
3. The TIAS concluded that traffic signals are warranted at the Marin Way, westbound ramps, and eastbound ramps intersections. Bureau of Traffic agreed that signals are warranted at the two ramp intersections, but not at the Marin Way intersection when considering the right turn reduction factor for the minor street approach. We agree with Bureau of Traffic's conclusion.
4. We agree with the conclusion in the TIAS that an eastbound left turn lane is currently warranted on NH 111 at the Marin Way intersection.

Recommendations

1. We agree that the additional traffic generated by the currently proposed Lindt expansion, in and of itself, does not require off-site mitigation on NH 111.
2. The multiple work shifts and start times at Lindt is an instrumental Transportation Demand Management (TDM) strategy in reducing their impact during the peak hours, and should be noted as a condition of the permit.
3. We recommend that an eastbound left turn lane be constructed on NH 111 at the Marin Way intersection, or at least the development of an engineered conceptual design plan. The right-of-way is relatively narrow on NH 111, so containing the work within the right-of-way may be challenging. As noted in the TIAS, the need for a left turn lane is not entirely driven by the traffic from Lindt. As such, we would defer to the town of Stratham as to who is the appropriate entity (or entities) to do this.
4. A field review observed that tractor trailers making a right turn from Marin Way onto NH 111 westbound have a difficult time making the turn without off-tracking over the paved

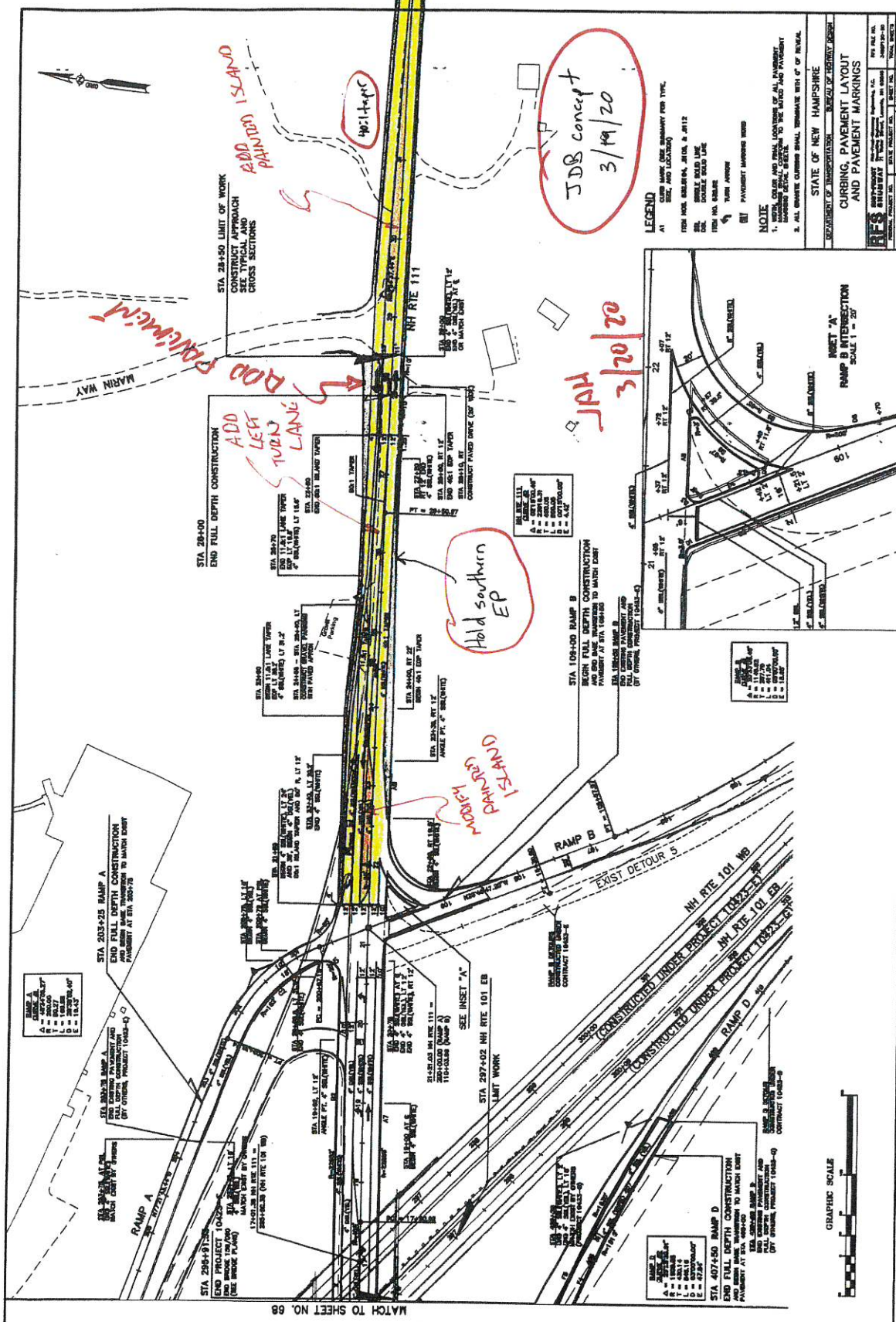
corner radius, resulting in some trucks encroaching into the eastbound lane on NH 111 as they make the turn. The paved corner radius should be improved to accommodate a WB-67 design vehicle, without encroachment into the NH 111 eastbound lane.

5. Ideally, the town of Stratham and/or the tenants in the Marin Way industrial park, should fund a fair share contribution toward signaling the two NH 101 ramp intersections with NH 111. General comment #2 suggests this would be 40%. Unfortunately, we are unaware of any envisioned project at the interchange that the funds could be applied to.
6. The Marin Way industrial park is an example of incremental, unmitigated development over a period of years, resulting ultimately in significant cumulative impacts to the State highway system. It is our understanding that the only mitigation constructed to date for the traffic generated by the Marin Way industrial park is the eastbound bypass shoulder on NH 111 at the Marin Way intersection. It is also our understanding that none of the previous developments within the industrial park went through the Department's driveway permit application/review process, as they should have. This is unfortunate, as each development could have funded a fair share contribution toward an ultimate mitigation plan as they came on board, but it appears to be too late at this point.

cc: B. Cass
W. Oldenburg
W. Lambert
N. Sanders
M. O'Donnell
J. Mathews

B. Schutt
R. Appleton
J. Hebert

S:\HIGHWAY-DESIGN(TOWNS)\#MISC\M6-1832\STRATHAM\LINDT\STRATHAM_NH 111_LINDT EXPANSION_02252020.DOC



NO.	DATE	DESCRIPTION	BY	CHECKED
1	2/88	ISSUED FOR BIDDING		
2	2/88	REVISED FOR BIDDING		
3	2/88	REVISED FOR BIDDING		
4	2/88	REVISED FOR BIDDING		
5	2/88	REVISED FOR BIDDING		
6	2/88	REVISED FOR BIDDING		
7	2/88	REVISED FOR BIDDING		
8	2/88	REVISED FOR BIDDING		
9	2/88	REVISED FOR BIDDING		
10	2/88	REVISED FOR BIDDING		

EXP. DESIGN: P. SHEPPARD/DATE: 7/83
 CHECKED: R. WEBB/DATE: 2/88
 DATE: 2/88
 SHEET: 101-101
 PROJECT: NH RTE 101 EB AND WB
 DRAWING: CURBING, PAVEMENT LAYOUT AND PAVEMENT MARKINGS
 STATE OF NEW HAMPSHIRE
 DEPARTMENT OF TRANSPORTATION
 BUREAU OF HIGHWAY DESIGN

NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

District 1, 641 Main St, Lancaster, NH 03584
District 2, 8 Eastman Hill Road, Enfield, NH 03748
District 3, 2 Sawmill Rd, Gilford, NH 03249

District 4, 19 Base Hill Road, Swanzey, NH 03446
District 5, 16 East Point Drive, Bedford, NH 03101
District 6, PO Box 740, Durham, NH 03824

APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of Revised Statutes Annotated, Chapter 236, Section 13 (printed on reverse of application) and amendments thereto, and Declaratory Ruling 2000-01, permission is requested to: (select one): Construct / Alter (Indicate quantity of) 1 driveway entrance(s) to my property on the (select): North / South / East / West side of NH Route 111 or Street/Road: Exeter Road In the Town of Stratham at a location which will meet the requirements for safety specified in said statutes.

The driveway entrance(s) requested is (are) for access to: Marin Way Residence, Industry, Business, Subdivision, Other

Describe nature and size of industry, business or subdivision: Marin Way is approximately 110,000 sq. ft. of paved surface providing access to 8 industrial properties. 1,000 Feet (select): North / South / East / West of Utility Pole Number: 19 / 86 1,000 Feet (select Feet or Miles): North / South / East / West of Road or Junction: NH-111 / NH-101

Town Tax Map # 01 and Lot # 02

As the landowner (or designated applicant) I agree to the following:

- 1. To construct driveway entrance(s) only for the bonafide purpose of securing access to private property such that the highway right-of-way is used for no purpose other than travel.
2. To construct driveway entrance(s) at permitted location(s).
3. To construct driveway entrance(s) in accordance with statutes, rules, standard drawings, and permit specifications as issued by the New Hampshire Department of Transportation.
4. To defend, indemnify and hold harmless the New Hampshire Department of Transportation and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
5. To furnish and install drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from the land development and obtain all easements thereto.
6. I am the owner or a duly authorized agent of the owner of the parcel upon which the driveway will be constructed. I have provided accurate and complete title and subdivision information concerning the parcel to the Department. I understand that the Department is relying on this information in considering this application and that the Department does not perform independent title research or make judgments about title or access disputes.
• For new driveway(s), include copy of current deed and, if not the same, previous deed dated prior to July 1, 1971 of the parcel. If this parcel is part of a larger tract subdivided after July 1, 1971, then provide complete subdivision plans and deed history dating back to at least July 1, 1971.
• Attach sketch or plan showing existing and proposed driveway(s) and the adjacent highway indicating distance to town road, town line, or other readily identifiable feature or landmark and also to the nearest utility pole (including pole numbers)

Signature of Landowner (Applicant)
Town of Stratham
Printed Name of Landowner
Date: April 27, 2020

10 Bunker Hill Avenue
Mailing Address
Stratham, NH 03885
Town/City, State, Zip Code
Telephone Number(s) 603-772-5550

Contact /Agent, if not Landowner: Nate Mears; Director of Public Works Department, email: nmears@strathamnh.gov

FOR OFFICE USE ONLY:
GPS N = _____ GPS W = _____
Section: _____ Width: _____ Speed: _____
Right of Way: _____ Drainage: _____ SLD: _____
Conditions: _____
Permit Number Assigned: _____

§ 236:13 Driveways and Other Accesses to the Public Way. – I. It shall be unlawful to construct, or alter in any way that substantially affects the size or grade of, any driveway, entrance, exit, or approach within the limits of the right-of-way of any class I or class III highway or the state-maintained portion of a class II highway that does not conform to the terms and specifications of a written permit issued by the Commissioner of transportation.

II. Pursuant to this section, a written construction permit application must be obtained from and filed with the department of transportation by any abutter affected by the provisions of paragraph I. Before any construction or alteration work is commenced, said permit application shall have been reviewed, and a construction permit issued by said department. Said permit shall:

- (a) Describe the location of the driveway, entrance, exit, or approach. The location shall be selected to most adequately protect the safety of the traveling public.
- (b) Describe any drainage structures, traffic control devices, and channelization islands to be installed by the abutter.
- (c) Establish grades that adequately protect and promote highway drainage and permit a safe and controlled approach to the highway in all seasons of the year.
- (d) Include any other terms and specifications necessary for the safety of the traveling public.

III. For access to a proposed commercial or industrial enterprise, or to a subdivision, all of which for the purposes of this section shall be considered a single parcel of land, even though acquired by more than one conveyance or held nominally by more than one owner:

- (a) Said permit application shall be accompanied by engineering drawings showing information as set forth in paragraph II.
- (b) Unless all season safe sight distance of 400 feet in both directions along the highway can be obtained, the commissioner shall not permit more than one access to a single parcel of land, and this access shall be at that location which the commissioner determines to be safest. The commissioner shall not give final approval for use of any additional access until it has been proven to him that the 400-foot all season safe sight distance has been provided.
- (c) For the purposes of this section, all season safe sight distance is defined as a line which encounters no visual obstruction between 2 points, each at a height of 3 feet 9 inches above the pavement, and so located as to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.

IV. No construction permit shall allow:

- (a) A driveway, entrance, exit, or approach to be constructed more than 50 feet in width, except that a driveway, entrance, exit, or approach may be flared beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit or approach.
- (b) More than 2 driveways, entrances, exits or approaches from any one highway to any one parcel of land unless the frontage along that highway exceeds 500 feet.

V. The same powers concerning highways under their jurisdiction as are conferred upon the commissioner of transportation by paragraphs I, II, III and IV shall be conferred upon the planning board in cities and towns in which the planning board has been granted the power to regulate the subdivision of land as provided in RSA 674:35, and they shall adopt such regulations as are necessary to carry out the provisions of this section. Such regulations may delegate administrative duties, including actual issuance of permits, to a highway agent, board of selectmen, or other qualified official or body. Such regulations, or any permit issued under them, may contain provisions governing the breach, removal, and reconstruction of stone walls or fences within, or at the boundary of, the public right of way, and any landowner or landowner's agent altering a boundary in accordance with such provisions shall be deemed to be acting under a mutual agreement with the city or town pursuant to RSA 472:6, II (a).

VI. The commissioner of transportation or planning board shall retain continuing jurisdiction over the adequacy and safety of every existing driveway, entrance, exit, and approach to a highway, whether or not such access was constructed or installed pursuant to a permit under this section, and, unless the access is a public highway, the owners of property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located within the public right of way. If any such access is or becomes a potential threat to the integrity of the highway or its surface, ditches, embankments, bridges, or other structures, or a hazard to the safety of the traveling public, by reason of siltation, flooding, erosion, frost action, vegetative growth, improper grade, or the failure of any culvert, traffic control device, drainage structure, or any other feature, the commissioner of transportation or planning board or their designee may issue an order to the landowner or other party responsible for such access to repair or remove such hazardous condition and to obtain any and all permits required therefor. The order shall describe the hazard, prescribe what corrective action or alteration in the location or configuration of such access shall be required, and set a reasonable time within which the action shall be completed. Such an order shall be sent by certified mail, and shall be enforceable to the same extent as a permit issued under this section. If the order is not complied with within the time prescribed, the commissioner or planning board or their designee may cause to be taken whatever action is necessary to protect the highway and the traveling public, and the owner or other responsible party shall be civilly liable to the state or municipality for its costs in taking such action.

§ 236:14 Penalty. – Any person who violates any provision of this subdivision or the rules and regulations made under authority thereof shall be guilty of a violation if a natural person, or guilty of a misdemeanor if any other person; and, in addition, shall be liable for the cost of restoration of the highway to a condition satisfactory to the person empowered to give such written permission.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517 • www.strathamnh.gov

4/27/20

Stratham Select Board
10 Bunker Hill Avenue
Stratham, NH 03833

RE: 100 Academic Way, Cooperative Middle School
Map 2 Lot 40
Permit Fees

Dear Select Board,

We've received a Building Permit Application from Harriman Construction for the Cooperative Middle School renovation project. In accordance with their contract, Harriman Construction does not carry permit fees in their budget line and has indicated that the School District is responsible for said fees.

Months ago at a preconstruction meeting I explained to Harriman that Third Party Review costs could total up to \$11,000, this was acknowledged and agreed upon at the time, although it wasn't clear who would actually be paying the Third Party fees, the applicant or the School District. The question of Permit Fees was brought up as well and I had said that a request to the Select Board for a waiver would be required.

Richard Wendell is the acting Project Manager/Owners Representative and has now formally asked for a waiver to the Building Permit Fees (not the Third Party fees). Mr. Wendell was hoping that the fees could be waived as this is a School project essentially funded by the taxpayers. The total cost of construction is \$14,854,671.00 and as such the permit fees would be \$47,864.00.

In an effort to provide some insight, I've asked the following Towns for their policy regarding Building Permit fees for work performed on public schools:

Exeter: They charged the SAU a permit fee in the amount of \$45,000.00 for the new High School, and this fee was spread out over two years. The Main St. School fee was waived as it was the Exeter School District.

Newmarket: As a matter of policy, Newmarket waives all permit fees for School and Municipal projects.

Durham: New Middle School total cost is \$49.8M and they'll be charging an hourly rate of \$75.00 for all inspections, review, and time associated with the project. The applicant will be depositing \$135,000.00 into an escrow account for the Town to draw against.

Dover: As a matter of policy, Dover waives all permit fees for School and Municipal projects.

Greenland: As a matter of policy, Greenland waives all permit fees for School and Municipal projects.

Stratham: Historically, for the most part Stratham has waived permit fees for the School projects.

Stratham Memorial School- 39 Gifford Farm Road			
Permit Year	Cost of Construction	Type of Work	Permit Fee Charged
2019	\$12,360.00	Bathroom Reno.	\$0.00
2016	\$1,900.00	Gas Piping	\$0.00
2012	\$27,500.00	Elect.Svc. Upgrade	\$0.00
2010	\$9,200.00	Pavilion	\$25.00
2008	\$3,600.00	Sign	\$0.00
2007	\$1,700.00	Electric for addition	\$0.00
2006	Not listed	Modular Class Room	\$0.00
2006	\$800.00	Mechanical	\$0.00
2006	Not listed	Plumbing	\$0.00
2006	\$17,000.00	Electrical	\$0.00
2006	\$315.00	THIRD PARTY REVIEW	\$315.00
2006	\$299.00	THIRD PARTY REVIEW	\$299.00
2006	\$280.00	THIRD PARTY REVIEW	\$280.00
2003	\$1,000.00	Electric	\$0.00
			\$919.00

Cooperative Middle School - 100 Academic Way			
Permit Year	Cost of Construction	Type of Work	Permit Fee Charged
2015	\$54,265.00	Replace light fixtures €	\$0.00
2014	\$88,000.00	A/C splits & Subpanels	\$790.00
2005	\$0.00	Misc. Electric	\$0.00
2004	\$20,000.00	Shed	\$0.00
2001	\$0.00	Door holders for fire alarm	\$30.00
1999	\$3,586.00	Shed	\$0.00
1998	\$10,718.00	BOCA review	\$10,718.00
1997	\$12,660,000.00	New School	\$29,812.00
1997	\$0.00	Plumb 55 toilets	\$25.00
			\$41,375.00

I think it's important to consider that even though a large part of the inspections/review will be performed by a Third Party, there will be still be a substantial amount of time devoted to the project by the Building Department. I would estimate between \$4,000-\$5,000 could be incurred for reviews, inspections, and administrative responsibilities. A minimum permit fee in the amount of \$5,000, in my opinion, would not be out of the question.

Thank you for your consideration on this matter.

Respectfully,

Shanti Wolph
 Building Inspector/Code Enforcement Officer
 603-772-7391 x180
 swolph@strathamnh.gov

April 23, 2020

Stratham Select-Board
Town of Stratham, NH
10 Bunker Hill Avenue
Stratham, NH 03833

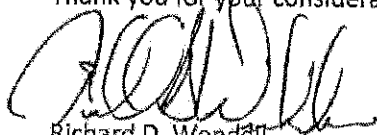
Dear Stratham Select-Board

RE: Exeter Region Cooperative School District, Exeter Region Cooperative Middle School addition/renovation project. Request to waiver building permit fees.

On behalf of the Exeter Region Cooperative School District I am respectfully requesting the Town of Stratham waive building permit fees related to the Cooperative Middle School renovation project.

It is acknowledged that the cost of all third party reviews and inspections performed by the Town of Stratham Building Inspector/Code Enforcement Officer shall be borne by the applicant.

Thank you for your consideration



Richard D. Wendell
Project Manager
Exeter Region Cooperative School District

Cc Shanti Wolph Building Inspector/Code Enforcement Officer

Town of Stratham
COVID-19 Expenses
April 29, 2020

Category	Amount
Cleaning/sanitizing	530.15
Legal	2,700.55
PPE	4,035.88
Other - postage	32.50
EPLSA Employer Social Security	110.83
Grand Total	7,409.91



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Uses The CodeRED® system will be used to send critical communications, from evacuation notices to missing child alerts.

Caller ID When you see the following displayed, you will know the call is from us. If you would like to hear the last message delivered to your phone, simply dial the number back.

- Emergency Notifications
1-866-419-5000 or Emergency Comm
- General Notifications
1-855-969-4636 or General Comm

Privacy Your contact information remains private and will only be used for community notifications.

Join Our Database To make sure you receive notifications, please register at:

<http://www.strathamnh.gov/>

Click the CodeRED icon under the “Notifications” tab

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When seconds count, you can count on



CodeRED™

CodeRED is a FREE emergency notification service provided to all residents within Stratham that will notify you of emergency information through **phone calls, text messages, emails, social media and the CodeRED Mobile Alert app**. The system will be used to keep you informed of local events that may immediately impact your safety. As a local resident, the Town of Stratham encourages you to take action and register your cell phone for this service and verify your home location to receive targeted notifications that directly impact your home or business.

The CodeRED® system will be used to send critical and time-sensitive communications such as:

- **Missing Children**
- **Emergency Preparedness**
- **Emergency Evacuation Notices**
- **Wildfire Alerts**
- **Public Health Crisis**
- **Criminal Activity**

ENROLL TODAY! Visit www.strathamnh.gov and click the CodeRED icon on the "Notifications" tab



twitter.com/@strathamnhpd



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MAXIMIZE YOUR SAFETY WITH CodeRED

CodeRED is the FREE community notification system available to Stratham residents that will send you alerts concerning time-sensitive and/or emergency information that may impact your area via phone calls, text messages, emails, and social media.

The Town of Stratham encourages you to actively participate in emergency preparedness by remaining informed. Safety is a two-way street, so be sure to register today to receive the information you need, when it matters, regarding events such as:

- MISSING PERSONS/CHILDREN
- EVACUATION NOTICES
- NATURAL DISASTERS
- BOIL WATER ADVISORIES
- INCLEMENT WEATHER WARNINGS
- CRIMINAL ACTIVITIES
- ROAD CLOSURES/TRAFFIC ALERTS
- SHELTER IN PLACE/LOCKDOWNS

Don't wait! Start receiving notifications that could save your life. Sign up today!

Visit www.strathamnh.gov and click on the CodeRED icon to enroll under the "Notifications" tab, or download the CodeRED Mobile Alert app available in the App Store or Google Play.

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New Hampshire Municipal Association

April 29, 2020

EMERGENCY ORDER #25

TAX COLLECTION – INTEREST ABATEMENTS, TAX DEEDS & TAX LIENS

On April 3, 2020 Governor Sununu issued Emergency Order #25, Temporary Modification of interest penalty for late payment of property taxes. The general purpose of this Order is to ease the financial burdens on property taxpayers during the State of Emergency. The Order permits relief from interest charged on property taxes and suspends the issuance of tax deeds. NHMA's interpretation of Emergency Order #25, based in part on advice provided by the Attorney General's Office, is as follows:

Abatements of Interest Charged on Property Tax Payments:

Paragraph 1 of Emergency Order 25 permits the granting of blanket abatements by the select board or assessors on interest charged on all property taxes pursuant to RSA 76:16. The Order further provides that individual applications for abatements are not required, and that the ability to grant interest abatements will continue for the duration of the State of Emergency. Because the Order uses the phrase "blanket abatements" this permits either the select board or assessors to abate the interest on all past due property tax payments, which could include interest that accrued before the State of Emergency. Under the terms of this Order, the select board or assessors can exercise as a local option the ability to declare that any interest accrued on presently delinquent property tax payments will be waived. This authority to grant blanket assessments permits the select board or assessor to set conditions, time limits and amounts on the interest that can be waived, provided those conditions are uniform and all property taxpayers are treated on equal terms.

Moratorium on Issuance of Tax Deeds:

Emergency Order #25 Paragraph 2 extended the temporary prohibition on foreclosures as provided in Emergency Order #4 to include late payment of property taxes. The last sentence of paragraph 2 effectively "stays" the issuance of any Tax Collector Deeds for the duration of the State of Emergency. Although RSA 80:76 tells the Tax Collector to issue a tax deed after two (2) years from the execution of the real estate tax lien, that statute is now stayed due to Emergency Order #25, and no tax deeds can be issued by New Hampshire Tax Collectors during the State of

Emergency. When the State of Emergency is lifted, municipalities may resume issuing tax deeds. However, they should do so only after conducting an updated title search and issuing new Notices of Intent to Deed as required by RSA 80:76, III.

Effect of Emergency Order #25 on Recording Tax Liens:

Emergency Order #25 does not explicitly prohibit the recording of tax liens under RSA 80:60 - :61. The recording of a tax lien perfects the automatic 18-month lien under RSA 80:19 and does not “foreclose” the property interests of the owner. However, the recording of the lien does increase the interest charged on the unpaid property tax due from 8% to 14%. Whether to proceed with recording of tax liens while Emergency Order #25 is still in effect is a decision tax collectors should make only after consulting the municipality’s regular legal counsel. A temporary delay in recording tax liens will not defeat the eventual recording of the tax lien, provided that notices of impending tax liens are mailed by no later than August 31, 2020 and tax liens are recorded by no later than September 30th.