



TOWN OF DURHAM  
8 NEWMARKET ROAD  
DURHAM, NH 03824  
Tel: 603-868-5571  
Fax: 603-868-1858  
www.ci.durham.nh.us

**6:00 PM**

**IAW RSA 91-A:2 I (a) & (b):** Consultation with legal counsel relative to the Durham Professional Mid-Managers Association (DPMMA) and American Federation of State, County, and Municipal Employees Council 93 and its appropriate affiliate Local 863 (DPW) Collective Bargaining Unit contracts

*Note: The above meeting is not open to the public.*

**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, NOVEMBER 7, 2022**  
**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. Approval of Minutes – October 3, 2022
- VIII. Councilor and Town Administrator Roundtable
- IX. Report from the UNH Student Senate External Affairs Chair or Designee
- X. Unanimous Consent Agenda *(Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote)*
  - A. Shall the Town Council schedule a Public Hearing for Monday, November 21, 2022, on a resolution to accept and expend unanticipated grant funds totaling \$12,290.33 to be used as reimbursement to the Town of Durham for Fire Department Personnel to attend trench rescue technician training?

- B. Shall the Town Council Schedule a Public Hearing for Monday, November 21, 2022, on a Resolution Authorizing the Acceptance and Expenditure of Local Fiscal Recovery Funds (LFRF) from the State of NH under the Federal American Rescue Plan Act of 2021 in an Amount up to \$36,051 to be used for the purchase of a Lucas Chest Compression System and Holmatro Rescue Tool, and Authorizing the Town Administrator to Sign and Submit all Necessary Paperwork on Behalf of the Town of Durham?
  - C. Shall the Town Council schedule a Public Hearing for Monday, November 21, 2022, on a resolution authorizing the issuance of long-term bonds or notes not to exceed two million nine hundred forty-one thousand seven hundred and forty dollars (\$2,941,740.00) for the purpose of bonding 2014-2022 Capital projects and equipment purchases?
  - D. **RESOLUTION #2022-22** proclaiming Saturday, November 26, 2022, as “Small Business Saturday” in Durham, NH
  - E. Shall the Durham Town Council authorize the Administrator to sign the Town of Durham’s second half 2022 Property Tax Warrant and direct the Tax Collector to collect payment of property taxes assessed on April 1, 2022?
- XI. Committee Appointments**  
Shall the Town Council appoint Dwight Trueblood, 11 Tall Pines Road, to fill an alternate member vacancy on the Conservation Commission?
- XII. Presentation Items**  
A. Report from the Trustees of the Trust Funds & Cemetery Committee – Michael Everngam, Trustees Chair; Craig Seymour, Cemetery Chair  
B. Quarterly Financial Report through 09/30/2022 - Gail Jablonski, Business Manager
- XIII. Unfinished Business**
- XIV. New Business**  
A. Initial presentation of the Administrator’s proposed FY 2023 Operating, Capital, and Special Fund Budgets and the 2023-2032 Capital Improvement Plan  
B. Other Business
- XV. Nonpublic Session (if required)**
- XVI. Extended Councilor and Town Administrator Roundtable (if required)**
- XVII. Adjourn (NLT 10:30 PM)**

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



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AGENDA ITEM:

# 7

DATE: November 7, 2022

## COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** APPROVE THE TOWN COUNCIL MEETING MINUTES FOR MONDAY,  
OCTOBER 3, 2022

**CC PREPARED BY:** Jennie Berry, Administrative Assistant

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

### **AGENDA DESCRIPTION:**

Attached for the Council's review and approval are the minutes for the Town Council meetings held on Monday, October 3, 2022. Please call or email Jennie Berry 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 any body 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 Monday, October 3, 2022 (as presented /as amended).*







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AGENDA ITEM:

**#10A**

DATE: November 7, 2022

## COUNCIL COMMUNICATION

**INITIATED BY:** David F. Emanuel, Fire Chief

**AGENDA ITEM:** SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR MONDAY, NOVEMBER 21, 2022, ON A RESOLUTION TO ACCEPT AND EXPEND UNANTICIPATED GRANT FUNDS TOTALING \$12,290.33 TO BE USED AS REIMBURSEMENT TO THE TOWN OF DURHAM FOR FIRE DEPARTMENT PERSONNEL TO ATTEND TRENCH RESCUE TECHNICIAN TRAINING?

**CC PREPARED BY:** Kelley Fowler, Fire Department Administrative Assistant

**PRESENTED BY:** David F. Emanuel, Fire Chief

### **AGENDA DESCRIPTION:**

The Durham Fire Department partnered with the NH Division of Fire Standards & Training to host a Trench Rescue Technician course in Durham. The Trench Rescue Technician course is an intense hands-on 32-hour program featuring a combination of classroom and practical evolutions designed to provide the knowledge and practical skills necessary to safely and legally mitigate a trench collapse or excavation emergency and had been identified as a need for the department.

The Trench Rescue Technician training course meets the training objectives of NFPA 1006 and/or 1670, Chapter 11, to the Technician Level. The course covers topics such as rescuer and team safety, pre-planning, equipment selection, atmospheric monitoring, personal protective equipment, patient packaging and recovery, OSHA regulations addressing trenches and excavations, assessing soil composition and stability, stabilization and shoring using heavy timber and pneumatic shoring equipment and emergency shoring of straight, "L", "T", and deep (12'-16') trenches.

The NH Department of Safety Grants Management Unit Homeland Security Grant Program provides reimbursement intended to make a community "whole" and allows municipalities to receive reimbursement to cover the cost of overtime and/or backfill, along with benefits. "Backfill" is payment to cover personnel who are paid overtime to cover a duty shift for another member who is on-duty and receiving straight time to attend the training.

Six (6) Durham fire department personnel attended and completed the technical rescue training program. The department submitted a request to the grant program and has been awarded the funding allocation.

At this time, it is recommended that the Town Council schedule a Public Hearing for Monday, November 21, 2022, to accept and authorize the expenditure of the New Hampshire Department of Safety Grants Management Unit Homeland Security Grant in the amount of \$12,290.33.

**LEGAL AUTHORITY:**

New Hampshire Revised Statutes Annotated (RSA) 31:95-b authorizes the Town Council to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year if they first adopt an article authorizing this authority indefinitely until specific rescission of such authority. On July 12, 1999, the Town Council adopted Resolution #99-19 granting this authority to the Town Council.

RSA 31:95 III. (a) states that: **“For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a public hearing on the action to be taken.** Notice of the time, place and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.”

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

The Town of Durham has been awarded a grant of \$12,290.33 from the New Hampshire Department of Safety Homeland Security Grant to be used to reimbursement to the Town of Durham to cover the cost of personnel to attend Trench Rescue Technician training.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION**

*The Durham Town Council does hereby schedule a Public Hearing for Monday, November 21, 2022, on a resolution authorizing the acceptance and expenditure of unanticipated grant funding totaling \$12,290.33 from the New Hampshire Department of Safety Homeland Security Grant to be used as reimbursement to the Town of Durham to cover the cost of Fire Department personnel to attend Trench Rescue Technician training.*

## **RESOLUTION #2022-XX OF DURHAM, NEW HAMPSHIRE**

### **AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF A \$12,290.33 NEW HAMPSHIRE DEPARTMENT OF SAFETY HOMELAND SECURITY GRANT AS REIMBURSEMENT TO THE TOWN OF DURHAM FOR FIRE DEPARTMENT PERSONNEL TO ATTEND TRENCH RESCUE TECHNICIAN TRAINING**

**WHEREAS**, the Durham Fire Department identified a Trench Rescue Technician training program as a priority for firefighter training, which is designed for fire and rescue personnel who may encounter trench rescues as part of their duties and responsibilities; and

**WHEREAS**, the Trench Rescue Technician training course is an intense hands-on 32 hour program featuring a combination of classroom learning and practical evolutions designed to provide the knowledge and practical skills necessary to safely and legally mitigate a trench collapse or excavation emergency; and

**WHEREAS**, in April 2022 the Fire Department was notified that the Department was selected to host a Trench Rescue Technician course to be held in Durham from June 1 through June 4, 2022; and

**WHEREAS**, the NH Department of Safety Grants Management Unit Homeland Security Grant Program provides reimbursement intended to make a community "whole" and allows municipalities to receive reimbursement to cover the cost of overtime and/or backfill, along with benefits. Backfill is payment to cover personnel who are paid overtime to cover a duty shift for another member who is on-duty and receiving straight time to attend the training; and

**WHEREAS**, six members of the Fire Department attended the four-day training program and received certifications as Trench Rescue Technicians; and

**WHEREAS**, on or about June 30, 2022, the Fire Department submitted an invoice to the NH Division of Fire Standards & Training in the amount of \$12,290.33 which represents the cost to the Town of Durham for hourly wages and benefits for the personnel who either attended the training or who worked overtime (backfill) to cover for on-duty shift members;

**WHEREAS**, on July 12, 1999, the Durham Town Council approved Resolution #99-19 adopting the provisions of RSA 31:95-b authorizing the Town Council to apply for, accept, and expend unanticipated funds from a federal, state, or other governmental unit or a private source which becomes available during the Fiscal Year; and

**WHEREAS**, Council approval is required for the acceptance and expenditure of these funds; and

**WHEREAS**, RSA 31:95-b III(a) requires that a Public Hearing be held on unanticipated funds in excess of \$10,000; and

**WHEREAS**, on Monday, November 21, 2022, a duly posted and published Public Hearing was held by the Durham Town Council on the \$12,290.33 grant monies in accordance with RSA 31:95-b;

**NOW, THEREFORE, BE IT RESOLVED**, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire does hereby adopt **Resolution #2022-XX** authorizing the acceptance and expenditure of a \$12,290.33 Trench Rescue Technician Program Grant from the New Hampshire Department of Safety Homeland Security Grant as reimbursement to the Town of Durham for Fire Department personnel to attend the training program.

**PASSED AND ADOPTED** by the Town Council of the Town of Durham, New Hampshire this \_\_\_\_ day of **November, 2022** by \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Katherine A. Marple, Chairman  
Durham Town Council

**ATTEST:**

\_\_\_\_\_  
Lorrie Pitt, Town Clerk-Tax Collector



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AGENDA ITEM:

**#10B**

DATE: November 7, 2022

## COUNCIL COMMUNICATION

**INITIATED BY:** David F. Emanuel, Fire Chief

**AGENDA ITEM:** SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR MONDAY, NOVEMBER 21, 2022, ON A RESOLUTION AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF LOCAL FISCAL RECOVERY FUNDS (LFRF) FROM THE STATE OF NH UNDER THE FEDERAL AMERICAN RESCUE PLAN ACT OF 2021 IN AN AMOUNT UP TO \$36,051 TO BE USED FOR THE PURCHASE OF A LUCAS CHEST COMPRESSION SYSTEM AND HOLMATRO RESCUE TOOL, AND AUTHORIZING THE TOWN ADMINISTRATOR TO SIGN AND SUBMIT ALL NECESSARY PAPERWORK ON BEHALF OF THE TOWN OF DURHAM?

**CC PREPARED BY:** Kelley Fowler, Fire Department Administrative Assistant

**PRESENTED BY:** David F. Emanuel, Fire Chief

**AGENDA DESCRIPTION:**

Established by the American Rescue Plan Act (ARPA), funds were appropriated to offer aid to eligible county and city/town governments to respond to the COVID-19 emergency.

The State of New Hampshire Governor's Office for Emergency Relief and Recovery (GOFERR) notified municipalities that applications may be submitted through the Locality Equipment Purchase Program (LEPP) which provides support of up to \$50,000 per New Hampshire locality (cities and towns) for purchasing safety and emergency equipment needed, as a result of, or in response to, the health crisis and its negative effects.

Any reimbursed costs must be allowable expenses under the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund, and purchases must be for safety and/or public health response and prevention equipment expenditures that have assisted or will assist the locality in responding, or being prepared, to respond to COVID-19 situations. Additionally, a ten (10%) percent match from each locality is required.



Eligible Equipment must meet the definition of 2 CFR 200.33, which establishes a minimum value of \$250 for equipment to qualify, and it must be for safety and/or public health response and prevention equipment expenditures that have assisted or will assist the locality in responding or being prepared to respond to COVID-19. The cost of the equipment must not have been reimbursed or covered by other state or federal programs or agencies.

Although automatically qualified for up to the amount of the award that has been calculated, localities must still submit details and documentation on what specific equipment will be or has been purchased and the reason for the expenditure, including the COVID-19 connection.

On or about April 5, 2022, the Fire Department submitted a two-part grant application under the GOFERR LEPP program for two separate pieces of equipment. The first part of the submission requested reimbursement for a Lucas Chest Compression System (Lucas Auto CPR device) that was purchased by the Fire Department in December 2021. The second part of the submission requested funds for a Holmatro Rescue Tool which has since been purchased but not yet delivered.

The Lucas Auto CPR device allows first responders to provide optimal care to patients experiencing a cardiac emergency by providing an extra pair of hands to maintain chest compressions to deliver consistent and accurate compressions, as well as to reduce provider fatigue over long duration CPR events. The Lucas Auto CPR device also helps reduce the number of personnel required for a cardiac event, thus reducing potential COVID-related exposures.

Since 2019, the Fire Department has run a Lucas Auto CPR device on the primary EMS response vehicle. Purchasing a second Lucas device allowed the Department to place a Lucas device on the first-due Advanced Life Support (ALS) engine which frequently responds to medical events when the primary EMS response unit is tied up on a previous call. The second Lucas Auto CPR device with accessories and accompanying service contract, was purchased in December 2021 for a purchase price of \$19,682.

The Holmatro PCT50 Pentheon Battery Combi Rescue Tool is a compact cordless battery powered rescue tool that will be deployed on Rescue 5. The Fire Department responds to an average of 62 motor vehicle collisions per year, many of which are dispatched as medical aid responses. This equipment acquisition will assist firefighters with the deployment of a compact rescue tool on the first-due medical response apparatus to enhance the department's rescue and extrication capabilities.

GOFERR LEPP funds were also requested to purchase a Holmatro PCT50 Pentheon Battery Combi Rescue Tool in the amount of \$20,954, including accessories and a service contract.

On June 6, 2022, the Fire Department was notified by the Governor's Office that the Department's LEPP application submission was approved, and funds were awarded in

the amount of \$36,051 subject to final approval of the Governor and Executive Council, which was subsequently approved on June 15, 2022.

At this time, it is recommended that the Town Council schedule a Public Hearing for November 21, 2022, to accept and authorize the expenditure of the Local Fiscal Recovery Funds in the amount of \$36,051 from the State of New Hampshire under the American Rescue Plan Act of 2021.

**LEGAL AUTHORITY:**

New Hampshire Revised Statutes Annotated (RSA) 31:95-b authorizes the Town Council to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year if they first adopt an article authorizing this authority indefinitely until specific rescission of such authority. On July 12, 1999, the Town Council adopted Resolution #99-19 granting this authority to the Town Council.

RSA 31:95 III. (a) states that: **“For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a public hearing on the action to be taken.** Notice of the time, place and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.”

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

\$36,051 in Local Fiscal Recovery Funds to be received from the State of New Hampshire under the American Rescue Plan Act of 2021.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION**

*The Durham Town Council does hereby, upon recommendation of the Administrator, schedule a Public Hearing for Monday, November 21, 2022, on a Resolution Authorizing the Acceptance and Expenditure of Local Fiscal Recovery Funds (LFRF) from the State of NH under the Federal American Rescue Plan Act of 2021 in an Amount up to \$36,051 To Be Used For the Purchase of a Lucas Chest Compression System and Holmatro Rescue Tool, and Authorizing the Town Administrator to Sign and Submit all Necessary Paperwork on Behalf of the Town of Durham.*

## **RESOLUTION #2022-XX OF DURHAM, NEW HAMPSHIRE**

**AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF LOCAL FISCAL RECOVERY FUNDS (LFRF) FROM THE STATE OF NH UNDER THE FEDERAL AMERICAN RESCUE PLAN ACT OF 2021 IN AN AMOUNT UP TO \$36,051 TO BE USED FOR THE PURCHASE OF A LUCAS CHEST COMPRESSION SYSTEM AND HOLMATRO RESCUE TOOL, AND AUTHORIZING THE TOWN ADMINISTRATOR TO SIGN AND SUBMIT ALL NECESSARY PAPERWORK ON BEHALF OF THE TOWN OF DURHAM**

**WHEREAS**, the Town of Durham submitted an application, dated April 5, 2022, to the State of New Hampshire Governor's Office for Emergency Relief and Recovery (GOFERR) for American Rescue Plan Act Funds under the Locality Equipment Purchase Program (LEPP); and

**WHEREAS**, on June 6, 2022 the Town of Durham was informed that it had been allocated up to \$36,051.00 under this program; and

**WHEREAS**, reimbursed costs must be allowable expenses under the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund and purchases must be for safety and/or public health response and prevention equipment expenditures that have assisted or will assist the locality is responding, or being prepared, to respond to COVID-19 situations; and

**WHEREAS**, the Town has determined these allocated funds will be used for the purchase of a Lucas Chest Compression System and a Holmatro Rescue Tool; and

**WHEREAS**, on July 12, 1999, the Durham Town Council approved Resolution #99-19 adopting the provisions of RSA 31:95-b authorizing the Town Council to apply for, accept, and expend unanticipated funds from a federal, state, or other governmental unit or a private source which becomes available during the Fiscal Year; and

**WHEREAS**, Council approval is required for the acceptance and expenditure of these funds; and

**WHEREAS**, RSA 31:95-b III(a) requires that a Public Hearing be held on unanticipated funds in excess of \$10,000; and

**WHEREAS**, on Monday, \_\_\_\_\_, a duly posted and published Public Hearing was held by the Durham Town Council on \$36,051 in Local Fiscal Recovery Funds in accordance with RSA 31:95-b;

**NOW, THEREFORE, BE IT RESOLVED**, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire does hereby adopt **Resolution #2022-XX** authorizing the acceptance and expenditure Local Fiscal Recovery Funds from the State of New Hampshire under the Federal American Rescue Plan Act of 2021 in an amount up to \$36,051 and authorizes the Town Administrator to sign and submit appropriate paperwork on behalf of the Town of Durham.

**PASSED AND ADOPTED** by the Town Council of the Town of Durham, New Hampshire this \_\_\_\_ day of **November, 2022** by \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Katherine A. Marple, Chairman  
Durham Town Council

**ATTEST:**

\_\_\_\_\_  
Lorrie Pitt, Town Clerk-Tax Collector





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AGENDA ITEM:

# **10C**

DATE: **November 7, 2022**

## COUNCIL COMMUNICATION

**INITIATED BY:**

Gail Jablonski, Business Manager

**AGENDA ITEM:**

**SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR MONDAY, NOVEMBER 21, 2022, ON A RESOLUTION AUTHORIZING THE ISSUANCE OF LONG-TERM DEBT NOT TO EXCEED TWO MILLION, NINE Hundred and Forty-One Thousand, Seven Hundred and Forty Dollars (\$2,941,740) FOR THE PURPOSE OF BONDING VARIOUS 2014-2022 CAPITAL PROJECTS AND EQUIPMENT PURCHASES?**

**CC PREPARED BY:**

Gail Jablonski, Business Manager  
Todd Selig, Administrator

**PRESENTED BY:**

Gail Jablonski, Business Manager  
Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

The Town of Durham will be joining other communities in the Fall 2022 NH Municipal Bond Bank sale. It is anticipated with the larger total of funds to be bonded interest rates will be more competitive than if the Town went out on its own. The Town will be responsible for fees payable to our Bond Counsel, Devine, Millimet & Branch, in the range of \$5,000-\$7,500.

The following are items requested to be bonded listed by budget year, as well as the status of each project.

*2014 Capital Fund Budget* – Resolution 2013-28 passed December 16, 2013

Project Description	Amount Budgeted for Bonding	Project Status	Amount Requested
Wiswall Dam		Engineering	
Spillway	\$70,000	Ongoing	\$18,350



**2019 Capital Fund Budget** – Resolution 2018-23 passed December 12, 2018

<b>Project Description</b>	<b>Amount Budgeted for Bonding</b>	<b>Project Status</b>	<b>Amount Requested</b>
Radio Simulcast Program – Police	\$64,000	Ongoing	\$64,000
Radio Simulcast Program – Fire	\$64,000	Ongoing	\$64,000
Parking Service Software	\$66,000	Completed 2020	\$49,035
Collection System Upgrades - WW	\$50,000	Ongoing	\$50,000

**2020 Capital Fund Budget** – Resolution 2019-29 passed December 15, 2019

<b>Project Description</b>	<b>Amount Budgeted for Bonding</b>	<b>Project Status</b>	<b>Amount Requested</b>
WW Odor Control Project	\$425,000	Ongoing	\$425,000

**2021 Capital Fund Budget** – Resolution 2020-21 passed December 22, 2020

<b>Project Description</b>	<b>Amount Budgeted for Bonding</b>	<b>Project Status</b>	<b>Amount Requested</b>
Radio Simulcast Program – Police	\$68,000	Ongoing	\$68,000
Radio Simulcast Program – Police	\$665,000	Ongoing	\$215,000
Radio Simulcast Program – Fire	\$68,000	Ongoing	\$68,000
Radio Simulcast Program – Fire	\$720,000	Ongoing	\$270,000
Courthouse/Old Town Hall Renovations	\$37,000	A/C Replaced	\$8,000
66 Main Street Site Work	\$850,000	Site Work for Parking	\$40,000
WW Odor Control Project	\$425,000	Ongoing	\$425,000

**2022 Capital Fund Budget** – Resolution 2021-15 passed December 20, 2021

<b>Project Description</b>	<b>Amount Budgeted for Bonding</b>	<b>Project Status</b>	<b>Amount Requested</b>
Assessing Full Revaluation	\$75,000	Ongoing	\$75,000
Courthouse/Old Town Hall Renovations	\$37,000	Boiler Replaced	\$37,000
Dump Truck Replacement	\$234,225	Delivery Anticipated March 2023	\$234,225
Roadway Sweeper Replacement	\$237,630	Delivery Anticipated January 2023	\$237,630
¾ Ton Pickup Replacement	\$47,000	Delivery Anticipated February 2023	\$47,000
Skid Steer Replacement	\$54,000	Received August 2022	\$54,000
Water Utility 1 Ton Truck Replacement	\$67,500	Delivery Anticipated February 2023	\$67,500
WW Odor Control Project	\$425,000	Ongoing	\$425,000

Attached for the Council's information and consideration is a draft resolution authorizing the issuance of long-term debt not to exceed Two Million, Nine Hundred and Forty-One Thousand, Seven Hundred and Forty Dollars (\$2,941,740).

**LEGAL AUTHORITY:**

Section 5.12 of the Durham Town Charter enables the Town Council to approve the issuance of bonds or notes for less than \$2,300,000 per issue after holding a duly advertised public hearing and further stipulates that for the purposes of borrowing, the Town of Durham shall have all the powers and duties vested with a city.

NH RSA 33:9 authorizes the issuance of bonds by a city, by resolution of the Council, **passed by at least 2/3 of all Council members.**

**LEGAL OPINION:**

Renelle L'Huillier, Bond Counsel for the Town of Durham, is working with the Business Office on this issue and will be offering a legal opinion to prospective bond buyers as to whether all laws and policies have been followed.

**FINANCIAL DETAILS:**

The total amount of bonding will be distributed as follows:

General Fund	\$1,441,855
Water Fund	\$ 85,850
Wastewater Fund	\$1,325,000
TIF District	\$ 40,000

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby schedule a Public Hearing for Monday, November 21, 2022, on a resolution authorizing the issuance of long-term debt not to exceed Two Million, Nine Hundred and Forty-One Thousand, Seven Hundred and Forty Dollars (\$2,941,740) for the purpose of bonding various 2014-2022 capital projects and equipment purchases.*



## **RESOLUTION #2022-XX OF DURHAM, NEW HAMPSHIRE**

**AUTHORIZING THE ISSUANCE OF LONG-TERM BONDS OR NOTES NOT TO EXCEED TWO MILLION, NINE HUNDRED AND FORTY-ONE THOUSAND, SEVEN HUNDRED AND FORTY DOLLARS (\$2,941,740) FOR THE PURPOSE OF BONDING 2014-2022 CAPITAL PROJECTS AND EQUIPMENT PURCHASES**

**WHEREAS**, the Durham Town Council approved Resolution 2013-28 on December 16, 2013 approving the Capital Fund Budget for 2014 with \$3,502,883 proposed for bonding or leasing; and

**WHEREAS**, the Durham Town Council approved Resolution 2018-23 on December 12, 2018 approving the Capital Fund Budget for 2019 with \$4,731,818 proposed for bonding or leasing; and

**WHEREAS**, the Durham Town Council approved Resolution 2019-29 on December 15, 2019 approving the Capital Fund Budget for 2020 with \$1,812,500 proposed for bonding or leasing; and

**WHEREAS**, the Durham Town Council approved Resolution 2020-21 on December 22, 2020 approving the Capital Fund Budget for 2021 with \$5,147,200 proposed for bonding or leasing; and

**WHEREAS**, the Durham Town Council approved Resolution 2021-15 on December 20, 2021 approving the Capital Fund Budget for 2022 with \$3,630,500 proposed for bonding or leasing; and

**WHEREAS**, on May 9, 2022 the Durham Town Council approved the hiring of Municipal Resources, Inc. to perform a full revaluation of the Town of Durham, the amount of **\$75,000** is requested to be bonded; and

**WHEREAS**, on December 20, 2021, the Durham Town Council approved the awarding of the Radio Simulcast Program to Motorola Solutions, Inc., the amount of **\$749,000** is requested to be bonded; and

**WHEREAS**, the boiler system in the Courthouse/Old Town Hall was recently replaced and the building is in need of other major repairs, the amount of **\$45,000** is requested to be bonded; and

**WHEREAS**, on June 6, 2022 the Durham Town Council awarded the purchase of a new Dump Truck to Allegiance Trucks and the purchase of a swap loader dump truck body to Viking Cives, the total amount of **\$234,225** is requested to be bonded; and

**WHEREAS**, on May 16, 2022 the Durham Town Council awarded the purchase of an Elgin Pelican Three Wheel Street Sweeper to C. N. Wood Co., Inc. the amount of **\$237,630** is requested to be bonded; and

**WHEREAS**, the Public Works Department has awarded the purchase of a 2022 Ford F250 4x4 pickup truck to McFarland Ford Sales, Inc., and the purchase of a Composite Service Body and Snow Plow to Messer Truck Equipment, the total amount of **\$47,000** is requested to be bonded; and

**WHEREAS**, the Public Works Department purchased a 2022 Cat Skid Steer from Southworth-Milton, Inc. in August 2022, the amount of **\$54,000** is requested to be bonded; and

**WHEREAS**, in 2020 the Police Department purchased TickeTrak Parking Software from Cardinal Tracking, Inc., the amount of **\$49,035** is requested to be bonded; and

**WHEREAS**, the Public Works Department contracted with Pare Corporation to perform an assessment and stabilization analysis of the Wiswall Dam Spillway, the amount of **\$18,350** is requested to be bonded; and

**WHEREAS**, the Public Works Department has awarded the purchase of a 2022 Ford F-350 Chassis 4x4 for the Water Department from McFarland Ford Sales, Inc., as well as the purchase of a Venturo Crane, Composite Service Body and Snow Plow to Messer Truck Equipment, the total amount of **\$67,500** is requested to be bonded; and

**WHEREAS**, the Public Works Department contracted with Wright-Pierce Engineering for engineering services on the Edgewood Road Sewer Main and Green Mountain Pipeline Services for cleaning and tv inspection of lines, the amount of **\$50,000** is requested to be bonded; and

**WHEREAS**, on April 4, 2022 the Durham Town Council awarded the WWTP Odor Control Project to Apex Construction and the engineering inspection services to Wright-Pierce Engineering, the amount of **\$1,275,000** is requested to be bonded; and

**WHEREAS**, 66 Main Street was purchased in May of 2021 and the Public Works Department has spent additional funds on upgrading the area to allow for parking, the amount of **\$40,000** is requested to be bonded; and

**WHEREAS**, Section 5.12 of the Durham Town Charter enables the Town Council to approve the issuance of bonds or notes for less than \$2,300,000 after holding a duly advertised public hearing and further stipulates that for the purposes of borrowing, the Town of Durham shall have all the powers and duties vested with a city; and

**WHEREAS**, on Monday, \_\_\_\_\_, the Town Council held a duly advertised and posted Public Hearing on Resolution #2022-XX; and

**WHEREAS**, NH RSA 33:9 authorizes the issuance of bonds by a city, by resolution of the Council, passed by at least 2/3 of all Council members,

**NOW, THEREFORE, BE IT RESOLVED**, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire hereby approves **Resolution #2022-XX** and authorizes the Treasurer to issue bonds or notes pursuant to the Municipal Finance Act, RSA 33, in an amount not to exceed Two Million, Nine Hundred and Forty-one Thousand and Seven Hundred and Forty Dollars (\$2,941,740) for the purpose of financing 2014-2022 Capital Projects and Equipment Purchases.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of November, 2022 by a **Two-Thirds (2/3)** vote of the Durham Town Council with \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Katherine Marple, Chair  
Durham Town Council

**ATTEST:**

\_\_\_\_\_  
Lorrie Pitt, Town Clerk-Tax Collector



TOWN OF DURHAM  
8 NEWMARKET ROAD  
DURHAM, NH 03824

Tel: 603-868-5571

Fax: 603-868-1858

www.ci.durham.nh.us

AGENDA ITEM:

# **10D**

DATE: November 7, 2022

## COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** RESOLUTION #2022-22 PROCLAIMING SATURDAY, NOVEMBER 26, 2022, AS "SMALL BUSINESS SATURDAY" IN DURHAM, NH

**CC PREPARED BY:** Jennie Berry, Administrative Assistant

**PRESENTED BY:** Durham Town Council

### **AGENDA DESCRIPTION:**

Small Business Saturday is an American shopping holiday held on the Saturday after US Thanksgiving during one of the busiest shopping periods of the year and is a national effort to drive consumers to shop at local independently owned businesses. This Saturday is always the last one in November, so falls between November 24 and November 30. First observed in the United States on November 27, 2010, it is a counterpart to Black Friday and Cyber Monday, which feature big box retail and e-commerce stores respectively. By contrast, Small Business Saturday encourages holiday shoppers to patronize brick and mortar businesses that are small and local. Small Business Saturday is a registered trademark of American Express.

Attached is a draft resolution for the Council's review and consideration.

### **LEGAL AUTHORITY:**

N/A

### **LEGAL OPINION:**

N/A

### **FINANCIAL DETAILS:**

N/A

### **SUGGESTED ACTION OR RECOMMENDATIONS:**

#### **MOTION:**

*The Durham Town Council does hereby adopt Resolution #2022-22 proclaiming Saturday, November 26, 2022, as "Small Business Saturday" in Durham, NH and urges Durham residents to support small businesses and merchants in Durham on this day and throughout the year.*



## **RESOLUTION #2022-22 OF DURHAM, NEW HAMPSHIRE**

**PROCLAIMING SATURDAY, NOVEMBER 26, 2022, AS “SMALL BUSINESS SATURDAY” IN  
DURHAM, NH**

**WHEREAS**, the Town of Durham celebrates its local small businesses and the contributions they make to the local economy and community; and

**WHEREAS**, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States; and

**WHEREAS**, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

**WHEREAS**, 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2021; and

**WHEREAS**, the Town of Durham supports its local businesses that create jobs, boost local economy, and preserve communities; and

**WHEREAS**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday,

**NOW, THEREFORE BE IT RESOLVED** by the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire, does hereby approve **Resolution #2022-22** proclaiming **Saturday, November 26, 2022, as "Small Business Saturday"** and urges the residents of the community to support small businesses and merchants in Durham on Small Business Saturday and throughout the year.

**PASSED AND ADOPTED** this \_\_\_\_ day of **November, 2022** by a majority vote of the Durham Town Council with \_\_\_\_ voting in favor \_\_\_\_ voting against, and \_\_\_\_ abstaining.

\_\_\_\_\_  
Katherine A. Marple, Chair  
Durham Town Council

**ATTEST:**

\_\_\_\_\_  
Lorrie Pitt, Town Clerk-Tax Collector

# LET'S GO SHOP SMALL®

# ON SMALL BUSINESS SATURDAY®



## WHAT IS SMALL BUSINESS SATURDAY®?

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Since its inception in 2010, Small Business Saturday, proudly backed by American Express, has illuminated the significance of supporting small, independently owned businesses across the country. Falling between Black Friday and Cyber Monday, it's a day dedicated to supporting the diverse range of local businesses that help create jobs, boost the economy, and keep communities thriving across the country.

## WHY SUPPORT SMALL BUSINESS SATURDAY?

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- Demonstrates a conscious commitment to the communities in which we live.
- Creates goodwill within the communities.
- When we support small businesses, we help create jobs and local communities preserve their unique culture.

## 2021 SMALL BUSINESS SATURDAY FACTS:

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- In 2021, U.S. consumers reported spending a record high total of an estimated \$23.3 billion at independent retailers and restaurants on Small Business Saturday.<sup>1</sup>
- Elected officials in all 50 states, Washington, D.C., Puerto Rico, and other U.S. territories championed Small Business Saturday.
- Over 700 local governments issued proclamations in support of Small Business Saturday covering all 50 states and Washington, D.C.
- American Express enlisted the support of nearly 100 large companies, known as Corporate Supporters, to help drive excitement for and promote Small Business Saturday.
- The Small Business Saturday Coalition, comprised of national, state and local associations that help coordinate activities for Small Business Saturday with small business owners and consumers, had over 300 organizations help spread the Shop Small® message.

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<sup>1</sup> The American Express 2021 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,426 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 28, 2021. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.

# LET'S GO SHOP SMALL<sup>®</sup>

## ON SMALL BUSINESS SATURDAY<sup>®</sup>



- According to the 2021 Small Business Saturday Consumer Insights Survey, a majority (79%) of consumers understood the importance of supporting the small businesses in their community on Small Business Saturday in 2021 and 66% reported that the day makes them want to Shop Small all year long.<sup>2</sup>

### JOIN THE COALITION:

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Building on the success of previous years, the Coalition of supporters are more committed than ever. This includes support from advocacy organizations that join the initiative to motivate constituents through incentives and offers to not only Shop Small on November 26, 2022 but Shop Small all year long.

The coalition will be led by Women Impacting Public Policy, a business advocacy organization representing small businesses. [Join Us!](#)

#### Contact Info:

Small Business Saturday Program

Women Impacting Public Policy

Phone: (415) 434-4314 | Email: [sbscoalition@wipp.org](mailto:sbscoalition@wipp.org)

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<sup>2</sup>The American Express 2021 Small Business Saturday Consumer Insights Survey was conducted by Teneo on behalf of American Express. The study is a nationally representative sample of 2,426 U.S. adults 18 years of age or older. The sample was collected using an email invitation and an online survey. The study gathered self-reported data and does not reflect actual receipts or sales. It was conducted anonymously on November 28, 2021. The survey has an overall margin of error of +/- 2.0%, at the 95% level of confidence. Projections are based on the current U.S. Census estimates of the U.S. adult population, age 18 years and over.





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8 NEWMARKET ROAD  
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Tel: 603-868-5571

Fax: 603-868-1858

**AGENDA ITEM: # 10E**

**DATE: November 7, 2022**

## **COUNCIL COMMUNICATION**

**INITIATED BY:** Lorrie Pitt, Town Clerk-Tax Collector

**AGENDA ITEM:** SHALL THE TOWN COUNCIL AUTHORIZE THE ADMINISTRATOR TO SIGN THE TOWN OF DURHAM'S SECOND HALF 2022 TAX WARRANT AND DIRECT THE TOWN CLERK-TAX COLLECTOR TO COLLECT PAYMENT OF PROPERTY TAXES ASSESSED ON APRIL 1, 2022?

**CC PREPARED BY:** Jennie Berry, Administrative Assistant

**PRESENTED BY:** Lorrie Pitt, Town Clerk-Tax Collector  
Todd Selig, Town Administrator

### **AGENDA DESCRIPTION:**

Attached for the Council's review is a draft tax warrant authorizing the Town Clerk-Tax Collector to collect payment of property taxes assessed on April 1, 2022 in the amount of \$\_\_\_\_\_.

### **LEGAL AUTHORITY:**

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

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

### **LEGAL OPINION:**

N/A

### **FINANCIAL DETAILS:**

N/A

### **SUGGESTED ACTION OR RECOMMENDATIONS:**

#### **MOTION:**

*The Durham Town Council does hereby authorize the Administrator to sign the Town of Durham's second half 2022 Tax Warrant and directs the Tax Collector to collect payment of property taxes assessed on April 1, 2022 in the amount of \$\_\_\_\_\_.*





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AGENDA ITEM:

**# 11**

DATE: November 7, 2022

## COUNCIL COMMUNICATION

**INITIATED BY:**

Dwight Trueblood, 11 Tall Pines Road

**AGENDA ITEM:**

**SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE CONSERVATION COMMISSION CHAIR, APPOINT DWIGHT TRUEBLOOD, 11 TALLS PINES ROAD, TO FILL ALTERNATE MEMBER VACANCY ON THE CONSERVATION COMMISSION?**

**CC PREPARED BY:**

Jennie Berry, Administrative Assitant

**PRESENTED BY:**

Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's information and consideration is an application for board appointment submitted by Dwight Trueblood, 11 Tall Pines Road, requesting appointment as an alternate to the Conservation Commission. There is currently one three-year alternate member vacancy on the board with an expiration of April 30, 2025.

Mr. Trueblood has attended at least one meeting of the Conservation Commission and has spoken with board Chair, Jake Kritzer. Attached for the Council's information is Chair Kritzer's endorsement of Mr. Trueblood's appointment.

Mr. Trueblood will attend Monday night's Council meeting relative to his request for appointment.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Conservation Commission Chair, appoint Dwight Trueblood to fill a 3-year alternate member term with a term expiration of April 30, 2025.*



## Town of Durham

8 Newmarket Road  
Durham, NH 03824-2898  
Tel: 603/868-5571  
Fax 603/868-1858  
jberry@ci.durham.nh.us

### Application for Board Appointment

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

New appointment/regular member <input type="checkbox"/>	New appointment/alternate member <input checked="" type="checkbox"/>
Reappointment/regular member <input type="checkbox"/>	Reappointment/alternate member <input type="checkbox"/>

Name: Dwight D. Trueblood

Date: October 18, 2022

Address: 11 Tall Pines Road, Durham, NH 03824

E-Mail Address: Dwight.Trueblood@comcast.net

Telephone: 603-205-1775

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.

**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.

Circle one: I have / ~~have not~~ attended a meeting(s) of the committee(s) listed above.

Circle one: I have / ~~have not~~ met with the chairperson of the committee(s) listed above.

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**

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

I have a science background in coastal ecology and environmental science and I am interested in getting more involved and engaged in these policy issues locally in Durham.

Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 15 Newmarket Road, Durham, NH 03824.

## **Bio**

Dwight D. Trueblood, Ph.D.

Dr. Trueblood is currently retired but was the NOAA program manager for the National Estuarine Research Reserve (NERRS) Science Collaborative which funds research projects that better link science to decision making. Dwight worked at NOAA for 29 years serving as the Chief Scientist for the Deep Seabed Mining Program from 1991-1994, the NERRS Research Coordinator from 1994-1999, and Co-Directing the Cooperative Institute for Coastal and Estuarine Environmental Technology from 1999-2012.

Dwight obtained a B.S. in Biological Oceanography at the University of Washington (1979), an M.S. in Marine Science at the University of Puerto Rico (1985), and a Ph.D. in Environmental Sciences, at the University of Massachusetts at Boston (1990). He was a postdoctoral fellow at Rutgers University's Institute of Marine and Coastal Sciences (1990). Dwight's professional experience includes the study of the environmental impacts of deep seabed mining and the study of benthic communities from the near-shore intertidal to the deep-sea. Working with the NERRS, Dwight helped develop the NERRS System-wide Monitoring Program and since 1999 he has managed research funding program the foster better communication and technology transfer between scientists and coastal managers. Dwight's expertise includes biological oceanography, marine science, coastal monitoring, deep seabed mining, improving the usability of science in coastal management, and conducting competitive research funding programs.

# DWIGHT D. TRUEBLOOD

Phone: (603) 205-1775  
Dwight.Trueblood@comcast.net

11 Tall Pines Road  
Durham, NH 03824

## EDUCATION

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<b>PhD</b>	University of Massachusetts at Boston, Environmental Science	June 1990
<b>MS</b>	University of Puerto Rico, Marine Science	June 1985
<b>BS</b>	University of Washington, Biological Oceanography	December 1979

## HONORS AND AWARDS

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<b>National Ocean Service Employee of the Year</b> In recognition of outstanding contributions in support of the NOS mission	2020
<b>FLC Excellence in Technology Transfer</b> For the successful transition of an automated early warning sensor for harmful algal blooms	2017
<b>Administrator's Award</b> For teamwork in environmental conservation to develop a Protected Area Geographic Information System for National Estuarine Research Reserves.	2001

## WORK EXPERIENCE

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<b>Retired from Federal Service</b>	2020 to Present
<b>National Oceanic and Atmospheric Administration, Durham, NH</b> <b>Position:</b> NOAA Program Manager for the National Estuarine Research Reserve Science Collaborative <ul style="list-style-type: none"><li>Managed \$5,000,000 program grant to the University of Michigan</li><li>Developed requests for proposals and ran competitive research program</li><li>Provided scientific support for the Office for Coastal Management</li></ul>	2010 to 2020
<b>National Oceanic and Atmospheric Administration, Durham, NH</b> <b>Position:</b> Co-Director for the Cooperative Institute for Coastal and Estuarine Environmental Technology <ul style="list-style-type: none"><li>Managed \$5,000,000 program grant to the University of New Hampshire</li></ul>	2000 to 2010



- Developed requests for proposals and ran competitive research program
- Provided scientific support for the National Estuarine Research Reserve System

**National Oceanic and Atmospheric Administration, Silver Spring, MD** 1994-2000

**Position:** Science Coordinator

- Coordinated research and monitoring activities across the National Estuarine Research Reserve System (NERRS)
- Helped develop the NERRS System-Wide Monitoring Program
- Ran a graduate fellowship program for the NERRS

**National Oceanic and Atmospheric Administration, Silver Spring, MD** 1991-1994

**Position:** Marine Ecologist

- Chief Scientist for NOAA's Ocean Minerals and Energy Division, conducting international research on the environmental impacts of deep-sea polymetallic nodule mining
- Oversaw the first successful U.S. environmental impact simulation of a deep-sea polymetallic mining sediment dispersion and deposition in the Pacific Ocean

## **PUBLICATIONS**

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### ***Journal Publications***

Gallagher, E. D., P. A. Jumars and D. D. Trueblood. 1983. Facilitation of soft-bottom succession by tube-builders. *Ecology* **64**: 1200-1216.

Trueblood, D. D. 1985. Small scale dispersion and short term successional patterns of a tropical soft-bottom polychaete population in Phosphorescent Bay, Puerto Rico. Master's Thesis, University of Puerto Rico, Mayaguez.

Trueblood, D. D. 1990. Spatial and temporal patterns of benthic community structure on the Savin Hill Cove mudflat. Ph. D. Dissertation, University of Massachusetts at Boston, Boston, MA.

Trueblood, D. D. 1991. Spatial and temporal effects of terebellid polychaete tubes on soft-bottom community structure in Phosphorescent Bay, Puerto Rico. *J. Exp. Mar. Biol. Ecol.* **149**: 139-159.

Trueblood, D. D., E. D. Gallagher and D. M. Gould. 1994. The three stages of seasonal succession on the Savin Hill Cove mudflat, Boston Harbor. *Limnol. Oceanogr.* **39**(6): 1440-1454.

Trueblood, D. D., and E. Ozturgut. 1994. The Benthic Impact Experiment (BIE): A study of environmental impacts of manganese-nodule mining on the abyssal

seafloor. MTS 94 Conference Proceedings.

- Trueblood, D. D., A. L. Stratton, E. Wenner, L. Edmiston, D. Nemazie, J. Shields, W. Meredith, J. Caffrey, P. Wellenberger, C. Nieder, C. Gonzalez, A. Beck, S. Ross, J. Schubauer-Berigan, D. Klarer, D. Bulthuis, T. Hopkins, S. Stevens, S. Rumrill, J. Kerbavaz, R. Crawford, B. McCormack and M. Dionne. 1996. A national non-point source pollution monitoring program for the National Estuarine Research Reserve System. Pp. 874-876 *in* Proceedings of Watershed '96: Moving ahead together, Baltimore, MD.
- Trueblood, D. D., and E. Ozturgut. 1997. The Benthic Impact Experiment: A study of the ecological impacts of deep seabed mining on abyssal benthic communities. Pp. 481-487 *in* Proceeding of the Seventh International Offshore and Polar Engineering Conference, Honolulu, HI.
- Ozturgut, E., D. D. Trueblood, and J. Lawless. 1997. An overview of the United States' Benthic Impact Experiment. Pp. 23-31 *in* Proceedings of International Symposium on Environmental Studies for Deep-Sea Mining, Tokyo, Japan.
- Trueblood, D. D., E. Ozturgut, M. Pilipchuk, and I. F. Gloumov. 1997. The ecological impacts of the joint U.S.-Russian Benthic Impact Experiment. Pp. 139-145 *in* Proceedings of the Second (1997) Ocean Mining Symposium, Seoul, Korea.
- Riley, C., K. Matso, D. Leonard, J. Stadler, D. Trueblood and R. Langan, 2011. How Research Funding Organizations can Increase Application of Science to Decision-Making. *Coastal Management*, 39(3): 336-350.
- Buskey, E. J., M. Bundy, M. C. Ferner, D. E. Porter, W. G. Reay, E. Smith, and D. Trueblood. 2015. System-wide monitoring program of the National Estuarine Research Reserve System: Research and monitoring to address coastal management issues. *In*: Coastal Ocean Observing Systems, Pp 392-415.
- Jones, D. O. B., S. Kaiser, A. K. Sweetman, C. R. Smith, L. Menot, A. Vink, D. Trueblood, J. Greinert, D. S. M. Billett, P. M. Arbizu, T. Radziejewska, R. Singh, B. Ingole, T. Stratmann, E. Simon-Lledo, J. M. Durden, and M. R. Clar. 2017. Biological responses to disturbance from simulated deep-sea polymetallic nodule mining. *PLOS One*, DOI:10.1371/journal.pone.0171750.
- Trueblood, D., S. Almazan-Casali, J. Arnott, M. Brass, M. C. Lemos, K. Matso, J. Read, L. Vaccaro and J. Wondolleck, 2019, Advancing knowledge for use in coastal and estuarine management: Competitive research in the National Estuarine Research Reserve System. DOI: 10.1080/08920753.2019.1598221.

**From:** Jake Kritzer  
**To:** Jen Berry  
**Subject:** Endorsement of Dwight Trueblood for Con Com  
**Date:** Friday, October 28, 2022 3:48:43 PM

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Dear Town Council members,

I write as Chair of the Durham Conservation Commission to endorse the appointment of Dwight Trueblood. Dr. Trueblood has had a long and distinguished career in coastal zone management. Indeed, we would be hard pressed to find a candidate with such deep expertise and experience in the fundamental issues that we address, a case made clearly by the CV accompanying his nomination.

Dr. Trueblood has spoken with both Michael Behrendt and myself about what is involved with service on the Commission. He then attended the entirety of our October 24th meeting and spoke with several members afterward. He has therefore developed a good understanding of what is asked of Commission members and is ready to provide those services to the Town.

Thank you for considering my perspective, and please do not hesitate to reach out with any questions.

Best wishes,  
Jake Kritzer  
Chair, Durham Conservation Commission



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AGENDA ITEM:

# **12A**

DATE: **November 7, 2022**

## COUNCIL COMMUNICATION

**INITIATED BY:**

Todd I. Selig, Administrator

**AGENDA ITEM:**

**RECEIVE REPORTS FROM TRUSTEES OF THE TRUST FUNDS  
AND THE DURHAM CEMETERY COMMITTEE – MICHAEL  
EVERNGAM, TRUSTEES CHAIR; CRAIG SEYMOUR, CEMETERY  
COMMITTEE CHAIR**

**CC PREPARED BY:**

Jennie Berry, Administrative Assistant

**PRESENTED BY:**

Michael Everngam, Trustees Chair  
Craig Seymour, Cemetery Committee Chair

**AGENDA DESCRIPTION:**

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

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

Since no regular annual updates from various town boards, commissions, and committees have occurred since the adoption of the Charter amendment in 2020, Administrator Selig felt it would be appropriate and beneficial for the Council to receive reports from the various boards and committees periodically to keep Councilors informed and up to date.

Michael Everngam and Craig Seymour have been invited to attend Monday night's Town Council meeting to provide updates regarding the Trustees of Trust Funds and Cemetery Committee. A copy of their report is included.

**LEGAL AUTHORITY:**

Section 11.1 (I) of the Durham Town Charter.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive presentation from the Trustees of Trust Funds and Cemetery Committee and hold question and answer session if desired.

## Trustee's 2021 Annual Report

### 2021 Accomplishments:

- Operation of Investment Account:

Portfolio Income from reserve and trust investments for 2021 was \$108,475.27, a yield to the end-of-year market value of 2.34%. Part of this income was spent for the purposes of the various reserves and trusts, and the remainder was accumulated to the balances of the reserves and trusts. The income for 2022 is estimated to be about the same as for 2021. Market value of securities held at year-end 2021 increased by \$11,860.45 to \$4,625,925.72, an increase of 0.26%, which is market depreciation offset by an increase in deposits to reserves and trusts. The market value of the portfolio at 30 September 2021 was \$4,402,464.92, a decrease to date of \$223,460.80. This decrease is not as significant as it appears since the largest part of the portfolio is in bonds which will pay face value at maturity, but are depressed due to rising interest rates. During the last 3 quarters of 2022 the equity exposure of the portfolio was unchanged in response to concern for the impact of low interest rates and declining markets. A detailed report on the Town's Reserves and Trusts is in the financial section of the annual report. The Trustees have adopted a conservative investment policy with the primary goal of preserving the ability to carry out the purposes of the Town's reserves and trusts. The reserves and trusts in the custody of the Trustees were invested with People's United Advisors, Inc, through the first Quarter of 2022 while the changeover in investment advisors to Cambridge Trust was completed. We are finding Cambridge Trust's services to be exceptional. As we noted in last year's report, refreshing professional relationships is a "best practice" in financial management. (Continuing)

- Improvements at Doe Farm: We continue to be part of the Land Stewardship Sub-Committee which is managing the Town's conservation interests, including Doe Farm in which the Trustees have a fiduciary interest. Under the guidance of the Stewardship Coordinator improvements continued to be made on the farm this year in signage and access trails. The work on invasive species removal continues. The early regeneration of the cut-over areas which resulted from the salvage harvest of red pines is progressing well. Soil and stream bank damage from the harvest is also recovering well. (Continuing)
- Transparency Efforts: The Trustees have maintained a good record of timeliness in posting agendas and minutes. We have generally been able to respond promptly to communications from residents. We meet on the 4<sup>th</sup> Friday of each month. (Continuing)
- Improved Record Keeping: We continue reviewing records to winnow unnecessary documents, and to maintain those that explain how, when and why the various funds in our custody were established and investment performance reports. (Continuing)
- Investment Policy: The Trustees adopted the present policy during our 25 March 2022 meeting. As required by law, the Trustees forwarded the present policy to the NH AG's office. (See Trustee's web page for the policy).
- Internal Controls Policy: This policy was revised and re-adopted at our 23 September 2022 meeting. (See Trustee's web page for the policy).
- Investment Holdings: Monthly statements listing all holdings are on file in the Town Business office and are also available to read from any Trustee.
- Alternate Trustee Appointment: Ted Howard and Tom Bebbington were appointed as Alternate Trustees.

### Goals for 2022:

1. We will seek to continue our efforts to be prudent custodians of the funds entrusted to us, while seeking sound returns on the investment of these funds.
2. We will review and revise our Internal Controls Policy. *Completed*
3. We will seek ways to maintain and improve our inter-relationships with Town departments and related Committees, Commissions and Boards.
4. We will continue to work on those projects/issues shown above which are "continuing".
5. We will seek potential future alternate Trustees to assure continuity in Trustee membership. While both alternate positions are now filled, ensuring succession is critical to the future administration of the Town's Reserves and Trusts.
6. We will work to create trust funds from which to finance the Town's celebration of its 300<sup>th</sup> Anniversary.
7. We will review the existing trust funds to determine if consolidation can simplify management.



## MEMORANDUM



TO: Durham Town Council

FROM: Craig Seymour, Chair  
Durham Cemetery Committee

DATE: October 17, 2022

SUBJECT: 2022 Annual Report on Cemetery Activities

### Accomplishments

Year-to-date we have had eighteen (18) burials in the cemetery, four casket (22%) and fourteen cremains (78%). Only two were veterans. Some of the more familiar names include Don & Marney Sumner, Irene Bragdon and Maryanna Hatch.

Eight plots with a total of 15 graves were sold with no repurchases. Total revenue from grave sales was \$7,500, split between the Cemetery Trust and the Cemetery Improvement Fund.

- The Cemetery Care Trust – into which 50% of grave sale proceeds are deposited – had a fund balance of \$248,457 as of August 31, with \$36,006 in interest available for expenditures.

- The Cemetery Improvement Trust – into which the other 50% of grave sale proceeds are deposited for non-routine improvements to roads, grounds, plantings, structures etc. – had a balance of \$36,001.
- The Cemetery Special Project Trust – created to accept donations by private individuals, groups or organizations for maintenance and improvements in the Town Cemetery – had a balance of \$214. No additions to this fund have been made since it was established in 2019.

The cremains-only section, which was expanded in 2019 by the addition of 14 new shared foundations allowing for 28 more plots to be available, has had 8 plots sold. The addition of 9 shared foundations allowing for 14 new plots has been approved by the Cemetery Committee and bids are being sought for this work to be completed this year.

Several headstones have tipped over and we have attempted to contact the owners, who are responsible for their care and maintenance, to have them repaired. These include one in the historic Forrest Emery section which was relocated to the cemetery many years ago. The Committee authorized the expenditure of up to \$7,000 to repair the tipped and threatened headstones, and bids are being sought.



Great progress was made on the renovation of the storage shed in the rear of the cemetery. This structure, which was possibly moved to its current site when the cemetery was started in the 1920's has several historic features. The renovation, done by Durham DPW's Nick Bennion, included new supporting beams, siding, flooring and roofing. On behalf of the Cemetery Committee, I would like to thank Nick for a "job well done"!

A commemorative chestnut tree was planted in time for Memorial Day by resident Lee Alexander with help from the DPW, to honor the Veterans buried in the Durham Cemetery. While the summer's drought impacted the new planting, there is hope that it will rejuvenate next spring.

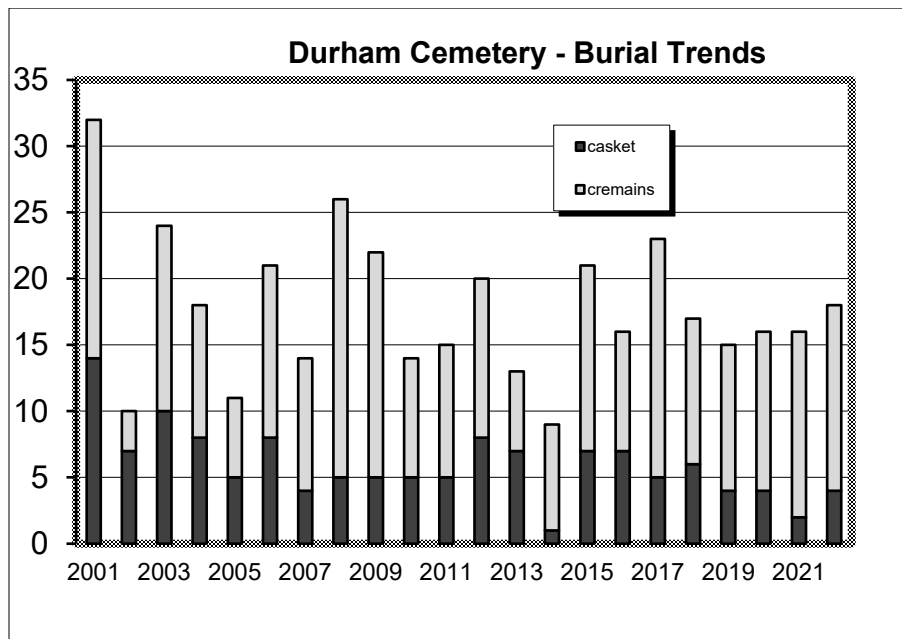


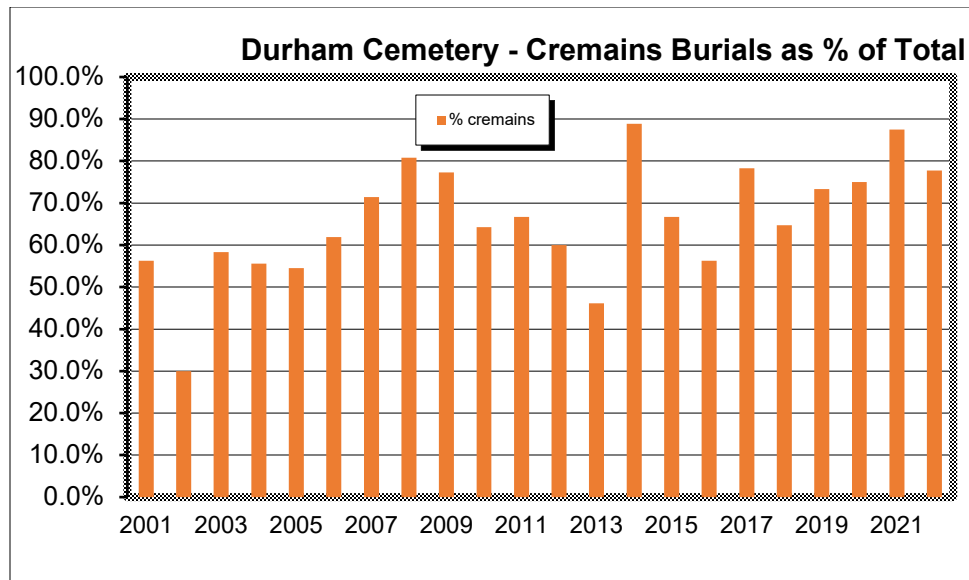


DPW again did a great job maintaining the cemetery this year, despite the lack of staff, time and money. I have received several positive comments about the overall appearance of the facility. Much of the mowing and trimming was done by Northern Landscape, the town's contractor. Work continues on longer term upkeep such as the roadways and tree/shrub removal.

#### Statistics

The figures below show the year over year statistics for burials and sales at the Durham Cemetery since 2001, when I started in the position of Cemetery Chair.





#### Looking Forward

I have announced that I will be leaving the Trustees of the Trust Funds, and as Chair of the Cemetery Committee, in early 2023 due to my impending move out of Durham (after 45 years in town and 42 years in the same house). One of the Trustee Alternates has indicated an interest in succeeding me and a smooth transition is being planned and implemented.



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# **12B**

AGENDA ITEM:

DATE: **November 7, 2022**

## COUNCIL COMMUNICATION

**INITIATED BY:** Gail Jablonski, Business Manager

**AGENDA ITEM:** **QUARTERLY FINANCIAL REPORT THROUGH SEPTEMBER 30, 2022**

**CC PREPARED BY:** Gail Jablonski, Business Manager

**PRESENTED BY:** Gail Jablonski, Business Manager

**AGENDA DESCRIPTION:**

In compliance with section 5.6 of the Durham Town Charter, a financial report for 2022, through September 30, 2022, is attached for your review and consideration. General Fund information is broken down by function, which may be helpful for your analysis and for the purpose of discussion at the Town Council Meeting. Revenue and expense reports for all other funds are presented in summary format. You will note on the attached report the last column indicates the Percent Collected/Expended as of 09/30/21 for year-to-year comparison purposes.

**LEGAL AUTHORITY:**

Durham Town Charter Section 5.6

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

The Town's expenditures as of September 30, 2022 show a total expenditure of \$13,133,875 or 74.2% of the total approved budget amount of \$17,697,365. To compare, the amount expended as of September 30, 2021 was 72.5%.

The Town Council contingency fund has been used for the following expenses to date:

- \$29,535 – Roof at Police Station (funds transferred to Police Building Account)
- \$50,617 – SHI International – DELL VxRail Upgrades due to End of Life
- \$16,448 – Grappone Ford – Price increase on 2022 Cruisers

There are no abnormalities to report at this time. I have spoken with the Public Works, Fire and Police Department Heads and they have offered the following comments:

Public Works: Overall budget looks OK with some line items such as fuel, electricity, contracted services over budget with other line items under budget to offset those. Our remaining winter maintenance budget will allow for ~\$45K worth of personnel expenditures which equates to approximately 3-4 larger storms, a large ice event and a treatment event.

Fire: Our budget spending is on track overall; however, we are 98% spent on our fire suppression overtime line.

Police: Though we have a couple of lines overspent, overall, we project to be under budget.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action is required. This report is presented as information to keep the Council informed on the Town's financial position.



**2022 Budget/Estimated General Fund  
January 1 - September 30, 2022**

PROPERTY TAXES/ABATEMENTS/CREDITS	Estimated Revenue 2022	Revenues Ending 09/30/22	Revenues Under (Over) 2022	Percent Collected 09/30/22	Percent Collected 09/30/21
Property Taxes	\$10,108,550	\$5,591,319	\$4,517,231	55.3%	49.1%
Payment in Lieu of Taxes	\$965,000	\$0	\$965,000	0.0%	0.0%
Abatements	(\$900,000)	(\$618,085)	(\$281,915)	68.7%	100.0%
Veteran Service Credits	(\$125,000)	\$0	(\$125,000)	0.0%	0.0%
<b>REVENUES</b>	<b>Estimated Revenue 2022</b>	<b>Revenues Ending 09/30/22</b>	<b>Revenues Under (Over) 2022</b>	<b>Percent Collected 09/30/22</b>	<b>Percent Collected 09/30/21</b>
Interest and Penalties on Delinquent Taxes	\$35,000	\$43,051	(\$8,051)	123.0%	59.8%
Permit Fees	\$1,461,000	\$1,145,289	\$315,711	78.4%	78.3%
State/Federal Revenues	\$1,397,600	\$473,839	\$923,761	33.9%	20.4%
Intergovernmental Revenues (ORCSD-SRO)	\$83,950	\$87,750	(\$3,800)	104.5%	100.0%
UNH - Shared Services, School, Fire & Debt Service	\$2,526,750	\$1,954,297	\$572,453	77.3%	99.7%
Departmental Income	\$240,400	\$239,383	\$1,017	99.6%	95.0%
Fire and Police Special Details	\$295,000	\$95,061	\$199,939	32.2%	58.7%
Miscellaneous Revenue	\$728,300	\$689,125	\$39,175	94.6%	91.3%
Fund Balance	\$880,815	\$0	\$880,815	0.0%	0.0%
<b>Total General Fund Revenues</b>	<b>\$7,648,815</b>	<b>\$4,727,795</b>	<b>\$2,921,020</b>	<b>61.8%</b>	<b>69.0%</b>
<b>EXPENDITURES</b>	<b>Council Budget 2022</b>	<b>Expended Through 09/30/22</b>	<b>Expenditures Under (Over) 2022</b>	<b>Percent Expended 09/30/22</b>	<b>Percent Expended 09/30/21</b>
<b>GENERAL GOVERNMENT</b>					
Town Council	\$164,500	\$74,530	\$89,970	45.3%	14.1%
Town Treasurer	\$6,000	\$4,306	\$1,694	71.8%	72.1%
Town Administrator	\$450,600	\$320,005	\$130,595	71.0%	72.9%
Elections	\$17,550	\$6,548	\$11,002	37.3%	86.2%
Tax Collector/Town Clerk	\$298,450	\$213,507	\$84,943	71.5%	75.2%
Accounting	\$379,000	\$280,261	\$98,739	73.9%	73.2%
Assessing	\$218,600	\$173,948	\$44,652	79.6%	71.1%
Legal - Attorney Fees	\$180,815	\$164,000	\$16,815	90.7%	83.7%
Legal - Eversource Settlement (Great Bay Study)	\$175,000	\$175,000	\$0	100.0%	100.0%
Planning	\$189,000	\$142,772	\$46,228	75.5%	75.1%
Economic Development	\$0	\$0	\$0	0.0%	70.3%
Boards/Commissions/Committees	\$71,400	\$46,130	\$25,270	64.6%	114.0%
DCAT	\$129,250	\$82,219	\$47,031	63.6%	89.8%
GIS	\$112,950	\$79,256	\$33,694	70.2%	16.50%
MIS	\$408,800	\$257,176	\$151,624	62.9%	81.6%
Building Inspection	\$250,100	\$152,819	\$97,281	61.1%	60.2%
Emergency Management	\$1,000	\$1,031	(\$31)	103.1%	185.7%
Other General Government	\$251,300	\$189,818	\$61,482	75.5%	75.8%
<b>General Government Total</b>	<b>\$3,304,315</b>	<b>\$2,363,326</b>	<b>\$940,989</b>	<b>71.5%</b>	<b>72.1%</b>
<b>PUBLIC SAFETY</b>					
Police Department	\$3,178,950	\$2,243,060	\$935,890	70.6%	69.2%
Police Department Special Details	\$169,300	\$47,852	\$121,448	28.3%	31.7%
Fire Department	\$4,492,650	\$3,156,278	\$1,336,372	70.3%	66.2%
Fire Department Special Details	\$43,300	\$17,828	\$25,472	41.2%	204.3%
Communication Center	\$20,700	\$18,700	\$2,000	90.3%	94.9%
Ambulance Services	\$40,000	\$19,520	\$20,480	48.8%	49.9%
<b>Public Safety Total</b>	<b>\$7,944,900</b>	<b>\$5,503,238</b>	<b>\$2,441,662</b>	<b>69.3%</b>	<b>67.2%</b>

EXPENDITURES	Council Budget 2022	Expended Through 09/30/22	Expenditures Under (Over) 2022	Percent Expended 09/30/22	Percent Expended 09/30/21
<b>PUBLIC WORKS</b>					
Administration	\$412,450	\$248,214	\$164,236	60.2%	67.2%
Engineer	\$152,700	\$77,677	\$75,023	50.9%	52.9%
Stormwater Permitting	\$3,500	\$1,500	\$2,000	42.9%	0.0%
Town Buildings	\$282,750	\$238,554	\$44,196	84.4%	62.6%
Town Cemeteries & Trusted Graveyards	\$15,650	\$5,918	\$9,732	37.8%	33.9%
Wagon Hill & Parks & Grounds Maintenance	\$174,500	\$125,103	\$49,397	71.7%	57.5%
Equipment Maintenance	\$244,600	\$190,572	\$54,028	77.9%	54.7%
Roadway Maintenance	\$165,600	\$138,445	\$27,155	83.6%	55.8%
Drainage & Vegetation	\$133,500	\$98,188	\$35,312	73.5%	64.1%
Snow Removal	\$321,800	\$164,507	\$157,293	51.1%	51.7%
Traffic Control	\$137,900	\$104,902	\$32,998	76.1%	52.3%
Bridges & Dams	\$227,450	\$118,693	\$108,757	52.2%	61.9%
Public Works Use of Donations	\$0	\$0	\$0	0.0%	94.5%
Public Works Total	\$2,272,400	\$1,512,273	\$760,127	66.5%	58.8%
<b>SANITATION</b>					
Solid Waste Administration	\$173,500	\$139,732	\$33,768	80.5%	82.7%
Rolloff Vehicle Operation	\$60,500	\$40,069	\$20,431	66.2%	49.8%
Curbside Collection	\$211,400	\$153,660	\$57,740	72.7%	76.8%
Litter Removal	\$31,800	\$19,163	\$12,637	60.3%	76.0%
Recycling	\$161,300	\$110,542	\$50,758	68.5%	57.2%
Solid Waste Management Facility (SWMF)	\$125,900	\$96,499	\$29,401	76.6%	79.3%
Sanitation Total	\$764,400	\$559,665	\$204,735	73.2%	71.3%
<b>HEALTH &amp; WELFARE</b>					
Health Inspector	\$400	\$0	\$400	0.0%	0.0%
Social Service Agencies	\$12,200	\$12,200	\$0	100.0%	98.0%
Direct Assistance (Welfare)	\$30,000	\$42,151	(\$12,151)	140.5%	123.6%
Health & Welfare Total	\$42,600	\$54,351	(\$11,751)	127.6%	112.5%
<b>CULTURE &amp; RECREATION</b>					
Parks & Recreation Department	\$336,500	\$251,343	\$85,157	74.7%	71.5%
UNH Outdoor Pool and ORYA	\$0	\$0	\$0	0.0%	0.0%
Parks & Recreation Committee	\$1,500	\$78	\$1,422	5.2%	0.0%
Memorial Day	\$500	\$509	(\$9)	101.8%	25.0%
Conservation	\$58,450	\$20,440	\$38,010	35.0%	86.5%
Culture & Recreation Total	\$396,950	\$272,370	\$124,580	68.6%	72.9%
<b>DEBT SERVICE</b>					
Principal	\$1,327,800	\$1,233,648	\$94,152	92.9%	93.5%
Interest	\$343,600	\$334,104	\$9,496	97.2%	102.0%
Debt Service Charges	\$5,000	\$5,500	(\$500)	110.0%	11.4%
Debt Service Total	\$1,676,400	\$1,573,252	\$103,148	93.8%	95.0%
<b>TRANSFERS</b>					
Transfer to Library	\$542,900	\$542,900	\$0	100.0%	100.0%
Transfer to Capital Project Fund	\$707,500	\$707,500	\$0	100.0%	100.0%
Transfer to Capital Reserve Fund	\$45,000	\$45,000	\$0	100.0%	100.0%
Debt Service Total	\$1,295,400	\$1,295,400	\$0	100.0%	100.0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$17,697,365</b>	<b>\$13,133,875</b>	<b>\$4,563,490</b>	<b>74.2%</b>	<b>72.5%</b>

**2022 Budget/Estimated Other Funds Summary**  
**January 1 - September 30, 2022**

<b>Water Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$1,247,500	\$1,228,281	\$19,219	98.5%	71.9%
Expenses	\$1,247,500	\$1,009,413	\$238,087	80.9%	73.6%
<b>Sewer Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$2,968,000	\$2,981,172	(\$13,172)	100.4%	94.0%
Expenses	\$2,968,000	\$2,378,919	\$589,081	80.2%	77.9%
<b>Parking Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$362,000	\$330,576	\$31,424	91.3%	64.8%
Expenses	\$362,000	\$223,535	\$138,465	61.8%	57.6%
<b>Depot Road Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$130,000	\$116,333	\$13,667	89.5%	102.5%
Expenses	\$130,000	\$7,223	\$122,777	5.6%	8.8%
<b>Churchill Rink Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$325,400	\$175,892	\$149,508	54.1%	45.0%
Expenses	\$325,400	\$164,033	\$161,367	50.4%	47.9%
<b>Library Fund</b>	<b>Estimated 2022</b>	<b>Ending 09/30/22</b>	<b>Under (Over) 2022</b>	<b>Percent as of 09/30/22</b>	<b>Percent as of 09/30/21</b>
Revenues	\$568,650	\$568,898	(\$248)	100.0%	96.4%
Expenses	\$567,900	\$423,063	\$144,837	74.5%	66.6%



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AGENDA ITEM:

**# 14A**

DATE: **November 7, 2022**

## COUNCIL COMMUNICATION

**INITIATED BY:**

Todd I. Selig, Town Administrator  
Gail Jablonski, Business Manager

**AGENDA ITEM:**

**INITIAL PRESENTATION OF THE ADMINISTRATOR'S PROPOSED FY 2023 OPERATING, CAPITAL, AND SPECIAL FUND BUDGETS, AND THE 2023-2032 CAPITAL IMPROVEMENT PLAN**

**CC PREPARED BY:**

Jennie Berry, Administrative Assistant

**PRESENTED BY:**

Todd I. Selig, Town Administrator  
Gail Jablonski, Business Manager

**AGENDA DESCRIPTION:**

In accordance with Section 5.2 of the Durham Town Charter, the Town Administrator is required to submit to the Town Council his/her recommended budget for the upcoming Fiscal Year "...no later than the last workday prior to November 1 of the current year." The proposed 2022 Operating, Capital, and Special Fund Budgets, and the 2022-2031 Capital Improvement Plan were available to Council members on October 31, 2022.

The Administrator and Business Manager will provide a brief presentation of these documents for the Town Council at Monday night's meeting.

**NOTE: A Public Hearing on the proposed budget was scheduled by the Town Council to be held at its meeting on November 14, 2022.**

**LEGAL AUTHORITY:**

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

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive brief presentation from the Administrator and Business Manager and begin the discussion and deliberation process for the adoption of the proposed FY 2023 Operating, Capital and Special Fund Budgets, and the 2023-2032 Capital Improvement Plan.

