



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BUILDING
33 HAZEN DRIVE
CONCORD, NEW HAMPSHIRE 03305
603-271-2791



ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

September 3, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Safety, Division of Homeland Security and Emergency Management to award a grant to the Town of Stratham (VC#177230-B001) in the amount of \$9,787.50 to update the Town's Hazard Mitigation Plan, effective upon Governor and Council approval through September 23, 2027. 100% Federal Funds.

Funding is available in account, PDM-BRIC, as follows:

02-23-2-236010-43930000-072-500574 - Grants to Local Gov's - Federal

FY 2027
\$9,787.50

EXPLANATION

The purpose of this grant is for the Town of Stratham to update the Town's Hazard Mitigation Plan (HMP). The grant listed above is funded from the Building Resilient Infrastructure and Communities (BRIC) grant program, which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM), from the Federal Emergency Management Agency (FEMA). BRIC provides funding to sub-recipients for cost-effective hazard mitigation activities that complement a comprehensive mitigation program. FEMA provides BRIC funds to states that, in turn, provide sub-grants or contracts for a variety of mitigation activities, such as planning and the implementation of projects identified through the evaluation of natural hazards.

Updating the Town's HMP will help ensure continued eligibility for certain FEMA hazard mitigation assistance programs and other federal disaster-related funding opportunities. Maintaining a current, FEMA-approved plan strengthens the Town's ability to pursue future mitigation funding, enhances emergency preparedness, and supports efforts to reduce the impacts of future natural disasters on the community.

BRIC is 75% Federally funded by FEMA with a 25% match requirement supplied by the sub-recipient. The sub-recipient acknowledges their match obligation as part of Exhibits B and C to their grant agreement.

This request is being submitted for Governor and Council approval because the cumulative year-to-date expenditures exceed the \$10,000 threshold established in MOP150.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
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In the event that BRIC funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,

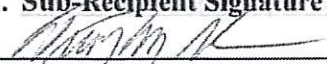
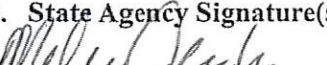
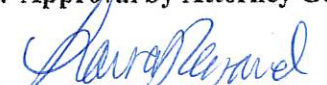


Robert L. Quinn
Commissioner of Safety

GRANT AGREEMENT

The State of New Hampshire and the Sub-Recipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. IDENTIFICATION AND DEFINITIONS

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Sub-Recipient Name Town of Stratham (177230-B001)		1.4. Sub-Recipient Address 10 Bunker Hill Ave, Stratham, NH 03885	
1.5 Sub-Recipient Tel. # 603-772-7391 x181	1.6. Account Number AU #43930000	1.7. Completion Date September 23, 2027	1.8. Grant Limitation \$9,787.50
1.9. Grant Officer for State Agency Austin Brown, Chief of Mitigation & Recovery		1.10. State Agency Telephone Number (603) 271-2231	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Sub-Recipient Signature 1 		1.12. Name & Title of Sub-Recipient Signor 1 TIMOTHY ROACHE TOWN ADMINISTRATOR	
Sub-Recipient Signature 2		Name & Title of Sub-Recipient Signor 2	
Sub-Recipient Signature 3		Name & Title of Sub-Recipient Signor 3	
1.13. State Agency Signature(s) By:  On: 8/25/26		1.14. Name & Title of State Agency Signor(s) Amy Newbury, Director of Administration	
1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: / /			
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 9/17/26			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly

described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

Sub-Recipient Initials: 1.) TMR

2.) _____

3.) _____

Date: 4/21/26

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

Sub-Recipient Initials: 1.) JK

2.)

3.)

Date: 4/21/26

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video

recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

Sub-Recipient Initials: 1.) JMK 2.)

3.)

Date: 4/21/26

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of

the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. **CHOICE OF LAW AND FORUM.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Sub-Recipient Initials: 1.)

2.)

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Date:

4/24/26

EXHIBIT A

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Sub-Recipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Sub-Recipient" must be expended within thirty (30) days of receiving the advanced funds.
4. "The Sub-Recipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Sub-Recipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Sub-Recipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Sub-Recipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Sub-Recipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Sub-Recipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

5. The "Sub-Recipient" will be required to provide the formally approved Local Hazard Mitigation Plan electronically at the completion of the project.

Sub-Recipient Initials:

1.) IMR

2.)

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Date: 4/21/26

EXHIBIT B

Scope of Work, Project Tasks & Deliverables, and Project Review & Conditions

1. SCOPE OF WORK

The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the **Town of Stratham** (hereinafter referred to as "the Sub-Recipient") \$9,787.50 within the Federal Fiscal Year 2023 Building Resilient Infrastructure and Communities (BRIC) grant.

"The Sub-Recipient" shall utilize the above referenced funding to update the hazard mitigation plans for the Town of Stratham in accordance with 44 CFR Part 201.

"The Sub-Recipient" agrees that the period of performance ends on September 23, 2027 and by that date the aforementioned hazard mitigation plans must be completed and have received formal approval by New Hampshire Homeland Security and Emergency Management (HSEM). All completed invoices must be sent to "the State" by October 23, 2027, thirty (30) days after the period of performance ends and a final performance and expenditure report will be sent to "the State" by October 23, 2027.

2. PROJECT TASKS AND DELIVERABLES – NEW LOCAL HAZARD MITIGATION PLAN

Project tasks and deliverables within this section are to be referenced for the reimbursement process. Per the Scope of Work, "the Sub-Recipient" is required to develop/update the community's local hazard mitigation plan in accordance with 44 CFR Part 201 to ensure formal approval.

The Town/City, NH will prepare a Local Hazard Mitigation Plan Update in accordance with FEMA guidelines for Hazard Mitigation Planning. The Town/City may be assisted, by a vendor of their choice, for this scope of work. The Town/City's updated plan will address mitigation of multiple natural hazards that may affect the community, including Avalanche, Coastal Flooding, Inland Flooding, Drought, Earthquake, Extreme Temperatures, High Wind Events, Landslide, Lightning, Severe Winter Weather, Solar Storms and Space Weather, Tropical and Post-Tropical Cyclones, and Wildfires.

The planning process will include the following actions and elements:

Task 1-3

1. Grant Award and Contracting:

The community will procure services to facilitate this planning process update

- Official Notification of Award
- Provide Contractor Selection to NH HSEM
- Execute a contract

2. Select and Hire a Vendor:

Sub-Recipient Initials: 1.) JML

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Date: 4/21/26

The vendor will document the process used to develop the updated plan, including but not limited to:

- How the plan update was prepared
- Who was involved in this process
- How the public was involved (i.e., Community outreach, local planning team participation)

3. Convene a local Hazard Mitigation Planning Committee:

The Town/City will convene a local Hazard Mitigation Planning Team. Members should include a cross-section of the community, such as residents, government officials, community leaders and business owners. This team will serve as a liaison to the vendor and assist in the plan update by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. With the vendor's facilitation and technical assistance, the Town/City Hazard Mitigation Planning Team will:

- Develop a mission statement
- Assign roles and responsibilities
- Develop a specific timeline for planning activities
- Hold a minimum of two community public meetings during the planning process update, one during the production of the plan update, and one during the review of the draft plan update,
- Solicit input from key stakeholders in the community, including business associations, local or regional institutions, local NGO's, and residents.
- Conduct local outreach to stakeholders through postings on the municipal web site, outreach to local print and/or online press, and use of local access cable TV where available. Outreach to neighboring communities will also be conducted.
- Provide input regarding the feasibility and prioritization of mitigation measures
- Review the draft plan update and its goals and proposed mitigation projects
- Oversee the implementation, maintenance and updating of the plan update

Task 4. Revisit the Hazard Profiles for each Hazard that impacts the community:

- Using the best available existing data, the vendor will update a map of areas affected by multiple natural hazards for the Town/City. A set of hazard maps will be included within the updated Hazard Mitigation plan, and GIS files will be made available to the Town/City for integration with their other community plans. These maps will be the basis for the communities known hazards. The hazard identification update will include an assessment of the community's risks that summarizes the vulnerability of each hazard based on the location, extent, probability, and severity of the hazards. A vulnerability analysis will be conducted; your vendor may consider using FEMA's HAZUS-MH, as well as, a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas.
- The Town/City will update the description and prioritization of the natural hazards that have occurred within the community since the last plan update.

Sub-Recipient Initials:

1.) JMC

2.)

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Date:

4/21/26

Task 5. Facility Inventory:

The Town/City will prepare an updated inventory of facilities and explain how these facilities intersect with the known hazards for the community. This task will be based on input from the community and the best available state and local information. This data may be used to develop updated GIS maps of the following items:

- Critical facilities, including the following, if they exist in the community:
 - Emergency operations centers
 - City or town offices
 - Water and wastewater treatment plants
 - Sewage pumping stations
 - Police or fire stations
 - Schools
 - Hospitals
 - Day-care facilities
 - Public works garages
 - Nursing homes/elderly housing
 - Emergency shelters
- Economic Drivers:
 - Large Businesses
 - Large Employers
 - Historical or Cultural sites
- All repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA. These buildings(s) must be analyzed by type (Commercial / Residential), number, and general location as it relates to the known hazard areas. The addresses and associated data will be provided, upon request to, the community by the State NFIP Coordinator.
- Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g., residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards.
- Anticipated future land use areas and how they intersect with known hazards.

Task 6: Vulnerability:

Based on the previous information from Task 5, the Town/City will update the overview of each of the specific hazards and the community's vulnerability to those specific hazards. This vulnerability assessment, if possible, will include:

- Problem Statements: These will summarize the biggest issues for the community in terms of; Types and numbers of buildings, infrastructure, and critical facilities located in the hazard areas.
- All existing multiple hazard protection measures within the community, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.

Task 7. Mitigation Goals:

Sub-Recipient Initials: 1.) TMK

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Date: 4/21/26

The Town/City, with vendor support, will update the mitigation strategies specific to the community's exposure to and impacts from identified natural hazards. The strategy will include:

- Create, edit, or delete goals as needed;
- Obtain public input;
- Analyze existing capabilities;
- Review mitigation actions in the previous plan and identify progress implementing those actions (include current status along with reasons why there may have been little or no progress).
- Describe how the community's priorities have changed since the previous Hazard Mitigation Plan.
- Include a description of the NFIP program and how the community will continue compliance over the next five years.
- Update a list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Planning Team. An example of a goal statement and an objective would be:
 - GOAL: Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.
 - OBJECTIVE: Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

Task 8. Actions:

A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction:

- These projects may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g., seawalls, dams, dikes) solutions.
- At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:
 - An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
 - Coordination with relevant Federal and state agencies for input and technical assistance.
- Revise and update the mitigation action plan.
- Identify integration opportunities throughout the community, as well as, how the data and information from the previous plan was integrated into other mechanisms over the last five years

Task 9. Plan Review, Evaluation, and Implementation

In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information.

- The plan must describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved.

Sub-Recipient Initials: 1.) 

2.) 

3.) 

Date: 

- The plan must describe the status of the hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the updated action plan.
- The plan must describe if and how any priorities changed since the plan was previously approved. If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.

Task 10. Maintenance:

- The Town/City in conjunction with the planning team will monitor, evaluate, and update the plan.
- The Planning Team will assist the Town/City in the implementation and incorporation of the plan's goals into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.
- The completed plan update will include an implementation schedule with procedures for ensuring the plan's implementation, updating and revision every five years.

Task 11. Public Review of Draft:

- The Planning Team will work with the community for continued public involvement to include public review of the draft plan.

Task 12. Review and Approval:

- Submit the plan update to NH HSEM /FEMA for review; revised based on NH HSEM/FEMA comments; submit revised plan update for approval pending adoption.
- When APA is received, the plan update will be brought before the City Council or Board of Selectmen in the community for adoption.
- Send the final adopted plan update to NH HSEM/FEMA, Receive approval by FEMA.
- Non-regulatory Grant Closeout

3. PROJECT REVIEW AND CONDITIONS

"The Sub-Recipient" shall submit quarterly progress reports, drafts, and final updated local hazard mitigation plans for aforementioned communities. Quarterly reporting shall begin in the quarter in which this grant agreement is approved, shall be submitted within fifteen (15) days after the end of a quarter, and shall continue until the project is completed.

"The Sub-Recipient" agrees to submit draft plans to HSEM, electronically, for review and comment. Upon notification of Approvable Pending Adoption (APA) the Sub-Recipient shall obtain community adoption of the plan no later than twelve months from APA and submit electronic copies of the adoption documentation and the final plan for Formal Approval.

"The Sub-Recipient" further agrees to promptly address all required revisions arising from HSEM reviews, and resubmit revised draft plan(s) to HSEM.

Sub-Recipient Initials: 1.) JMR

2.)

3.)

Date: 7/21/20

"The Sub-Recipient" agrees to provide copies of the formally approved plans to HSEM in electronic format upon receipt of the Federal Emergency Management Agency's approval letter.

"The Sub-Recipient agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.

"The Sub-Recipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date as identified in HSEM's closeout letter. In these records, "the Sub-Recipient" shall maintain documentation of the 25% cost share required by this grant.

Sub-Recipient Initials:

1.)

IMC

2.)

3.)

Date:

4/2/26

EXHIBIT C

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Sub-Applicant	Grant	
	Share	(Federal Share)	Cost Totals
Project Cost	\$3,262.50	\$9,787.50	\$13,050.00
Project Cost is 75% Federal Funds, 25% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Building Resilient Infrastructure and Communities (BRIC) EMB-2023-BR-004			
Assistance Listings Number: 97.047			
Applicant's Unique Entity Identifier (UEI): H95KLKG5PNJ3			

2. PAYMENT SCHEDULE

- a. "The Sub-Recipient" agrees the total payment by "the State" under this grant agreement shall be up to **\$9,787.50** and allocated to individual plan development as follows:

Jurisdiction	Federal Share	Sub-Applicant Share
Stratham	\$9,787.50	\$3,262.50

Nothing in this allocation shall affect "the Sub-Recipient's" obligation to maintain financial records including documentation of the 25% cost share required by this grant.

- b. All services shall be performed to the satisfaction of "the State" before payment is made. All payments shall be made upon receipt and approval of stated tasks and upon receipt of associated reimbursement request(s). Documentation of completed deliverables and match committed shall be provided with each payment request. The amount per community is limited to the amounts stated in paragraph "a" above. Payment shall be made in accordance with the following schedule based upon completion of specific tasks and deliverables described in Exhibit B:

Task Completed	% of Individual Plan Cost to be Billed
Task 1. Document the Planning Process - Grant Award and Contracting - Select and Hire a Vendor - Convene a Local Hazard Mitigation Planning Committee	20%
Task 2. Conduct a Hazard Identification and Risk Assessment - Revisit the Hazard Profiles - Facility Inventory - Vulnerability Assessment	20%
Task 3. Identify Mitigation Actions Mitigation Goals	20%
Task 4. Prioritize Mitigation Actions Mitigation Actions	20%

Sub-Recipient Initials: 1.) JML

2.)

3.)

Date: 4/24/20

Task 5. Submit completed plan for review, revisions, and receive APA status • Plan Review, Evaluation, and Implementation • Plan Maintenance • Public Review of Draft	15%
Task 6. Submit Adopted Plan and receive Formal Approval • Review and Approval	5%

- c. Upon Governor and Executive Council Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, September 24, 2024, to the identified completion date (block 1.7).

Sub-Recipient Initials:

1.) TML

2.)

3.)

Date:

4/21/26

Town of Stratham

CERTIFICATE OF AUTHORITY

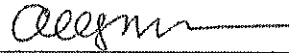
April 20, 2026

I, Allison Knab, Chair of the Select Board, Town of Stratham, NH, hereby certify that Tim Roache, Town Administrator, had authority to sign and enter into a grant agreement with the State of NH Division of Homeland Security and Emergency Management on April 20, 2026, for the Town of Stratham, and, further, hereby authorize Tim Roache to execute any and all contract and agreements related to the Hazard Mitigation Grant Program (HMGP) Agreement.

I further attest that Tim Roache was granted authority prior to the day the grant agreement was signed and it has not been amended or repealed as of the day the contract was signed.

A True Copy of the Record,

ATTEST:

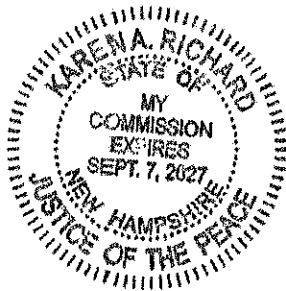


Name ALLISON KNAB
Title CHAIR

State: New Hampshire
County: Rockingham

On this 20th day of April 2026, before me, Karen Richard, the undersigned officer, personally appeared Allison Knab known to me to be the person whose name is signed on the foregoing document and acknowledged to me that she signed voluntarily for its stated purpose and that it was her free act and deed.

In witness thereof, I hereunto set my hand and official seal.



Karen A. Richard
Justice of the Peace / Notary

Commission Expires: 9/7/2027

MINUTES OF THE APRIL 20, 2026 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Allison Knab, Vice Chair Joe Anderson, Tedd Tramaloni

ALSO PRESENT: Town Administrator Tim Roache, Planning and Building Director Vanessa Price, Steve Hamilton and Ben Heller, Whitney Consulting Group.

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the draft minutes. Mr. Tramaloni motioned to approved the minutes from April 6, 2026. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab recognized Ms. Price for her department report. Ms. Price stated that the new fee structure took effect on March 3. The Planning Board will soon begin work on zoning amendments. In response to a question from Mr. Tramaloni, she explained the process for adopting impact fees, noting that they must be authorized in the zoning ordinance, tied to identified projects, usually CIP-related, and supported by a professional study.

She noted that NHMA Right-to-Know training went well, and a land-use board training session was recorded for those unable to attend. Work continues on the Open Space Connectivity Plan.

Ms. Price provided updates on current Planning Board applications, including:

- 170 Portsmouth Ave (residential contracting business; existing home to remain)
- Porsche dealership (proposed addition to service area)
- 210 Portsmouth Ave (residential condominium project)
- Extension requests for 41 Portsmouth Ave, 80 & 80R Winnicutt subdivision
- Lindt (continuance requested to complete permitting for a new fire access road)

The group discussed an older fire road on the Lindt complex that is now inaccessible due to overgrowth; Ms. Price will research responsibility for its maintenance.

Ms. Price reported that the temporary part-time building inspection consultant is performing well. From January through the previous day, 224 permits were issued and 226 inspections completed. Revenue has increased slightly due to large projects such as the school and Lindt. Additional updates included construction at 217 Portsmouth Ave and a planned triplex at 301 Portsmouth Ave.

In response to a question from Mr. Anderson, she stated that all boards will soon be fully staffed with regular members, though some still need alternates.

Ms. Knab recognized Steve Hamilton and Ben Heller for an update on the Town's assessing status. Mr. Hamilton reviewed assessment-to-sale ratios, noting that the 2024 revaluation brought the median ratio to 97.2%, with 2025 at 95.8% and recent sales trending at 94.9%. He explained that values remain within the acceptable 90–110% range and no valuation update is recommended for the coming year. A revaluation will be required in 2029, though earlier action would be advised if ratios fall below 90%.

Mr. Hamilton reviewed the median home sale price for the equalization period (\$975,000) and discussed assessment statistics, including the coefficient of dispersion (COD). He explained how utility properties are annually equalized under state law.

Mr. Heller reported on the Department of Revenue Administration's ongoing 2025 Assessment Review of their work, including file audits, credits and exemptions review, and compliance with records-retention requirements. Fieldwork inspections have been acceptable. Results are expected later in the year, though DRA is behind schedule.

Mr. Hamilton continued, reporting cyclical property inspections continue, with approximately 30% of improved properties completed. The Town remains on track to finish by the December tax bill. The equalization process is also underway, and the Board was asked to sign the certificate for the 2025 equalization survey. Ms. Knab requested that the Board have time to review before signing.

Mr. Hamilton reported that several 2023 tax abatement appeals are currently pending before the Board of Tax and Land Appeals. He has been working with taxpayers on preliminary resolutions and plans to present these to the Select Board at their next meeting. He requested time on the agenda, and the Board agreed. The Board thanked Mr. Hamilton and Mr. Heller for their update.

Ms. Knab recognized Mark Stevens, who provided an update on planned water and sewer infrastructure work in the Stratham Industrial Park. Mr. Stevens explained that a section of the 47-year-old water main needs replacement following a significant break last summer that resulted in substantial water loss. The association plans to replace the vulnerable section, inspect additional areas of the main, and determine whether further replacement is necessary.

He also described related sewer system improvements. The association has reached an agreement with the Town of Exeter to upgrade a restricted section of Exeter's sewer line in exchange for additional sewer capacity needed for Lindt's expansion. This work requires upsizing a force main from four inches to six inches and completing two road crossings—one for the sewer force main and one for the water line.

Mr. Stevens noted that a future easement across the Rollins property may be needed to complete a looped water-line system, but the immediate request is for an easement from the Town of Stratham to perform the current work.

Board members asked clarifying questions regarding ownership of the water and sewer systems, easements, and responsibility for the proposed work. Mr. Stevens confirmed the system is privately owned by an association he manages. Mr. Anderson expressed conceptual support but emphasized the need for protections for the Town, including a surety bond and long-term responsibility for any future road settlement at the crossing. Town counsel has not yet reviewed the proposed easement.

Mr. Stevens stated he hopes to begin work as soon as possible. The Board agreed to review the matter promptly and will follow up once counsel has completed their review.

Ms. Knab introduced the Lindt water and sewer expansion item. Mr. Roache explained that the project is connected to the additional 75,000 gallons of sewer capacity being allocated to the

industrial park and assigned to Lindt. Exeter has requested a letter of support from Stratham to submit to the PUC, and a letter drafted by Exeter's attorney was included in the packet.

Mr. Anderson motioned to authorize the Board Chair to sign the letter on behalf of the Board. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Tramaloni asked that the letter not be sent until town counsel has reviewed the project described earlier by Mr. Stevens. Mr. Roache agreed to hold the letter until counsel completes that review.

Ms. Knab opened discussion on the 2026 TMAC charge. Mr. Anderson suggested a minor edit to Section 2A, recommending that "conduct public forums" be changed to "conduct public input" to allow flexibility in how feedback is gathered.

Mr. Anderson also referenced comments in TMAC's recent minutes noting that the Select Board had not taken action. He stated that he had agreed with the recommendations at the time but no action was taken due to other Board members. He clarified that the issue they agreed on concerned commercial dog walkers. Ms. Knab noted that research had been planned on whether updates to the ordinance on motorized vehicles were needed to address e-bikes, as the current ordinance predates them.

The Board further discussed issues related to commercial dog walkers, e-bike use, parking, and enforcement at Stratham Hill Park. Members agreed these topics should be addressed comprehensively and that a public hearing—potentially in late May or June—would be appropriate.

Mr. Tramaloni emphasized the importance of confronting these issues directly, noting concerns about compliance and enforcement. Ms. Knab reiterated the need for adequate enforcement capacity, including the potential role of an Animal Control Officer. Mr. Anderson noted that establishing clear policy is the necessary first step. Mr. Anderson motioned to adopt the TMAC charge with the change of item 2a from "forum" to "gather public input". Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Roache reported on options for building access control. He reviewed mobile systems but noted that both the Police and Fire Departments expressed concerns about relying on personal phones for access, particularly in situations where staff may not be able to safely or quickly unlock a device. Staff also noted that requiring use of personal phones could be problematic. Based on this feedback, the recommendation is to proceed with key-card or key-fob access, with alternative options such as wristbands available for Police.

Mr. Roache also followed up on the selection of Pelmac Industries as the preferred consultant. The selection team was impressed by Pelmac's extensive walkthrough, familiarity with municipal facilities, and the value of their proposal. Pelmac also services the Police Department's existing system.

Ms. Knab asked about licensing costs; Mr. Anderson noted that replacement cards are included. Mr. Tramaloni assumed standard warranties would apply to hardware and related components. Mr. Roache added that some companies offer optional subscriptions, but those carry risks if updates are needed. With the Board's authorization, he will move forward.

Mr. Anderson motioned to authorize the Town Administrator to enter into an agreement with Pelmac Industries for the installation of an access control system with installation cost of \$142,770 and a first-year licensing cost of \$7,347. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab introduced the Hazard Mitigation Plan item. Mr. Roache explained that although the Board had approved the plan in April 2025, federal delays related to FEMA caused associated grant funding to be put on hold. By the time the funds were released, the required Certificate of Authority had expired, and all signatures were more than a year old. As a result, the Town must re-accept the grant funds.

Mr. Anderson asked what a Certificate of Authority is. Ms. Knab explained that it is a standard requirement for state and federal grants, authorizing a designated individual to sign on the Town's behalf. Mr. Roache added that it functions similarly to a certificate of vote authority and directed the Board to the motion included in the packet. Mr. Anderson motioned that the Select Board, in a majority vote, accepted the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of \$9,787.50 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be \$13,050.00, in which the town will be responsible for a 25% match (\$3,262.50) and we authorize Town Administrator Tim Roache to sign all documents related to the grant. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab noted that page 29 of the packet indicates the need to establish a Hazard Mitigation Planning Committee. Mr. Roache confirmed this requirement, explaining that the committee will primarily include Planning staff, the Planning & Building Director, and the Police and Fire Chiefs. The Town will hire a consultant to lead the process, and Mr. Roache noted that such consultants are highly effective and that he has experience with similar projects through the Rockingham Planning Commission.

Ms. Knab introduced the 2027 Highway Safety Grant. Mr. Roache explained that this is a routine annual grant that the Police Department intends to apply for. Chief King provided a memo in the packet; however, the current action is only to authorize the department to apply, as the grant has not yet been awarded. No further action is required beyond approving the application. Ms. Knab motioned to authorize the Police Department to move forward with the application for the Highway Safety Grant in the amount of \$15,800 acknowledging that there's a match requirement. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab moved to the Stevens Park agenda item. Mr. Roache said that the application for the septic system has been received. Mr. Anderson motioned to approve the Stevens Park application for an individual septic, individual sewer disposal system and to authorize the Town Administrator to sign the application on the Select Board's behalf. Mr. Tramaloni seconded the motion. All voted in favor.

The Board reviewed cost estimates for exterior repairs to the Lane House and Tannery buildings. Mr. Roache explained that the proposed exterior work totals approximately \$110,000, with roughly \$197,000 remaining from the original \$200,000 allocation. Additional major needs include heating systems, water line and plumbing work, and septic system evaluation, though full cost estimates are not yet available.

Board members discussed prioritizing essential systems—water, septic, and heating—before committing to exterior work, given the limited budget. Mr. Merrill, Heritage Commission Chair, cautioned that delaying carpentry work could push scheduling out significantly and noted that the Heritage Preservation Capital Reserve Fund could be used temporarily as a cash-flow tool, though he emphasized the goal of keeping the project cost-neutral to taxpayers.

The Board discussed the need for more information, including septic system details and heating system assessments. Mr. Tramaloni noted that the exterior repairs are recommended because the building is currently compromised, and delaying could increase long-term costs. Mr. Roache added that some exterior work, such as removing the deteriorated back porch, could begin while other estimates are finalized. The Board agreed to await additional cost information before making final decisions.

Mr. Tramaloni asked whether long-term repair costs had been estimated, noting concern about balancing anticipated rental income with the scope of needed improvements. Mr. Merrill explained that financial feasibility was reviewed before the Town accepted the gift, and the Select Board at that time believed rental income from the four buildings would be sufficient to support the property once deferred maintenance was addressed.

Board members discussed the distinction between exterior repairs and interior work. Mr. Anderson suggested pursuing a parallel approach—continuing to gather full cost estimates while authorizing high-priority exterior work in phases. Mr. Roache and Mr. Merrill agreed that the north porch removal is the most urgent item due to significant rot, with additional deterioration on the east and south sides. Removal of the east porch will require Preservation Alliance approval.

The Board confirmed that the current proposal includes demolition—not reconstruction—of the north porch, with necessary siding and clapboard repairs to follow. Mr. Roache noted that some work could begin while remaining estimates are finalized, allowing the project to move forward without committing to the full \$110,000 exterior package at once.

Mr. Tramaloni asked that Mr. Merrill consult with Mr. Bedard to identify the highest-priority repairs. Mr. Merrill recommended authorizing approximately \$50,000 for Mr. Bedard to begin work, allowing him to address the most urgent items while the Town awaits heating, plumbing, and septic estimates expected within the next several weeks. Mr. Roache supported this phased approach.

Ms. Knab expressed hesitation about committing funds before receiving additional cost information, noting the need to address essential interior systems. Mr. Anderson clarified that a \$50,000 authorization would represent roughly one-quarter of available funds, leaving approximately \$150,000 for remaining needs. After discussion, Ms. Knab indicated she could support allocating half of the exterior amount upfront if the Board was comfortable.

Mr. Merrill reported that Mr. Bedard is prepared to begin work immediately, starting with removal of the deteriorated north porch. DPW is also ready to assist before their roadwork season begins. Ms. Knab requested a clear statement outlining what work will be completed with the initial funding. Mr. Merrill agreed to coordinate with Mr. Bedard.

The Board reviewed priority items, including demolition of the north porch, demolition and repairs on the east side, and repairs to the south porch. Estimated costs for these three components total approximately \$54,500. After discussion, the Board agreed this phased approach was the best path forward. Mr. Tramaloni motioned to authorize the Town Administrator to work with Hall & Parlor to allocate \$54,500 to demolish the north porch and repair the east and to pay according to the terms of the contract, 30% down and billing monthly. Mr. Anderson seconded the motion. All voted in favor.

Mr. Merrill asked whether the Historical Society building was included in the municipal re-keying project. The Board confirmed it was not. Mr. Merrill noted that the building faces similar issues with lost or unreturned keys and requested it be added to the list. The Board agreed, and Mr. Roache said he would speak with the selected vendor to include it.

Ms. Knab moved to the authorizations from the CIP and CRF funds. Mr. Roache noted that the next item is authorization to purchase the Police Department's body camera system, using CIP funds. The request is for \$11,081 from the Town-Wide Technology account. Ms. Knab motioned to authorize the police chief to move forward with the purchase of the police department body camera server in the amount of \$11,081 out of the town-wide technology fund, CIP Fund and to enter into a contract with Pelmac Industries for the project. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Roache introduced the workstation replacement item, noting two memos in the packet—one from the Police Department and one from Mr. Hickey. He explained that the total request should not exceed \$12,000, which is the amount available in the Town-Wide Workstation Replacement CIP line.

Mr. Anderson asked what equipment was being proposed. Mr. Roache said the Police Department is requesting three desktop computers, and other departments may need desktops or laptops. Mr. Anderson raised concerns about employees having both a desktop and a laptop, noting that a prior policy allowed only one device. The Board requested clarification from Mr. Hickey.

The Board also discussed the idea of repurposing two older laptops for use in the Hutton Room during meetings. Ms. Knab and Mr. Tramaloni supported the idea since it would not require new spending, while Mr. Anderson expressed concern about setting a precedent. Mr. Tramaloni had a concern regarding confidentiality and shared logins.

The Board requested a detailed list from Mr. Hickey identifying which employees would receive new computers or laptops. They agreed to defer action and revisit the item at the next meeting.

Mr. Anderson motioned to approve the release of \$126,971.45 in CRF funds for the purchase of two replacement defibrillators and to authorize the Town Administrator to enter into a contract as outlined in the April 20, 2026 packet with Stryker Emergency Care. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Roache noted the current balance in that fund is \$350,000. We will be adding another \$150,000 bringing the total to \$500,000.

Ms. Knab introduced the agenda item regarding Municipal Center bathroom renovations and LED lighting upgrades. Mr. Roache reported that the proposal totals \$58,971, and the Building Maintenance Fund within the CIP has \$59,000 available. He noted that Mr. Tramaloni shared information from the Energy Commission about Unitil rebates for LED lighting, and the Town should take advantage of those incentives. Mr. O'Keefe requested that the workscope be sent to him so he can submit it for rebate processing. Mr. Roache will coordinate with him to ensure the project proceeds in the correct order while capturing available savings. Mr. Anderson motioned to approve the release of \$58,971 in CIP funds for the Municipal Center LED lighting project and the bathroom renovations and to authorize the Town Administrator to enter into a contract with Schroeder Construction Management. Mr. Tramaloni seconded the motion. All voted in favor.

The Board reviewed correspondence from Bell & Flynn outlining the proposed paving work. Mr. Batchelder reported that all listed roads will be completed this year except Jason, Jana, Joyce, and Linda Lane, which will be deferred to next year. Of the \$513,000 available, approximately \$400,000 is planned for paving.

Mr. Roache explained that the proposed paving budget is \$403,000, funded by \$125,000 in the operating budget, \$350,000 in the 2026 CIP (about half of which is Highway Block Grant funds), and \$38,000 remaining in a prior CIP authorization. Crack sealing is estimated at an additional \$180,000, bringing the total to roughly \$483,000—well within the \$513,000 available.

Regarding Academic Way, the Town is waiting to confirm whether the school will pave its section; if so, it would be efficient for the Town to pave its portion at the same time.

Mr. Anderson motioned to authorize the expenditure of \$388,000 CIP with \$125,000 from the operating budget for a total of \$513,000 to support the 2026 paving and crack seal program. Mr. Tramaloni seconded the motion. All voted in favor.

ADMINISTRATION

Mr. Roache noted that, in addition to Ms. Price's earlier update, there is a stormwater MS4 technical assistance program available that would provide consultant support for required mapping work. He and Ms. Connors will pursue this opportunity.

The Finance Administrator reported that the annual audit is progressing well, though it has been demanding on her time.

The Fire Department continues work on its Healthy Community survey, and the Board looks forward to reviewing a draft.

Mr. Roache revisited the Lane property tree-removal discussion, originally raised at the March 2 meeting. Funding had been unclear at that time and was discussed in nonpublic session. The final determination was that the \$15,800 cost would be covered through the DPW Maintenance budget. Mr. Tramaloni questioned whether the Lane Trust should be used, but it was recalled that prior Board discussions established the Trust as a buildings-only fund. The Board agreed no motion was needed.

Mr. Roache will be meeting internally regarding the Stratham Hill Park charette, including outreach to RPC. The Building Inspector consultant will be providing her assessment of the department to him this week.

INFORMATIONAL

Ms. Knab highlighted the Recreation Revolving budget, noting that she and Mr. Anderson were pleased to see the updated information. She explained to Mr. Tramaloni that the fund has been a long-term effort to clarify how fees are collected and spent on recreation programming, and that its use is governed by state law.

Mr. Tramaloni expressed concern about spending without sufficient oversight. Ms. Knab, serving as Recreation Commission liaison, explained that while the Recreation Commission is sometimes involved, most spending decisions are made by the Recreation Department for program needs such as uniforms.

Mr. Roache added that the Recreation Department operates as a largely self-supporting program. Ms. Knab reiterated that expenditures from the fund must comply with state law.

APPOINTMENTS

Mr. Anderson noted Mr. Hanson should be listed Under Consideration for appointment to the Energy Commission as this is the first time his application has appeared on the agenda.

Ms. Knab motioned to appoint Nate Merrill to the Heritage Commission for a three year term to expire at Town Meeting 2029. Mr. Anderson seconded the motion. All voted in favor.

Mr. Tramaloni motioned to re-appoint Michelle McCann-Corti and Kathy Bower, and appoint Jenny Hinson to the Wiggin Memorial Library Board of Trustees alternates for a one year term to expire at Town Meeting 2027. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to appoint Geri Denton, Kyle Hollasch, Hansini Woodbury, Lauren Schmidt and Diane Smith for a one year term to the Communications and Community Engagement Committee. Ms. Knab seconded the motion. Motion held for a non-public discussion.

Ms. Knab motioned to appoint Allyson Moore, Colleen Jarvela, Gale Lyon, Chris West, Ellen Johansen for a one year term to the Stratham Community Garden Committee. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab moved to the Investment Policy. Mr. Anderson motioned to readopt the current Investment Policy with the additions of items in red from his March 31 email added to Section H. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson motioned to authorize the Treasurer to invest the funds as follows. We already agreed for April and May so this is outside of that, \$1 million in NH PDIP, TD Bank 30 day CD of \$6 million for June, July, August and September. Four million for October. Two million for November and also to invest the Conservation Commission \$500,000 in NH PDIP and \$400,000 in 3 month CDs at TD Bank. The Board will receive updated results in October to inform

investment decisions for December and future periods. Reviews will occur on a six-month cycle. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Tramaloni reported on the results of the Hutton Room audio test, noting that a small amount of additional, low-cost equipment will be needed. He outlined two options for next steps: holding a special Select Board meeting solely to test the technology, or conducting a regular meeting and recording it. He noted that Microsoft Teams can record meetings, and the recording could be posted on the Town website. Mr. Roache added that Zoom could also be used to stream directly to YouTube.

The Board discussed streaming capabilities, including whether all meetings should eventually be streamed and how storage requirements might be managed. Ms. Knab noted that viewership of Select Board meetings may help gauge public interest in other committees. It was noted that a more advanced Teams account may be needed to allow public access. The Board anticipates being able to conduct a recorded or streamed meeting by June.

Mr. Tramaloni reported that he contacted several Stratham businesses to request congratulatory messages on their signs in recognition of the Fire Department's 75th anniversary. DPW and the Police Department will also display messages on their electronic boards. Board members plan to attend the anniversary ceremony at the Fire Department the following evening.

At 9:21pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(a) and II(c) Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

At 9:46pm Ms. Knab motioned to exit the non-public session and seal the minutes noting failure to do so may render a proposed action ineffective. Mr. Tramaloni seconded the motion. Roll call: Tramaloni-yes; Anderson-yes; Knab-yes

All voted in favor of the appointments to the Communications and Community Engagement Committee.

At 9:47pm Ms. Knab motioned to adjourn. Mr. Tramaloni seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only. Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Stratham 10 Bunker Hill Avenue Stratham, NH 03885		Member Number: 301	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	1/1/2026	1/1/2027	Each Occurrence	\$ 2,000,000
			General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☒ Automobile Liability Deductible Comp and Coll: ☐ Any auto	1/1/2026	1/1/2027	Combined Single Limit (Each Accident)	\$2,000,000
			Aggregate	\$10,000,000
☒ Workers' Compensation & Employers' Liability	1/1/2026	1/1/2027	☒ Statutory	
			Each Accident	\$2,000,000
			Disease — Each Employee	\$2,000,000
			Disease — Policy Limit	
☒ Property (Special Risk includes Fire and Theft)	1/1/2026	1/1/2027	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: Mary Beth Purcell Date: 4/8/2026 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of NH, Dept of Safety 33 Hazen Dr Concord, NH 03305			