

Board of Selectmen Meeting  
 Highway Department  
 Department Update  
 1/8/2018  
 7:30 PM Hutton Meeting Room

Update Items Priority	Item	Contractor	Action	Responsibility	By When	Comments
1	Winter Overhead	Stratham Highway	Winter storm events and maintenance are going well. We have used approximately 665 tons of salt to date. This is on the higher side than in past years. On a typical/average winter we use approximately 1,000-1,300 tons of salt for the entire winter season. These numbers are up due to recent ice storms. See attached proposed policy for reference. Residents have used an abundance of salt this year approximately 144 tons @ \$4.00/ton = \$7,776.00	CL	1/8/2018	Truck No. 7 needed new fuel injectors \$2,900.00 Truck No. 7 needed to wing plow hydraulic hoses for a cost of \$600.00
2	Sand and salt for residents Policy	Stratham Highway		CL	1/8/2018	
3	Mailbox Policy	Stratham Highway	See attached mailbox policy addendum for reference.	CL	1/8/2018	
4	Transfer Station Brush Policy	Stratham Highway	See attached brush policy for reference.	CL	1/8/2018	
5	Granite post installation-Municipal Center	Stratham Highway	The Highway Department installed (2) 12"x12" x 14' granite posts at the Municipal Center. The existing sign is being repaired. The new sign should be installed by 3/15/17. The posts will need to be backfilled and walkways will need to be modified in the spring or first thaw.	CL	4/1/2017	

Draft



**TOWN OF STRATHAM**

*Incorporated 1716*

10 Bunker Hill Avenue · Stratham, NH 03885

Highway Department

---

**Sand and Salt for Residents Policy**

This policy establishes the procedures for residents to pick up sand and salt at The Stratham Highway Department. The salt shed is located at the Highway Garage facility located at 70 Bunker Hill Avenue.

1. Residents may take up to two (2) five gallon buckets of sand or salt per winter storm event.
2. Residents shall check in with Highway Department personnel and validate residency. This can be done by providing a photo ID. Residents shall tell Highway Department personnel how much sand or salt they are taking so long as it does not exceed two (2) five gallon buckets.
3. Residents can pick up sand or salt Monday Through Friday between the hours of 7:00 AM and 3:30 PM.
4. Residents shall not park inside or in front of the salt shed. Highway Department personnel have the right-of-way when loading salt on Highway Department plow trucks during a winter event. Residents may get salt once they have checked in with Highway Department personnel and have given the resident access to the salt shed.

Drafted by:  
Colin Laverty  
Director of Public Works  
January 8, 2018

The Highway Department proposes to install a new 18'-4" wide by 26' tall non insulated garage door on the salt shed entrance. This will keep any weather out of the salt shed and dissolving salt. The total cost of the garage door is \$12,000.00. The door will be automatically (electrically) operated.

The sand and salt policy will be posted in front of the salt shed.



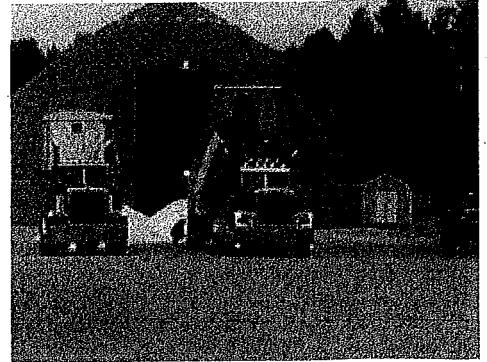
**Existing Policy/Posting on Website**

**Sand & Salt for Residents**

Stratham residents are eligible to collect a bucket of sand or salt for home use from time to time at the Highway Department's buildings on Bunker Hill Avenue.

Please be sure not to drive into the shed before getting permission, as employees may be working inside.

For more information, please call the department at (603) 772-5550.



**Sand and Salt for Residents Policy**  
**(Sign)**

This policy establishes the procedures for residents to pick up sand and salt at The Stratham Highway Department. The salt shed is located at the Highway Garage facility located at 70 Bunker Hill Avenue.

1. Residents may take up to two (2) five gallon buckets of sand or salt per winter storm event.
2. Residents shall check in with Highway Department personnel and validate residency. This can be done by providing a photo ID. Residents shall tell Highway Department personnel how much sand or salt they are taking so long as it does not exceed two (2) five gallon buckets.
3. Residents can pick up sand or salt Monday Through Friday between the hours of 7:00 AM and 3:30 PM.
4. Residents shall not park in or in front of the salt shed. Highway Department personnel have the right-of-way when loading salt on Highway Department plow trucks during a winter event. Residents may get salt once they have checked in with Highway Department personnel and have given the resident access to the salt shed.

**AREA UNDER VIDEO SURVEILANCE**



**TOWN OF STRATHAM**  
*Incorporated 1716*  
10 Bunker Hill Avenue · Stratham, NH 03885  
Highway Department

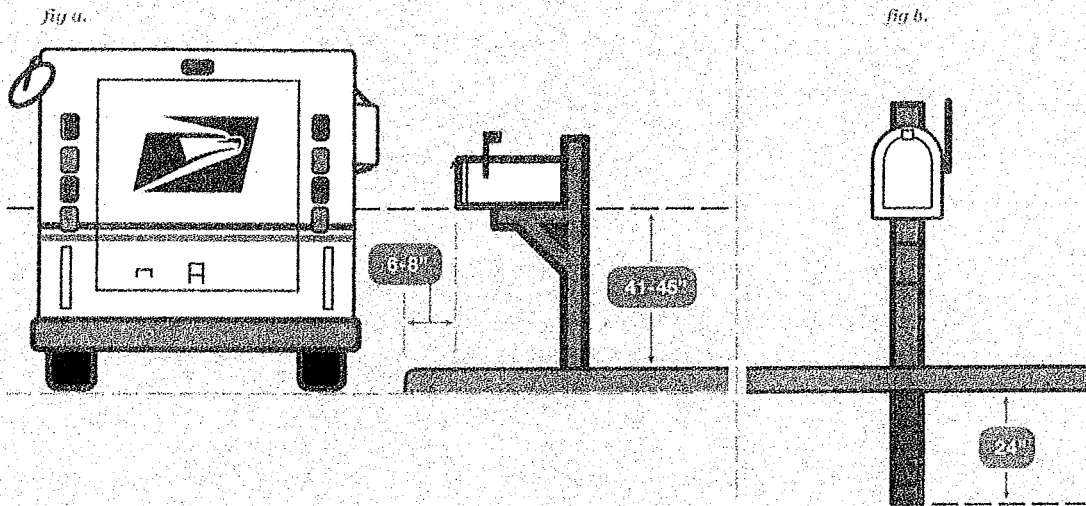
---

**Mailbox Policy:**  
**Damaged Mailboxes, Maintenance around Mailboxes**

This policy establishes the procedures for repairing/replacing mailboxes damaged by snowplowing or other activities of The Stratham Highway Department.

1. It is not the Town's responsibility to repair/replace mailboxes that are located within the Town of Stratham's right-of-way. Mailboxes placed in the right-of-way are tolerated as a convenience to the mail recipient.
2. If a mailbox is located outside of the Town's right-of-way and is damaged, The Director of Public Works shall be notified within 48 hours of the alleged incident. This will allow for timely verification of the incident and is required in order for repair/replacement.
3. No funds will be disbursed directly to the owner, except in accordance with paragraph five (5) below. Town personnel will make a reasonable attempt to repair the damage to a qualifying mailbox in a timely manner. Town personnel will normally provide labor and materials. Town personnel will make the sole determination if a replacement mailbox is required based on the extent of the damage.
4. Regardless of construction type or value of a damaged mailbox, it is the Town's policy to replace it with a standard mailbox available at local hardware stores and mounted on a 4x4 pressure treated post. The Town does not replace granite mailbox posts or rod iron mailbox brackets.
5. If the property owner does not desire a replacement as described in paragraph four (4) above, the Town will pay up to \$25.00 toward the replacement upon receipt of an itemized bill of materials.
6. It is the responsibility of the property owner to clear snow in front of the mailbox per the United States Parcel Service.

7. Installation of mailboxes shall be installed per the United States Postal Service regulations. See below for reference.



1. Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
2. Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.

Amended January 8, 2018  
By Colin Lavery  
Director of Public Works



**TOWN OF STRATHAM**  
**BOARD OF SELECTMEN**

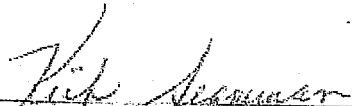
**POLICY: DAMAGED MAILBOXES**

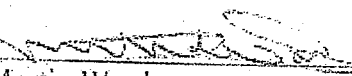
This policy establishes the procedures for repairing/replacing mailboxes damaged by snow plowing or other activities of the Stratham Highway Department.

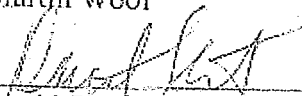
- 1) It is not the Town's responsibility to repair/replace mailboxes that are located within Town rights-of-way. Mailboxes placed in rights-of-way are tolerated as a convenience to the mail recipient.
- 2) If a mailbox is located outside the Town's right-of-way and it is damaged, either the Highway Agent or Town Administrator must be notified of the damage within 72 hours of the alleged incident. This will allow for timely verification of the incident and is required in order to qualify for repair/replacement.
- 3) No funds will be disbursed directly to the owner, except in accordance with paragraph five (5) below. Town personnel will make a reasonable attempt to repair the damage to a qualifying mailbox in a timely manner. Town personnel will normally provide labor and materials. Town personnel will make the sole determination if a replacement mailbox is required based on the extent of the damage.
- 4) Regardless of construction type or value of a damaged mailbox, it is the Town's policy to replace it with a standard mailbox available at local hardware stores and mounted on a 4x4 post.
- 5) If the property owner does not desire a replacement as described in paragraph four (4) above, the Town will pay up to \$25 toward the replacement upon receipt of an itemized bill for materials.

Adopted/Reaffirmed: 2/12/07  
date

Town of Stratham  
By Its Selectmen

  
\_\_\_\_\_  
Kirk Scamman

  
\_\_\_\_\_  
Martin Wool

  
\_\_\_\_\_  
David Short



## **TOWN OF STRATHAM**

*Incorporated 1716*

10 Bunker Hill Avenue · Stratham, NH 03885

Highway Department

603-772-5550

---

### **Stratham Transfer Station Brush Policy**

This policy establishes procedures for which residents can bring brush to be wood chipped by the Highway Department during normal Transfer Station operating hours. The Transfer station is open every Saturday from 9AM to 4 PM April 1st through November 31st and the first and third Saturday of the month December 1st through March 31st.

All Stratham residents may bring brush to the transfer station at no charge. The following rules shall apply.

1. Brush shall be 6 inches or less in diameter
2. All brush butts shall be placed out away from the concrete wall
3. No stumps, trash, or debris will accepted
4. No commercial/landscaper loads will be accepted

Drafted by:  
Colin Laverty  
Director of Public Works  
January 8, 2018

The Highway Department has requested to purchase a Ryan's Grapple in 2018 to mount on an existing Bobcat A770 skid steer loader. The new grapple will be used to load brush into the Highway Departments Bandit 1590XP wood chipper. Currently, the brush is chipped by hand which takes several hours per week and can be unsafe for the two operators who normally load the brush into the wood chipper. The Ryan's grapple will also be used for many brush and tree related projects throughout Town.

Part time man power has been budgeted in 2018 to help direct residents when unloading brush at the Transfer Station. This will make sure residents follow the brush policy and will also provide additional assistance to the Transfer Station attendant during peak times.

The brush policy will be installed on a sign and posted at the Transfer Station for residents to reference at all times.