

**ANNUAL EVALUATION OF TODD SELIG
2020**

1 = Unacceptable 2 = Acceptable 3 = Good 4 = Very Good 5 = Excellent

	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)						5
• External entities such as UNH, town businesses, etc.						4.7
• Town department heads and staff						4.9
• Town committees and boards						4.3
• Serves citizens effectively and efficiently						4.9
Financial oversight:						
• Financial performance of the Town						4.75
• Fiscal responsibility						4.8
• Budget (process, preparation, dissemination)						5
• Budget (creation of budget within Council guidelines)						4.8
• Accomplishment of meaningful modifications in the economic relationship with UNH						4.7
Leadership:						
• Provides clear guidance to the Council on all issues						4.7
• Provides effective management of town staff and departments						4.6
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation						4.75
• Competency in human resource area with new hires during his administration						5
• Provides leadership and support to town committees and boards as necessary.						4.9
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council						4.7
• Is timely in follow up reports to Council initiatives						5
• Accomplishment of Council's goals and objectives						4.9

AVERAGE: 4.8

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	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)					X	
• External entities such as UNH, town businesses, etc.					X	
• Town department heads and staff						X
• Town committees and boards					X	
• Serves citizens effectively and efficiently					X	
Financial oversight:						
• Financial performance of the Town					X	
• Fiscal responsibility					X	
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)					X	
• Accomplishment of meaningful modifications in the economic relationship with UNH					X	
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments					X	
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation					X	
• Competency in human resource area with new hires during his administration					X	
• Provides leadership and support to town committees and boards as necessary.					X	
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council					X	
• Is timely in follow up reports to Council initiatives					X	
• Accomplishment of Council's goals and objectives					X	
• Ability to be a visionary for future community planning					X	
Other:						
• Appropriately challenges the status quo					X	
• Willingness to challenge and support his convictions					X	
• Appropriate allocation of time and energies, including delegating non-essential tasks					X	

Provide additional written evaluation below or separately if you wish. **Evaluation forms are due to Kitty Marple not later than WEDNESDAY, JANUARY 20, 2021.**

In my experience, Todd deserves high marks. He works hard at being ethical and open. Todd absorbs the frustrations of Durham residents including council members with honesty and patience rarely losing his cool except when appropriate. The past year under the COVID-19 cloud he performed with steadfastness and with the public's safety foremost in his mind.

Good job, Todd. Thanks.

ANNUAL EVALUATION OF TODD SELIG
Andrew Corrow Submission - 2020

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	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)					X	
• External entities such as UNH, town businesses, etc.					X	
• Town department heads and staff					X	
• Town committees and boards				X		
• Serves citizens effectively and efficiently					X	
Financial oversight:						
• Financial performance of the Town					X	
• Fiscal responsibility					X	
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)					X	
• Accomplishment of meaningful modifications in the economic relationship with UNH				X		
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments					X	
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation				X		
• Competency in human resource area with new hires during his administration					X	
• Provides leadership and support to town committees and boards as necessary.					X	
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council				X		
• Is timely in follow up reports to Council initiatives					X	
• Accomplishment of Council's goals and objectives					X	
• Ability to be a visionary for future community planning				X		
Other:						
• Appropriately challenges the status quo				X		
• Willingness to challenge and support his convictions				X		
• Appropriate allocation of time and energies, including delegating non-essential tasks					X	

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Overall I believe Mr. Selig has been a phenomenal Town Administrator for this past year and for the 10 years I have lived in this community. Many of the decisions that the Town Administrator is required to make are not easy ones. Many are unpopular and are routinely questioned by residents. That is understandable. It comes with the territory. There will be many tough decisions in the future. While many of them are not solely his, they may belong to the Council, he typically has to face the brunt of all the positive and negative comments. The Mill Pond dam, 66 Main Street, dogs at WHF, Mill Plaza and the list goes on

As I have said many times I am always impressed with the way Mr. Selig handles himself in situations that deal with contentious issues. I have always been impressed because I know I would not be able to do that. Just this past year I told a very vocal resident that, was being disrespectful, to get the "eff" out of my driveway. Mr. Selig would not ever respond this way...and that is what we need in a leader.

Mr. Selig executes his duties ensuring the interests of the town are paramount. Mr. Selig is very approachable and accessible to all; Town staff, residents and members of Boards, Committees and Commissions...even the residents that are less than respectful. Mr. Selig takes the time to individually thank everyone that sends an e-mail suggestion whether it is criticism or praise. I admire that.

We have had some critical personnel changes this year. Mr. Selig made the right move for the community to promote Chief Kelly and Deputy Chief Homestock. They are phenomenal officers and great continuity for the department. I believe there was a hiring board but Mr. Selig hit it out of the park when he selected Rich Reine as the new DPW director. He did have great credentials but Todd obviously saw the importance of hiring someone of that caliber.

Mr. Selig is technically competent in his craft. As a result he is always able to provide excellent critical analysis and clear recommendations to the Town Council. All recommendations are well thought out and have considered 2d and 3d order effects of a particular issue.

I will be transitioning off the Council in March. I want to personally thank Todd for always answering the phone, responding to my e-mails and setting up a meeting...this year primarily on Zoom...to address any concerns that I have. It takes a considerable amount of time to respond to 9 Councilors let alone another couple hundred residents. Since I am leaving I have nothing bad to say :).

The Town of Durham is very fortunate to have him as Administrator.

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Ability to maintain or improve strong relationships with:						
<ul style="list-style-type: none"> Town Council (responsiveness to concerns) 					X	
<ul style="list-style-type: none"> External entities such as UNH, town businesses, etc. 					X	
<ul style="list-style-type: none"> Town department heads and staff 				X		
<ul style="list-style-type: none"> Town committees and boards 				X		
<ul style="list-style-type: none"> Serves citizens effectively and efficiently 					X	
Financial oversight:						
<ul style="list-style-type: none"> Financial performance of the Town 				X		
<ul style="list-style-type: none"> Fiscal responsibility 					X	
<ul style="list-style-type: none"> Budget (process, preparation, dissemination) 					X	
<ul style="list-style-type: none"> Budget (creation of budget within Council guidelines) 					X	
<ul style="list-style-type: none"> Accomplishment of meaningful modifications in the economic relationship with UNH 				X		
Leadership:						
<ul style="list-style-type: none"> Provides clear guidance to the Council on all issues 				X		
<ul style="list-style-type: none"> Provides effective management of town staff and departments 				X		
<ul style="list-style-type: none"> Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation 				X		
<ul style="list-style-type: none"> Competency in human resource area with new hires during his administration 					X	
<ul style="list-style-type: none"> Provides leadership and support to town committees and boards as necessary. 					X	

Initiative:						
<ul style="list-style-type: none"> Proposes appropriate initiatives/strategic direction to the Council 					X	
<ul style="list-style-type: none"> Is timely in follow up reports to Council initiatives 						X
<ul style="list-style-type: none"> Accomplishment of Council's goals and objectives 						X
<ul style="list-style-type: none"> Ability to be a visionary for future community planning 					X	
Other:						
<ul style="list-style-type: none"> Appropriately challenges the status quo 					X	
<ul style="list-style-type: none"> Willingness to challenge and support his convictions 					X	
<ul style="list-style-type: none"> Appropriate allocation of time and energies, including delegating non-essential tasks 					X	

Provide additional written evaluation below or separately if you wish. **Evaluation forms are due to Kitty Marple not later than WEDNESDAY, JANUARY 20, 2021.**

2020 was a year that presented unprecedented challenges for the Town of Durham. The pandemic disrupted our public school systems and caused significant financial challenges for local businesses. To complicate matters, the police department and public works department had to transition to new department heads. Through what seems like a whirlwind of chaos, Todd provided steady leadership. As we look forward, here are a few challenges we need to address.

Increasing revenue to help control Durham's tax rate. Working on zoning amendments and possible purchase of 66 Main Street was encouraging, and needs to continue.

The pandemic caused a dramatic increase in use of Durham's public lands. Parking and dogs at Wagon Hill Farm became a flashpoint. It would be constructive to engage dog owners on how they can help maintain the property. I have been approached several times with suggestions to ask for volunteers to help clean up the property and the ideas of adding a voluntary fee to dog license to support the property.

The decades of neglect of the Mill Pond Dam have finally reached a head. The Conservation Commission and the Historic Commission's recommendations illustrate the split in our community. The Town Council and Town Administrator's challenge is to develop a process that allows both sides to accept the decision and move forward. Exeter and Newmarket faces the same issue and used a warrant article to provide clarity. Is this the process Durham should follow?

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Ability to maintain or improve strong relationships with:					X	
• Town Council (responsiveness to concerns)					X	
• External entities such as UNH, town businesses, etc.					X	
• Town department heads and staff					X	
• Town committees and boards					X	
• Serves citizens effectively and efficiently					X	
Financial oversight:						
• Financial performance of the Town					X	
• Fiscal responsibility					X	
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)					X	
• Accomplishment of meaningful modifications in the economic relationship with UNH						N/A
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments					X	
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation					X	
• Competency in human resource area with new hires during his administration					X	
• Provides leadership and support to town committees and boards as necessary.					X	
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council					X	
• Is timely in follow up reports to Council initiatives					X	
• Accomplishment of Council's goals and objectives					X	
• Ability to be a visionary for future community planning					X	
Other:						
• Appropriately challenges the status quo					X	
• Willingness to challenge and support his convictions					X	
• Appropriate allocation of time and energies, including delegating non-essential tasks					X	

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	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)					X	
• External entities such as UNH, town businesses, etc.					X	
• Town department heads and staff					X	
• Town committees and boards					X	
• Serves citizens effectively and efficiently					X	
Financial oversight:						
• Financial performance of the Town					X	
• Fiscal responsibility					X	
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)					X	
• Accomplishment of meaningful modifications in the economic relationship with UNH					X	
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments					X	
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation					X	
• Competency in human resource area with new hires during his administration					X	
• Provides leadership and support to town committees and boards as necessary.					X	
Initiative:						

• Proposes appropriate initiatives/strategic direction to the Council					X	
• Is timely in follow up reports to Council initiatives					X	
• Accomplishment of Council's goals and objectives					X	
• Ability to be a visionary for future community planning					X	
Other:						
• Appropriately challenges the status quo					X	
• Willingness to challenge and support his convictions					X	
• Appropriate allocation of time and energies, including delegating non-essential tasks					X	

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You continue to meet and exceed all of my expectations Todd. Your list of accomplishments, based on the update of the council goals, is a testament to your determination, apolitical nature, and positive attitude. I know that I am not that detail-oriented when it comes to specific themes over the course of the year as some other councilors seem to be, but your overall performance is beyond reproach.

Kudos!

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	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)					✓	
• External entities such as UNH, town businesses, etc.					✓	
• Town department heads and staff					✓	
• Town committees and boards					✓	
• Serves citizens effectively and efficiently					✓	
Financial oversight:						
• Financial performance of the Town					✓	
• Fiscal responsibility					✓	
• Budget (process, preparation, dissemination)					✓	
• Budget (creation of budget within Council guidelines)					✓	
• Accomplishment of meaningful modifications in the economic relationship with UNH					✓	
Leadership:						
• Provides clear guidance to the Council on all issues					✓	
• Provides effective management of town staff and departments					✓	
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation					✓	
• Competency in human resource area with new hires during his administration					✓	
• Provides leadership and support to town committees and boards as necessary.					✓	
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council					✓	
• Is timely in follow up reports to Council initiatives					✓	
• Accomplishment of Council's goals and objectives					✓	
• Ability to be a visionary for future community planning					✓	
Other:						
• Appropriately challenges the status quo					✓	
• Willingness to challenge and support his convictions					✓	
• Appropriate allocation of time and energies, including delegating non-essential tasks					✓	

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2020 Annual Evaluation of Todd Selig

I have been impressed by Todd's response to the many challenging issues the Town of Durham has faced this year, in addition to those he (and we) might have anticipated.

This has been a unique year, and I have had very few interactions with Todd outside of Town Council meetings. When I have sought his guidance in this pandemic year, it has been for issues related to commission and committee work. He has met with me in a timely fashion, and patiently and effectively responded to my inquiries whether in person, by phone, or in writing.

The last assessment item asks whether Todd allocates his time and energies, including delegating non-essential tasks appropriately. I have no evidence of how/when Todd manages his many responsibilities. However, I do hope that he gives non-essential tasks to others in order to allow himself the time to focus on higher priority needs.

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	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)					x	
• External entities such as UNH, town businesses, etc.					X	
• Town department heads and staff					X	
• Town committees and boards : My mark of very good rather than excellent comes from my concern that I have that oversight of our committees and commissions may be lacking.I do not blame Todd for this but would like some thought to go into how there may be a better flow of information. Some particular issues are the resistance for Committee/Commission members to step up into leadership/Administrative roles, the lack of full understanding of various roles of members and the lack of full understanding of issues and how they relate to the Council Goals. I do not feel this lies fully in Todds shoulders and that perhaps the Council should take a hard look at it as well.				X		
• Serves citizens effectively and efficiently: I am always in awe of Todd’s ability to answer emails and take calls from our varied and engaged citizenry but remained concerned it may not always be the best use of his time. However, I do respect Todd’s choice on the amount of time he feels responsible to the task.				X		
Financial oversight:						
• Financial performance of the Town					X	
• Fiscal responsibility					X	
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)					X	
• Accomplishment of meaningful modifications in the economic relationship with UNH					X	
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments					X	

<ul style="list-style-type: none"> Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation 					X	
<ul style="list-style-type: none"> Competency in human resource area with new hires during his administration 					X	
<ul style="list-style-type: none"> Provides leadership and support to town committees and boards as necessary. 					X	
Initiative:						
<ul style="list-style-type: none"> Proposes appropriate initiatives/strategic direction to the Council 					X	
<ul style="list-style-type: none"> Is timely in follow up reports to Council initiatives 					X	
<ul style="list-style-type: none"> Accomplishment of Council's goals and objectives 					X	
<ul style="list-style-type: none"> Ability to be a visionary for future community planning : Todd is forward looking ,however, this particular area is in my opinion Durham's greatest challenge. Durham is a town with strong opinions that sometimes are detrimental to necessary change. How to encourage growth while maintaining cherished values is a challenge for not only Todd but members of Council as well. 				X		
Other:						
<ul style="list-style-type: none"> Appropriately challenges the status quo: I am a status quo challenger and therefore will always want Todd to be ever mindful where ,when and how to look for new ways to do old things. 					X	
<ul style="list-style-type: none"> Willingness to challenge and support his convictions 					X	
<ul style="list-style-type: none"> Appropriate allocation of time and energies, including delegating non-essential tasks : as I stated above perhaps less time could be spent answering emails that seem to often state the same thing. I do believe that an assistant Town Administrator is required, sooner than later. Aside from the tremendous work load Todd gracefully juggles the institutional knowledge he possess is extremely valuable. It would be prudent for Durham to create a position that would bring in a younger person to fill an assistant position with the hopes of moving into Todds shoes at some future time . 			X			

In general I have very high regard for Todd Selig and consider Durham to be very blessed to have him as our town administrator. This past year in particular has been physically and emotionally straining for all. Todd has risen to each occasion and saw Durham through.

Durham has many challenges it is now facing that will have a significant impact on the future residents of Durham. Will Durham be a place our children can raise our grand children in ? It will take courage and commitment to the best interest of all to guide Durham toward an environmentally healthy and economically vibrant future. As a member of Council I do take my own responsibility in this matter seriously and stand ready to help Todd in anyway that I can.

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	Ability to maintain or improve strong relationships with:					*	
1	• Town Council (responsiveness to concerns)					*	
2	• External entities such as UNH, town businesses, etc.						
3	• Town department heads and staff					*	
4	• Town committees and boards			✓		*	
5	• Serves citizens effectively and efficiently						
	Financial oversight:						
6	• Financial performance of the Town						
7	• Fiscal responsibility				✓		
8	• Budget (process, preparation, dissemination)				✓	* ✓	
9	• Budget (creation of budget within Council guidelines)					✓	
10	• Accomplishment of meaningful modifications in the economic relationship with UNH					✓	
	Leadership:						
11	• Provides clear guidance to the Council on all issues			✓			
12	• Provides effective management of town staff and departments			✓			
13	• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation			?			
14	• Competency in human resource area with new hires during his administration					✓	
15	• Provides leadership and support to town committees and boards as necessary.					✓	
	Initiative:						
16	• Proposes appropriate initiatives/strategic direction to the Council				✓		
17	• Is timely in follow up reports to Council initiatives					✓	
18	• Accomplishment of Council's goals and objectives						
19	• Ability to be a visionary for future community planning						
	Other:						
20	• Appropriately challenges the status quo			✓			
21	• Willingness to challenge and support his convictions						
22	• Appropriate allocation of time and energies, including delegating non-essential tasks			✓			

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GOOD REPORTING TO COUNCIL
TOO MUCH ATTENTION TO NON-ESSENTIAL TASKS

Councilor Dinny Waters

I think Todd takes such good care of his employees that sometimes the town comes in second place--

in the first sentence of year end - up what does "competing pressures" mean? competing with what?

UNDER fiscal responsibility

It is a toss-up to determine who gets more scrutiny the employee or the town (budget)

RARELY hear concern about the effects of projects/spending on towns ability to pay(dam)

(4) Arguably sometimes to responsive to residents.

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• Town Council (responsiveness to concerns)					X	
• External entities such as UNH, town businesses, etc.				X		
• Town department heads and staff					X	
• Town committees and boards				X		
• Serves citizens effectively and efficiently					X	
Financial oversight:						
• Financial performance of the Town				X		
• Fiscal responsibility				X		
• Budget (process, preparation, dissemination)					X	
• Budget (creation of budget within Council guidelines)			X			
• Accomplishment of meaningful modifications in the economic relationship with UNH						X
Leadership:						
• Provides clear guidance to the Council on all issues					X	
• Provides effective management of town staff and departments				X		
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation					X	
• Competency in human resource area with new hires during his administration					X	
• Provides leadership and support to town committees and boards as necessary.				X		
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council				X		
• Is timely in follow up reports to Council initiatives					X	
• Accomplishment of Council's goals and objectives				X		
• Ability to be a visionary for future community planning					X	
Other:						
• Appropriately challenges the status quo					X	
• Willingness to challenge and support his convictions					X	
• Appropriate allocation of time and energies, including delegating non-essential tasks			X			

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Town of Durham
Year End Wrap Up for 2020

Todd Selig, Administrator

12/31/20

Town staff, elected, and appointed officials continue to work diligently to address community needs, control costs, and maintain the municipality's fiscal position despite many competing pressures. From preserving the quality of life within our traditional residential neighborhoods, to actively monitoring the Eversource Seacoast Reliability Project construction process, to grappling with human rights and societal issues such as the tragic death of George Floyd, to successfully coordinating four elections (during a pandemic!), to completely revamping the very method of public meeting access via socially distant Zoom technology, to managing development pressures, to exploring new ways to address solid waste and recycling amidst market headwinds, to striving to be sustainable on numerous fronts, many individuals have collectively worked hard on behalf of the community in 2020. Yet, the reality is that the elephant in the room for 2020 was the Covid-19 pandemic. It had the effect of sidelining many less pressing matters in an effort to ensure continuity of operations for municipal departments, informing and protecting public and staff members alike in accordance with the latest public health information, jointly working with UNH to address complex and multifaceted issues surrounding the University's fall 2020 reopening and organizing a pandemic mobile field unit at the Hamel Recreation Center, the implementation of an emergency facial coverings ordinance for the Durham community, assisting UNH with hosting the Covid-19 displaced state legislature on multiple occasions on campus, and much, much more.

2020 saw the retirement of two dedicated long-time Durham public servants: Public Works Director Michael Lynch and Police Chief David Kurz. Mr. Richard Reine was selected as the Town's next DPW Director. Long-time Deputy Police Chief Rene Kelley was promoted to Chief at the police department.

Our weekly "Friday Updates" continue to keep the Town Council and members of the community informed of news and happenings in Durham. Nearly 3,500 individuals subscribe to this weekly broadcast. Durham also continues to bolster its Twitter and Facebook presence in order to meet the demands of residents' changing preferences for information distribution. Our goal is to keep residents informed of local affairs so they may become engaged when issues are of interest/importance to them. It's not a professional publication however, so subscribers are asked to keep their expectations for coverage reasonable as we work to provide updates as time allows amidst many other competing responsibilities!

Many months of budget planning looking ahead to FY 2021 led to the projection of \$13 million in new value; an increase of only 1%. To offset the typical growth in municipal expenditures, we would ideally bring on an additional \$20 – \$30 million annually. For comparative purposes, between 2008-2012, Durham saw average annual valuation increases around \$6 million. During the recent development experienced in Durham between 2014-2017, the community saw average annual increases of \$28 million. It was this new development,

combined with ongoing careful budgetary management, that allowed Durham to keep the local/municipal portion of the tax rate flat for four years in a row in 2015, 2016, 2017, and 2018.

Unfortunately, General Fund revenues, driven by widespread impacts from the pandemic, were down by about \$150,000 from what was projected for 2020, representing a significant negative impact to the Town's bottom line. Costs for managing our parking program and credit card fee processing for the downtown parking kiosks were up and although we have increased some parking fees in an attempt to offset this trend – the pandemic has stripped downtown Durham of demand for spaces resulting in a dramatic shortfall in revenue for 2020 and projected into 2021. Revenue projections continue to include an annual \$145,000 payment from UNH to compensate the community for the University's financial impact upon the Town in the area of policing services, plus certain actual roadway costs associated with the upkeep and maintenance/resurfacing of Main Street running through the UNH campus between Pettee Brook Lane and the Rt. 155A intersection. UNH also supports 50% of the Fire Department operational and capital budgets, 2/3 of the cost of joint water and wastewater capital projects, and a pro rata (rolling 36 mo. average) share of the shared water and wastewater operating budgets for Durham and UNH (currently at 59% UNH and 41% Durham for Water; and 57.7% UNH and 42.3% Durham for Wastewater). These and other revenue numbers were helped by a projected \$676,700 per year in revenue (an increase of \$302,700 over 2020) from our PILOT with Riverwoods Durham (\$850,000 payment minus Riverwoods bond payment for water/wastewater utility extensions totaling \$173,300), which began in 2019. The Riverwoods PILOT payments to Durham will incrementally increase over the next few years.

Moody's Investors Services reported on Nov. 5, 2019 that the credit position for Durham was very good. Its Aa2 rating is slightly higher than the median rating of Aa3 for cities nationwide. The notable credit factors include a strong financial position, a very strong wealth and income profile, and a modestly sized tax base. The Town has a strong financial position, which is relatively favorable in comparison to Durham's assigned rating of Aa2. These indices are all indicative of measured success in realizing the Town's fiscal goals.

Due in large part to the efforts of long-time Durham resident (and retired UNH Professor) Dennis Meadows and a number of other dedicated volunteers, as well as closely coordinated efforts between the Town and the ORCSD, we closed in late-2019 on a 40-acre parcel along the Oyster River (utilizing private donations) between Thompson Lane and Orchard Drive. Funds were then raised through grants and private donations which allowed us to move forward with building a small pedestrian bridge spanning the river, directly linking downtown Durham, our Faculty Neighborhood, and the UNH core campus to 2,000 acres of conservation land – creating an easily accessible future natural oasis for residents on future hot 100 + degree days resulting from the anticipated impacts of climate change.

Oyster River School District Superintendent of Schools James Morse and I continue to work to remain in regular communication with one another regarding issues of mutual interest/concern. Construction of the new Middle School has been a top priority and area of focus for 2020, a project that will likely result in some modified traffic patterns around the facility along Dennison Avenue, Coe Drive, and Strafford Avenue. It is important to note as well that Town Councilors Kenny Rotner and Allan Howland also served as members of the ORCSD

School Board, and in this way strived to ensure there was is good communication between Durham and the ORCSD School Board relative to issues of mutual interest.

The death of Dr. Kenneth Rotner occurred in 2020, around which a wonderful celebration of life was organized by the community at Wagon Hill Farm on Sunday, September 13, 2020. Dr. Rotner's immeasurable contributions to the Durham and Oyster River Communities over many years will have positive lasting impacts for all of the lives he touched in positive ways. The new pedestrian bridge (currently in construction as of the writing of this report) over the Oyster River at Thompson Lane/Orchard Drive was named after Dr. Rotner by official resolution of the Town Council.

Under the leadership of Director Rachel Gasowski and the Parks & Recreation Committee, we've seen interest and participation in Parks & Recreation programming flourish in Durham. Durham's vision for its Parks & Recreation Department is that it will offer a wide variety of opportunities and concentrations for all residents of any age wishing to participate in accessible, affordable activities. The department also plans/ coordinates community-wide events such as Durham Day, summer children's programming in conjunction with the school district, the summer concert series, as well as managing the Churchill Rink. The new recreation van has also opened up new possibilities such as senior trips to regional museums, etc. While the pandemic put a crimp in many of our typical programming, P&R is hopeful we can resume a more normal schedule by summer 2021.

Durham again received the top-ranking score in NH by the Human Rights Campaign's Municipal Equity Index relative to addressing LGBTQ concerns. We sponsored programming celebrating Indigenous Peoples' Day both in 2019 and 2020.

We are a community that truly welcomes and encourages citizen involvement/ engagement, and visitors from the around the world continue to visit Durham (virtually at present via Zoom) to learn from our efforts as part of the World Affairs Council of N.H. programming in conjunction with the U.S. State Department Bureau of Visitor Affairs. We have the privilege of discussing challenging topics in Durham, in part due to the openness of our local government and in part due to the talented staff and Town Councilors, who work tirelessly to keep the municipality prudently managed and on an even keel, allowing citizens to focus their efforts on deeper social, quality of life, and aspirational issues.

Over the last year, Durham has continued to pursue Long-Term Economic as well as Environmental Sustainability, which are inextricably linked. Without economic sustainability, the Town will not have the financial resources available over the long-term to stabilize the tax rate, pursue desired projects or necessary municipal infrastructure enhancements, preserve open space, etc. Without a healthy natural environment, we will not sustain the Durham in which residents hope and desire to live, work, and play. Both the 2011 and 2017 Master Plan processes indicate residents of the community seek balance.

Projected sea level rise will contribute in the years ahead to the gradual inundation of coastal areas. We're already seeing it -- and are responding locally. A brand new living shoreline at the Town's Wagon Hill Farm was completed in late 2019, so we now have 350 feet

of shoreline restored, re-graded, armored with natural hard and soft-scape materials, and planted to restore the salt marsh and tidal buffer that has eroded over time. It's a project that has taken 4+ years of design and close collaboration between the Town, state/Federal regulators, the NHDES Coastal Program, the Harbor Master, the Strafford Regional Planning Commission, and UNH environmental researchers utilizing around \$500,000 in local and state grant funds. It has become a regional demonstration project for living shorelines, and an additional \$213,765 is now targeted for 2021 utilizing monies negotiated with Eversource, along with matching funds from a highly competitive National Fish & Wildlife Foundation matching grant the Town received in 2020, to continue to make shoreline stabilization enhancements at the property and beyond.

Durham continued working with the Strafford Regional Planning Commission in 2020 utilizing NHDES funding to study the potential impact of sea level rise on fresh water private wells within the community. It's an interesting initiative focusing on an issue that, until now, has literally been out of site and out of mind.

Over the years, Durham has replaced all of its roadside and decorative street lighting with energy efficient LED fixtures. We've installed, under an umbrella power purchase agreement (or PPA), 120 kW of solar capacity at our police station, the public library, and Churchill Rink. This was followed up with a 640 kW solar array at our gravel pit in Lee, NH. Together, these efforts have allowed Durham to offset 100% of the electric demand of all municipal infrastructure with renewable power with the exception of our wastewater treatment plant. As part of the FY 2021 budget development process, the Town Council approved a recommendation of the Energy Committee to move forward in 2021 with the purchase of the solar arrays at the rink, police station, and library.

We have painstakingly worked over many years to create a municipal water system that is inherently resilient in order to reliably provide approximately 1.2 million gals/day of water to both town and campus. Together, Durham/UNH operate four water sources, one of which utilizes an artificial recharge system pumping raw water from the Lamprey River to our Spruce Hole Aquifer in Lee during times of plentiful flow, increasing our reserves for drought conditions. A new \$20 million Water Treatment Plant on the UNH campus was also completed in 2020, deploying state of the art technology – replacing an aged/outdated facility, for the benefit of UNH and Durham water users alike. While the entire region struggled with drought conditions this past summer/fall, the Durham water supply remained sustainably secure for our water users. This is the result of good planning and active collaboration between Durham and UNH.

The Town and UNH, through the joint administrative Water, Wastewater, Stormwater, and Roads Committee, continue to address a multitude of Town/Gown items to include efficient operation of our water combined system as described above, focusing attention on water quality deficiencies within the Great Bay Estuary (nitrogen) as identified by the NHDES and the EPA, meeting EPA wastewater and stormwater MS-4 mandates (the Total Nitrogen General Permit was ultimate issued by EPA in December 2020), maintaining a required NHDES backflow prevention program, general water/sewer infrastructure, the Lee water line extension in coordination with the NHDES and the Town of Lee to address MBTE contamination at the Lee

Traffic Circle, and more. On the front lines of our utility infrastructure both on and off campus, the Town and the University are joined at the hip and work seamlessly together.

On this note, we have developed cooperative and collaborative efforts with UNH to enhance the mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire's flagship state university, including redevelopment of 66 Main Street, the creation of a West Edge Innovation District, and more. Unfortunately, both aforementioned projects were put on the back burner in 2020 due to the pandemic. Town and gown continue to communicate and work toward the redevelopment of 66 Main Street. Following many months of review by USNH Board of Trustees/UNH/developer, a delegation from UNH/Town traveled to meet with Elliott Sidewalk Communities in late-January 2020. Durham and UNH are currently exploring the potential sale of 66 Main Street from the University to the Town based on appraised valuations of the parcel.

Through the efforts of Ellen Snyder, our part-time contract Land Stewardship Coordinator, and the Land Stewardship Subcommittee of the Conservation Commission, we continue to make significant inroads in properly managing the numerous lands and easements under the Town's stewardship. The Council also established the Durham Town Land Stewardship Patron's Trust back in 2018 to enable citizens or organizations to donate money to support our local conservation land management efforts, rather than relying solely on tax dollars for this purpose. These monies, as well as the Conservation Fund under the oversight of the Conservation Commission, have provided an ongoing source of modest funding to move targeted stewardship initiatives forward.

In closing, I would like to note that our Town employees within public works, police, fire, planning, zoning, town clerk/tax collector's Office, IT, DCAT, and more — are terrific people, working hard with finite resources to meet the needs of a demanding citizenry with high expectations for exceptional service delivery at the local level. Our Town Council is comprised of thoughtful, hard-working, and dedicated individuals with varied backgrounds and perspectives. The Council, along with the benefit of ongoing public feedback and active involvement by dedicated citizens on local boards, committees, and commissions, all contribute to ensuring Durham remains a strong, vibrant, and welcoming community. While this has been a challenging year in Durham as a result of the pandemic, our town has accomplished an awful lot very well under extraordinarily difficult circumstances.

Employment Agreement – Town Administrator

AGREEMENT made this 3rd day of April, 2017, between The Town of Durham, a municipal Town located in the County of Strafford and the State of New Hampshire, (hereinafter “Town”)

and Todd I. Selig of Durham, New Hampshire (hereinafter “Selig”).

WHEREAS, Selig and the Town desire to set forth in writing their Contract with respect to Selig’s employment by the Town as its Town Administrator;

NOW, THEREFORE, in consideration of their mutual promises set forth herein, the parties hereby agree as follows:

1. **Employment.** The Town hereby employs Selig as its Town Administrator, and Selig hereby accepts such employment, upon the terms and conditions set forth in this Agreement.
2. **Duties and Authority.**
 - A. Selig will hold the position of Town Administrator.
 - B. As Town Administrator, Selig will have the powers granted to that position by the Charter and Administrative Code of the Town and pertinent State statutes including RSA 49-D:2(c) and RSA 37, subject to the control of the Town Council to the extent permitted by the Charter and statute. He shall have general supervision, direction and control over the business and affairs of the Town and its employees. Selig will be primarily responsible in addition to his Statutory and Charter duties, for carrying out all orders and resolutions of the Town Council and such duties as may from time to time be assigned to Selig by the Town Council.
 - C. Selig agrees to devote his full time, attention and best efforts to the performance of his responsibilities as Town Administrator.
 - D. Selig shall not, during the term of this Agreement, directly or indirectly engage in any business, either as an employee, corporation, principal, corporate officer, or in any other capacity, whether or not compensated, without the prior written consent of the Town.
 - E. Notwithstanding anything to the contrary contained in paragraph 2.D above, Selig may engage in teaching in an adjunct position, writing or consulting during his normal time off provided that he first inform the Town Council of his activities and provided, further, that those activities

do not unreasonably interfere with his duties and responsibilities to the Town.

F. It is recognized that Selig must devote a great deal of time outside the normal office hours on business for the Town, and to that end Selig shall be allowed to establish an appropriate work schedule.

3. **Term of Employment.** The term of employment shall be for a period of nine (9) years (except as it may be modified as explained herein) commencing on January 01, 2017 and ending December 31, 2025.
4. **Compensation.** Selig shall receive compensation during the term of this Agreement as follows: A base annual salary of \$137,500 for 2017 which shall increase by 2% annually thereafter during the contract term, effective each January 1st. Notwithstanding the above, as of 1/1/18, 1/1/20, 1/1/22, and 1/1/24, Selig's base annual salary shall be reset at the greater of 2% above his prior year's base annual salary or the average of the actual base annual salaries of the full time town/city managers within the following NH communities as of January 1st of said year: Bedford, Concord, Derry, Dover, Hanover, Keene, Merrimack, Portsmouth, and Rochester.
5. **Medical and Group Insurance.** The Town agrees to provide Selig with all of the benefits offered to non union employees in the Town's Personnel Plan including participation in the Town group medical, hospital and dental plan(s) of the Town, as well as all other insurance plans which the Town offers to its employees on the same terms and conditions as that of the Town's other non-unionized employees. Notwithstanding the above, Selig shall pay twenty percent (20%) of the monthly health and dental premiums. The Town shall pay eighty percent (80%) of the appropriate monthly premiums.
6. **Vacation.** Selig shall be entitled to thirty (30) days of paid vacation during each year of employment; the time for the vacation shall be mutually agreed upon by Selig and the Town Council. If vacation is not taken Selig shall be reimbursed at his base salary rate for time not taken in excess of 240 hours of accrual by December 31st of the succeeding year.

In addition to the vacation listed in the first paragraph, in recognition of Selig's completion of 21 years of service with the Town of Durham in 2022, and every six years thereafter, Selig shall be afforded a six (6) week paid sabbatical for personal and professional rejuvenation. The sabbatical shall not be used to fulfill the notice requirement outlined in Section 14.C of this contract.

7. **Automobile.**

A. The Town shall provide to Selig, during the term of his employment, the use of a Town automobile of Selig's choice, for business use, to be selected from the Town's inventory. The Town shall pay all automobile operating expenses incurred by Selig in the performance of Selig's business duties. In the event that Selig utilizes his personal automobile for Town business, he shall be reimbursed for the mileage at the then prevailing Internal Revenue Service reimbursement rate.

B. The Town shall provide to Selig, during the term of his employment, an annual stipend in the amount of \$7,500.00 in lieu of unlimited personal use of a Town vehicle.

8. **Dues and Subscriptions.** The Town shall budget and pay the dues, expenses and subscriptions of Selig for his continuation and participation in local, city, county, state, national, and international associations that he deems prudent and fiscally responsible for his continued effective management of the Town.

9. **Professional Development.** The Town shall budget and pay for the registration, travel and subsistence expenses of Selig to attend the annual conferences of the New Hampshire Municipal Association and the International City/County Management Association, and such other conferences, short courses, and seminars that Selig deems prudent and fiscally responsible for his professional development and for the continued, effective management of the Town. The Town recognizes that Selig is a Board member of the New Hampshire Center for Public Policy Studies, and the Town encourages such activities and other similar activities as part of Selig's professional development.

In addition, during the term of this contract the Town shall support Selig's attendance with pay at three specialized advanced training courses such as those offered at the Harvard Kennedy School of Government or equivalent experiences that Selig deems prudent and fiscally responsible for his professional development and for the continued, effective management of the Town.

10. **Expense Reimbursement.** Selig shall be entitled to reimbursement for all reasonable expenses, including travel and entertainment, incurred by him in the performance of his duties. Selig shall maintain records and written receipts and shall submit vouchers for expenses for which reimbursement is made.

11. **General Expenses.** The Town recognizes that certain expenses of a personal nature are or may be incurred by Selig in the performance of his business duties, and the Town agrees that it shall reimburse Selig for all such reasonable expenses upon receipt of expense vouchers, receipts, statements or personal affidavits detailing the expenses related to the performance of Selig's business duties.

Selig shall be responsible for obtaining a mobile data telephone device that meets the specifications of the Town's IT infrastructure such that he is reasonably accessible to the Town during times of emergency. Upon the execution of this Agreement, Selig's Town-issued iPhone shall become the personal property of Selig, and Selig shall bear the cost of the device (as well as future devices) and the associated telephone/data plan thereafter.

12. **Permanent Disability.** In the event Selig becomes permanently disabled (herein defined as a disability which substantially impairs or limits Selig from performing the essential duties of his position) as determined by a licensed physician mutually agreed upon by the Town and Selig, or if Selig is otherwise unable to perform his duties because of sickness, accident or injury for a period of six (6) months, the Town may terminate this Agreement subject to the provisions of paragraph 14D.

13. **Death.** In the event that Selig dies during the term of this Agreement, this Agreement shall immediately terminate.

14. **Termination.**

- A. **By the Town with Cause.** This Agreement may be terminated by the Town for cause, in accord with the provisions of Section 4.3 of the Town Charter, if Selig willfully breaches or habitually neglects the duties to be performed under Paragraph 2 of this Agreement; engages in dishonest conduct; or for the conviction of any crime for which the punishment involves incarceration.

- B. In the event Selig's employment is terminated pursuant to subparagraph A, Selig shall be entitled to his base salary compensation earned prior to the date of termination (minus all appropriate federal, state and authorized withholdings), as provided for in Paragraph 4 of this Agreement, computed pro rata up to and including the date of termination, as well as any other benefits to which he may be entitled as a matter of law.

- C. **By Selig.** This Agreement may be terminated by Selig, without cause, by giving eight (8) months' notice to the Town.

- D. **By the Town without Cause.** In the event that this Agreement is terminated by the Town for reasons other than those outlined in subparagraph A above, the Town shall be responsible for the payment to Selig of one (1) full year's base salary (minus all appropriate federal, state and authorized withholdings) plus all benefits (or their monetary equivalent) accrued during that one (1) year period regardless of the length of the remaining term of this Agreement.
15. **Renewal.** The parties contemplate that they will want to renegotiate, extend or modify the length of this Agreement for so long as the relationship is mutually satisfactory. Notwithstanding anything contained herein, the parties may mutually agree to modify any or all provisions of this Agreement at any time for so long as those modifications are in writing and signed by the authorized parties.
16. **Renewal Negotiations.** If either the Town or Selig wishes to renew this Agreement at the conclusion of its original nine (9) year term, that party shall notify the other of such intent no later than December 31, 2024. In the event that the parties have not successfully concluded their negotiations by March 1, 2025, subsection 14C shall not apply and Selig shall be free to seek and obtain employment elsewhere at any time, even during the remaining term of this Agreement.
17. **Performance Evaluation.**
- A. Commencing in April of 2017, and each succeeding April thereafter, the Town Council and Selig shall mutually establish goals and objectives which they deem necessary and appropriate for the proper management of the Town during the succeeding twelve (12) months. Such goals and objectives shall be committed to writing and formally adopted by the Town Council. The funds necessary for the attainment of those goals and objectives shall be included in the annual budget for the same time period.
- B. Commencing in January 2018, and for each January thereafter, the Town Council shall review/evaluate Selig's performance in accord with the criteria provided to Selig by the Town the preceding April. The Town Council shall provide Selig with a written summary of this Annual Performance Evaluation and shall provide Selig with an opportunity to discuss this evaluation with the Town Council.
18. **Indemnification.** The Town agrees to include Selig under its general insurance coverage and further agrees that it shall indemnify and hold Selig harmless for any liability related to, or arising out of, his position as Town Administrator in accord with the provisions of New Hampshire R.S.A. 31:105.

19. **Residency.** In accord with the provisions of the Town Charter, Selig agrees to live within the corporate limits of the Town for so long as he serves as its Town Administrator.
20. **Supplemental Retirement Plan.** In addition to the base annual salary paid by the Town to Selig, the Town shall pay \$18,000 annually on Selig's behalf into a Section 457 deferred compensation plan. This payment shall be increased by \$500 annually beginning in 2022 so long as the additional contribution is permissible pursuant to Section 457 deferred compensation regulations.
21. **Notices.** Any notice provided for in this Agreement shall be given in writing. Notices shall be effective from the date of service, if served personally on the party to whom notice is to be given, or on the second day after mailing, if mailed by first class mail, postage prepaid. Notices shall be properly addressed to the parties at their respective addresses or to such other address as either party may later specify by notice to the other.
22. **Entire Agreement.** This Agreement contains the entire agreement and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Agreement may be changed only by an agreement in writing signed by the party against whom any waiver, change, amendment or modification is sought.
23. **Waiver.** The waiver by the Town of a breach of any of the provisions of this Agreement by Selig shall not be construed as a waiver of any subsequent breach by Selig.
24. **Governing Law; Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of New Hampshire. The Strafford County Superior Court shall be proper venue for any litigation arising out of this Agreement.
25. **Paragraph Headings.** Paragraph headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this Agreement.
26. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and shall in no way be impaired.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 3rd day of April, 2017.

THE TOWN OF DURHAM:

By: Katherine Marple
Katherine Marple, Chairman
Duly Authorized

TOWN ADMINISTRATOR:

Todd I. Selig