



## TOWN OF DURHAM

8 Newmarket Road  
Durham, NH 03824  
Tel: 603-868-5571  
Fax: 603-868-1858  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

**NOTICE:** Although members of the Town Council will be meeting in the Council chambers, the Council meetings are still available for members of the public to participate via Zoom or in-person.

## **AGENDA**

**DURHAM TOWN COUNCIL**  
**MONDAY, DECEMBER 2, 2024**  
**DURHAM TOWN HALL - COUNCIL CHAMBERS**  
**7:00 PM**

**NOTE:** *The Town of Durham requires 48 hours notice if special communication aids are needed.*

- I. Call to Order
- II. Town Council grants permission for fewer than a majority of Councilors to participate remotely
- III. Roll Call of Members. Those members participating remotely state why it is not reasonably practical for them to attend the meeting in person
- IV. Approval of Agenda
- V. Special Announcements
- VI. Public Comments (\*) - **Please state your name and address before speaking**
- VII. Report from the UNH Student Senate External Affairs Chair or Designee
- VIII. Discussion with UNH President Chilton
- IX. **Unanimous Consent Agenda** (*Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote*)
  - A. Shall the Town Council, upon recommendation of the Administrator, approve a Supplemental Property Tax Warrant for FY 2024 and authorize the Administrator to sign said Supplemental Property Tax Warrant to commit a supplemental tax bill totaling \$37,724 on properties that were not billed for the State Education portion of the tax rate?
  - B. Shall the Town Council Approve and Sign the Warrant for the Town Election to be held on March 11, 2025?

**X. Committee Appointments**

- A. Shall the Town Council, upon recommendation of the Human Rights Commission Chair, Appoint Leslie Schwartz, 24 Laurel Lane, to fill a Regular Membership position on the Human Rights Commission with a term expiration of April 2027?
- B. Shall the Town Council, upon recommendation of the Parks & Rec Committee Chair, Appoint Chris Gowland, 28 Newmarket Road, to fill an Alternate Membership position on the Parks & Rec Committee with a term expiration of April 2027?

**XI. Presentation Items**

- A. Report from Julie Kelley and Will Byington on the Compost Challenge
- B. Report from the Planning Board – Paul Rasmussen, Chair

**XII. Councilor and Town Administrator Roundtable**

**XIII. Unfinished Business**

**Continued Discussion and Possible Adoption** of the Administrator’s proposed FY 2025 Operating, Capital, and Special Fund Budgets, and the 2025-2034 Capital Improvement Plan, as amended.

**XIV. Approval of Minutes – November 18, 2024**

**XV. New Business**

Discussion of the present composition of Downtown Durham

**XVI. Nonpublic Session (if required)**

**XVII. Adjourn (NLT 10:30 PM)**

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**(\*)** *The public comment portion of the Council meeting is to allow members of the public to address matters of public concern regarding town government for up to 5 minutes. Obscene, violent, disruptive, disorderly comments, or those likely to induce violence, disruption or disorder, are not permitted and will not be tolerated. Complaints regarding Town staff should be directed to the Administrator.*



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AGENDA ITEM: **#8**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Town Council

**AGENDA ITEM:** DISCUSSION WITH UNH PRESIDENT CHILTON

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

At the August 12, 2024 Town Council meeting, the new UNH President, Elizabeth S. Chilton, was introduced to the Council along with her Chief of Staff, Thomas Cronin. Individual Councilors had specific questions to pose to President Chilton, and it was decided that it would be best to discuss those questions among the Council as a whole, at a later meeting prior to having President Chilton return.

At the meeting of September 9, 2024, the Council created a list of questions which were then emailed to President Chilton by Administrator Selig. President Chilton has since been invited to the December 2 meeting to discuss the questions with the Council. She has prepared a document outlining her answers which is included in the December 2 packet.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Hold discussion and with President Chilton on formerly specified questions.



November 26, 2024

Office of the President

105 Main Street  
Durham, NH 03824

V: 603.862.2450

F: 603.862.3060

TTY: 7.1.1 (Relay NH)

[Presidents.office@unh.edu](mailto:Presidents.office@unh.edu)

Dear Members of the Durham Town Council and Administrator Selig,

Thank you all for the warm welcome to Durham over the last few months. Michael and I have truly enjoyed getting to know this wonderful community, as well as several of you, in both professional and personal capacities.

In preparation for the Town Council meeting on December 2nd, I wanted to respond in writing to some of the questions you posed after my previous visit to the council in September. I hope this will lay a foundation for a productive conversation on items most important to the council next week. As I continue to learn about the many points of engagement between the town and the university, I consulted with colleagues, particularly in our Student Life and Facilities divisions, in developing this response.

Generally, I noticed a theme of communication and collaboration running through many of the questions. These qualities are central to my leadership style and my pledge to all of you in our interactions. I am committed to keeping the town, through Administrator Selig, apprised of information and actions that will impact the broader community and, whenever possible, engaging the town to seek solutions. Through transparency and strong communication, I believe we can foster a strong working relationship that will benefit all of our constituents.

You asked how we can work together to improve the quality of life for the town residents, both UNH students and year-round residents. It was suggested to me that there are likely opportunities for us to expand the range and quantity of cultural and recreational events available. The town could consider events such as outdoor movie nights and music festivals. We could also partner to better utilize university facilities, such as the Hamel Recreation Center and the outdoor pool, to host larger community events catering to students and year-round residents. If there is a desire for the university to offer broader, regular access to some facilities, that is something we would be happy to investigate. We should continue to partner to expand our public transit network and the availability of pedestrian and bike pathways to ensure safe and easy mobility to and from downtown.

This work would also aid existing and future efforts to promote patronage of local businesses by faculty, staff, and students. To address one of your questions, UNH includes local business tours in our new student orientation program and has worked with some owners to develop student-focused events and highlight local businesses in some communications. We welcome further suggestions in this regard and, at the same time, would continue to encourage the town and downtown businesses to keep in mind the evolving interests of today's college students and the commercial offerings made available to them.

During my short time in New Hampshire, I have come to better understand the challenges the state and our region face regarding housing, particularly affordable workforce and student housing. Locally, UNH continues to work with property managers to encourage the offering of

housing close to campus and is developing a platform to connect renters with available accessory dwelling units in town. UNH is also looking to our nearly complete Master Plan to help us site and develop much-needed graduate housing near the former Forest Park site.

For UNH, a related challenge is the significant increase in vehicles on campus. UNH is a traditionally walking campus, but more and more of our students want to have a personal vehicle available, particularly post-COVID. Partnership with the town to develop pricing and management policies that discourage unnecessary private vehicle use – such as the continued development of a robust transit, biking, and walking environment – will save private resources, improve pedestrian safety, and reduce emissions and land use impacts.

The council asked several questions related to facilities and infrastructure, including related to the Durham Fire Department and McGregor Memorial EMS, the Amtrak Station, and collaborations with Durham Parks and Recreation. In each instance, it is likely opportunities for collaboration are abundant. The appropriate colleagues at the university would be pleased to join with the town on planning for the future in each of these areas.

Another major project is the proposed Edge Innovation District. As you may know, the USNH Board of Trustees recently approved the construction of a facility to house a new NOAA Center of Excellence alongside space to relocate the UNH John Olson Advanced Manufacturing Center. We continue to discuss the potential for additional space in that facility to accommodate more industry partners. Shortly, we intend to request proposals for the larger Edge development, which I believe Administrator Selig has had an opportunity to review. Moving forward, we intend to create a steering committee, which will include representation from the town, to help us evaluate responses in the short term and help to lead this effort in the years to come. I also want to share our thanks for the effort the town has put into investigating the Planned Unit Development ordinance to support potential development on the Edge.

In addition to the opportunities above, we look forward to our students continuing to engage in meaningful capstone projects with and on behalf of the town. These projects are vital for experiential learning and significantly contribute to local issues. Similarly, we also see opportunities for continued collaboration on our shared engagements with state and federal lawmakers concerning state laws and regulations as well as federal funding opportunities for shared infrastructure and facilities needs.

The University of New Hampshire is incredibly proud to call Durham home to the state's flagship campus. In the years ahead, I hope to be able to continue to grow and strengthen this relationship for the benefit of our residents and students.

Sincerely,



Elizabeth S. Chilton  
President

**From:** Todd Selig <tselig@ci.durham.nh.us>

**Date:** Wednesday, September 18, 2024 at 12:55 PM

**To:** Elizabeth Chilton <elizabeth.chilton@unh.edu>, Tom Cronin <thomas.cronin@unh.edu>

**Subject:** questions/topics from the town council for further conversation

Dear Elizabeth and Tom,

The Council members very much appreciated your participation as part of the August 12, 2024, Town Council meeting. It was a wonderful opportunity to introduce both of you to the community, and for members of the Council to begin to get to know you as we collaboratively move forward into the new academic year.

Individual Councilors had some specific questions/topics for President Chilton to consider, and it was decided that it would be best to discuss those questions among the Council as a whole, prior to having you return for a future meeting.

On September 9, 2024, the Council was able to provide the following list of questions/topics, many of which can serve as jumping off points for future conversations.

- What can Durham do to improve the students' quality of experiences at UNH?
- What will UNH do to help improve the quality of life for year-round residents of Durham?
- Are you aware of the quantity of support that Durham receives from UNH student capstone projects -- and our appreciation of those students who are making a positive contribution to the community as a whole?
- Will UNH commit to a concerted effort in the future to keep the Town (confidentially via the Administrator as appropriate) apprised of any decisions UNH is considering that may significantly impact public services or the Town economically? An example is the recent permanent closing of the UNH Art Museum. Public facilities like this have an important draw for visitors and residents and thus impact the Town economically. It's very likely that with advance notice, private funding could have been located to help save the museum.
- How will you keep the Durham community involved in UNH's efforts to improve free speech protections and de-escalation in light of the recent Town Council resolution pertaining to May 1st? And given the community concern about military grade weapons in Durham on May 1st, what will you do to ensure that such weapons are not brought on campus again for such events?
- What plans/initiatives is UNH pursuing to help graduate students, staff, and junior faculty find affordable housing in Durham? We are especially interested in options where living without a car would be feasible, as this is essential for most international graduate students (who would not be bringing cars with them) and helpful for everyone else (since not having a car represents a cost savings of about \$1000 per month, which would then be available to spend on rent or mortgage).
- Recognizing that a vibrant downtown is important for both the Town and the University alike, what plans/initiatives is UNH pursuing to encourage faculty, staff, and students to patronize downtown Durham businesses?
- How shall we jointly plan for facility upgrades/expansion plans for the Durham Fire Department and McGregor Memorial EMS?
- How shall we work together to address current or proposed laws at the state level that overreach authority (housing, freedom of speech, education, etc.), or which create hardships locally for Durham and/or UNH?
- Are there additional areas for collaboration between the Durham parks and recreation and the University's facilities departments for potentially using UNH spaces to host community activities and events, as well as mutually beneficial fund-raising opportunities?
- How shall we work together to ensure the future of the Durham/UNH Train Station, as well as ideas on how to safeguard and expand access for the campus and community as a whole relative to that important resource?
- What concerns or consternations does UNH have with the Town and how can we help alleviate those?
- Can you provide an update on the status of the Edge at West End and how can we integrate the Town into planning/decision making on a regular and ongoing basis to ensure coordination/collaboration moving forward?

Again, thank you for considering these questions/topics. We very much appreciate your partnership with the Town and look forward to working with you both to ensure the Town is supportive of UNH needs as well.

All my very best,

Todd



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AGENDA ITEM: **#9A**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Darcy Freer, Assessor

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, APPROVE A SUPPLEMENTAL PROPERTY TAX WARRANT FOR FY 2024 AND AUTHORIZE THE ADMINISTRATOR TO SIGN SAID SUPPLEMENTAL PROPERTY TAX WARRANT TO COMMIT A SUPPLEMENTAL TAX BILL TOTALING \$37,724 ON PROPERTIES THAT WERE NOT BILLED FOR THE STATE EDUCATION PORTION OF THE TAX RATE?

**CC PREPARED BY:** Darcy Freer, Assessor

**CC PRESENTED BY:** Todd Selig, Town Administrator  
Darcy Freer, Assessor

**AGENDA DESCRIPTION:**

Attached for the Council's review is a draft supplemental tax warrant authorizing the Town Clerk-Tax Collector to collect payment of property taxes assessed on April 1, 2024, in the amount of 37,724 for properties that were not billed the State Education portion of the tax rate at the time of the initial tax warrant for tax year 2024.

**LEGAL AUTHORITY:**

RSA 76:14 describes the process for imposing a tax upon a person or property due to a correction of omissions, or improper assessment.

RSA 76:15-b allows the Town Council, by majority vote, the ability to adopt the provisions of RSA 76:15-a Semi-Annual Collection of Taxes.

RSA 41:35 outlines the duties for the collector of taxes.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Administrator, approve a Supplemental Property Tax Warrant for FY 2024 and authorize the Administrator to sign said Supplemental Property Tax Warrant to commit a supplemental tax bill totaling \$37,724 on properties that were not billed for the State Education portion of the tax rate.*



SUPPLEMENTAL WARRANT FOR COLLECTION OF PROPERTY TAXES  
**THE STATE OF NEW HAMPSHIRE**  
**STRAFFORD COUNTY**

To: Rachel Deane, Collector of Taxes for the Town of Durham in said county:

In the name of said state you are directed to collect the property tax herewith committed to you, amounting in all to the sum of:

**Thirty-Seven Thousand Seven Hundred and Twenty-Four Dollars**  
**(\$37,724.00)**

Following is the owners and descriptions of the said properties in said Town of Durham, which property tax is assessed by us as Councilors/ Assessors of the Town of Durham.

<u>Owner</u>	<u>Parcel ID</u>	<u>Location</u>	<u>Total AV</u>
121 TECH OWNER LLC	204-1-0-0-0	BEECH HILL ROAD	60,920
121 TECH OWNER LLC	204-2-0-0-0	121 TECHNOLOGY DRIVE	22,815,240
AT&T CINGULAR WIRELESS	106-1-0-COM-A	14 EVERGREEN DRIVE	410,400
AT&T COMMUNICATIONS LLC	999-500-0-0-0	DURHAM	167,300
BENEFIT COATINGS INC	210-1-0-BG0-H	MAIN STREET	85,400
COMCAST CABLE TAX GROUP	999-400-0-0-0	DURHAM	878,700
FAIRPOINT	106-1-0-COM-B	MCDANIEL DRIVE	1,507,200
FAIRPOINT	111-22-0-COM-A	WORTHEN ROAD	7,400
FAIRPOINT	218-77-0-COM-A	DURHAM POINT ROAD	26,300
FAIRPOINT	106-1-0-BLDG-1	MCDANIEL DRIVE	1,685,700
REXCHEM RESEARCH LLC	210-1-0-BG0-G	MAIN STREET	101,300
SPRINT	214-27-0-COM-A	DURHAM POINT ROAD	400,800
T-MOBILE	106-1-0-COM-C	14 EVERGREEN DRIVE	427,700
T-MOBILE	106-4-0-COM-B	21 STRAFFORD AVENUE	517,500
VERIZON WIRELESS	106-4-0-COM-A	21 STRAFFORD AVENUE	473,300
VERIZON WIRELESS	112-1-0-COM-C	10 FOSS FARM ROAD	533,700
VERIZON WIRELESS	204-8-0-COM-A	33 BEECH HILL ROAD	406,800
VERIZON WIRELESS	210-1-0-COM-A	165 MAIN STREET	670,600

**REASON FOR SUPPLEMENTAL WARRANT:** During tax bill reconciliation, it was discovered that the aforementioned eighteen (18) properties were issued preliminary and final tax bills which did not include the State Education portion of the tax rate (\$1.21). The supplemental warrant is to collect the unbilled State Education portion of the tax rate on these properties.

As attested by the Town Clerk/Tax Collector, the information provided by the Town Assessor is a correct list of the assessment of the State School Taxes on the above properties for the year 2024 as made by us, the Council of said Durham.

*ATTEST:* \_\_\_\_\_  
Rachel Deane, Town Clerk-Tax Collector

Given under our hands and seal at **Durham** this \_\_ day of \_\_ in the year **2024**.

\_\_\_\_\_  
Todd I. Selig, Administrator  
Per vote of the Durham Town Council on 12/2/24



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AGENDA ITEM: **#9B**  
DATE: December 2, 2024

## COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** SHALL THE TOWN COUNCIL APPROVE AND SIGN THE WARRANT FOR THE TOWN ELECTION TO BE HELD ON MARCH 11, 2025?

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

The Town election will be held on Tuesday, March 11, 2025, at the Oyster River High School Multipurpose Room. Polling hours are from 7:00 AM to 7:00 PM.

The Durham Town Council is required to post an Election Warrant for each town election conducted at least fourteen (14) days prior to the election, not including the day of posting and the day of the election. One copy of the Warrant is to be posted at the election site and one copy is to be posted in one other public place.

Attached is a copy of the Warrant for Council's review. An original of the Town Election Warrant will be present at Monday night's meeting for the Council to sign once it is officially approved so that it can be properly posted and published in the 2024 Annual Town Report.

**LEGAL AUTHORITY:**

RSA 39:5 and RSA 669:2 outline the procedure for the preparation and posting of election warrants.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Town Council does hereby approve and signs the Warrant for the Town Election to be held on March 11, 2025; copies of which will be posted at the polling place, the Town Hall, and the Durham Public Library.*

## ELECTION, TUESDAY, MARCH 11, 2025

To the inhabitants of the Town of Durham, the County of Strafford, New Hampshire.

You are hereby notified to meet at the Oyster River High School, Multipurpose Room, located on Coe Drive in said Durham, New Hampshire, on Tuesday, the 11<sup>th</sup> day of March 2025 (the polls will be open between the hours of 7:00 AM and 7:00 PM) to act upon the following subjects:

### ARTICLE 1:

To bring in your votes for three (3) Councilors (3-year terms); three (3) Durham Public Library Board of Trustees (3-year terms) and one (1) Trustee of the Trust Fund (3-year term)

Given under our hands and seal this 2<sup>nd</sup> day of DECEMBER in the year of TWO THOUSAND AND TWENTY-FOUR (2024)

\_\_\_\_\_  
Sally Needell, Chair

\_\_\_\_\_  
Darrell Ford

\_\_\_\_\_  
Joe Friedman, Chair Pro Tem

\_\_\_\_\_  
Emily Friedrichs

\_\_\_\_\_  
James Bubar

\_\_\_\_\_  
Heather Grant

\_\_\_\_\_  
Wayne Burton

\_\_\_\_\_  
Eric Lund

\_\_\_\_\_  
Curtis Register

*COUNCILORS OF DURHAM*



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AGENDA ITEM: **#10A**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Leslie Schwartz

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE HUMAN RIGHTS COMMISSION CHAIR, APPOINT LESLIE SCHWARTZ, 24 LAUREL LANE, TO FILL A REGULAR MEMBERSHIP POSITION ON THE HUMAN RIGHTS COMMISSION WITH A TERM EXPIRATION OF APRIL 2027?

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's information and consideration is an application for board appointment submitted by Leslie Schwartz, requesting appointment as a citizen member to the Human Rights Commission.

Ms. Schwartz has attended one meeting of the Commission and has spoken with Chair, Sally Needell. Attached for the Council's information is Chair Needell's endorsement of Ms. Schwartz's appointment.

Ms. Schwartz cannot attend Monday night's Council meeting due to a prior commitment.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Human Rights Commission Chair, appoint Leslie Schwartz, 24 Laurel Lane, to fill a Regular Membership position on the Human Rights Commission with a term expiration of April 2027.*



## Town of Durham

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Durham, NH 03824-2898  
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[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)

### Application for Board Appointment

Type of Appointment and Position Desired (Please select only one):

New appointment/regular member       New appointment/alternate member        
Reappointment/regular member            Reappointment/alternate member     

**NOTE: New applicants are asked to attend AT LEAST ONE meeting, as well as to meet separately with the Chair(s) of the committee(s) to which they are applying, prior to submitting an application for appointment.**

**Applicant has:**

ATTENDED A MEETING  
 SPOKEN WITH CHAIR/V CHAIR  
 BEEN RECOMMENDED FOR MEMBERSHIP

---

Name: LESLIE SCHWARTZ

Date: 24 NOV 2024

Address: 24 LAUREL LANE

MAILING: PO BOX 799, DURHAM, NH 03824

E-Mail Address: totographs@comcast.net

Telephone: To be provided upon request

Board/Commission/Committee to which you are interested in being appointed. (Please list in order of preference, if interested in more than one appointment).

1. HUMAN RIGHTS COMMISSION
- 2.
- 3.

Are you willing to attend ongoing educational sessions offered by the New Hampshire Municipal Association, Strafford Regional Planning Commission, et al, and otherwise develop skills and knowledge relevant to your work on the board/committee? **YES** NO

(Over)

Please provide a brief explanation for your interest in appointment to a particular board, commission or committee:

*I'm interested in the types of subject matters that fall within the purview of the HRC and have applicable public and private sector experiences.*

Please provide brief background information about yourself:

*Previously served on Durham Master Plan Advisory Committee, Historic District Commission, Strafford Regional Planning Commission, Zoning Board of Adjustment, et al.*

Please provide below the names and telephone numbers of up to three personal references:

Name: Telephone:

Name: Telephone:

Name: Telephone:



Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 8 Newmarket Road, Durham, NH 03824, or email Karen Edwards at [kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us).



**From:** [Sally Needell](#)  
**To:** [Karen Edwards](#)  
**Subject:** Reference for Leslie Swartz  
**Date:** Monday, November 25, 2024 8:01:38 AM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Karen,

I support Leslie Swartz's appointment to the Human Rights Commission. She has attended parts of two meetings and shown interest in the work of the commission. Leslie has participated in volunteer Town work in the past, and that experience will be an asset to the HRC.

Sincerely,  
Sally Needell



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AGENDA ITEM: **#10B**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Christopher Gowland

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PARKS & REC COMMITTEE CHAIR, APPOINT CHRIS GOWLAND, 28 NEWMARKET ROAD, TO FILL AN ALTERNATE MEMBERSHIP POSITION ON THE PARKS & REC COMMITTEE WITH A TERM EXPIRATION OF APRIL 2027?

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's information and consideration is an application for board appointment submitted by Chris Gowland, requesting appointment as an alternate member to the Parks & Rec Committee.

Mr. Gowland has attended one meeting of the Committee and has spoken with Chair, Cathy Leach. Attached for the Council's information is Chair Leach's endorsement of Mr. Gowland's appointment.

Mr. Gowland has been invited to attend Monday night's meeting.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Parks & Rec Committee Chair, appoint Chris Gowland, 28 Newmarket Road, to fill an Alternate Membership position on the Parks & Rec Committee with a term expiration of April 2027.*



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Tel: 603/868-5571

Fax 603/868-1858

[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)

### Application for Board Appointment

Type of Appointment and Position Desired (Please select only one):

New appointment/regular member       New appointment/alternate member   
Reappointment/regular member       Reappointment/alternate member

**NOTE:** New applicants are asked to attend AT LEAST ONE meeting, as well as to meet separately with the Chair(s) of the committee(s) to which they are applying, **prior to submitting an application for appointment.**

**Applicant has:**

ATTENDED A MEETING  
 SPOKEN WITH CHAIR/V CHAIR  
 BEEN RECOMMENDED FOR MEMBERSHIP

---

Name: Chris Gowland

Date: 11/21/2024

Address: 28 Newmarket Rd, Durham NH

E-Mail Address:  
cjpgowland@gmail.com

Telephone:  
978-649-9222

Board/Commission/Committee to which you are interested in being appointed. (Please list in order of preference, if interested in more than one appointment).

1. Parks and Recreation
- 2.
- 3.

Are you willing to attend ongoing educational sessions offered by the New Hampshire Municipal Association, Strafford Regional Planning Commission, et al, and otherwise develop skills and knowledge relevant to your work on the board/committee?  YES      NO

(Over)

Please provide a brief explanation for your interest in appointment to a particular board, commission or committee:

I have been working with P&R since spring of 2024 on organizing pickleball play in Durham and have enjoyed developing that community (now 72 members). I am approaching retirement and look forward to contributing to development and delivery of other similar programs and activities.

Please provide brief background information about yourself:

I am a digital/multimedia communications and training designer by profession. When my kids were younger I loved my experiences as a softball coach and organizer and mentor to young musicians providing recording and creating performance opportunities for young bands/artists. I can bring technical, creative and organizational capabilities as needed to help deliver programs.

Please provide below the names and telephone numbers of up to three personal references:

Name:	Larry Harris	Telephone:	603 815-2155
Name:	Wendy Brooks	Telephone:	603 343-6680
Name:		Telephone:	



Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 8 Newmarket Road, Durham, NH 03824, or email Karen Edwards at [kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us).

**From:** [Cathy Leach](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: FW: Parks and Rec Committee Application  
**Date:** Tuesday, November 26, 2024 1:15:39 PM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen --

I recommend Chris Gowland as a member of the Parks & Recreation Committee. He has interacted with Rachel Gasowski, and Chris and I had a phone call a month or so ago.

He will bring some helpful skills and thoughtful ideas to the committee.

Thank you.

Cathy

On 11/26/2024 12:59 PM EST Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Cathy,

If you are ok with this person, please email me a recommendation by tomorrow morning, and I can put him on the Town Council agenda for Dec. 2.

Karen

*Karen Edwards*

Administrative Assistant

Administrator's Office

Town of Durham

8 Newmarket Road

Durham, NH 03824

(603) 868-5571

[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

She/her/hers

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## TOWN OF DURHAM

8 Newmarket Road  
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Fax: 603-868-1858  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

AGENDA ITEM: **#11A**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Todd Selig, Administrator

**AGENDA ITEM:** RECEIVE REPORT FROM JULIE KELLEY AND WILL BYINGTON ON THE COMPOST CHALLENGE

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Julie Kelley and Will Byington

**AGENDA DESCRIPTION:**

The Durham Fall Compost Challenge was sponsored by the Integrated Waste Management Advisory Committee, the Dept. of Public Works and the Parks & Recreation Dept., and ran from October 5 to November 16, 2024. It was a Challenge to Durham residents who currently do not compost to compost their food scraps for 6 weeks. For a \$10 fee, the registered resident received all the necessary products needed to compost as well as a tracking chart. This Challenge was an opportunity for IWMAC to study the environmental and fiscal impacts of removing compostable materials from Durham's landfill waste. Julie Kelley and Will Byington requested to present the findings of the Challenge to the Council.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive report from Julie Kelley and Will Byington on how the Compost Challenge went and what the findings were.



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AGENDA ITEM: **#11B**

DATE: December 2, 2024

### COUNCIL COMMUNICATION

**INITIATED BY:** Todd Selig, Administrator

**AGENDA ITEM:** RECEIVE ANNUAL REPORT FROM THE PLANNING BOARD – PAUL RASMUSSEN, CHAIR

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Paul Rasmussen, Chair, Planning Board

**AGENDA DESCRIPTION:**

Section 11.1 (I) of the Durham Town Charter used to require that the Town Council meet annually with all Chairpersons of standing Town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activities for the coming year. At the March 10, 2020 Town Election, Charter amendment (Article 16 on the ballot) was adopted which amended the language within this section to now read:

- I. *On an annual basis, Chairs of the Town of Durham committees will be provided the opportunity to present to the Town Council any significant actions or projects taken by their respective committee. This report can be in the form of a written summary or a formal presentation. No action is required if there is nothing of significance to report, although the Town Council can ask for a presentation if there is interest.*

Paul Rasmussen has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the Planning Board's current activities.

**LEGAL AUTHORITY:**

Section 11.1 (I) of the Durham Town Charter.

**LEGAL OPINION:** N/A

**FINANCIAL DETAILS:** N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive report from the Planning Board's Chair, Paul Rasmussen, and hold question and answer session if desired.



**Planning Board**  
Paul Rasmussen, Chair

Member List: Paul Rasmussen-Chair, Sally Tobias-Vice Chair, Peyton McManus-Secretary, Richard Kelley, Rob Sullivan, Vacancy, Emily Friedrichs (Council), Heather Grant (Council Alternate), Alternates: Tom DeCapo, Erika Naumann Gaillet

**2024 Accomplishments**

The past year was slow for application work. This allowed the Board to focus on amendments to the zoning ordinance and site plan regulations.

Applications consisted of

- three lot-line adjustments/subdivisions
- two conditional use applications for erosion control and wetland buffer management in backyards
- a condominium approval
- solar panel approval on Park Court
- approval for the underutilized parking lot at 9 Dover Road to provide shared parking

The Historic District Committee submitted two minor changes to their ordinance, one is still in progress and the other is approved.

The Planning Board adopted two changes to the Site Plan Regulation that allow greater use of shared solar energy and a reduction of parking requirements throughout Durham.

The majority of the Board's time was spent on the more difficult task of major zoning ordinance amendments. This was split primarily between Workforce/Affordable Housing and a complete review of our definitions.

For housing, several options were considered and much public input was presented. We also scheduled a special presentation by the outgoing School Superintendent Morse to receive his data on school enrollments and school capacity. Mr. Morse shared his data which showed capacity at all levels, although a rebalancing between the elementary schools will be necessary at some point. He also shared that his two greatest concerns are housing for his new hires. Starting salaries in the school district do not allow teachers and assistants to live within the school district, and this provides a negative influence on hiring. The second concern was with a dramatic increase of houseless children within the school district over the last few years. He was favorably disposed towards our efforts to reduce housing costs.

Finally, two in town projects approved during prior years were completed during 2024 and the results were very satisfying. The housing project at 32 Madbury Road and the fraternity at 18 Garrison Avenue both improve the streetscape. The parking areas at 18 Garrison utilize permeable pavement to help protect the wetlands along Pettee Brook.

### **Goals for 2025**

Planned Unit Development ordinance to support development of The Edge.  
Review of downtown regulations for the purpose of promoting economic and residential rejuvenation. Separation of the Mill Plaza property into its own zone is a possibility. This would allow it to be a true transition zone between Main Street and the Faculty Road.  
Examination of ideas for infill housing in the residential areas RA and RB. A potential for a second overlay zone or for zone-wide dimensional or zoning changes.



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AGENDA ITEM: **#13**

DATE: **December 2, 2024**

## COUNCIL COMMUNICATION

**INITIATED BY:** Todd I. Selig, Administrator  
Gail Jablonski, Business Manager

**AGENDA ITEM:** CONTINUED DISCUSSION AND POSSIBLE ADOPTION OF THE ADMINISTRATOR'S PROPOSED FY 2025 OPERATING, CAPITAL, AND SPECIAL FUND BUDGETS, AND THE 2025-2034 CAPITAL IMPROVEMENT PLAN, AS AMENDED.

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator  
Gail Jablonski, Business Manager

**AGENDA DESCRIPTION:**

The Council held a public hearing on the 2025 Budgets at their meeting of November 18, 2024. The Council will continue with its deliberation at this meeting. The following are the Departments that will be invited to the meeting to answer questions.

- Recreation
- MIS
- Library
- Public Works
- Fire

**LEGAL AUTHORITY:**

Durham Town Charter, Article 5 "Finance", Sections 5.1 - 5.12.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council hereby ADOPTS the Administrator's proposed FY 2025 Operating, Capital, and Special Fund Budgets, and the 2025-2034 Capital Improvement Plan, as amended.*



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AGENDA ITEM: **#14**  
DATE: **December 2, 2024**

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** APPROVE THE TOWN COUNCIL MEETING MINUTES FOR NOVEMBER 18, 2024.

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's review and approval are the minutes for the meeting held on November 18, 2024. Please call or email Karen Edwards with any grammatical/spelling changes prior to the meeting. Discussion at Monday evening's meeting should be limited only to substantive changes.

**LEGAL AUTHORITY:**

RSA 91-A:2 (II) specifies what must be contained in minutes of public meetings:

*"Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the public meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of anybody or agency, or any subordinate body thereof, without exception."*

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby approve the Town Council meeting minutes for November 18, 2024 (as presented /as amended).*



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AGENDA ITEM: **# 15**  
DATE: December 2, 2024

## COUNCIL COMMUNICATION

**INITIATED BY:** Joe Friedman, Chair Pro Tem  
Todd Selig, Administrator

**AGENDA ITEM:** DISCUSSION OF THE PRESENT COMPOSITION OF DOWNTOWN DURHAM.

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Joe Friedman, Chair Pro Tem  
Todd Selig, Administrator

**AGENDA DESCRIPTION:**

The 2024 Council Goals includes the following goal:

*“Encourage downtown business development and growth of the tax base and housing opportunities within the commercial core through the application of smart growth principles focusing on planned economic and community development that attempts to curb urban sprawl in a sustainable manner, to include the future of 66 Main St. and the Town-owned Pettee Brook parking lots.”*

Administrator Selig has received emails recently from downtown business owners who have been concerned about the health and vibrancy of the downtown area. On August 7 Administrator Selig sent an email to Planner Michael Behrendt asking him to work with the Planning Board and the Housing Task “to evaluate what might be done to bring additional housing to our commercial core, utilizing smart growth principles, to help downtown Durham increase in vibrancy.” The Housing Task Force has since created a Downtown Zoning Subcommittee to begin this work.

Tonight the Council can begin discussing their thoughts on the current composition of Downtown Durham’s commercial and residential offerings and any future changes that should be made.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

No formal action required. Discuss the current composition of Downtown Durham and any future changes that should be made.