



## 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, APRIL 7, 2025

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. Unanimous Consent Agenda (*Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote*)
  - A. Shall the Town Council Approve the 2<sup>nd</sup> 2025 Warrant for Water and Sewer Totaling \$659,689.75 commit the bills for charges to the Tax Collector for collection, and authorize the Administrator to sign said warrant on its behalf?
  - B. Shall the Town Council, Upon Recommendation of the Administrator, Approve a Special Event Permit Application Submitted by Durham Parks & Recreation to close certain sections of Town Roads for a Memorial Day Ceremony to be held on Monday, May 26, 2025?
  - C. Shall the Town Council unseal the Nonpublic Session minutes from the year 2011 dated February 7; and from the year 2013 dated February 4?

- IX. Committee Appointments**  
Annual appointments and re-appointments of citizens to various town boards, commissions, and committees.
- X. Presentation Items**
- XI. Councilor and Town Administrator Roundtable**
- XII. Unfinished Business**  
**Public Hearing and Possible Adoption on Ordinance #2025-04** Amending Chapter 175, "Zoning," Article XII.1, "Use and Dimensional Standards," of the Town Code to change the minimum front setback in the Office - Research 108 (OR) District on minor streets and collector roads.
- XIII. Approval of Minutes** - March 17, 2025
- XIV. New Business**
  - A. Discussion of Administrator's Progress Report (as of March 31, 2025) on the list of approved 2024/25 Town Council Goals adopted on June 3, 2024.
  - B. Initial discussion regarding development of the 2025/26 Town Council goals.
- XV. Nonpublic Session (if required)**
- XVI. 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: **#8A** *TS*

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** April Talon, Town Engineer

**AGENDA ITEM:** SHALL THE TOWN COUNCIL APPROVE THE 2<sup>ND</sup> 2025 WARRANT FOR WATER AND SEWER TOTALING \$659,689.75 COMMIT THE BILLS FOR CHARGES TO THE TAX COLLECTOR FOR COLLECTION, AND AUTHORIZE THE ADMINISTRATOR TO SIGN SAID WARRANT ON ITS BEHALF?

**CC PREPARED BY:** April Talon, Town Engineer  
Gail Jablonski, Business Manager

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

**AGENDA DESCRIPTION:**

Attached for the Council's approval is the 2<sup>nd</sup> 2025 Warrant for Water and Sewer totaling \$659,689.75 in accordance with RSA 38:22 II (a) which states: "A municipality may commit bills for charges to the Tax Collector with a warrant signed by the appropriate municipal officials requiring the Tax Collector to collect them." The commitment list is available for viewing in the Town Clerk-Tax Collector's Office and will be available for viewing once the warrant is approved Monday evening.

Water and/or sewer bills are issued quarterly and are based on meter readings which are taken at the beginning of each quarter (on or about January 1, April 1, July 1 and October 1). Bills are calculated on the actual cubic foot (CF) of water used for each account. The Durham Public Works Water Division obtains the necessary readings using an automatic meter reading system and software which collects meter data including account numbers and water meter readings. This information is uploaded into the Town's utility billing software to generate the warrant. Some accounts are water only as is the case for irrigation meters or for properties that have

a septic system. Some accounts are sewer only if they have a residential well.

The Town obtains the total number of cubic feet used and converts it to a dollar amount using the cost per cubic foot which is determined during the budget cycle and approved by the Town Council. The amount of cubic feet used can fluctuate from year to year for the same period due to changes in weather (for example when there is more rain, people use less irrigation), time of year (summer versus winter), and whether UNH is in or out of session.

The attached charts compare the actual water and sewer usage and fees for 2019 through 2024 and the first three months of 2025 compared to the budget.

**LEGAL AUTHORITY:**

RSA 38:22 II (a)

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

The warrant details are as follows:

	Water	\$ 336,480.75
Lee Waterline Extension	Water	\$ 10,141.70
	Sewer	\$ <u>313,067.30</u>
	<b>Total</b>	<b>\$ 659,689.75</b>

with interest at eight percent (8%) on all sums not paid thirty days (30) from the due date.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby approve the 2<sup>nd</sup> 2025 Warrant for Water and Sewer totaling \$659,689.75, commits the bills for charges to the Tax Collector for collection, and authorizes the Administrator to sign said warrant on its behalf.*

**STATE OF NEW HAMPSHIRE**  
**WATER/SEWER – 2<sup>nd</sup> WARRANT 2025**

**STRAFFORD SS**

To Rachel Dean, Collector of Water and Sewer Taxes for the Town of Durham in said County.

In the name of said State, you are directed to collect the water and sewer taxes in the list herewith committed to you, amounting in all to the sum of

*Six Hundred & Fifty-Nine Thousand, Six Hundred & Eighty-Nine and Seventy-Five Cents*  
*(\$659,689.75)*

	Water \$ 336,480.75
Lee Waterline Extension Water \$	10,141.70
Sewer \$	<u>313,067.30</u>
<b>Total \$</b>	<b>659,689.75</b>

with interest at eight percent (8%) on all sums not paid thirty (30) days from the due date.

And we further order you to pay all monies collected to the Treasurer of said Town at least on a weekly basis.

As attested by the Town Clerk-Tax Collector, the list on the following pages is a correct list of the assessment of the 2<sup>nd</sup> billing of 2025 computed from the 1<sup>st</sup> quarter water and sewer readings of 2025.

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

Given under our hands and seal at Durham this 8th day of April, 2025.

\_\_\_\_\_  
Todd I. Selig, Administrator  
Per Town Council vote on 4/7/2025

**2025 ESTIMATED VS ACTUAL USAGE**  
**January 1, 2025 - March 31 , 2025**

YEARLY COMPARISONS	ESTIMATED WATER			ACTUAL WATER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2020	14,853,460	\$ 7.35	\$ 1,091,729	13,863,777	\$ 7.35	\$ 1,018,988	(989,683)	(\$72,742)	93%
2021	14,853,460	\$ 7.74	\$ 1,149,658	14,427,696	\$ 7.74	\$ 1,116,704	(425,764)	(\$32,954)	97%
2022	14,304,304	\$ 8.43	\$ 1,205,853	14,231,786	\$ 8.43	\$ 1,199,740	(72,518)	(\$6,113)	99%
2023	14,447,347	\$ 10.42	\$ 1,505,414	14,656,024	\$ 10.42	\$ 1,527,158	208,677	\$21,744	101%
2024	14,519,584	\$ 10.61	\$ 1,540,528	13,786,766	\$ 10.61	\$ 1,462,776	(732,818)	\$ (77,752)	95%
2025	3,516,852	\$ 10.92	\$ 384,040	3,081,326	\$ 10.92	\$ 336,481	(435,526)	\$ (47,559)	88%

Estimated Water for the 1st Q is calculated as 14,067,407 divided by 4

YEARLY COMPARISONS	ESTIMATED SEWER			ACTUAL SEWER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2020	13,713,549	\$ 8.97	\$ 1,230,105	12,843,156	\$ 8.97	\$ 1,152,031	(870,393)	(\$78,074)	94%
2021	13,713,549	\$ 8.97	\$ 1,230,105	13,653,420	\$ 8.97	\$ 1,224,712	(60,129)	(\$5,393)	100%
2022	13,516,701	\$ 8.98	\$ 1,213,800	13,347,445	\$ 8.98	\$ 1,198,601	(169,256)	(\$15,199)	99%
2023	13,651,868	\$ 9.57	\$ 1,306,484	13,815,025	\$ 9.57	\$ 1,322,098	163,157	\$15,614	101%
2024	13,720,127	\$ 10.31	\$ 1,414,545	13,053,263	\$ 10.31	\$ 1,345,791	(666,864)	(\$68,754)	95%
2025	3,264,409	\$ 10.66	\$ 347,986	2,936,841	\$ 10.66	\$ 313,067	(327,568)	(\$34,919)	90%

Estimated Sewer for the 1st Q is calculated as 13,057,634 divided by 4

1st QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,241,246	3,442,141	3,409,428	3,656,574	3,330,501	3,081,326
Water - Lee Extension				63,233	59,073	80,746
Sewer	3,095,327	3,286,030	3,292,580	3,514,853	3,211,829	2,936,841

2nd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,186,882	3,689,323	3,502,992	3,657,659	3,230,432	
Water - Lee Extension				64,104	132,537	
Sewer	2,862,096	3,455,094	3,298,425	3,320,712	3,069,167	

3rd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,817,406	3,412,971	3,680,587	3,549,077	3,558,118	
Water - Lee Extension			24,319	68,979	220,485	
Sewer	3,449,128	3,205,142	3,305,110	3,336,952	3,286,742	

4th QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,618,243	3,883,261	3,638,779	3,792,715	3,667,715	
Water - Lee Extension			47,374	89,193	80,280	
Sewer	3,436,605	3,707,154	3,451,330	3,642,509	3,485,525	

YEARLY TOTALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	13,863,777	14,427,696	14,231,786	14,656,025	13,786,766	
Water - Lee Extension			71,693	285,509	492,375	
Sewer	12,843,156	13,653,420	13,347,445	13,815,026	13,053,263	

**2025 BUDGETED VS ACTUAL EXPENDITURES****January 1, 2025 - Mar 31, 2025**

FUNDS	Budgeted Ending 3/31/25	Actual Ending 3/31/25	Under (Over) 2025	Percent as of 3/31/24
Water	\$384,040	\$336,481	\$47,559	87.6%
Sewer	\$347,986	\$313,067	\$34,919	90.0%
Water - Lee Extension		\$10,142		



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AGENDA ITEM: **#8B**

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Parks & Recreation

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, APPROVE A SPECIAL EVENT PERMIT APPLICATION SUBMITTED BY DURHAM PARKS & RECREATION TO CLOSE CERTAIN SECTIONS OF TOWN ROADS FOR A MEMORIAL DAY CEREMONY TO BE HELD ON MONDAY, MAY 26, 2025?

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

**PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

Attached is a special event/road closure permit application submitted by Durham Parks & Recreation requesting that certain portions of town roads be closed beginning from 9:00 a.m. to 11:30 a.m. on Monday, May 26, 2025, for the Memorial Day Ceremony.

The application has been reviewed by the appropriate town departments and has been approved by them. The Administrator therefore recommends approval of this special event and road closure permit.

**LEGAL AUTHORITY:**

RSA 41:11 "Regulation of Use of Highways, Etc.", and RSA 47:17 VII "Use of Public Ways" authorize the Town Council to regulate the use of public highways.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Town Council, upon recommendation of the Administrator, does hereby approve a Special Event Permit Application Submitted by Durham Parks & Recreation to close certain sections of Town Roads for a Memorial Day Ceremony to be held on Monday, May 26, 2025.*



# TOWN OF DURHAM

100 Stone Quarry Drive, Durham, NH 03824

TEL: (603) 868-5578

FAX: (603) 868-8063

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

## PERMIT APPLICATION

Revised: 2/18/19

**TYPE OF PERMIT (Please check one):**

Special Event

Road Closure Request

Use of Town Property

LOCATION WHERE EVENT WILL OCCUR: Downtown Main St. + Memorial Park

DAY & DATE OF EVENT: Monday, May 26, 2025

TIME(S) OF EVENT: 9-11<sup>30</sup>am

DURATION OF EVENT (Including set up and breakdown time): 2.5 hrs

NAME OF APPLICANT/ORGANIZATION: Parks + Recreation

NAME OF EVENT: Memorial Day Ceremony

PERSONAL CONTACT FOR THIS EVENT: Rachel Gasowski

ADDRESS: \_\_\_\_\_

TELEPHONE NO.:

DAY: (603) 817-4074

EVENING: (603) 254-6178

EMAIL: rgasowski@ci.durham.nh.us

DETAILED DESCRIPTION OF REQUEST (Pertaining to amplified music, location, route of travel. Please attach maps denoting routes and road closures):

DPR will be coordinating the Memorial Day Ceremony again for 2025 we would like to close down Main Street from Jenkins Ct. to Main St. Barber for the Ceremony. Amplified music will be played along with other announcements.  
\*Requesting Road Closure/defour from DPW  
\*Requesting Traffic control from DPD

ANTICIPATED NUMBER OF PARTICIPANTS: 100

ANTICIPATED NUMBER OF VEHICLES: 50

\*Requesting members of the DPD + DFD to assist with the wreath Ceremony.

CERTIFICATE OF INSURANCE INFORMATION

As evidence of its financial ability to indemnify the Town of Durham, during the term of this agreement, the applicant shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this lease, such policy to provide limits no less than \$1 million per occurrence. A Certificate of Insurance naming the Town of Durham as an Additional Insured shall be provided.

Insurance Carrier: \_\_\_\_\_

Policy Number and Expiration Date: \_\_\_\_\_

The undersigned hereby agrees, at its sole cost and expense, to defend, indemnify and hold harmless the Town of Durham and all associated, affiliated, allied and subsidiary entities of the Town, now existing or hereinafter created, and their respective officers, boards, commissions, employees, agents, and contractors (hereinafter referred to as "indemnities") from and against any and all liability, obligation, damages, penalties, claims, liens, costs, charges, losses and expenses which may be imposed upon, incurred by or asserted against the indemnities by reason of any act or omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or any property and which arises out of or is any way connected with the activities permitted by this permit.

\_\_\_\_\_  
Printed Name and Signature of Event Coordinator/applicant Date

\_\_\_\_\_  
Printed Name and Signature of Principal/Owner/Authorizing Authority Date

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

Reviewed by DPW  
Comments:

*[Signature]*  
3-21-25

Reviewed by PD  
Comments:

\* Please highlight ROAD closure to  
ADMINISTRATOR FOR inclusion on TOWN  
COUNCIL Agenda

Reviewed by FD  
Comments:

See attached Fire Department conditions of permit approval

Reviewed by P&R  
Comments:

Approved:  \_\_\_\_\_  
Todd I. Selig, Administrator Date

## John Baker

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**From:** David Holmstock  
**Sent:** Friday, March 21, 2025 3:38 PM  
**To:** John Baker; Richard Reine; David Emanuel; Rachel Gasowski  
**Cc:** Aimee Routhier; Kelley Fowler; Shannon Shaw; David Holmstock  
**Subject:** RE: Special Event Permit Application - DPR - Memorial Day Ceremony

The Police Department supports the permit as submitted.

Rachel, I will notify the color guard commander of your request and will post the detail for the road closure.

Dave

David Holmstock  
Deputy Chief  
Durham Police Department  
86 Dover Road  
Durham, NH 03824  
FBINA-224th - HSLA #2  
603-868-2324  
D-603-590-0765

---

**From:** John Baker <jbaker@ci.durham.nh.us>  
**Sent:** Friday, March 21, 2025 3:15 PM  
**To:** Richard Reine <rreine@ci.durham.nh.us>; David Holmstock <dholmstock@ci.durham.nh.us>; David Emanuel <david.emanuel@unh.edu>; Rachel Gasowski <rgasowski@ci.durham.nh.us>  
**Cc:** Aimee Routhier <Aimee.Routhier@unh.edu>; Kelley Fowler <Kelley.Fowler@unh.edu>; Shannon Shaw <sshaw@ci.durham.nh.us>  
**Subject:** Special Event Permit Application - DPR - Memorial Day Ceremony

Good morning:  
Durham Public Works has received a Special Events Permit application for the Durham Parks and Recreation Memorial Day Ceremony – Monday, May 26, 2025.  
This will take place within Downtown Main Street and Memorial Park.

This will require a road closure, and Administration is trying to get this on the April 7<sup>th</sup> Town Council agenda.

DPR is requesting members of the DPD and DFD to assist with the wreath ceremony.  
Requesting Traffic Control from DPD.  
Requesting Road Closure/Detour from DPW.

Thank you for your review and comments.

John

**John C. Baker**  
Administrative Assistant at Durham Public Works  
Phone: 603-868-5578  
Web: [www.ci.durham.nh.us/publicworks](http://www.ci.durham.nh.us/publicworks)  
Email: [jbaker@ci.durham.nh.us](mailto:jbaker@ci.durham.nh.us)  
100 Stone Quarry Drive Durham, NH 03824

## John Baker

---

**From:** Kelley Fowler <Kelley.Fowler@unh.edu>  
**Sent:** Tuesday, March 25, 2025 3:14 PM  
**To:** John Baker; Richard Reine; David Holmstock; David Emanuel; Rachel Gasowski  
**Cc:** Aimee Routhier; Shannon Shaw  
**Subject:** RE: Special Event Permit Application - DPR - Memorial Day Ceremony

**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.

Good afternoon:

Per Chief Emanuel, the fire department supports the application as submitted.

Kelley Fowler  
Administrative Assistant  
Durham Fire Department  
51 College Road, Durham, NH 03824  
[Kelley.fowler@unh.edu](mailto:Kelley.fowler@unh.edu)  
(603) 862-1426 Office  
(603) 862-7746 Direct  
(603) 862-1513 Fax  
"Our Family Protecting Your Family"



---

**From:** John Baker <jbaker@ci.durham.nh.us>  
**Sent:** Friday, March 21, 2025 3:15 PM  
**To:** Richard Reine <rreine@ci.durham.nh.us>; David Holmstock <dholmstock@ci.durham.nh.us>; David Emanuel <david.emanuel@unh.edu>; Rachel Gasowski <rgasowski@ci.durham.nh.us>  
**Cc:** Aimee Routhier <Aimee.Routhier@unh.edu>; Kelley Fowler <Kelley.Fowler@unh.edu>; Shannon Shaw <sshaw@ci.durham.nh.us>  
**Subject:** Special Event Permit Application - DPR - Memorial Day Ceremony

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

Good morning:

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AGENDA ITEM: **#8C**

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** Administrator Todd Selig

**AGENDA ITEM:** SHALL THE TOWN COUNCIL UNSEAL THE NONPUBLIC SESSION MINUTES FROM THE YEAR 2011 DATED FEBRUARY 7; AND FROM THE YEAR 2013 DATED FEBRUARY 4?

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

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

**AGENDA DESCRIPTION:**

The process for Nonpublic Session minutes is stated in RSA 91 A:3 as follows:

*III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the date of any subsequent decision, if any, to make the minutes or decisions available for public*

*disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.*

*IV. (a) A public body or agency may adopt procedures to review minutes of meetings held in nonpublic session and to determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. If the public body determines that those circumstances no longer apply, the minutes shall be available for release to the public pursuant to this chapter.*

*(b) In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91 A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. **Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.***

This statute was revised in 2023 to contain the last highlighted section. The Town of Durham has sealed nonpublic minutes dating back to 2000. Throughout this year, these minutes will be brought to the Council to determine if they should remain sealed or be unsealed for public viewing. At this meeting the nonpublic minutes from the years 2011 and 2013 will be reviewed. The Administrator has reviewed the minutes from the meetings listed and has determined there is no longer a valid reason to keep the minutes sealed.

**LEGAL AUTHORITY:**

RSA 91 A:3

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Town Council does hereby unseal the Nonpublic Session minutes from the year 2011 dated February 7; and from the year 2013 dated February 4.*



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AGENDA ITEM: **#9** *TS*

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Charter

**AGENDA ITEM:** ANNUAL APPOINTMENTS OF CITIZENS TO VARIOUS TOWN  
BOARDS, COMMISSIONS, AND COMMITTEES

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

**PRESENTED BY:** Durham Town Council

**AGENDA DESCRIPTION:**

Section 11.4 "Terms of Office" of the Durham Town Charter states that all terms of office for members of appointed boards shall begin on May 1 and end on April 30.

At the end of April, terms on boards, committees and commissions will expire. Each person whose term is expiring has been notified and has indicated whether they would like to be reappointed or not. The following is a list of citizens whose terms are expiring and are requesting reappointment to their corresponding board, committee or commission. In addition, the current vacancies are listed. These vacancies have been advertised and posted on the outside bulletin board at the Town Hall, the Town website and published in the weekly Friday Updates.

The two people seeking new membership on the Energy Committee have been invited to attend the April 7 Council meeting.

It is anticipated that new appointments will come before the Council in the coming months. Specifically, I have applications for alternates to the Library Board of Trustees and for representatives to the Oyster River Advisory Committee and the Lamprey River Advisory Committee which will be before the Town Council on April 21.

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Agricultural Commission</b>				
	2 - Regular	4/28	Anton Bekkerman	Reappointment
		4/28	Theresa Walker	Reappointment
	2 - Alternates	4/28	David Langley	Reappointment
		4/28	Daniel Winans	Reappointment

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Conservation Commission</b>				
	3 - Regular	4/28	Nicholas Lanzer	Reappointment
		4/28	Anne Lightbody	Reappointment to Regular membership
		4/28		
	1 - Alternate	4/28	John Nachilly	Reappointment to Alternate membership

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Energy Committee</b>				
	4 - Regular	4/28	Michael Klein	Reappointment
		4/28	Andrew Coppens	New Appointment
		4/28	Malcolm Brown	New Appointment
		4/27		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Historic District/Heritage Commission</b>				
	1 - Regular	4/28	Aaron Wolfson-Slepian	Reappointment
	2 - Alternates	4/28	Thomas Janosz	Reappointment
		4/27		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Housing Task Force</b>				
	2 - Regular	No Term Limits		
		No Term Limits		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Human Rights Commission</b>				
	1 - Regular	4/28	Deborah Hirsch Mayer	Reappointment

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>IWMAC</b>				
	3 - Regular	4/28	Nell Neal	Reappointment
		4/28	Julie Kelley	Reappointment
		4/28	Peter Yost	Reappointment

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Parks &amp; Recreation Committee</b>				
	2 - Regular	4/28	Al Howland	Reappointment
		4/28	Chris Gowland	Reappointment
	2 - Alternates	4/28		
		4/27		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Planning Board</b>				
	2 - Regular	4/28	Richard Kelley	Reappointment
		4/28	Peyton McManus	Reappointment
	4 - Alternates	4/28		
		4/28		
		4/26		
		4/26		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Strafford Regional Planning Commission</b>				
	1 - Regular	4/28		

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Trustees of the Trust Funds</b>				
	2 - Alternates	4/26	James Bubar	New Appointment
		4/26	Victor Sosa	Reappointment

<u>BOARD/COMMITTEE</u>	<u># VACANCIES</u>	<u>TERM EXPIRES</u>	<u>APPLICANTS</u>	<u>REAPPT/NEW APPT.</u>
<b>Zoning Board of Adjustment</b>				
	2 - Regular	4/28	Mark Morong	Reappointment
		4/28	Neil Niman	Reappointment
	3 - Alternates	4/28	Joseph Warzin	Reappointment
		4/27		
		4/26		

**LEGAL AUTHORITY:**

Section 11.1, subparagraphs A-E of the Durham Town Charter.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby ADOPT the above roster of citizen members to the various town boards commission, and committee vacancies indicated on the roster as presented/ as amended.*

**From:** [theresawalker@comcast.net](mailto:theresawalker@comcast.net)  
**To:** [Karen Edwards](#)  
**Subject:** RE: Recommendations needed  
**Date:** Monday, March 17, 2025 2:14:19 PM

---

**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 highly recommend Anton, Dave, and Dan for reappointment and am so glad they would like to be reappointed! They are all really valuable members of the Ag Comm. - Theresa

---

**From:** Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)>  
**Sent:** Monday, March 17, 2025 2:13 PM  
**To:** Theresa Walker <[theresawalker@comcast.net](mailto:theresawalker@comcast.net)>  
**Subject:** Recommendations needed  
**Importance:** High

Theresa,

Anton, David and Daniel have indicated that they would like to be reappointed to the Agricultural Commission as their terms end in April. The Council will be approving the reappointments on April 7. Please email me by March 31 to let me know if you recommend the reappointment of these three members.

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

**From:** [DWIGHT TRUEBLOOD](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Recommendation needed  
**Date:** Wednesday, April 2, 2025 4:07:00 PM

---

**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 am in favor of the switch in ConCom roles for John (moving to alternate) and Anne (moving to a regular member). I imagine this will need approval from the Town Council.

I'll contact Erin as she is currently the vice-chair of the ConCom. She hasn't told me she is stepping down so we need to confirm that.

Dwight

On 04/01/2025 10:01 AM EDT Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Dwight,

I have received emails from both John Nachilly and Anne Lightbody regarding renewing their terms on the Conservation Commission. They would like to renew their terms; however, they would like to switch places. John would like to become an alternate and Anne would like to become a regular member.

Please send me an email as to whether you recommend this switch.

I have not heard back from Erin Hardie Hale so I'm assuming that she no longer wants to continue on the Conservation Commission.

Karen

*Karen Edwards*

Administrative Assistant

Administrator's Office

Town of Durham



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898  
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 on March 25, 2024  
 SPOKEN WITH CHAIR/V CHAIR on March 28, 2024  
 BEEN RECOMMENDED FOR MEMBERSHIP

---

Name: Anne Lightbody

Date: 3/28/2024

Address: 95 Madbury Road

E-Mail Address: [annelightbody@gmail.com](mailto:annelightbody@gmail.com)

Telephone: 617-899-8449 (cell phone – please don't post on the web)

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. Conservation 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 joined the Conservation Commission in 2024 as an alternate member. I have enjoyed volunteering in support of the Conservation Commission's mandate to inventory, manage, and protect the natural resources of the Town of Durham, and I hope to continue to do so as a regular member.

Please provide brief background information about yourself:

As an Associate Professor of surface water hydrology in the Department of Earth Sciences at the University of New Hampshire, I teach courses, advise students, and conduct research on pollutant and sediment transport, groundwater-surface water interactions, river migration and erosion, and other hydrologic topics. I have lived in Durham since 2011. From 2012 to 2021, I represented Durham on the Lamprey River Advisory Committee. Since 2023, I have acted as a Durham trail steward for the Stolworthy Nature Sanctuary. Since 2024, I have served as an alternate member of the Conservation Commission.

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

Name: Ann Welsh

Telephone: annwwelsh@mac.com

Name: Sara Callaghan

Telephone: 603-686-4679, snkcalhart@gmail.com

Name: Matt Davis

Telephone: 603-862-1718, matt.davis@unh.edu



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).



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898  
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: John Nachilly

Date: April 1, 2025

Address: 260 Packers Falls Road, Durham,

E-Mail Address: nachilly@gmail.com

Telephone: 603-953-3638

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. Move from Regular member to Alternate member of the Conservation 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 have been a member of the Conservation Commission since 2016. However, current circumstances limit me in my being able to attend all meetings. I would like to move to an alternate position so that I can still participate when I am able.

Please provide brief background information about yourself:

Prior member of Madbury Conservation and past chair. Active outdoors.

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:** [DWIGHT TRUEBLOOD](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Also Nicholas Lanzer  
**Date:** Wednesday, April 2, 2025 4:12:46 PM

---

**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 also fully support a new term for Nick as well.  
Dwight

On 04/01/2025 10:04 AM EDT Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Dwight,

I also have an email from Nicholas Lanzer that he would like to renew his term on the Conservation Commission. Could you also include him in your recommendation email as to whether you recommend him to continue on the Conservation Commission for another 3 years.

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

**From:** [Matthias dean-carpentier](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Recommendation needed  
**Date:** Monday, March 17, 2025 2:16:17 PM

---

**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,  
Yes, I do recommend his re-appointment.  
Thanks,  
Matthias

On Mon, Mar 17, 2025, 2:14 PM Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Matthias,

Michael Klein has indicated that he would like to be reappointed to the Energy Committee as his term end in April. The Council will be approving the reappointments on April 7. Please email me by March 31 to let me know if you recommend the reappointment of this member.

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



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898

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:**

XXX ATTENDED A MEETING

XXX SPOKEN WITH CHAIR/V CHAIR

     BEEN RECOMMENDED FOR MEMBERSHIP

---

Name: Malcolm Brown

Date: 3/31/25

Address: 310 Newmarket Rd., Durham NH 03824

E-Mail Address: mb13brown@icloud.com

Telephone: mobile: 603-359-8894

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. Energy Committee

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:

*Energy is vital to all residents and it also is a crucial climate issue. I have tried, as an individual to decrease the size of my climate "footprint", e.g., driving a hybrid car, using programmable thermostats, improving the insulation of my house, and selecting an electricity supply plan that has a good portion coming from renewable sources. Planning, both long and short term, needs to strive to find a critical balance between the requirements of our community's energy needs and the necessity to reduce the production of environment-unfriendly by products such as greenhouse gases and nuclear radiation.*

Please provide brief background information about yourself:

*Higher education: BAs from UC Santa Cruz; PhD from Stanford University. I am now retired. My career was devoted to developing innovative ways in which computing technology could be applied to teaching & learning, academic research, and supporting face-to-face instruction. I worked for 20 years as director of academic computing at Dartmouth College. My last position before my retirement was as director of a "teaching with technology" program at an international professional association.*

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

Name: Robert Baumel Telephone: (973) 886-3817

Name: *additional references available on request* 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).



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898  
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 - Planned for April 1, 7pm meeting  
 SPOKEN WITH CHAIR/V CHAIR  
 BEEN RECOMMENDED FOR MEMBERSHIP

---

Name: Andrew D. Coppens

Date: March 15, 2025

Address: 9 Deer Meadow Rd., Durham, NH 03824

E-Mail Address: [andrew.d.coppens@gmail.com](mailto:andrew.d.coppens@gmail.com)

Telephone: 734-417-8868

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. Durham Energy Committee
- 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)



**From:** [Matthias dean-carpentier](#)  
**To:** [Karen Edwards](#)  
**Cc:** [external forward for mklein](#)  
**Subject:** Re: Recommendation needed  
**Date:** Wednesday, April 2, 2025 12:19:49 PM

---

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I spoke with both and I'm happy to recommend them.

Thanks,  
Matthias

On Wed, Apr 2, 2025, 8:41 AM Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

I'm not sure which of you (previous chair or new chair) spoke with the two new applicants for the Energy Committee (Malcolm Brown & Andrew Coppens), but I need an email of recommendation for both of them to send to the Town Council. Please send that to me today if possible.

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

**From:** [Larry Brickner-Wood](#)  
**To:** [Karen Edwards](#)  
**Cc:** [Michael Behrendt](#); [charlotte.rose.hitchcock](#)  
**Subject:** Recommendations for reappointments  
**Date:** Wednesday, March 26, 2025 11:16:19 PM

---

**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.

Dear Karen,

Greetings. I am writing to support the reappointment of Aaron Wolfson-Slepian and Thomas Janocz to the Historic District and Heritage Commission. I support both of their reappointments.

Aaron is a valuable member of the HDC/HC. His engineering experience is helpful, as is his status as a property owner and resident in the Historic District. He is thoughtful and reflective, and makes positive contributions to our work.

Tom is an alternate member and does an excellent job. He attends virtually every meeting and has been called to step up as a voting member several times. He engages, asks good questions and is thoughtful and brings some great energy and ideas to the HDC/HC. He also is a property owner in the Historic District.

Please let me know if the Town Council has any questions or needs any more information. Take care,

Larry

--

Rev. Larry Brickner-Wood (he/him/his)  
Chair, Durham Historic District and Heritage Commission,  
Chair, Carroll-Strafford Association Committee on Church and Ministry  
Intentional Interim Minister  
First Congregational Church of Wakefield, United Church of Christ  
1 Colony Cove Road  
Durham, NH 03824  
603-868-6917  
[wakerevlarry77@gmail.com](mailto:wakerevlarry77@gmail.com)

**From:** [Sally Needell](#)  
**To:** [Karen Edwards](#)  
**Subject:** DHM and the HRC  
**Date:** Thursday, April 3, 2025 10:21:53 AM

---

**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.

Town Councilors,

Deborah Hirsch Mayer has been an active participant in the Human Rights Commission. She shares her concerns and her opinions, and she seeks a clear understanding of each issue. I highly recommend that Deborah be re-appointed to the Human Rights Commission.

Sincerely,  
Sally Needell

**From:** [Nell Neal](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Recommendations needed  
**Date:** Monday, March 17, 2025 7:33:19 PM

---

**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.

Yes - I highly recommend that they be reappointed!  
Nell

On Mon, Mar 17, 2025 at 2:20 PM Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Nell,

Both Julie and Peter have indicated that they would like to be reappointed to IWMAC as their terms end in April. The Council will be approving the reappointments on April 7. Please email me by March 31 to let me know if you recommend the reappointment of these two members.

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

**From:** [Cathy Leach](#)  
**To:** [Karen Edwards](#)  
**Cc:** [Rachel Gasowski](#)  
**Subject:** Re: Recommendations needed  
**Date:** Tuesday, March 18, 2025 9:32:01 PM

---

**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 highly recommend both Al Howland and Chris Gowland to be reappointed as regular members of the Parks & Recreation Committee.

We are fortunate to have them both!

Thank you.

Cathy

On 03/17/2025 2:09 PM EDT Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Cathy,

Both Al and Chris have indicated that they would like to be reappointed to the Parks & Rec Committee as their terms end in April. The Council will be approving the reappointments on April 7. Please email me by March 31 to let me know if you recommend the reappointment of these two members.

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

**Karen Edwards**

---

**From:** paul rasmussen <pnrasmus@gmail.com>  
**Sent:** Wednesday, March 19, 2025 2:18 PM  
**To:** Karen Edwards  
**Subject:** Re: Recommendation needed

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.

Dear Town Council,  
Please approve the Richard Kelley and Peyton McManus appointments to the Planning Board. They have both been dutiful and active members during their tenure.

I would like to keep working with them in the future.

Paul Rasmussen  
Planning Board Chair

---

**From:** [Karen Edwards](#)  
**To:** ["Theodore Howard"](#)  
**Subject:** RE: 2nd Trustee alternate  
**Date:** Friday, March 7, 2025 7:52:00 AM

---

Ok. Thanks!

*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

---

**From:** Theodore Howard <[Ted.Howard@unh.edu](mailto:Ted.Howard@unh.edu)>  
**Sent:** Thursday, March 6, 2025 6:48 PM  
**To:** Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)>  
**Subject:** Re: 2nd Trustee alternate

**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,

Yes, Victor will continue to serve as an alternate trustee.

Ted

---

**From:** Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)>  
**Sent:** Wednesday, March 5, 2025 3:52 PM  
**To:** Theodore Howard <[Ted.Howard@unh.edu](mailto:Ted.Howard@unh.edu)>  
**Subject:** 2nd Trustee alternate

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

Ted,

I received James Bubar's application to become a Trustee alternate. Do you believe that Victor Sosa

RECEIVED  
Town of Durham

MAR - 4 2025



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898  
Tel: 603/868-5571  
Fax 603/868-1858  
[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)

Administration Office

### 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: JAMES A BUBAR      Date: 12 MARCH 2025

Address: 4 Old Piscataqua Road, Durham NH 03824

E-Mail Address: JAMESABUBAR@gmail.com

Telephone: 603.343.7890

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. TRUSTEES of the TRUST FUNDS
- 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)



4 March 2025

Sally Nedell, Chair  
Town Council  
Durham, NH 03824

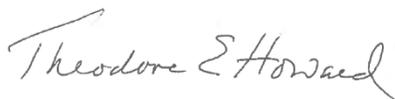
Dear Sally and members of the Durham Town Council,

At its 28 February 2025 meeting, the Town of Durham's Trustees of the Trust Funds voted to endorse the application of James A. Bubar to be appointed by the Town Council as Alternate Trustee. We are unanimous in our assessment that James will bring highly relevant experience and a strong commitment to the responsibilities of the trustees in his role as alternate and we look forward to having him as part of the Trustees of the Trust Funds.

As required for an appointment, James has met with me (chair) and has attended trustee meetings to become familiar with our responsibilities and operations. He is filing the necessary application with the Town. Further, to avoid conflict of interest between the Council and the Trustees, it is my understanding that his term on Council expires on March 12 and that he could be appointed Alternate Trustee as earlier as 17 March, following the election. His service as trustee could then begin with our 28 March meeting.

On behalf of the Trustees of the Trust Funds, I thank you in advance for your support in his appointment as Alternate Trustee.

Sincerely,

A handwritten signature in cursive script that reads "Theodore E. Howard". The signature is written in dark ink and is positioned below the word "Sincerely,".

Theodore E. Howard  
Chair, Trustees of the Trust Funds

**From:** [Micah Warnock](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Recommendations needed  
**Date:** Saturday, March 29, 2025 11:36:48 AM

---

**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,

Please consider this a recommendation for both Neil and Mark to be reappointed to the Zoning Board. They have both brought strong opinions to deliberations and are assets to the board.

Best,

Micah

On Mon, Mar 17, 2025 at 2:11 PM Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Micah,

Both Neil and Mark have indicated that they would like to be reappointed to the ZBA as their terms end in April. I have not yet heard from Joseph, as his term ends as well. The Council will be approving the reappointments on April 7. Please email me by March 31 to let me know if you recommend the reappointment of these three members.

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)

**From:** [Micah Warnock](#)  
**To:** [Karen Edwards](#)  
**Subject:** Wazin Rec  
**Date:** Wednesday, April 2, 2025 3:10:58 PM

---

**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.

Dear Karen

Please accept this email as a recommendation for Joe Warzin to remain on the Zoning Board of Adjustments. He has been an asset to the board in the decision process, as well as remaining in good attendance.

Thank you,  
Micah



## TOWN OF DURHAM

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AGENDA ITEM: **#12**

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** Planning Board

**AGENDA ITEM:** PUBLIC HEARING AND POSSIBLE ADOPTION ON ORDINANCE #2025-04 AMENDING CHAPTER 175, "ZONING," ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," OF THE TOWN CODE TO CHANGE THE MINIMUM FRONT SETBACK IN THE OFFICE – RESEARCH 108 (OR) DISTRICT ON MINOR STREETS AND COLLECTOR ROADS.

**CC PREPARED BY:** Michael Behrendt, Town Planner

**PRESENTED BY:** Michael Behrendt, Town Planner

**AGENDA DESCRIPTION:**

The Planning Board voted to initiate this amendment. Riverwoods submitted a preliminary site plan application to develop its lot on the northerly side of Stone Quarry Drive. The lot is laced with wetlands which, along with the 75-foot buffer, constrain development on the lot. Riverwoods has been exploring options for site its buildings to avoid or minimize impact upon the wetland buffers. (See Zoning Map showing OR below.)

In the course of the review, the Planning Board realized that the front setback of 50 feet in the Office Research District is larger than that in all of the other base zoning districts. The front setback for minor and collector streets (all but state highways) is 15 feet or 30 feet. The 50 foot setback seems excessive. By reducing the setback to 30 feet, the front setback in the other three Office Research Districts, Riverwoods would also be able to pull the buildings forward on their project reducing any impact upon the wetland buffers.

The preliminary site plan for Riverwoods was closed. Riverwoods will be seeking several variances for their project soon. Then they will submit a formal application to the Planning Board.

At their meeting on March 17, 2025 the Town Council scheduled a Public Hearing on this item for their meeting of Monday, April 7, 2025. A Public Hearing notice was published in *Foster's/Seacoast Online* on Friday, March 21, 2025. The notice was also posted at the Town Hall and on the Town Website, as well as at the Durham Public Library and Department of Public Works.

**LEGAL AUTHORITY:**

RSA 674:16; RSA 675:2; and Section 175-14 of the Durham Zoning Ordinance

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION #1:**

*the Town Council does hereby OPEN the Public Hearing on Ordinance #2025-04 Amending Chapter 175, "Zoning," Article XII.1, "Use and Dimensional Standards," of the Town Code to change the minimum front setback in the Office – Research 108 (OR) District on minor streets and collector roads.*

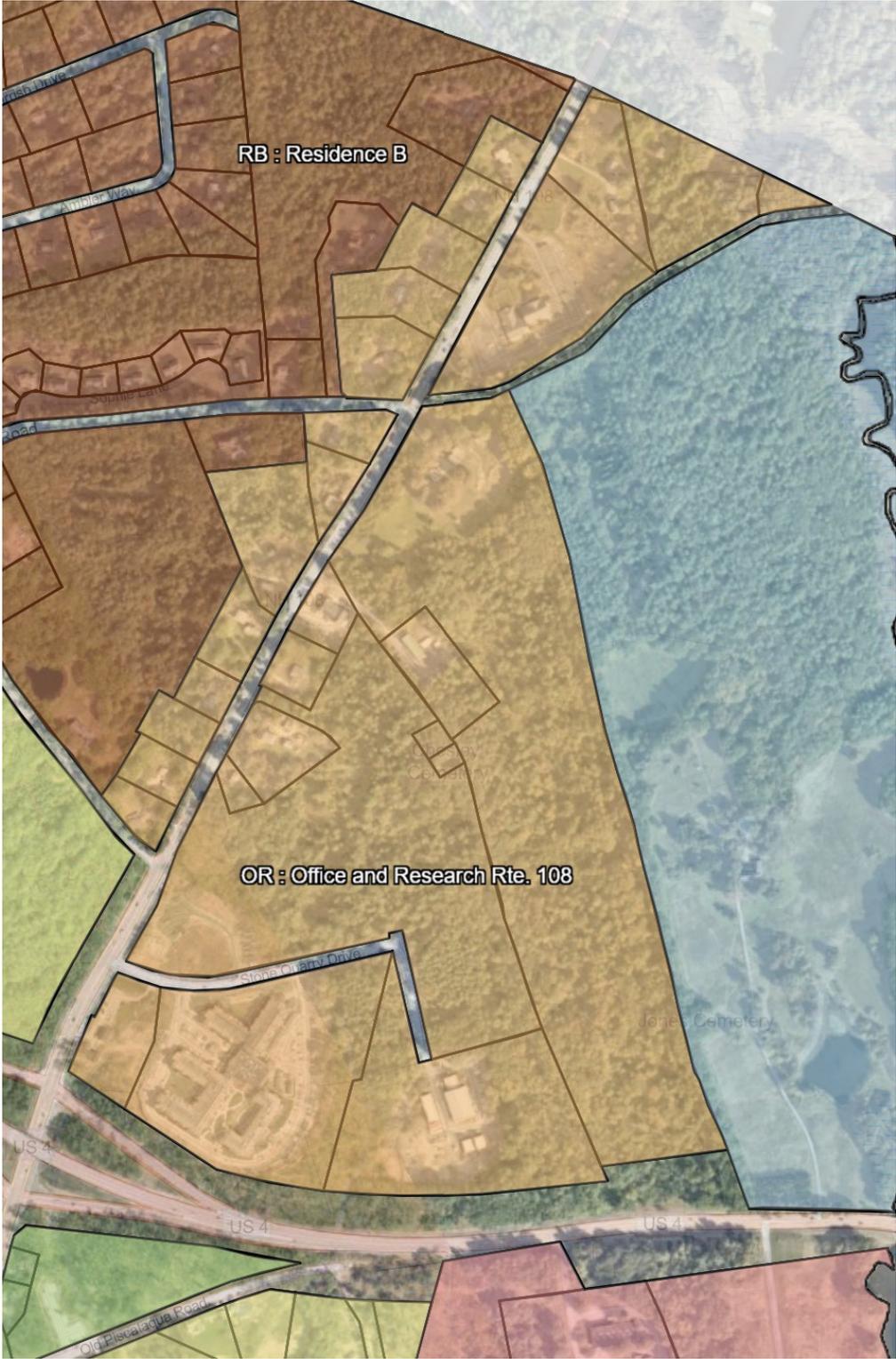
**MOTION #2:**

*the Town Council does hereby CLOSE the Public Hearing on Ordinance #2025-04 Amending Chapter 175, "Zoning," Article XII.1, "Use and Dimensional Standards," of the Town Code to change the minimum front setback in the Office – Research 108 (OR) District on minor streets and collector roads.*

**MOTION #3:**

*the Town Council does hereby ADOPT Ordinance #2025-04 Amending Chapter 175, "Zoning," Article XII.1, "Use and Dimensional Standards," of the Town Code to change the minimum front setback in the Office – Research 108 (OR) District on minor streets and collector roads.*

Light brown is Office Research District. Riverwoods subject lot is L-shaped lot located on northerly side of Stone Quarry Drive.



## **ORDINANCE #2025-04 OF DURHAM, NEW HAMPSHIRE**

### **AMENDING CHAPTER 175, "ZONING," ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," OF THE TOWN CODE TO CHANGE THE MINIMUM FRONT SETBACK IN THE OFFICE – RESEARCH 108 (OR) DISTRICT ON MINOR STREETS AND COLLECTOR ROADS**

**WHEREAS**, the front setback in the Office Research Route 108 District is 50 feet whereas the front setbacks in all other base zoning districts are 15 feet or 30 feet; and

**WHEREAS**, there is a different setback in the zoning district from Route 108 and this front setback really affects only one lot, Map 209, Lot 33 owned by Riverwoods; and

**WHEREAS**, Riverwoods desires to develop this lot and there is a degree of unfairness in imposing a larger front setback on this one lot than that imposed on virtually any other lot in the town; and

**WHEREAS**, reducing the front setback to 30 feet, the same front setback for minor and collector roads in the other three Research Industry districts will allow for a Riverwoods development with less impact upon wetland buffers; and

**WHEREAS**, the Planning Board held a public hearing on this proposed amendment on February 26, 2025 and then voted unanimously to initiate the amendment; and

**WHEREAS**, the Durham Town Council held a duly noticed public hearing on April 7, 2025.

**NOW, THEREFORE BE IT RESOLVED** that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire, hereby adopt **Ordinance #2025-04** and does hereby amend the following sections of the Code.

*Deleted text to be shown like this*

*Proposed text to be added to be shown like this*

	<b>OR</b>	<b>MUDOR</b>	<b>ORLI</b>	<b>DBP</b>
<b>Minimum Front Setback in Feet</b>				
- Minor Street <sup>1</sup>	<del>50</del> 30	30	30	30
- Collector Street	<del>50</del> 30	30	30	30
- Arterial Street	<b>See Note 6</b>	100	50	50
<b>Maximum Front Setback in Feet</b>	NA	NA	NA	NA
<b>Minimum Side Setback<sup>4</sup> in Feet</b>	25	20	20	20
<b>Minimum Rear Setback<sup>4</sup> in Feet</b>	25	20	20	20

Notes: 1. When the average front yard setback of other buildings within 300 ft. each way on the same side of a minor street is less than 30 feet, the front yard setback may be reduced to the average existing setback.

4. See Article XX for requirements for accessory buildings.

6. The minimum front yard setback from Route 108 shall be 100 feet plus 2 feet for each foot of building height in excess of 25 feet.

**PASSED AND ADOPTED** by the Town Council of the Town of Durham, New Hampshire this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
 Joe Friedman, Chair  
 Durham Town Council

**ATTEST:**

\_\_\_\_\_  
 Rachel Deane, Town Clerk-Tax Collector



## TOWN OF DURHAM

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**AGENDA ITEM: #13**  
**DATE: April 7, 2025**

### **COUNCIL COMMUNICATION**

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR MARCH 17, 2025.**

**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 March 17, 2025. 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 March 17, 2025. (as presented/as amended).*



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AGENDA ITEM: **#14A** *TS*

DATE: April 7, 2025

### COUNCIL COMMUNICATION

**INITIATED BY:** Todd Selig, Administrator

**AGENDA ITEM:** DISCUSSION OF ADMINISTRATOR'S PROGRESS REPORT (AS OF MARCH 31, 2025) ON THE LIST OF APPROVED 2024/25 TOWN COUNCIL GOALS ADOPTED ON JUNE 3, 2024.

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

**CC PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

On Monday, June 3, 2024, the Council adopted its goals for 2024/25. In order to measure the progress of the goals adopted by Council, the Administrator believes it is important to provide the Council with periodic status reports.

Attached for the Council's information is an updated progress report prepared by the Administrator which outlines the status of each of the goals as of March 31, 2025.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action is required. Receive progress report of the 2024/25 Town Council goals updated by the Administrator as of March 31, 2025.



**2024/25 Town Council Goals\***  
**(Adopted 6/3/24)**  
*Progress Report as of March 31, 2025*

**Mission**

To provide ongoing stewardship for the Durham community including effective and efficient municipal services.

**Core Values**

Excellence, Honesty, Integrity, Justice, Resilience, Respect, Transparency

**Goals**

- 1. Facilitate optimal functioning of Town government through continuous improvement, new efficiencies, waste reduction, and inter-agency collaboration.**
  - a. Move forward with key infrastructure projects.

**DPW:** Goal Achieved and Ongoing - **Madbury Road Phase 3** (Garrison to Edgewood) awarded and mobilization underway. **Phase 2 Segment 1** (Pettee Brook to Garrison) mobilization to begin shortly as weather conditions allow. **Segment 2** (Main Street to Garrison) Mobilization to begin following UNH session completion. Submitted **Transportation Alternatives Program Application** for Phase 4 Madbury Road Complete Streets (Edgewood to Route 4) \$3.8 Million -- ranked #1 project through SRPC evaluation process. Now moving to NHDOT for ranking and potential inclusion in Draft 10 Year Plan. **Generator Project** - Favorable Bids Received - Conducting Post Bid Analysis and Due Diligence for upcoming Town Council Award Recommendation. **Mixing Systems within Beech Hill and Foss Farm Tanks** - substantially complete with second mixer to be installed by IXOM in Foss Farm tank at no extra cost to Town to meet performance requirements. Received **Wagon Hill Farm Wetland and Shoreland Permits** - Finalizing Plans, Specs and Cost estimates for upcoming bidding. **Bickford Chesley Farmhouse Restoration** at Wagon Hill Farm Project - Contract awarded to Milestone Construction - Work underway. **Solid Waste Program improvements** - Automated Collection trucks and carts temporarily delayed due to potential Tarriff impacts and funding impacts - manufacturer is unclear if tariffs will be assessed on their product from Canada and if these would be passed along to towns - working to resolve before we move forward with procurement. Expect this will be resolved over the next several weeks.

- b. Utilizing the UNH Sustainability Fellow program, update the Town's Climate Action Plan in 2024/25 and integrate conclusions into the Town's long-term planning efforts by involving committees and departments and encouraging them to actively suggest ideas and spearhead initiatives.

**Sophie Goodwin:** We've inserted the various goals into a master document and Sophie has worked to calculate potential carbon reductions associated with each. In many cases, data and methodology is limited. A revised draft 2025-2030 Climate Action Plan will be circulated to relevant boards/committees for additional feedback in the next week to two weeks. The key takeaway from the plan is that the municipality has more or less done what it can and further significant reductions require resident action.

- c. Strategize on ways to effectively advertise and fill vacant alternate and regular positions on Town boards/committees and positions at the polls and ensure a sufficient number and diverse mix of volunteers.

**Admin:** Administrative Assistant Karen Edwards was able to get a few members of boards/commissions/committees to agree to be profiled in the Friday Updates. In addition, we are now at the time of year when terms are expiring, and we are heavily advertising in the Friday Updates for vacant positions. Despite these efforts, there has been little progress made in filling some vacancies.

- d. Expand outreach around services, amenities, information, and programs provided by the Town.

**Admin:** We continue to utilize the Friday Updates as the primary medium of informing individuals about services and opportunities in the community along with, to a lesser degree, social media, which pull info. from the Friday Updates. We continue to look at an update to the website but this has met some technical, time, and cost challenges that staff is working to overcome. Monies have been included as part of the FY 2025 budget to move forward with a web site update. Admin. Selig has participated in a remote course at the Kennedy School of Government called Leading Through the Changing Media Landscape program, offered virtually from February 3 – 14, 2025. He's working to put some of these ideas to use in Durham and to share them with departments via monthly Leadership Team meetings.

- e. Continually evaluate cybersecurity risks and take steps to address potential vulnerabilities. Consider providing Town Councilors with town email addresses.

**IT:** Jumpcloud deployment continues, we are now in the later phases of the project. All town users have been established, directories had been migrated, and many apps have been configured to use JC as a sole identify source. Remaining configuration changes are at the device level with DPW being almost completely switched over to domain-less access as of this week.

Next to make the "jump" will be the rest of the Town Hall followed by the PD. However, there are significant hurdles in getting to that point as we've found many technical issues in converting domain-joined machines to use independent local accounts. We expect that this future conversion will occur at a steady but slower rate.

Resources such as ERP access and NAS storage will likely prove to be the biggest impediments, but there will be dozens of other minor workflow changes that will need to be addressed. In the middle of this change, Microsoft has become insistent on moving ahead with their own MFA program though default "opt-out" policies that have been introduced without consent. We are evaluating whether or not to disable these as time allows.

On a less positive note, the MS-ISAC (Multi-State Information Sharing & Analysis Center) which covers both new and emerging threats as well as migration strategies has informed us during a member Town hall that they've been targeted for funding cuts under the current federal administration. MS-ISAC will

have a 10 million dollar decrease (out of a 27 million annual budget) and is currently exploring options with its 1,800 members on how to proceed. One option will be to start charging annual dues to its state, local, territorial and tribal (SLTT) members, which would be a first for the organization.

MS-ISAC assure us it remains committed to providing services to its membership including, the NCSR (Nation-wide Cybersecurity Review), Albert sensors, Malicious Domain Blocking, and CIS Controls Implementation among others. They are funded fully through 2025 with the Center for Internet Security (CIS) picking up the bill for their 2025 annual conference. Should we lose access to these tools which have been provided by federal funding for decades, we will need to seek an alternative source of this critical threat intelligence, likely from a 3<sup>rd</sup> party or commercial service.

Regarding council email, four of the nine councilors have successfully created and maintained their JC login and O365 mailbox through March elections, including our newest town councilor. We've had feedback from a few members that O365 mail is not a great fit for their own personal workflows and the Town Admin has opted to allow use of town email to remain optional at this point. The [council@ci.durham.nh.us](mailto:council@ci.durham.nh.us) alias has been updated to reflect these preferences. IT remains willing to work with any councilors who wish to implement a Town account as needed.

A scoping call has been completed with the AtOM group in line with the funding allocation from the 2025 IT budget. The work (scheduled to be completed over the next 90 days) will focus on the following deliverables intended to satisfy the repeat finding of our auditors from the 2023 audit cycle.

- **Disaster Recovery Policy:** This policy will outline procedures for recovering critical business functions and data in the event of a disaster, including natural disasters, cyberattacks, or other significant disruptions. It will address aspects such as data backup and restoration, system recovery, communication protocols, and business continuity planning.
- **Backup Policy:** This policy will detail procedures for backing up critical data and systems, including backup frequency, storage methods, retention periods, and restoration procedures. It will also address responsibilities for backup execution and verification.
- **Information Security Policy:** This policy will establish a framework for protecting your organization's information assets from unauthorized access, use, disclosure, disruption, modification, or destruction. It will cover areas such as access control, password management, data encryption, vulnerability management, incident response, and security awareness training.
- **Administrative Use Policy:** This policy will define acceptable use of your organization's IT resources, including computers, networks, email, internet access, and mobile devices. It will address issues such as personal use, social media, software installation, and security protocols.

**Admin:** After more than twelve-months of work, the negotiation of a new cable franchise agreement with Comcast/Xfinity has been **COMPLETED**. There was a Public Hearing on the agreement at the January 6, 2025 Council meeting. After the Public Hearing, the Council then approved Administrator Selig to sign the agreement on behalf of the Town of Durham.

f. **Fill the vacant Assessor position and work to ensure a smooth transition.**

**Admin: COMPLETE** After the departure of Jay Ferreira, Jim Rice returned to the position of Assessor. Through his networking, he contacted the Assessor in Rochester, Darcy Freer, and was able to convince her to apply for the position in Durham. She was hired at the end of June. Jim Rice continued to work until mid-July to ensure a smooth transition. Darcy has been a wonderful asset and addition to Durham.

**2. Conduct planning and take steps as necessary to protect public health and safety and provide ongoing service continuity given the anticipated impacts of climate change, the post-pandemic era, and general operational challenges.**

- a. [Align long-range capital improvement planning \(CIP\) with the recently approved 2024 Durham Multi-hazard Climate Mitigation Plan and the 2023 Climate Adaption Chapter of the Master Plan.](#)

**DPW:** Ongoing effort - EV Solid Waste Collection Vehicle - Phase 2 Wagon Hill Shoreline Restoration Project, Emergency Generator Project for Lee Well, Spruce Hole Well, Lamprey Pump Station, Police Department and Public Works - partially funded through CDS from Senator Shaheen, Establishment and continued funding contributions for Water Main Replacement Program and finalization of Stormwater System Asset Management Study and Master Plan. Comments on NPDES Wastewater General Permit

- b. [Work to begin updating long-term feasibility planning with UNH on the future Durham Fire Station capital project to be located on Waterworks Road.](#)

**Fire:** Administrator Selig and Chief Emanuel met with UNH Executive Director of Campus Stewardship and University Architect Ken Weston, Associate Vice President Bill Janell, Director of Capital Planning and Management Mike Mason, and Associate Architect Cliff Wallace to discuss the Durham fire station on March 19, 2025, at the fire department. The group discussed the need for architectural support to make recommendations on space utilization and/or reconfiguration, before performing additional renovations or HVAC improvements to the building, which includes: fire station kitchen, living spaces, training room, staff offices, and restrooms for the existing facility. The group also discussed the UNH Master Plan timing of the fire station and potential for the timeline to be moved up depending on the use and potential for adaptive reuse of existing UNH buildings.

- c. [Maintain Durham Police Department national accreditation through the Commission on Accreditation for Law Enforcement Agencies \(CALEA\) with an upcoming cyclical review date of spring 2025.](#)

**Police:** The latest CALEA CSM review took place between February 14<sup>th</sup> and February 22, 2025. We're pleased to announce that this year's review went extremely well, and the CSM was very complimentary of the departments policies and documented proofs.

From March 23<sup>rd</sup> to March 27, 2025, a trained CALEA assessor visited the Durham Police Department to conduct an on-site review accomplished through observation, inspections, and interviews with community members, partners, and Durham Police Department staff. At the conclusion of the review, the assessor will submit a report to CALEA and the Durham Chief of Police that will outline what the department is doing well and any suggestions for improvements. This valuable process helps to ensure the Durham Police Department remains in compliance with national best practices in policing. The department will next appear before the full CALEA board in August for questioning and a final vote of reaccreditation in Little Rock, Arkansas.

**3. Pursue long-term economic strength and resiliency, anticipating the community's, the region's, and the nation's economic characteristics and opportunities.**

- a. [The Council and Administrator, working together, will strive to hold the municipal tax rate at the 2024 level plus inflation \(CPI-U for Boston-Cambridge-Newton, MA-NH\) or](#)

less, and continue to make an effort to control spending, enhance revenues, broaden the tax base, and explore innovative ways to stabilize or reduce the municipal tax rate.

**Admin: COMPLETE.** The Town Council was successful in achieving this goal through the development and approval of a solid budget and the use of unreserved fund balance, including the General Fund, Capital Fund, Water Fund, Wastewater Fund, etc. The process was extremely thorough this year and helped to orientate new Councilors into the workings of Town operations.

- b. Thoughtfully develop and adopt an ordinance that advances efforts to create increased availability of a full range of housing types by April 2025.

**Planning: COMPLETE.** The Planning Board completed its proposal. The Attainable Housing Overlay District was approved by the Town Council on 12/16/24 by a vote of 6-2. The Housing Task Force continues to look into this issue.

- c. 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.

**Planning:** The three zoning amendments proposed by the Housing Task Force were formally initiated by the Town Council on March 17 and will now be presented to the Planning Board. We will present the last of the four regarding RSA 79E to the Town Council on April 21.

- d. Collaborate with UNH on The Edge at West End project to include the development and adoption of a Planned Unit Development (PUD) Zoning Overlay District, evaluation of the long-term buildout for necessary infrastructure supporting Town and UNH economic expansion, and myriad other aspects concerning the initiative including research, public-public-private opportunities, mixed-use, and housing.

**Planning:** The Planning Board is almost finished with preparing the draft Planned Unit Development ordinance. I expect the board will be ready to schedule a public hearing on the draft after one or two more discussions. We remain in contact with Ken Weston about progress with the RFP.

- e. Look at Federally owned properties in Durham (US Post Office and US Fish & Wildlife) and evaluate whether there is opportunity for redevelopment.

**Planning:** US Fish and Wildlife property is part of a long-term lease arrangement with UNH. There is not potential there at this time, although there is the opportunity for The Edge at West End project at UNH to raise this issue. Admin. Selig has reached out to the USPS. At present they have no plans to change current operations. USPS reps. note the need to retain parking/loading space around the existing building.

4. Pursue long-term environmental sustainability and resiliency, taking into account existing and predicted impacts of climate change in multiple areas including drinking water, wastewater, stormwater, agriculture, food, society, transportation, ecology, solid waste, and economy.

- a. Work toward continued Town-wide reductions in solid waste on a resident generation per pound basis through full implementation of a volume-based collection system.

**DPW:** Effort continues to progress including the transition to Automated Solid Waste Collection with Single Stream Recycling and Transfer Station Improvements, inclusive of addition of 4 compactors to increase transfer efficiencies and reduction of use of fossil fuels.

- b. Support public and active transportation alternatives to the automobile and continue taking steps to address downtown multi-modal options.

**DPW:** Goal Achieved and Ongoing - completion of design of Phase 3 Madbury Road Complete Streets improvements with traffic calming and accommodations for multi-modal transportation. Successful submittal of Transportation Alternatives Grant (TAP) for Phase 4 Madbury Road Improvements. Planning for Submittal of Safe Streets and Roads for All Implementation Grant for Durham Point Road Safety Improvements.

**Planning:** This is an ongoing effort coordinating with Durham Public Works, the Traffic Safety Committee, enhancing bike paths, creation of sidewalks, and other supportive infrastructure, and the UNH Transportation Policy Committee to enhance bikeways, improve sidewalks, and support transit.

- c. Increase local food production in the short and long-term to support a regional goal of reaching 30% local food consumption for the Northeast.

**Admin:** The Ag Comm's goal is to work with town boards and commissions to increase opportunities for more local food production with the understanding that it will take many years to do so.

- 5. Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner by supporting the needs of residents, families, and other identified stakeholders by offering a wide array of active and passive parks & recreation and library opportunities, programming, events, facilities, and publicly facing educational information celebrating the rich tapestry of Durham history.

- a. Strive to be inclusive of all gender options within overall Town operations.

**Admin:** This remains an ongoing effort across departments including reviewing policies such as providing domestic partner health benefits for same sex couples, which after review is scheduled for implementation July 1, 2025.

- b. Support the recreational, educational, and social needs of residents through Parks & Recreation, Durham Public Library, and social programming for all ages of life.

**Admin:** The Durham Public Library and Parks & Rec. both are offering programming and opportunities that accomplish this objective and transcend traditional roles for these departments.

- 6. Continue cooperative and collaborative efforts with UNH to enhance mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire's flagship state university.

- a. Encourage the UNH administration to engage and work with Durham's Administrator in decision making and short & long-term planning that impacts UNH, the Town, local businesses, and local residents.

**Admin:** We arranged for President Chilton and Chief of Staff Tom Cronin to meet with the Council on 12/2/24 to follow up on questions crafted by the Council. Mr. Selig, Dir. of Planning Michael Behrendt, DPW Director Rich Reine, Town Engineer April Talon, and other reps. from the Town as appropriate interact with UNH on an ongoing basis across all disciplines including master planning, transportation, policing, fire, public safety, roads, water, wastewater, stormwater, and more. President Chilton hosted Councilors at a UNH home football game for a purely social encounter in November 2024. Mr. Selig and Pres. Chilton meet one-on-one on a monthly basis and speak to one another as needed by phone. Admin. Selig attended the USNH BOT meeting on campus on March 21, 2025.

- b. Encourage UNH to actively advertise and solicit Durham resident awareness of and participation in athletic, cultural, social, health/fitness, recreation, and educational opportunities on campus.

**Admin:** We regularly endeavor to include opportunities for residents on campus as part of the weekly Friday Updates. In December, for example, UNH hosted a skating event for the community at the Whittimore Center.

- c. Endeavor to establish Durham as an epicenter of off campus volunteerism and research by UNH students/faculty/staff.

**Admin:** This item continues to be a work in progress through many inter-connections/ opportunities that exist, which include the UNH Sustainability Fellow program, UNH class review of EV at the Police Department, UNH ongoing graduate research at the Spruce Hole kettle bog, UNH students who work with the parking enforcement division at DPD, continued shoreline stabilization at Wagon Hill Farm let by UNH scientists, a recent UNH class review of the efficacy of body-worn cameras at the DPD, etc. Refer to recent memo dated 2/14/25 outlining examples of such efforts from UNH Asst. Prof. Andrew Macpherson.

**7. Leverage Town committees and subcommittees to develop tactical plans to align with the broader goals of the Council and encourage them to collaborate with each other and communicate as necessary with the community at large.**

- a. Encourage all Town committees, boards, commissions, and departments to:
  - i. Become familiar with and develop programming/action steps, as appropriate, to prompt widespread community involvement in implementing Durham's Climate Action Plan;

**Admin:** The Climate Action Plan is currently under development for the next five-year period. A revised working draft is literally poised to be sent to relevant boards/committees in the next week for additional feedback.

- ii. Work toward supporting the development of a full range of housing types (workforce, seniors, missing middle) enabling a larger portion of Durham's workforce to live in town;

**Planning:** The Housing Task Force is now reviewing potential zoning amendments in the Table of Uses and Table of Dimensions to increase housing opportunities, mostly directed toward housing at the missing middle level. The Planning Board also expects to review the Conservation Subdivision article in the coming months as time allows.

- iii. [Support an expanded and vibrant downtown business mix;](#)

**Planning:** With the four proposals prepared by the Downtown Zoning Subcommittee, the subcommittee's work is largely completed, though we are prepared to meet again whenever any other concerns arise that merit review by the subcommittee.

- iv. [Adopt a complete streets approach to transportation planning.](#)

**DPW:** Goal Achieved and Ongoing on all feasible roadway and sidewalk projects

**Planning:** The complete streets approach is the guiding method for all transportation planning through the Planning Department.

- b. [Periodically highlight the contributions of local elected and appointed officials serving on local committees to give praise and increase the attractiveness of civic participation.](#)

**Admin:** This was done in several Friday Updates starting over the course of the year. However, it's been difficult getting citizens to agree to be highlighted – not everyone likes to be in the spotlight so we do what we can.



## TOWN OF DURHAM

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AGENDA ITEM: **#14B**  
DATE: **April 7, 2024**

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** INITIAL DISCUSSION REGARDING THE PROCESS FOR DEVELOPMENT OF TOWN COUNCIL GOALS FOR 2025/26

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

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

**AGENDA DESCRIPTION:**

This item was placed on the agenda so that the Council may begin discussing the development of its goals for the upcoming year.

Attached for the Council's information and review are the 2024/25 Town Council goals adopted on June 3, 2024, as well as the Administrator's status update report (as of 3/31/25) regarding those goals. Goals typically look ahead to the next 1-3 years.

Councilors should begin to consider whether or not to amend the current goals list, and if so, what items will need to be added, removed, or changed in order to keep the listing up-to-date and in keeping with the broad perspective of the Council. In recent years, the Council and Administrator have undertaken goal setting as part of a more consensus-building process. **Please send your ideas for goals to Administrative Assistant, Karen Edwards, at [kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us).** She will compile them for review at the next Council meeting.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal motion is required at this time. Discuss and determine the process for developing the Council's goals for FY 2025/26.