



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

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

AGENDA

DURHAM TOWN COUNCIL
MONDAY, DECEMBER 19, 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 – December 5, 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 approve and sign the March 14, 2023 Town Election Warrant?
 - B. RESOLUTION #2022-XX, authorization of bonds and approving a Loan Agreement with the New Hampshire Municipal Bond Bank

- C. Shall the Town Council accept the recommendation of the Town Assessor and Administrator relative to FY 2022 Property Tax abatement requests in the total amount of \$19,837?

XI. Committee Appointments

- A. Shall the Town Council appoint Nicholas B. Lanzer, 12 Ambler Way, to fill the unexpired alternate member vacancy previously held by Roanne Robbins on the Conservation Commission with a term expiration of April 30, 2024?
- B. Shall the Town Council appoint Nathan Fitch from regular member to an alternate member vacancy on the Parks & Recreation Committee with a term expiration of April 30, 2023?
- C. Shall the Town Council appoint Genevieve Brown, 15 Burnham Avenue, to fill the unexpired regular member term vacancy previously held by Nathan Fitch on the Parks & Recreation Committee with a term expiration of April 30, 2023?
- D. Shall the Town Council appoint Brian Keegan, 112 Mabury Road, to fill a regular member vacancy on the Parks & Recreation Committee with a term expiration of April 30, 2025?
- E. Shall the Town Council appoint Matthew Swiesz, 17 Sumac Lane, to fill an alternate member vacancy on the Parks & Recreation Committee with a term expiration of April 30, 2025?
- F. Shall the Town Council appoint Thomas G. Janosz, 23 Durham Point Road, to fill an alternate member vacancy on the Historic District Commission with a term expiration of April 30, 2025?

XII. Presentation Items - None

XIII. Unfinished Business

Continued discussion and possible adoption of **RESOLUTION #2022-XX** approving the Administrator's proposed FY 2023 Operating, Capital, and Special Fund Budgets, the 2023-2032 Capital Improvement Plan, as amended

XIV. New Business

Other Business

XV. Nonpublic Session (if required)

XVI. Extended Councilor and Town Administrator Roundtable (if required)

XVII. Adjourn (NLT 10:30 PM)

() 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: December 19, 2022

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: APPROVE THE TOWN COUNCIL MEETING MINUTES FOR MONDAY,
DECEMBER 5, 2022

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's review and December 5, 2022. Please call or email Karen Edwards with any grammatical/spelling changes prior to the meeting. Discussion at Monday evening's meeting should be limited only to substantive changes.

LEGAL AUTHORITY:

RSA 91-A:2 (II) specifies what must be contained in minutes of public meetings:
"Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the public meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of 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, December 5, 2022 (as presented /as amended).



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AGENDA ITEM: # 10A

DATE: December 19, 2022

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: SHALL THE TOWN COUNCIL APPROVE AND SIGN THE
MARCH 14, 2023 TOWN ELECTION WARRANT?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Town Administrator

AGENDA DESCRIPTION:

Town elections will be held on Tuesday, March 14, 2023, at the Oyster River High School Multipurpose Room. Polling hours are from 7:00 AM to 7:00 PM.

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

Attached is a copy of the Warrant for Council's review. An original of the Election Warrant will be present at Monday night's meeting for the Council to sign once it is officially approved so that it can be properly posted and published in the 2022 Annual Town Report.

LEGAL AUTHORITY:

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

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A



SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby accept and approve the Town Election Warrant notifying the citizens of Durham to meet at the Oyster River High School Multipurpose Room, located on Coe Drive, on Tuesday, March 14, 2023, with the polls to be open between the hours of 7:00 AM to 7:00 PM.

ELECTION, TUESDAY, MARCH 14, 2023

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

You are hereby notified to meet at the Oyster River High School, Multipurpose Room, located on Coe Drive in said Durham, New Hampshire, on Tuesday, the 14th day of March 2023 (the polls will be open between the hours of 7:00 AM and 7:00 PM) to act upon the following subjects:

ARTICLE 1:

To bring in your votes for three (3) Councilors (3-year terms); two (2) Durham Public Library Board of Trustees (3-year terms); one (1) Trustee of the Trust Funds (3-year term); one (1) Town Clerk-Tax Collector (3-year term) and one (1) Town Treasurer (3-year term).

Given under our hands and seal this 19TH day of DECEMBER in the year of our Lord TWO THOUSAND TWENTY TWO (2022).

Katherine (Kitty) Marple, Chair

James Lawson

Sally Needell, Chair Pro Tem

Eleanor (Ellie) Lonske

Joe Friedman

Eric Lund

Charles (Chuck) Hotchkiss

Sally Tobias

Carden Welsh

COUNCILORS OF DURHAM



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AGENDA ITEM:

#10B

DATE: **December 19, 2022**

COUNCIL COMMUNICATION

INITIATED BY:

Devine, Millimet & Branch

AGENDA ITEM:

**RESOLUTION #2022-27, AUTHORIZATION OF BONDS AND
APPROVING A LOAN AGREEMENT WITH THE NEW HAMPSHIRE
MUNICIPAL BOND BANK**

CC PREPARED BY:

Gail Jablonski, Business Manager

PRESENTED BY:

Todd I. Selig, Administrator

AGENDA DESCRIPTION:

On November 21, 2022, the Town Council held a public hearing on and subsequently approved Resolution #2022-25 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.

Renelle L'Huillier, Bond Counsel for the Town of Durham, is currently working with the Business Office on completing the 2022 NH Municipal Bond Bank sale. The Town will be responsible for fees payable to our Bond Counsel, Devine, Millimet & Branch, in the range of \$5,000-\$7,500.

The final step in this process is to approve authorization of bonds and the approval of a Loan Agreement between the New Hampshire Bond Bank and the Town. Attached for the Council's review is a draft resolution which contains specific language required by the Bond Bank in order to finalize this matter.

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
Parking Fund	\$ 49,035
TIF District	\$ 40,000

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby ADOPT Resolution #2022-27 (as presented / as amended), for authorization of bonds and approving a Loan Agreement between the New Hampshire Bond Bank and the Town of Durham.

RESOLUTION #2022-27 OF DURHAM, NEW HAMPSHIRE

AUTHORIZATION OF BONDS AND APPROVING A LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK

WHEREAS, that under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on December 16, 2013 under Resolution No. 2013-28, on December 17, 2018 under Resolution No. 2018-23, on December 16, 2019 under Resolution No. 2019-29, on December 22, 2020 under Resolution 2020-21 and on December 20, 2021 under Resolution 2021-15 there be and hereby is authorized the issuance of a \$2,924,755 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing miscellaneous capital expenditures as set forth in such Resolutions.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of five and one quarters percent (5.25%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

WHEREAS, that the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.

WHEREAS, that in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers, and

Re: Authorization of Bonds and Approval of Loan Agreement
With the NH Municipal Bond Bank

WHEREAS, that all things heretofore done, and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed; and

WHEREAS, that the Clerk and the signers of the Bond are each hereby authorized to take any, and all, action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor; and

WHEREAS, that the useful lives of the project being financed are in excess of five (5), ten (10) and twenty (20) years; and

WHEREAS, further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said areas, at least twenty-four (24) hours, excluding Sundays and legal holidays, before, said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended;

WHEREAS, further certify that the above vote has not been amended or rescinded and remains in full force and effect as of this date.

NOW, THEREFORE, BE IT RESOLVED, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire does hereby approve **Resolution #2022-XX** on the authorization of bonds and approving a Loan Agreement with the New Hampshire Municipal Bond Bank.

PASSED AND ADOPTED this __ day of December, 2022 by a vote of _ to _ of the Durham Town Council.

Katherine Marple, Chair
Durham Town Council

ATTEST:

Lorrie Pitt, Town Clerk-Tax Collector



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AGENDA ITEM: **# 10C**

DATE: **December 19, 2022**

COUNCIL COMMUNICATION

INITIATED BY: Jim Rice, Assessor

AGENDA ITEM: SHALL THE TOWN COUNCIL ACCEPT THE RECOMMENDATIONS OF THE TOWN ASSESSOR RELATIVE TO FY 2022 PROPERTY TAX ABATEMENTS?

CC PREPARED BY: Jim Rice, Assessor

CC PRESENTED BY: Todd Selig, Town Administrator
Jim Rice, Assessor

AGENDA DESCRIPTION: Two properties are entitled to a property tax abatement as followed:

Eversource - Per RSA 83-F:9 utility companies are exempt from paying the State education portion of the tax rate under RSA 76:3. Due to a clerical error, the final (December) bill Eversource received on this property included the State school portion of the tax rate. As a result, the State School portion of the tax rate totaling \$19,652 should be abated.

Nature Conservancy - Of the 78.3 acres, 6.5 acres was assessed at ad-valorem (market) value and not Current Use value. As a result, an abatement of \$185 is warranted.

1. Eversource - Mill Road

Recommendation: GRANT (for Tax Year 2022). The Assessor recommends granting the abatement request in the amount of \$19,652. See attached abatement recommendation from the assessor outlining the reason for granting this request.

2. Nature Conservancy - Durham Point Road

Recommendation: GRANT (for Tax Year 2022). The Assessor recommends granting the abatement request in the amount of \$185. See attached abatement

recommendation from the assessor outlining the reason for granting this request.

LEGAL AUTHORITY:

RSA 76:16 describes the process for the apportionment, assessment, and abatement of property taxes.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

As part of the FY 2022 budget, the Town of Durham has appropriated \$900,000 to be used for tax abatement/appeal purposes. To date, the Town has abated \$77,431.60 from local level abatements and \$564,160.05 from BTLA/Superior Court Appeal abatements totaling \$641,591.65 (See attached excel spreadsheets).

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby, upon recommendation of the Assessor and consent of the Administrator, approve the FY 2022 property tax abatement recommendations pertaining to the properties noted above.

**ABATEMENT OF REAL ESTATE TAX
Due to Clerical Error**

DATE: December 2, 2022

TOWN OF: Durham

FROM: Jim Rice, CNHA

OWNER: Eversource
Tax Department
PO Box 270
Hartford, CT 06141

PROPERTY LOCATION: Mill Road
Durham, NH 03824

PID: 112-54-0-UTL-B

REASON FOR ABATEMENT REQUEST: Per RSA 83-F:9 utility companies are exempt from paying the State education portion of the tax rate under RSA 76:3. The final (December) bill Eversource received on this property included the State school portion of the tax rate. As a result, an abatement is warranted based on the following:

Total Taxable Assessment used for Final Tax Bill - 2022:	\$12,844,400
Municipal Tax Amount:	\$104,425
Local School Tax Amount:	\$212,703
State School Tax Amount:	\$19,652
County Tax Amount:	\$36,221
Total Tax – 2022 (\$12,844,400/\$1,000 x \$29.04)	\$373,001
Previous Amount Billed (June):	\$209,351
Minus State School Portion of Tax Rate:	(\$19,652)
Total amount that should have been billed for the Final bill:	\$143,998
 Final (December) tax bill received in error:	 \$163,650
Abatement Amount:	\$19,652

Abatement Request: GRANTED/DENIED

Date: _____

—

(Selectmen/Assessor Signature)

**ABATEMENT OF REAL ESTATE TAX
Due to Clerical Error**

DATE: December 14, 2022

TOWN OF: Durham

FROM: Jim Rice, CNHA

OWNER: Nature Conservancy
22 Bridge Street, 4th Floor
Concord, NH 03301-4987

PROPERTY LOCATION: Durham Point Road
Durham, NH 03824

PID: 218-77

REASON FOR ABATEMENT REQUEST: The property is comprised of 78.3 acres and under a conservation easement that is assessed at Current Use values. Of the 78.3 acres, 6.5 acres was assessed at ad-valorem (market) value and not Current Use value. As a result, an abatement is warranted based on the following:

2022 Taxable Assessment (in error):	\$8,480
2022 Revised Taxable Assessment:	\$2,216
Total amount billed for 2022: ($\$8,480/1,000 \times \29.04)	\$ 246
Total amount that should have been billed for 2022:	\$ 64
Abatement Amount (not including interest)	\$ 182 (rounded)
Calculated interest (est):	\$ 3
Total Abatement Amount (including interest):	\$ 185

Abatement Request: GRANTED/DENIED

Date: _____

—

(Selectmen/Assessor Signature)



TOWN OF DURHAM

Real Estate Tax Abatement Refund



Date:	12/14/2022	Name: The Nature Conservancy - Durham Point Rd.				Map/Lot:	218-77	Account #	
Year	Assessment	Revised Assessment	Difference	Tax rate	Amount	Date Received	Date Repaid	Interest Due	Total to be Refunded
2022	\$8,480	\$2,216	\$6,264	\$13.96	\$87.45	6/22/2022	12/30/2022	\$2.78	\$ 90.23
2022	\$8,480	\$2,216	\$6,264	\$15.08	\$94.46	12/19/2022	12/30/2022	\$0.17	\$ 94.63
					\$181.91			\$2.96	\$ 184.86
Requested By					Approved By				
Department					Date				

Local Level Abatements											
Map/Lot	Owner	Property Type	Address	Abate Rec.	Current Assessment	Assessor's Revised Assessment	Difference	Abate w/o Int.	Interest Due	Total Abatement w/Int.	Notes
1-16-2	Lombard & Miller	Residential	48 Edgewood	GRANT	\$330,900	\$327,400	\$3,500	\$97.69	\$3.83	\$101.52	\$101 Rounded
2-11-4	Sigma Beta Alumni Assoc.	Fraternity	26 Madbury	GRANT	\$2,158,800	\$1,500,000	\$658,800	\$18,388.00	\$0.00	\$18,388.00	2021 taxes not paid. No int. due. Abatement to go towards unpaid taxes.
9-6-2	121 Tech Owner LLC	Commercial	Beech Hill		\$60,874	\$60,874	\$0	\$0.00	\$0.00	\$0.00	
9-10-4	121 Tech Owner LLC	Commercial	121 Technology	GRANT	\$18,965,080	\$15,225,000	\$3,740,080	\$46,631.00	\$1,422.27	\$48,053.27	*Purchased property 10/19/2021. Revised assessment based on equalized purchase price of \$21 million. Abatement based apportionment of # days taxes paid/owned in 2021 (10/19/21 to 3/31/22). Abatement to be credited towards future tax bills.
11-24-3B	David & Amy Simpson	Residential	116B Piscataqua	GRANT	\$349,200	\$251,000	\$98,200	\$2,740.76	\$96.40	\$2,837.16	
11-24-3C	Jean Garofoli	Residential	116C Piscataqua	GRANT	\$334,300	\$250,000	\$84,300	\$2,352.81	\$85.11	\$2,437.92	
14-7-7	Olszewski	Residential	157 Mill Road	GRANT	\$412,700	\$405,100	\$7,600	\$212.12	\$7.44	\$219.56	
	LeClair, Fred	2020 Yield Tax		GRANT				\$123.72		\$123.72	Timber Tax Abatement
	LeClair, Fred	2021 Yield Tax		GRANT				\$151.31		\$151.31	Timber Tax Abatement
112-54-UTL-B	Eversource	Utility	Mill Road	GRANT	\$12,844,400	N/A		\$19,652	\$0.00	\$19,652	State school portion of tax rate is exempt for utilities per RSA 83-F:9 and was included in Final bill in error.
117-6	Celikkol Rev. Trust	Residential	18 Sunnyside	GRANT	\$687,409	\$524,730	\$162,679	\$4,724.20	\$0.00	\$4,724.20	Current Use Assessment not applied
218-77	Nature Conservancy	Vacant Land	Durham Point Rd.	GRANT	\$8,480	\$2,216	\$6,264	\$181.91	\$3.00	\$184.91	Current Use Assessment not applied
Map/Lot	Owner	Property Type	Address	Abate. Rec.	Total Solar Exemption	Amount Exempted	Difference	Abate w/o Int.	Int. Due	Total Abatement w/Int.	
109-26	Bean Family Rev. Trust	Residential	5 Valentine Hill	GRANT	\$24,800	\$11,200	\$13,600	\$394.94	\$0.00	\$394.94	Solar Exemption billed incorrectly
TOTALS (ABATED TO DATE):								\$75,816.55	\$1,615.05	\$77,431.60	Excludes abatements currently before Council in Red

*Abatement amounts do not include interest at 6% per annum from date paid to refund date per RSA 76-17-a.

*Abatements already brought forward before Town Council.

*Abatements highlighted in red are the assessor's recommendations being brought forward for current Council meeting.

**Interest calculated by Tax Collector.

BTLA/Superior Court Appeal Abatements											
Map/Lot	Appeal	Property Type	Address	Assessor's Abatement Recommendation	Current Assessment	Assessor's Revised Assessment	Difference	Abatement w/o Int.	**Interest Due	Total Abatement w/Int.	Notes
2-8-3	Xemed Holdings	Comm.	16 Strafford Ave.	GRANT	\$1,480,600	\$985,000	\$495,600	\$13,594.31	\$2,326.62	\$15,920.93	2019 TY Abatement
2-8-3	Xemed Holdings	Comm.	16 Strafford Ave.	GRANT	\$1,480,600	\$985,000	\$495,600	\$13,742.99	\$1,537.57	\$15,280.56	2020 TY Abatement
2-8-3	Xemed Holdings	Comm.	16 Strafford Ave.	GRANT	\$1,480,600	\$985,000	\$495,600	\$13,832.19	\$712.85	\$14,545.04	2021 TY Abatement
2-11-4	Sigma Beta Alumni Assoc.	Fraternity	26 Madbury Road	GRANT	\$2,158,800	\$1,880,300	\$278,500	\$7,639.00	\$1,057.25	\$8,696.25	Docket #29885-19PT Abatement credit towards 2021 tax bill.
2-11-4	Sigma Beta Alumni Assoc.	Fraternity	26 Madbury Road	GRANT	\$2,158,800	\$1,880,300	\$278,500	\$7,723.00	\$215.27	\$7,938.27	Docket #30304-20PT Abatement credit towards 2021 tax bill.
9-10-4	Prefco XXV Ltd. Partnership	Industrial	121 Technology Dr.	GRANT	\$17,006,101	\$16,098,357	\$907,744	\$27,813.00	\$7,464.00	\$35,277.00	Docket #29102-17PT
9-10-4	Prefco XXV Ltd. Partnership	Industrial	121 Technology Dr.	GRANT	\$18,966,101	\$17,988,101	\$978,000	\$26,210.00	\$5,520.00	\$31,730.00	Docket #29510-18PT
9-10-4	Prefco XXV Ltd. Partnership	Industrial	121 Technology Dr.	GRANT	\$18,760,000	\$17,697,243	\$1,062,757	\$29,151.00	\$4,300.00	\$33,451.00	Docket #29807-19PT
9-10-4	Prefco XXV Ltd. Partnership	Industrial	121 Technology Dr.	GRANT	\$16,772,679	\$16,686,029	\$86,650	\$2,403.00	\$203.00	\$2,606.00	Docket #30152-20PT
Multiple	Consolidated Communications aka Fairpoint	Utilities		GRANT				\$398,715.00		\$398,715.00	To settle appeals for TY's 2012 thru 2020
							TOTAL:	\$540,823.49	\$23,336.56	\$564,160.05	

*Abatement amounts do not include interest at 6% per annum from date paid to refund date per RSA 76-17-a.

*Abatements already brought forward before Town Council.

*Abatements highlighted in red are the assessor's recommendations being brought forward for current Council meeting.

**Interest calculated by Tax Collector.



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AGENDA ITEM: #11A

DATE: December 19, 2022

COUNCIL COMMUNICATION

INITIATED BY: Nicholas B. Lanzer, 12 Ambler Way

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE CONSERVATION COMMISSION CHAIR, APPOINT NICHOLAS B. LANZER, 12 AMBLER WAY, TO FILL THE UNEXPIRED ALTERNATE MEMBER VACANCY PREVIOUSLY HELD BY ROANNE ROBBINS ON THE CONSERVATION COMMISSION?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Nicholas B. Lanzer, requesting appointment as an alternate to the Conservation Commission. There is currently one unexpired alternate member vacancy on the Commission vacated by Roanne Robbins with an expiration of April 30, 2024.

Mr. Lanzer 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. Lanzer's appointment.

Mr. Lanzer 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:



Re: Appoint Nicholas B. Lanzer to Conservation Commission

MOTION:

The Durham Town Council does hereby, upon recommendation of the Conservation Commission Chair, appoint Nicholas B. Lanzer to fill the unexpired alternate member vacancy previously held by Roanne Robbins with an expiration date of April 30, 2024.



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 ☐ New appointment/alternate member ☒
Reappointment/regular member ☐ Reappointment/alternate member ☐

Name: **Nicholas B. Lanzer**

Date: **12/1/2022**

Address: **12 Ambler Way, Durham, NH 03824**

E-Mail Address: **nicholaslanzer@gmail.com**

Telephone: **603-391-1978**

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:

As a long-term resident of Durham, avid conservationist, and outdoor enthusiast, I believe my interests align well with the mission of the Conservation Commission. As a practicing licensed forester, I bring extensive natural resources experience and industry perspective.

As a GIS instructor at UNH, I offer geospatial expertise. As a homeowner and active user of the Town's public lands, I bring my sense of familiarity and place. Ultimately I believe my perspectives will provide valuable input in the crafting of the Town's conservation-related decisions, and I'm looking forward to learning from the wisdom of other Commission members.

Please provide brief background information about yourself:

Please see attached resume for professional and education information.

I grew up in Durham, attending Moharimet, ORMS, ORHS and UNH. I bounced around the seacoast region for a while, but happily landed back in Durham in 2020, where I intend to stay. I hope to foster a love of the outdoors in my three children. Having personally witnessed the loss or development of significant acreage in and around Durham since my own childhood, I feel it's time to contribute to the Town's conservation efforts in my own small way.

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

Name: Charles Moreno

Telephone: 603-234-0444

Name: Steve Eisenhaure

Telephone: 603-534-7979

Name: Dr. Tom Lee

Telephone: 603-988-9022



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.

Karen Edwards

From: Nick Lanzer <nicholaslanzer@gmail.com>
Sent: Thursday, December 1, 2022 12:18 PM
To: Jake Kritzer
Cc: Michael Behrendt; John Nachilly (nachilly@gmail.com); Richard Reine; Karen Edwards
Subject: Re: Conservation Commission - interest in joining commission
Attachments: Conservation Commission Board Application - Nicholas Lanzer 12-01-2022.pdf

Thanks Jake. I have attached my completed application. (If I need to submit this elsewhere, just let me know.) I'll be happy to attend a Council meeting whenever that's deemed appropriate.

Nick Lanzer

On Wed, Nov 30, 2022 at 4:18 PM Jake Kritzer <jake.kritzer@gmail.com> wrote:

I'm glad to see Nick lining up an application. I agree that he'd be a great addition to the Con Com! I'm not sure that we've had expertise in forestry before, at least not during my tenure, yet much of our responsibilities relate to management of forested landscapes. I can see that expertise coming in handy.

Nick and I have already talked about his interest, and I don't think another conversation is necessary to check that box. I'm more than happy to talk again to provide more insight and information on what's involved with serving, but we don't need to do that simply to proceed with the application. Having talked to me and attended a meeting, I think Nick can now submit his application for review by the Council. I might need to send a note affirming that he's attended a meeting, that we've spoken, and that he's fully qualified, which I'm happy to do.

-Jake

On Wed, Nov 30, 2022 at 3:58 PM Nick Lanzer <nicholaslanzer@gmail.com> wrote:

Thanks Michael! Sounds like a reasonable course of action to me. I'll set up to meet Jake and then follow through on next steps.

Looking forward to getting involved.

Nick Lanzer

On Tue, Nov 29, 2022 at 10:02 AM Michael Behrendt <mbehrendt@ci.durham.nh.us> wrote:

Hi Nick,

It was nice to meet you last night. Your resume is quite impressive! Your background will be very valuable for the work of the commission. I am copying Jake and John, chair and vice chair of the commission, Rich Reine, Public Works Director and Tree Warden for his interest, and Karen Edward, administrative assistant to the Town Administrator.

The next step is to meet with Jake. Once you have met with him please fill out the attached board application and send it back to me. Fill in alternate position since we don't have a vacancy now for a regular member. Alternates fully participate except for voting and



TOWN OF DURHAM
8 NEWMARKET ROAD
DURHAM, NH 03824
Tel: 603-868-5577
Fax: 603-868-1858
www.ci.durham.nh.us

AGENDA ITEM: #11B

DATE: December 19, 2022

COUNCIL COMMUNICATION

INITIATED BY: Nathan Fitch, 12 Griffith Drive

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PARKS & RECREATION CHAIR, APPOINT NATHAN FITCH FROM REGULAR MEMBER TO AN ALTERNATE MEMBER VACANCY ON THE PARKS & RECREATION COMMITTEE?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is request submitted by Nathan Fitch, requesting to change his membership from regular to alternate member on the Parks & Recreation Committee. There is currently a vacant alternate membership with a term expiration of April of 2023.

Attached for the Council's information is Chair Leach's recommendation to change Mr. Fitch's membership status.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby, upon recommendation of the Parks & Recreation Chair, appoint Nathan Fitch from regular member to an alternate member vacancy on the Parks & Recreation Committee with an expiration date of April 30, 2023.



Karen Edwards

From: Nathan Fitch <Nate.Fitch@unh.edu>
Sent: Monday, December 5, 2022 11:49 AM
To: CATHY LEACH; Jen Berry; Karen Edwards
Subject: Re: Parks & Rec Committee

Hello,

I would like to move from a permanent role on the Parks and Rec Committee to an alternate role.

Let me know if you have any questions or need anything else from me. Thanks.

Sincerely,

Nate Fitch

From: [CATHY LEACH](#)
To: [Karen Edwards](#)
Subject: Parks & Recreation Committee Recommendations
Date: Tuesday, December 13, 2022 9:34:59 AM

To the Town Council --

On behalf of the Parks & Recreation Committee, I am writing to support the following appointments to the committee:

- Nate Fitch moves from a current regular member to an alternate member for the remainder of his term (exp. April 2023)
- Genevieve Brown to be appointed a new regular member to fulfill the remainder of Nate's term
- Brian Keegan to be appointed as a new regular member for a 3-year term
- Matt Swiesz to be appointed as a new alternate member for a 3-year term

Thank you.

Cathy Leach

Parks & Recreation Committee Chair



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

AGENDA ITEM: #11C

DATE: December 19, 2022

COUNCIL COMMUNICATION

INITIATED BY:

Genevieve Brown, 15 Burnham Avenue

AGENDA ITEM:

SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PARKS & RECREATION CHAIR, APPOINT GENEVIEVE BROWN, 15 BURNHAM AVENUE, FILL THE UNEXPIRED REGULAR MEMBER TERM VACANCY PREVIOUSLY HELD BY NATHAN FITCH ON THE PARKS & RECREATION COMMITTEE WITH A TERM EXPIRATION OF APRIL 30, 2023?

CC PREPARED BY:

Karen Edwards, Administrative Assistant

PRESENTED BY:

Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Genevieve Brown, requesting appointment as an alternate member to the Parks & Recreation Committee. There is currently a regular membership vacated by Nathan Fitch with a term expiration of April 2023.

Ms. Brown has attended at least one meeting of the Parks & Recreation Committee and has spoken with Chair, Cathy Leach. Attached for the Council's information is Chair Leach's endorsement of Ms. Brown's appointment.

Ms. Brown will attend Monday night's Council meeting relative to her 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 Parks & Recreation Chair, appoint Genevieve Brown to fill the unexpired regular member term previously held by Nathan Fitch with an expiration date of April 30, 2023.





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 ☒

New appointment/alternate member

Reappointment/regular member ☐

Reappointment/alternate member ☐

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

Applicant has:

☒ ATTENDED A MEETING

☒ SPOKEN WITH CHAIR/V CHAIR

☐ BEEN RECOMMENDED FOR MEMBERSHIP

Name: Genevieve Brown

Date: 12/01/2022

Address: 15 Burnham Ave

E-Mail Address: genbbrown@gmail.com / gebrown@orcisd.org

Telephone: (603) 590-0052

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

1. Parks & Rec
2. Ø
3. Ø

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

(Over)

Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 8 Newmarket Road, Durham, NH 03824, or email Jennie Berry at jberry@ci.durham.nh.us.



Genevieve Brown

Marketing & Communications Director

Multi-certified communicator known to undertake complex assignments and meet both deadlines and objectives. I deliver successful community building and audience-centric campaigns through the creation of memorable content and experiences.

Experience

Contact



(505) 280-4218



Greater Boston



genbbrown@gmail.com

Education

TELUQ - UQAM

Graduate Certificate, 2011
Translation English - French

UNIVERSITÉ LAVAL

Graduate Diploma, 2005
Public Relations

UNIVERSITÉ LAVAL

B.A. of Arts, 2002
Ancient Studies/Civilizations

Certifications

Hootsuite Social Marketing
HubSpot Inbound Marketing
HubSpot Sales Enablement
Berkeley X Writing for Social Media
AdWords: Fundamentals, Digital Sales,
Mobile Advertising & Video Advertising.
Google Ecommerce Analytics

COMMUNICATIONS SPECIALIST

Oyster River Cooperative School District, 2022 - present

I lead, manage, and coordinate the school district's communication strategy and program with a focus on community outreach and engagement. I maintain the district's brand and vision in all messaging guided by the district's philosophy in accordance with ORCSD requirements and board policies. I manage the website, support principals and district staff with best practices, develop graphics and videos, and collaborate with community organizations.

ASSOCIATE PROGRAM MANAGER

University of New Hampshire, 2021 - 2022

I managed the Peter T. Paul Entrepreneurship Center's educational programs and events, marketing, communications, and financial operations. I coordinate the flagship program i2 Passport, the Alumni Entrepreneur Hall of Fame, the Maurice Prize, speaker series, the (603) Challenge, and assist the executive director. I also support the development of systems and management tools, strategize targeted campaigns and corporate documents (annual report, newsletters, collateral, etc.), social media, and websites (including graphic design). I manage staff, student volunteers and interns.

VICE PRESIDENT OF DIVERSITY, EQUITY, INCLUSION & COMMUNITY

American Marketing Association - Triangle & Boston, 2020 - 2022

I led and grew the two award-winning organizations' first diversity & inclusion teams while developing programs and virtual content for internal and external stakeholders. Worked in a subcommittee and with professional chapter leaders to shape national programs by leveraging grassroots initiatives.

VICE PRESIDENT OF PROGRAMMING

American Marketing Association - New Mexico, 2018 - 2020

I planned and executed chapter events encouraging member retention through educational and interactive learning opportunities. I performed speaker management, college and influencer outreach, developed content, recruited volunteers, expanded our programs, pivoted to virtual events (COVID-19), developed new community partnerships and increased engagement.

Genevieve Brown

Expertise

Campaign & Creative Development
Email Campaigns / Newsletters
Digital Content / Copywriting
Media Placement / Social Media
Program Coordination / Events
Strategic Partnerships
Diversity, Equity & Inclusion
Community Building
Internal Communications
Branding / Storytelling
Positive Leadership / Mentoring

Community Service

VP of DEI & Community

American Marketing Association, 2020 - 2022
Triangle & Boston chapters

VP of Programming

American Marketing Association, 2018 - 2020
New Mexico chapter

Executive Board Member

Early Learning Preschool, 2016 - 2017

Communications Manager

Project PeacePal, 2012

Event Planner

Albuquerque French Meetup, 2011 - 2017

Software

Mac / PC
Microsoft / Google / Outlook
Adobe / Canva / Salesforce
Constant Contact / Mailchimp
PowerSchool
Kronos / Webl / Drupal / Box

Experience

MARKETING AND COMMUNITY RELATIONS MANAGER

Ideum, Corrales, NM, 2018 - 2019

An innovative company using emerging technologies to design educational and interactive public installations and products that lead to meaningful experiences.

I drove Ideum's outbound and inbound marketing initiatives by developing media relations and coordinating the production of content to disseminate the company's unique story. I managed the organization's presence on social media, executed targeted campaigns, internal communications, and planned product launches. I directed and supervised outreach opportunities, developed new partnerships, and produced events.

PARTNERSHIPS & EVENTS MANAGER

Boite à Science, Quebec City, Canada, 2008 - 2011

A nonprofit organization member of the Canadian Technoscience Network whose mission is to instill students with a passion for science and technology.

I created and strengthened business relations with regional groups of scientific, technological and educational interests as well as federal agencies. I was responsible for program coordination, managing corporate and private accounts, securing funding through grant writing, policy research, marketing, customer relations, mentorship programs, and sponsorship development. I produced and promoted STEM events and managed sales. I delivered the organization's first online program and project submission portal.

ASSISTANT COORDINATOR - COMMUNITY PROGRAMMING

Société du 400e Anniversaire de Québec, 2005 - 2008

A temporary organization founded for the purpose of celebrating Québec City's 400th anniversary (2008) and growing economic development by creating a 10-month long calendar of events. Funded by three levels of government (\$100M).

I performed administrative, financial, and artistic coordination of multiple events (\$2M+ grant management) and assisted the production of multimillion dollar live shows for the Programming, Production, and International Affairs departments. I designed frameworks and change management strategies (12,500% team growth over 3 years). I managed over thirty accounts, both locally and internationally. I designed and implemented two public calls for projects for which I received and evaluated over 200 submissions and awarded \$6M in grants. I took part in a diplomatic mission (France, 2008).

COMMUNICATION BRANCH SECRETARY/RECEPTIONIST/OFFICE CLERK

Various employers, 1999 - 2005

I offered press relations, administrative support, and customer service to the following organizations:

- Fisheries and Oceans Canada (federal government)
- Indigenous and Northern Affairs Canada (federal government)
- Ville de Charlesbourg (city hall)
- Les Voyages Laurier du Vallon (travel agency)

Karen Edwards

From: Genevieve Brown <genbbrown@gmail.com>
Sent: Friday, December 9, 2022 10:32 AM
To: CATHY LEACH
Cc: Karen Edwards
Subject: Re: Parks & Rec Committee

Hello Cathy,

Apologies for the delay; I thought I had responded and the email was still in my draft folder.

Yes, I could do a December 2022 - April 2023 commitment in the current member's regular role. I have copied Karen Edwards to this email. Please let me know if you need anything else.

Thank you for the opportunity!

Best,

Gen

On Fri, Dec 9, 2022, 9:39 AM CATHY LEACH <leachfam@comcast.net> wrote:

Hi Gen -- just following up on this email -- sorry to be so pushy but the Town needs me to provide committee makeup structure recommendations. It's also fine if you don't want to be a regular member -- although as we mentioned, there's not much difference between regular/alternate -- at least on our committee.

If you could let me know your thoughts, I'd appreciate it! Have a nice weekend.

Cathy

----- Original Message -----

From: CATHY LEACH <leachfam@comcast.net>
To: "genbbrown@gmail.com" <genbbrown@gmail.com>
Date: 12/06/2022 9:03 AM
Subject: Parks & Rec Committee

Hi Gen -- thank you for getting your application in for the committee - we look forward to having you join us.

One of our regular members has requested to move into an alternate position for the duration of his term, which ends in April, 2023.

The opens up another regular spot - would like to be a regular member? Brian requested the regular member spot, and your application was the next one in, so we're going by time stamp and coming to you next.

Karen Edwards

From: CATHY LEACH <leachfam@comcast.net>
Sent: Friday, December 2, 2022 7:16 AM
To: Karen Edwards
Cc: Rachel Gasowski
Subject: Re: FW: Application: Parks & Rec Committee

To the Town Council:

I am writing to support the appointment of Genevieve Brown as an alternate member to the Parks & Recreation Committee.

Gen's background, particularly in marketing and communication, will provide important expertise to the committee.

We expect she will be a valuable member of the committee.

Thank you.

Cathy Leach, Chair

On 12/01/2022 3:23 PM Karen Edwards <kedwards@ci.durham.nh.us> wrote:

Cathy,

We also need a recommendation email from you on this application to the Parks & Rec Committee.

Karen

From: Jen Berry <jberry@ci.durham.nh.us>
Sent: Thursday, December 1, 2022 3:19 PM
To: Karen Edwards <kedwards@ci.durham.nh.us>
Subject: FW: Application: Parks & Rec Committee

From: [CATHY LEACH](#)
To: [Karen Edwards](#)
Subject: Parks & Recreation Committee Recommendations
Date: Tuesday, December 13, 2022 9:34:59 AM

To the Town Council --

On behalf of the Parks & Recreation Committee, I am writing to support the following appointments to the committee:

- Nate Fitch moves from a current regular member to an alternate member for the remainder of his term (exp. April 2023)
- Genevieve Brown to be appointed a new regular member to fulfill the remainder of Nate's term
- Brian Keegan to be appointed as a new regular member for a 3-year term
- Matt Swiesz to be appointed as a new alternate member for a 3-year term

Thank you.

Cathy Leach

Parks & Recreation Committee Chair



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

AGENDA ITEM: **#11D**

DATE: **December 19, 2022**

COUNCIL COMMUNICATION

INITIATED BY: Brian Keegan, 112 Madbury Road

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PARKS & RECREATION CHAIR, APPOINT BRIAN KEEGAN, 112 MADBURY ROAD, TO FILL A REGULAR MEMBERSHIP ON THE PARKS & RECREATION COMMITTEE?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Brian Keegan, requesting appointment as a regular member to the Parks & Recreation Committee. There is currently one vacant regular membership with a term expiration of April of 2025.

Mr. Keegan has attended at least one meeting of the Parks & Recreation Committee and has spoken with Chair, Cathy Leach. Attached for the Council's information is Chair Leach's endorsement of Mr. Keegan's appointment.

Mr. Keegan 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 Parks & Recreation Chair, appoint Brian Keegan to fill the regular member vacancy with an expiration date 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 ☒ New appointment/alternate member ☐
Reappointment/regular member ☐ Reappointment/alternate member ☐

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

Applicant has:

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

Name: Brian Keegan Date: 12/1/2022
Address: 112 Madbury Rd Durham NH 03824
E-Mail Address: cxkeegan@gmail.com
Telephone: 603-988-6059

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

1. Parks and Recreation
- 2.
- 3.

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

(Over)

Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 8 Newmarket Road, Durham, NH 03824, or email Jennie Berry at jberry@ci.durham.nh.us.

From: [CATHY LEACH](#)
To: [Jen Berry](#)
Cc: [Karen Edwards](#); [Rachel Gasowski](#)
Subject: Re: FW: Application for Appt to P&R Committee - Brian Keegan
Date: Thursday, December 1, 2022 12:03:57 PM

To the Town Council:

I am writing to support the appointment of Brian Keegan as a regular member to the Parks & Recreation Committee. He and his business have partnered with Parks & Recreation over the years to assist in providing quality programming to residents. We expect he will be a valuable member of the committee.

Thank you.

Cathy Leach, Chair

> On 12/01/2022 10:33 AM Jen Berry <jberry@ci.durham.nh.us> wrote:

>

>

> Sorry, Cathy. Meant to address to you.

>

> Jen--

>

> -----Original Message-----

> From: Jen Berry

> Sent: Thursday, December 1, 2022 10:28 AM

> To: Cathy Leach <leachfam@comcast.net>; Karen Edwards <kedwards@ci.durham.nh.us>

> Cc: Karen Edwards <kedwards@ci.durham.nh.us>; Rachel Gasowski <rachelgasowski@gmail.com>

> Subject: Application for Appt to P&R Committee - Brian Keegan

>

> Hi Karen,

>

> Please find attached an application for appointment from Brian Keegan. Brian is seeking appointment to fill the regular member vacancy with a term ending April 30, 2025.

>

> Please email me (addressed to the Council) your recommendation for his appointment. Once that is received, we will place his appointment on the Council's agenda for action.

>

> Thank you!

>

> Jen--

>

> -----Original Message-----

> From: MFP Sender <mfp_sender@ci.durham.nh.us>

> Sent: Thursday, December 1, 2022 10:20 AM

> To: Jen Berry <jberry@ci.durham.nh.us>

> Subject: Scanned image from Admin Copier

>

> Reply to: Admin MFP <mfp_sender@ci.durham.nh.us> Device Name: Admin Copier Device Model: MX-3071

> Location: Admin Assist Office, 2nd flr., Town Hall

>

> File Format: PDF (Bk Letter Emphasis)

> Resolution: 300dpi x 300dpi

>

- > Attached file is scanned image in PDF format.
- > Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.
- > Adobe(R)Reader(R) can be downloaded from the following URL:
- > Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.
- >
- > <http://www.adobe.com/>

From: [CATHY LEACH](#)
To: [Karen Edwards](#)
Subject: Parks & Recreation Committee Recommendations
Date: Tuesday, December 13, 2022 9:34:59 AM

To the Town Council --

On behalf of the Parks & Recreation Committee, I am writing to support the following appointments to the committee:

- Nate Fitch moves from a current regular member to an alternate member for the remainder of his term (exp. April 2023)
- Genevieve Brown to be appointed a new regular member to fulfill the remainder of Nate's term
- Brian Keegan to be appointed as a new regular member for a 3-year term
- Matt Swiesz to be appointed as a new alternate member for a 3-year term

Thank you.

Cathy Leach

Parks & Recreation Committee Chair



TOWN OF DURHAM
8 NEWMARKET ROAD
DURHAM, NH 03824
Tel: 603-868-5574
Fax: 603-868-1858
www.ci.durham.nh.us

AGENDA ITEM:

#11E

DATE: **December 19, 2022**

COUNCIL COMMUNICATION

INITIATED BY:

Matthew Swiesz, 17 Sumac Lane

AGENDA ITEM:

SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PARKS & RECREATION CHAIR, APPOINT MATTHEW SWIESZ, 17 SUMAC LANE, TO FILL AN ALTERNATE MEMBERSHIP ON THE PARKS & RECREATION COMMITTEE?

CC PREPARED BY:

Karen Edwards, Administrative Assistant

PRESENTED BY:

Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Matthew Swiesz, requesting appointment as an alternate member to the Parks & Recreation Committee. There is currently a vacant alternate membership with a term expiration of April 2025.

Mr. Swiesz has attended at least one meeting of the Parks & Recreation Committee and has spoken with Chair, Cathy Leach. Attached for the Council's information is Chair Leach's endorsement of Mr. Swiesz's appointment.

Mr. Swiesz 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 Parks & Recreation Chair, appoint Matthew Swiesz to fill an alternate member vacancy with an expiration date 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

RECEIVED
Town of Durham

DEC - 5 2022

Administration Office

Application for Board Appointment

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

New appointment/regular member ☐ New appointment/alternate member ☒
Reappointment/regular member ☐ Reappointment/alternate member ☐

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

Applicant has:

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

Name: Matthew Swiesz

Date: 11/30/22

Address: 17 Somac Lane Durham NH

E-Mail Address: DrSwiesz@gmail.com

Telephone: 603-817-7536

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

1. Parks and Recreation
- 2.
- 3.

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

(Over)

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

I have a family in town and we have benefited from Parks & Rec over the years and felt it was time to give back

I am a character in town, I've lived in Durham for 15 years with my family and have volunteered for various organizations

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

Name: Brian Benafato	Telephone: 603-717-6756
Name: Stacy Bellabona	Telephone: 603-557-6662
Name: Kevin Carpenter	Telephone: 603-969-0108

[illegible]

Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 8 Newmarket Road, Durham, NH 03824, or email Jennie Berry at jberry@ci.durham.nh.us.

From: [CATHY LEACH](#)
To: [Karen Edwards](#)
Subject: Parks & Recreation Committee Recommendations
Date: Tuesday, December 13, 2022 9:34:59 AM

To the Town Council --

On behalf of the Parks & Recreation Committee, I am writing to support the following appointments to the committee:

- Nate Fitch moves from a current regular member to an alternate member for the remainder of his term (exp. April 2023)
- Genevieve Brown to be appointed a new regular member to fulfill the remainder of Nate's term
- Brian Keegan to be appointed as a new regular member for a 3-year term
- Matt Swiesz to be appointed as a new alternate member for a 3-year term

Thank you.

Cathy Leach

Parks & Recreation Committee Chair



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

AGENDA ITEM:

#11F

DATE: **December 19, 2022**

COUNCIL COMMUNICATION

INITIATED BY:

Thomas G. Janosz, 23 Durham Point Road

AGENDA ITEM:

SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE HISTORIC DISTRICT COMMISSION CHAIR, APPOINT THOMAS G. JANOSZ, 23 DURHAM POINT ROAD, TO FILL AN ALTERNATE MEMBERSHIP ON THE HISTORIC DISTRICT COMMISSION?

CC PREPARED BY:

Karen Edwards, Administrative Assistant

PRESENTED BY:

Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Thomas G. Janosz, requesting appointment as an alternate member to the Historic District Commission. There is currently a vacant alternate membership with a term expiration of April 2025.

Mr. Janosz has attended at least one meeting of the Historic District Commission and has spoken with Chair, Larry Brickner-Wood. Attached for the Council's information is Chair Brickner-Wood's endorsement of Mr. Janosz's appointment.

Mr. Janosz 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 Historic District Commission Chair, appoint Thomas G. Janosz to fill an alternate member vacancy with an expiration date 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 ☐ New appointment/alternate member ☒
Reappointment/regular member ☐ Reappointment/alternate member ☐

Name: Thomas G Janosz Date: 11/30/22
Address: 23 Durham Point Rd Durham, NH 03824
E-Mail Address: tomjano@comcast.net
Telephone: 603-623-5439

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

1. Durham Historic District/Heritage 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: MR 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?

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

I own property in the DHD. I have owned property in historic District in the past in NH. I have had a strong interest in NH history and preserving it.

Please provide brief background information about yourself:

I am a retired business owner with time available to assist in anyway on such board.

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

Name: Denise Day
Name: Janet Mackie
Name: Nancy Sandberg

Telephone: 603-534-7374
Telephone: 603-397-7926
Telephone: 603-842-9363

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

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.

From: [Larry Brickner-Wood](#)
To: [Todd Selig](#); [Michael Behrendt](#)
Cc: [charlotte.rose.hitchcock](#); [Karen Edwards](#); [Jen Berry](#)
Subject: Recommendation for Thoimas Janocz
Date: Wednesday, December 7, 2022 9:26:48 PM

Dear Todd,

I have reviewed Thomas Janocz' application to be appointed as an alternate to the Historic District and Heritage Commission. I have reviewed Tom's Application, met with him individually and he attended an HDC/HC meeting. I recommend that Tom be appointed to the HDC/HC as an alternate.

Please let me know if you need additional information.

Larry
Chair, Durham Historic District and Heritage Commission

--

Rev. Larry Brickner-Wood
Intentional Interim Minister
Lee Church Congregational, United Church of Christ
1 Colony Cove Road
Durham, NH 03824
603-868-6917



TOWN OF DURHAM
8 NEWMARKET ROAD
DURHAM, NH 03824
Tel: 603-868-5571
Fax: 603-868-1850
www.ci.durham.nh.us

AGENDA ITEM: #13

DATE: December 19, 2022

COUNCIL COMMUNICATION

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

AGENDA ITEM: **RESOLUTION #2022-28 ADOPTING THE ADMINISTRATOR'S PROPOSED FY 2023 OPERATING, CAPITAL, AND SPECIAL FUND BUDGETS, AND THE 2023-2032 CAPITAL IMPROVEMENTS PLAN, AS AMENDED**

CC PREPARED BY: Gail Jablonski, Business Manager

PRESENTED BY: Todd I. Selig, Administrator

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."

At the November 7, 2022 Council meeting, Councilors were provided with a presentation of the Administrator's proposed 2023 Operating, Capital, and Special Fund Budgets, and the 2023-2032 Capital Improvements Plan.

A Public Hearing on the proposed budget was held on Monday, November 14, 2022. After closing the public hearing on November 14th and at regular meetings held on November 21st and December 5th, the Council discussed some additional adjustments to the budget and then directed staff to move forward with incorporating the proposed changes into the budget and bringing forward a draft resolution for review and approval at its meeting on December 19, 2022.

Attached for the Council's review is a draft resolution incorporating the changes that have been discussed throughout this year's budget development process.

LEGAL AUTHORITY:

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

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The following amounts were added to the identified general fund revenue lines:

Motor Vehicle Permit Fees	\$ 15,500
Recreation Programs	\$ 19,500
Interest on Investments	\$ 50,000
Insurance Dividends & Reimbursement	\$ 45,000
Transfer in – Parking Fund	<u>\$ 20,000</u>
TOTAL	\$150,000

The amount of \$150,000 was added to the Town Council Contingency expense line.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby adopt Resolution #2022-28 approving the FY 2023 General Operating Budgets, the Capital Fund Budget, and the 2023-2032 Capital Improvements Plan, as amended.

RESOLUTION #2022-28 OF DURHAM, NEW HAMPSHIRE

TOWN COUNCIL APPROVAL OF THE FY 2023 GENERAL OPERATING BUDGETS, THE CAPITAL FUND BUDGET AND THE 2023-2032 CAPITAL IMPROVEMENT PLAN

WHEREAS, the Town Council of Durham, New Hampshire, in accordance with Article 5 of the Durham Town Charter, has reviewed the proposed FY 2023 budgets and Capital Improvements Plan and conducted a public hearing on November 14, 2022 on the proposed FY 2023 Town Budget and Capital Improvement Plan; and

WHEREAS, the Town Council hereby approves the **General Fund Budget** in the amount of \$18,256,249 with an estimated property tax rate of \$8.37 per thousand of assessed valuation; and

WHEREAS, in 2023 the Town of Durham will be transferring ninety percent (90%) of the Depot Road Fund net revenues and one hundred percent (100%) of the Parking Fund net revenues to the General Fund; and

WHEREAS, the 2023 budgets include funds to be allocated by the Administrator to be used for compensation of union and non-union employees; and

WHEREAS, the Town Council hereby approves the **Water Fund Budget** in the amount of \$1,525,220 and hereby sets the water rate at \$10.42 per hundred cubic feet of metered water billed effective 01/01/23 for Durham water users and at \$11.98 per hundred cubic feet of metered water billed for the Lee Traffic Circle Water Line Extension users effective 01/01/23; and

WHEREAS, the Town Council hereby approves the **Sewer Fund Budget** in the amount of \$3,152,000 and hereby sets the sewer rate at \$9.57 per hundred cubic feet of metered water billed effective 01/01/23; and

WHEREAS, the Water and Wastewater System Agreement between the Town of Durham and University System of New Hampshire reads “the jointly funded capital reserve fund for the **water system**, in the custody of the Town of Durham’s Trustees of the Trust Funds, ... should not exceed \$800,000.”; and also reads “the jointly funded capital

reserve fund for the **wastewater system**, in the custody of the Town of Durham's Trustees of the Trust Funds, ... should not exceed \$800,000."; and

WHEREAS, it further states "The parties agree to contribute, on a prorated basis, \$40,000 annually to each fund to be comprised of all connection fees received by the Town and the balance to be funded at the cost share ratio outlined..."; the Council after reviewing the FY 2023 Water and Sewer Fund Budgets agree to the transfer of funds to the Water Capital Reserve and Sewer Capital Reserve Funds with the condition that the amount to be transferred will not exceed the surplus available at the end of the year;

WHEREAS, the Town Council hereby approves the **Parking Fund Budget** in the amount of \$420,000; and

WHEREAS, The Town Council hereby approves the **Capital Fund Budget** in the amount of \$15,380,560, with \$1,199,574 to be raised through property taxes, user fees and general revenues; \$9,437,500 to be raised in revenues from bonds, notes, and other forms of long-term debt; \$4,693,486 to be funded in State and Federal Funds; and \$50,000 to be funded from the Fire Department Equipment Capital Reserve Account; and

WHEREAS, the Town Council hereby approves the **Depot Road Parking Lot Fund Budget** in the amount of \$119,000; and

WHEREAS, the Town Council hereby approves the **Churchill Rink Fund Budget** in the amount of \$318,000; and

WHEREAS, the Town Council hereby approves the **Library Fund Budget** in the amount of \$603,150 with \$577,400 being funded through a transfer from the general fund and \$25,750 funded by the Library Board of Trustees; and

WHEREAS, the Town Council hereby approves the **Downtown Tax Increment Financing District Budget** in the amount of \$175,000; and

WHEREAS, any transfer of unspent balance or portion thereof from one department to another will occur with the approval of the Town Council in accordance with Section 5.7 of the Town of Durham Charter, except that the Town Council does hereby authorize the Administrator to transfer any balance or portion thereof from the Town Council Contingency fund to any department during 2023; and

WHEREAS, the Administrator will not hire additional regular full-time employees during 2023 without the advice and consent of the Town Council except for those regular full-time positions provided for in the approved 2023 Budget;

NOW, THEREFORE BE IT RESOLVED by the Durham Town Council that an estimated amount of **\$10,852,404** (\$10,677,404 of general tax revenue and \$175,000 of Tax Increment Financing District tax revenue) shall be raised by taxation which together with estimated operating revenues of **\$29,096,775** for the aggregate amount of **\$39,949,179** is hereby raised and appropriated for the use of the various departments of the town government for the fiscal year beginning January 1, 2023.

BE IT FURTHER RESOLVED that the Town Council of the Town of Durham, New Hampshire hereby adopts **RESOLUTION #2022-28 APPROVING** the FY 2023 General Operating Budgets, Capital Fund Budget, and 2023-2032 Capital Improvement Plan by a majority vote of the Durham Town Council. **(A Summary of Budgets by Funds accompanies this Resolution, which is attached)**

PASSED AND ADOPTED by the Town Council of the Town of Durham, New Hampshire on this 19th day of December, 2022 by ___ affirmative votes, __ negative votes, and ___ abstentions.

Katherine A. Marple, Chair
Durham Town Council

ATTEST:

Lorrie Pitt, Town Clerk-Tax Collector

SUMMARY OF BUDGETS BY FUND

General Fund	\$18,256,249
Water Fund	\$ 1,525,220
Wastewater (Sewer) Fund	\$ 3,152,000
Parking Fund	\$ 420,000
Capital Fund	\$15,380,560
Depot Road Fund	\$ 119,000
Churchill Rink Fund	\$ 318,000
Library Fund	\$ 603,150
TIF District Fund	<u>\$ 175,000</u>
 TOTAL ALL FUNDS	 \$39,949,179