



## TOWN OF DURHAM

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

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

## **AGENDA**

**DURHAM TOWN COUNCIL**  
**MONDAY, OCTOBER 16, 2023**  
**DURHAM TOWN HALL – COUNCIL CHAMBERS**  
**7:00 PM**

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

- I. Call to Order
- II. Town Council grants permission for fewer than a majority of Councilors to participate remotely
- III. Roll Call of Members. Those members participating remotely state why it is not reasonably practical for them to attend the meeting in person
- IV. Approval of Agenda
- V. Special Announcements
- VI. Public Comments (\*) – **Please state your name and address before speaking**
- VII. Report from the UNH Student Senate External Affairs Chair or Designee
- VIII. Unanimous Consent Agenda (*Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote*)
  - A. Shall the Town Council, upon Recommendation of the Administrator, Award the Construction Contract for the Edgewood Road and Madbury Road Culverts over Littlehale Creek to Severino Trucking Co., Inc. of Candia, NH for a Total Bid Price \$1,654,895 and Award the Construction Contract for the Edgewood Road over Pettee Brook Culvert in the amount not to exceed \$434,880, Subject to Available Funding?
  - B. Shall the Town Council, upon Recommendation of the Administrator Approve the Construction, Inspection and Administration Contract for the Edgewood Road and Madbury Road Culverts over Littlehale Creek Projects with VHB Engineers of Bedford, NH in the amount of \$214,000 and Award the Same for the Edgewood Road over Pettee Brook Culvert Project in the amount of \$61,230, Subject to Available Funding?

- C. Shall the Town Council Authorize the Administrator to sign a contract in the Amount of \$134,452 with SumCo Eco Contracting of Peabody, MA, for the Wagon Hill Farm Pedestrian Bridge and Trail Project, subject to available funding?
- D. Shall the Town Council Schedule a Public Hearing for Monday, November 6, 2023 to Accept a State of New Hampshire Dept. of Natural and Cultural Resources grant (Moose-Plate grant) in an amount of \$20,000 for rehabilitation of the Bickford-Chesley House at Wagon Hill Farm?
- E. Shall the Town Council, upon recommendation of the Administrator, authorize the purchase of a Custom Heavy Rescue Truck from Marion Body Works in the amount of up to \$950,000, to be paid from Capital Fund account #07-2303-701-36-000 and authorize the Administrator to sign all associated documents?

**IX. Committee Appointments - None**

**X. Presentation Items**

- A. Receive report on Planning Board activities and projects – Paul Rasmussen, Chair
- B. Presentation by Public Works Director, Rich Reine, on the Wagon Hill Farm Pedestrian Bridge and Trail Project
- C. Presentation of the Quarterly Financial Report through 09/30/2023 - Gail Jablonski, Business Manager

**XI. Unfinished Business**

- A. **Public Hearing and Action** on Resolution #2023-22 authorizing the issuance of long-term bonds or notes not to exceed one million five hundred and one thousand and eight hundred dollars (\$1,501,800.00) for the purpose of bonding 2019-2023 Capital projects and equipment purchases.
- B. **Public Hearing and Action** on Resolution #2023-23 Authorizing the Acceptance and Expenditure of Funding from the National Oceanic and Atmospheric Administration (NOAA) Community-Based Restoration Program, for the Design of a Fish Passage at the Oyster Reservoir Dam (located at the UNH/Durham Water Treatment Plant), In the Amount of \$290,000, and Authorize the Administrator to Sign and Submit Grant Paperwork on Behalf of the Town of Durham.
- C. **Public Hearing and Action** on Resolution #2023-24 Authorizing the Acceptance and Expenditure of Funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, in the amount of up to \$100,000, and Authorize the Town Administrator to Sign and Submit Grant Paperwork on behalf of the Town of Durham.

**XII. Approval of Minutes – October 2, 2023**

**XIII. Councilor and Town Administrator Roundtable**

**XIV. New Business**

Administrator’s Progress Report (as of September 30, 2023) on the list of approved 2022/2023 Town Council Goals adopted on May 15, 2023

**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: **#8A & 8B** *TS*

DATE: October 16, 2023

### COUNCIL COMMUNICATION

INITIATED BY: Public Works Department

AGENDA ITEM: 1. SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, AWARD THE CONSTRUCTION CONTRACT FOR THE EDGEWOOD ROAD AND MADBURY ROAD CULVERTS OVER LITTLEHALE CREEK TO SEVERINO TRUCKING Co., INC. OF CANDIA, NH FOR A TOTAL BID PRICE \$1,654,895 AND AWARD THE CONSTRUCTION CONTRACT FOR THE EDGEWOOD ROAD OVER PETTEE BROOK CULVERT IN THE AMOUNT NOT TO EXCEED \$434,880, SUBJECT TO AVAILABLE FUNDING?

AND

2. SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, APPROVE THE CONSTRUCTION, INSPECTION AND ADMINISTRATION CONTRACT FOR THE EDGEWOOD ROAD AND MADBURY ROAD CULVERTS OVER LITTLEHALE CREEK PROJECTS WITH VHB ENGINEERS OF BEDFORD, NH IN THE AMOUNT OF \$214,000 AND AWARD THE SAME FOR THE EDGEWOOD ROAD OVER PETTEE BROOK CULVERT PROJECT IN THE AMOUNT OF \$61,230, SUBJECT TO AVAILABLE FUNDING?

CC PREPARED BY: April Talon, Town Engineer  
Richard Reine, Director of Public Works

PRESENTED BY: April Talon, Town Engineer  
Richard Reine, Director of Public Works

**AGENDA DESCRIPTION:**

The purpose of this Council Communication is to request the Town Council's approval to award the Construction Phase Contract for the Edgewood Road and Madbury Road Culverts over Littlehale Creek to Severino Trucking Co., Inc. of Candia, NH for a total bid price of \$1,654,895 and award the Construction Contract for the Edgewood Road over Pettee Brook Culvert in the amount of \$434,880, subject to available funding, and secondly to award the Construction Inspection and Contract Administration contract with VHB Engineers of Bedford, NH in the amount of \$214,000 and award the same for the Edgewood Road over Pettee Brook Culvert Project in the amount of \$61,230, subject to available funding.

Construction bids for this project were opened at a public bid opening on July 6, 2023. The Town received bids from Severino Trucking Co., Inc. (Severino), Sargent, and Northeast Earth Mechanics, LLC (Northeast Earth). The base bid price received from Severino for the Littlehale Creek over Edgewood Road Culvert was \$1,072,454. Other bids received for the construction of this culvert were \$1,177,012.50 from Sargent and \$1,923,718 from Northeast Earth. The construction bid also included the Littlehale Creek at Madbury Road Culvert, where Severino provided a base bid price of \$582,441 which is lower than the available funding therefore there will be a cost savings on that portion of the project. Other bids received for the construction of this culvert were \$572,980 from Sargent and \$578,050 from Northeast Earth.

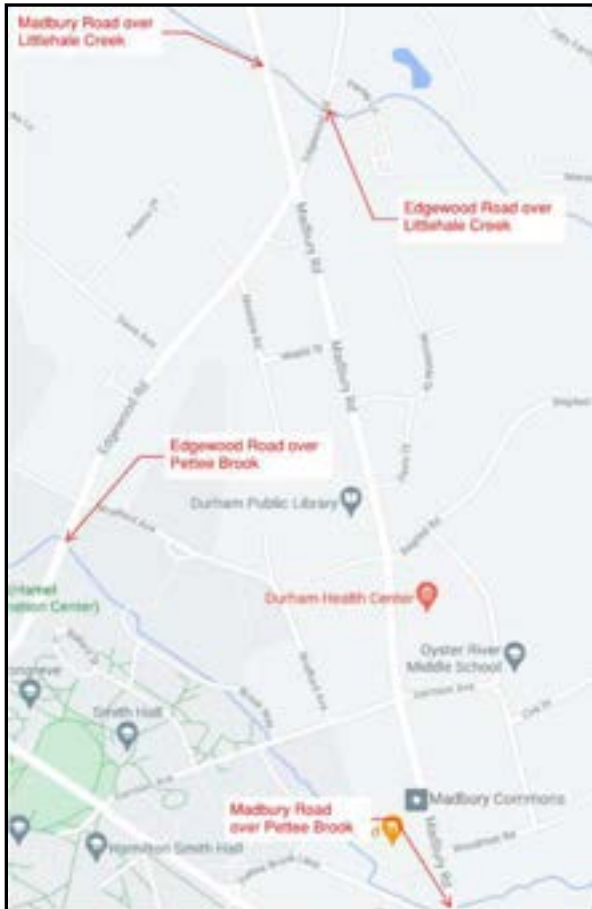
The design contract for this work was awarded to VHB Engineers by the Town Council in September 2021. These culverts are an integral part of the overall Madbury Road Complete Streets Project and will be completed first. Construction is scheduled to begin in Spring 2024. DPW will be holding a Madbury Road Project public meeting this fall to update the public on the project including schedule and proposed utility work for the 2024 construction season. More detail on the existing culverts and the proposed improvements can be found in the project background section below.

**Project Background:**

In July 2021, Durham Public Works and VHB Engineers conducted a conditions assessment of five culverts as part of the drainage master plan development and identified the need for extensive construction improvements at the following locations; Littlehale Creek passing under Madbury Road, Littlehale Creek passing under Edgewood Road, Pettee Brook passing under Edgewood Road, Pettee Brook under Madbury Road, and Ellison Brook under Ross Road (*included within a future separate contract and scope*). The design of these improvements to four of these stormwater culverts is included within the scope of design services by VHB

Engineers. (See Agenda Item VIII.C from the September 13, 2021 Town Council meeting here

[https://www.ci.durham.nh.us/sites/default/files/fileattachments/town\\_council/meeting/packets/64481/september\\_13\\_2021\\_council\\_packet.pdf](https://www.ci.durham.nh.us/sites/default/files/fileattachments/town_council/meeting/packets/64481/september_13_2021_council_packet.pdf)).



## Culvert Locations Map

### Edgewood Road Culvert over Littlehale Creek

The existing Edgewood Road culvert over Littlehale Creek is a stacked stone box culvert that is approximately 32 inches wide by 32 inches tall and roughly 72 feet long. The inlet is heavily obstructed by soil and debris, the height of which is approximately 4 feet above bottom of culvert to top of soil. The outlet end of the culvert is largely clear of debris, however there is a fractured top stone over the outlet headwall. The side slopes on both the inlet and outlet ends are between 1.5H:1V and 1H:1V, with light stone armoring over the outlet end.



*Snapped Stone at Outlet headwall – (Left) and Fallen Stones from Sidewall and Ceiling (Right)  
Littlehale Brook at Edgewood Road Stone Box Culvert*

The video inspection showed fallen and shifted stones from both the wall and ceiling of the culvert approximately 59 feet from the inlet. The history of this deficiency is unknown since there are no prior inspection photos or reports available at this location. However, it is assumed the stones have shifted recently since the exposed granite surfaces of the breaks in the stones appear clean and not stained with age.

Given the age of the structure, the potential signs of shifting and/or settling, and evidence that the culvert cannot pass fines efficiently (given the 4' of built-up sediment at the inlet), this culvert will be entirely replaced with a new 6 ft rise and 6 ft span box culvert. Replacing the culvert provides improved channel stability and accommodates the increase in peak flows produced by the proposed closed drainage system and the stormwater controls that will provide water quality improvements along Madbury Road. Closed drainage and stormwater controls will also provide water quality improvements along Edgewood Road.

While the culvert is very deep (approximately 30 ft below Edgewood Road), there is significantly less impact to traffic to close this section of Edgewood Road than there would be for Madbury Road. There is a water line crossing at this culvert however there is not a sewer crossing. Edgewood Road from Madbury Road to Emerson Road will be closed for the duration of the construction project, however local traffic would be permitted.



### **Madbury Road Culvert over Littlehale Creek**



The existing Madbury Road culvert over Littlehale Creek is a deep 24-inch diameter reinforced concrete pipe (RCP) culvert. VHB evaluated the condition of the culvert as well as its hydraulic capacity and minor repairs are desired to extend the service life. The headwall will be reconstructed, and the culvert will be lined and extended to accommodate improvements to the roadway above. The closed drainage system will be reconstructed along Madbury Road and stormwater control measures will collect and treat roadway runoff from the project area, which extends from near Emerson Road to the Littlehale Creek crossing, discharging the water to Littlehale Creek in the same vicinity as the culvert mentioned above under Madbury Road.

#### **LEGAL AUTHORITY:**

Section 4-20 of the Administrative Code of the Town of Durham requires every purchase or contract in excess of twenty-five thousand (\$25,000) dollars shall be made only after receipt of publicly invited sealed competitive bids on uniform specifications and that all purchases in excess of fifty-five thousand (\$55,000) dollars requires approval by the Town Administrator and Town Council by affirmative vote.

Section 4-21 of the Administrative Code of the Town of Durham requires that professional services contracts (architecture, engineering, construction management, risk management, financial and auditing and other professional services or consulting work) of thirty thousand (\$30,000) dollars or more may be entered into



after receiving proposals from various interested firms, evaluating those proposals and anticipated quality of service to be rendered, and Town Administrator recommendation to and approval by the Town Council.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

|   |                  |
|---|------------------|
| Const. Contract Amount – Severino Trucking                  | \$1,654,895      |
| Const. Inspection and Admin Contract Amount – VHB Engineers | <u>\$214,000</u> |
| Total   | \$1,868,895      |

**Financial Details below are for the total combined amount of - \$1,868,895**

| ACCOUNT            | TITLE  | BUDGETED  | EXPENSED/<br>ENCUMBERED<br>TO DATE | REQUESTED          | REMAINING        |
|--------------------|--|-----------|------------------------------------|--------------------|------------------|
| 07-2264-801-36-000 | Edgewood Road Culvert at Littlehale Creek FY22 | \$822,500 | \$0                                | \$822,500          | \$0              |
| FY23 Account TBD** | Edgewood Road Culvert at Littlehale Creek FY23 | \$424,250 | \$0                                | \$386,954          | \$37,296         |
| 07-2265-801-36-000 | Madbury Road Culvert at Littlehale Creek FY22  | \$822,500 | \$0                                | \$659,441          | \$163,059        |
| <b>TOTAL</b>       |  |           |                                    | <b>\$1,868,895</b> | <b>\$200,355</b> |

\*\*Added via Resolution #2023-20

**Financial Details below are for the total combined amount of - \$496,110 to fund the construction contract for the Edgewood Road Culvert over Pettee Brook. This bid alternate will only be exercised if the project does not encounter unanticipated conditions and related expenses during construction of the Madbury Road and Edgewood Road Culverts over Littlehale Brook which could potentially require this funding to be utilized as construction contingency.**

| ACCOUNT            | TITLE                               | BUDGETED  | EXPENSED/<br>ENCUMBERED<br>TO DATE | REQUESTED | REMAINING |
|--------------------|-------------------------------------|-----------|------------------------------------|-----------|-----------|
| 07-2391-801-36-000 | Madbury Roadway, Sidewalk, Drainage | \$600,000 | \$12,182                           | \$496,110 | \$91,708  |

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION 1 :**

*The Durham Town Council does hereby, Upon Recommendation of the Administrator, Award the Construction Contract for the Edgewood Road and Madbury Road Culverts over Littlehale Creek to Severino Trucking Co., Inc. of Candia, NH for a Total Bid Price of \$1,654,895 and Award the Construction Contract for the Edgewood Road over Pettee Brook Culvert in the amount of not to exceed \$434,880, Subject to Available Funding*

**MOTION 2:**

*The Durham Town Council does hereby, Upon Recommendation of the Administrator, Award the Construction, Inspection and Administration Contract for the Edgewood Road and Madbury Road Culverts over Littlehale Creek Projects with VHB Engineers of Bedford, NH in the amount of \$214,000 and Award the Same for the Edgewood Road over Pettee Brook Culvert Project in the amount of \$61,230, Subject to Available Funding*



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AGENDA ITEM: **# 8C** *TS*

DATE: October 16, 2023

### COUNCIL COMMUNICATION

**INITIATED BY:** Richard Reine, Public Works Director

**AGENDA ITEM:** SHALL THE TOWN COUNCIL AUTHORIZE THE ADMINISTRATOR TO SIGN A CONTRACT IN THE AMOUNT OF \$134,452 WITH SUMCO ECO CONTRACTING OF PEABODY, MA FOR THE WAGON HILL FARM PEDESTRIAN BRIDGE AND TRAIL PROJECT, SUBJECT TO AVAILABLE FUNDING?

**CC PREPARED BY:** Richard Reine, Public Works Director  
April Talon, Town Engineer

**PRESENTED BY:** Richard Reine, Public Works Director

**AGENDA DESCRIPTION:**

This request for approval to award a contract to SumCo Eco Contracting of Peabody, MA will allow for the construction of two bridges, spanning sensitive freshwater wetlands and tidal marsh areas. The scope of work includes the restoration of impacted areas and the removal of existing trails, box stairs, and bridges, which are in poor condition. Removal of invasive plant species in the area directly adjacent to the project as shown on Figure 1 and identified as Site 3 below is also included within the contract scope.



Figure 1 - Project Location

The replacement of the existing crossing and box stairs was identified as a priority project within the “2020 Wagon Hill Farm Trails and Bridges Assessment”. This area was targeted due to its existing condition of disrepair and the ongoing environmental degradation being caused by continuous erosion and sediment transport into these sensitive water resource areas as shown below in figure 2, 3 and 4. A relocation and realignment of the major crossing was developed to address the existing deficiencies. This design was successfully permitted through the NHDES Wetlands Division and addresses these concerns while still allowing trail access and attractive views of the tidal and freshwater tributary.



**Figure 2 - Existing trail with substantial erosion into wetland and tidal marsh**



**Figure 3 - Existing bridge crossing in disrepair**

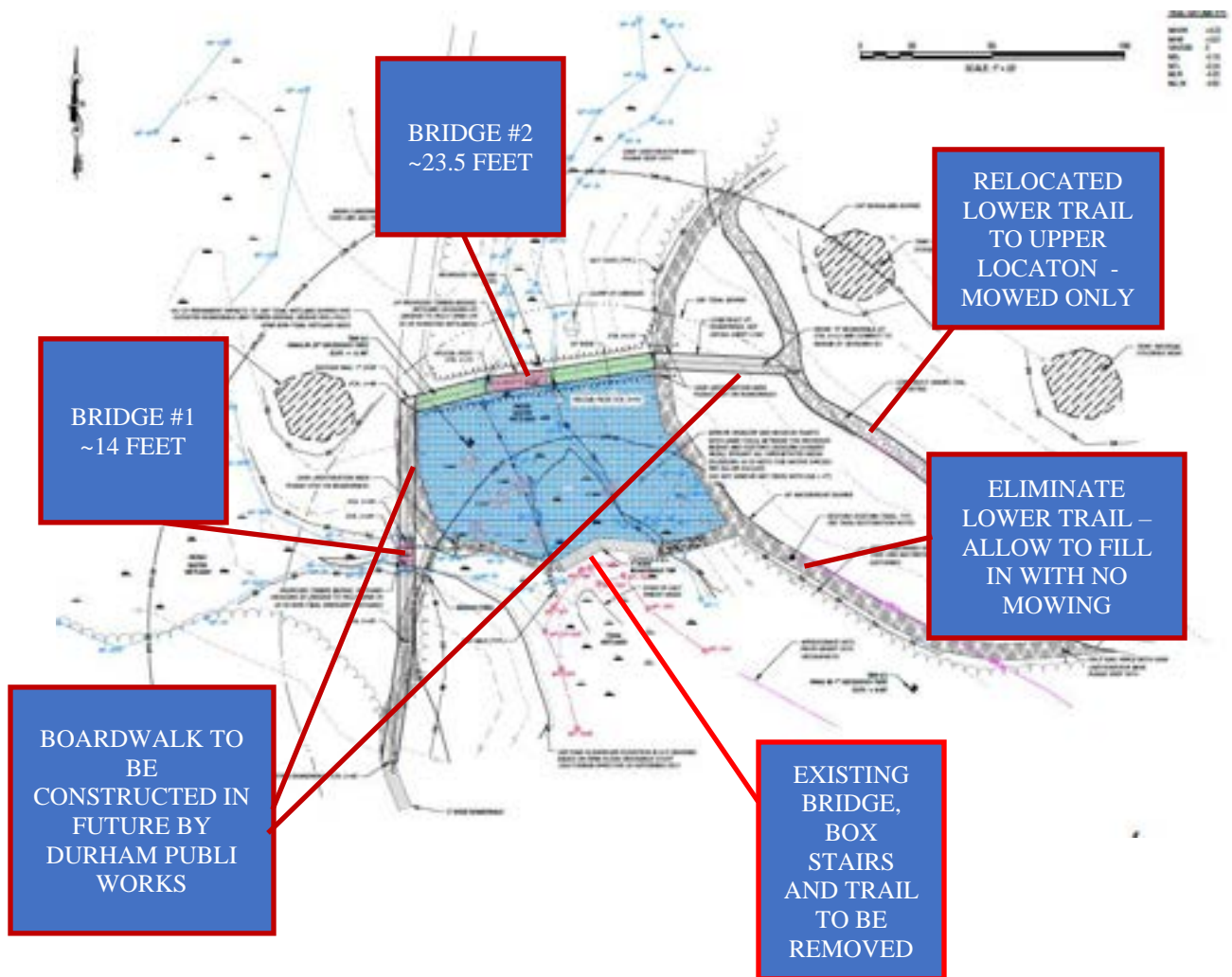


**Figure 4 - Existing box stairs to be removed.**



The project successfully applied for and received a Moose plate grant in 2021 in the amount of \$24,000. These funds were expended for engineering design and permitting, which resulted in a fully engineered plan set, stamped by a professional engineer. As listed and depicted in the drawing below the project scope included:

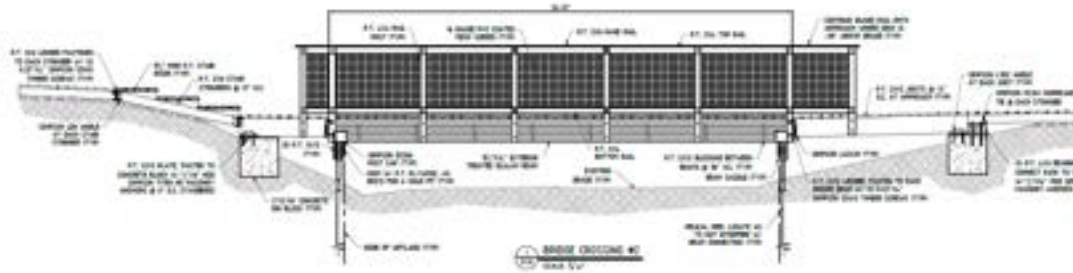
- 1) removal of two existing footbridges.
- 2) the removal and restoration of 445 lineal feet of existing walking trails.
- 3) construction of 2 pedestrian bridges - Bridge crossing #1 is approximately 14' long and Bridge crossing #2 is approximately 23.5' long.
- 4) removal of invasive species by hand in project areas adjacent to Bridge #2 and replant with native grasses/plants.
- 5) construction of 243 lineal feet of pressure treated boardwalk and 220 lineal feet of new gravel walking trail (*as bid alternate which will not be exercised*).
- 6) mobilization, erosion controls and reseed and all disturbed areas.



**Figure 5 - Elevation view of Bridge No. 2.**



Figure 6 – Elevation view of Bridge No. 2.



The project was competitively bid in July 2023, with two bids received on August 25, 2023. SumCo Eco Contracting was determined to be the apparent low bidder. Construction is proposed to be funded utilizing Wagon Hill Farm Erosion mitigation Funds and Seacoast Reliability mitigation funding received from Eversource Energy for the purpose of erosion control and improvements which would positively impact the Great Bay Estuary at Wagon Hill Farm.

This project and associated funding will also serve as a financial match for the recently applied National Fish and Wildlife Fund (NFWF) and Coastal Zone Management (CZM) grants to construct the Phase 2 Living Shoreline Improvements. The Phase 2 shoreline project will stabilize 1,835 lineal feet of shoreline, 4,060 square feet of salt marsh habitat, 2,810 square feet of tidal buffer habitat, while protecting critical conservation and community space.

Due to the designated construction funding source, the project budget was fixed, and contract award was required to not exceed the available funding amount of \$139,035. To facilitate the contract award, Durham Public Works agreed to assist in a limited scope of the project including providing minimal quantities of gravel and wood chips, concrete bridge abutments, and disposal of wood debris. In addition, the contract award will eliminate the construction of 243 feet of boardwalk, reducing the project cost by \$52,000. The boardwalk is planned to be constructed in the future by the Durham Public Works team and the lower trail relocation on the east side of the project, as shown in Figure 6 above, will be completed in-house by allowing the lower trail vegetation to grow in and mowing the upper trail, directing pedestrians to this new location.

The project construction duration is 120 days to final completion following notice to proceed. SumCo is prepared to commence construction in the fall of 2023. Due to colder temperatures, it is expected that final seeding, planting, and punch list work will take place in spring of 2024.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

Funding sources:

| PROJECT   | ACCOUNT            | BUDGETED  | EXPENDED/<br>ENCUMBERED<br>TO DATE | REQUESTED    | BALANCE    |
|---|--------------------|-----------|------------------------------------|--------------|------------|
| Wagon Hill<br>Erosion<br>Management<br>Phase II | 07-2084-801-36-000 | \$213,765 | \$81,111.35                        | \$132,653.65 | \$0        |
| Wagon Hill<br>Erosion<br>Mitigation<br>2029     | 07-1984-801-36-000 | \$250,500 | \$244,118.58                       | \$1,798.35   | \$4,583.07 |
|   |                    |           |                                    |              |            |
|   |                    |           |                                    |              |            |
|   |                    |           |                                    |              |            |
| TOTAL REQUESTED                                 |                    |           |                                    | \$134,452    | \$4,583.07 |

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**Motion:**

*The Town Council hereby authorizes the Administrator to sign a contract in the Amount of \$134,452 SumCo Eco Contracting of Peabody, MA, for the Wagon Hill Farm Pedestrian Bridge and Trail Project, subject to available funding.*



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AGENDA ITEM: **# 8D** *TS*

DATE: October 16, 2023

### COUNCIL COMMUNICATION

**INITIATED BY:** Carolyn Signer, HDC Member

**AGENDA ITEM:** SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR MONDAY, NOVEMBER 6, 2023 TO ACCEPT A STATE OF NEW HAMPSHIRE DEPT. OF NATURAL AND CULTURAL RESOURCES GRANT (MOOSE-PLATE GRANT) IN AN AMOUNT OF \$20,000 FOR REHABILITATION OF THE BICKFORD-CHESLEY HOUSE AT WAGON HILL FARM?

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

**PRESENTED BY:** Carolyn Singer, HDC Member

**AGENDA DESCRIPTION:**

The 139-acre Wagon Hill Farm (WHF) was one of the first farms in the area established by European settlers, it has been owned by just three families, and remained in constant agricultural use for almost three hundred years. Located on US Route 4 in Durham, the farm is easily recognizable by a farm wagon on the hill silhouetted against the sky. The expansive farmland and its Bickford-Chesley Farmhouse aptly illustrate the continuum of NH agriculture. The Bickford-Chesley House is an excellent example of Federal-era rural architecture in NH's Seacoast Region. WHF is recognized by Durham residents (and beyond) as an important community resource, heavily used for recreation, community gardens, and river access for water activities.

The Bickford-Chesley House is situated on one of the last remaining intact large historic parcels of open land. Natural resources include the Oyster River, open fields, forestland, and salt marshes. Cultural resources include probable archaeological sites (Indigenous artifacts have been found on-site), foundation of the 17th century Davis Garrison House, an unlocated mass burial site (1704), a family

burial ground (1749-1788), frontage on the First NH Turnpike (1800-1803), boat landing/wharf on the Oyster River, an orchard, remains of a barn and cider mill, and Chesley's Grove, the site of 1920's Durham Day picnics (revived in the 1970's). The remains of a District Schoolhouse are also located on the western edge of the property, north of US Route 4.

In 2020 Arron Sturgis completed an "Existing Conditions Assessment" on the Bickford-Chesley House to document items needing immediate repair. Focused primarily on timber framing and the exterior envelope, the document needed to be expanded to address our future planning requirements. "Poor choices, neglect, and delay have almost ruined the Wagon Hill farmhouse (Bickford-Chesley House)." "You have lost the barn, you have lost the first-floor frame, you will lose the rest of the house if no action is taken." Arron Sturgis, January 28, 2020.

In 2021, the Town requested and received \$13,500 in support from LCHIP for a more expansive and complete Historic Building Conditions Assessment of the Bickford-Chesley House, April 2022, by Steven C. Mallory, Architectural Conservator, Beacon Street Home Inspection, and Structures North.

Once rehabilitated, the Bickford-Chesley House will support small gatherings/meetings/exhibit space on the first floor; a public kitchen/restrooms in the ell (for community events in the adjacent newly rebuilt barn - not part of LCHIP project). A Caretaker's apartment is planned for the 2nd floor. The new space will host temporary exhibits/programs on topics of general interest: Indigenous life/Durham history/history of enslaved individuals/evolving land use/student projects/& the work of contemporary local artists (photographs, paintings, ceramics, fiber arts, etc.).

Preservation of the Bickford-Chesley House aligns with Durham's 2015 Master Plan and approved 2023/24 Town Council goals where specific recommendations (including scope of work/firm pricing/funding plan) were identified.

Planned uses of the house focus on educational programming/exhibits (art/history/environment) and were conceived to strengthen collaboration with the community, local artists, environmentalists, & the Durham Historical Association.

The current Moose-Plate grant funds will go towards the exterior rehabilitation of the Bickford-Chesley House, including moisture mitigation and first floor interior rehabilitation. All work is to adhere to the Secretary of the Interior's Standards for Rehabilitation.

**LEGAL AUTHORITY:**

N/A

Council Communication, 10/16/23

Re: Moose-Plate Grant for the Bickford-Chesley house at WHF

Page 3

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

This grant is part of a larger amount requested through a grant application to LCHIP. There has not yet been a decision by LCHIP on the additional grant monies.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Town Council does hereby Schedule a Public Hearing for Monday, November 6, 2023 to Accept a State of New Hampshire Dept. of Natural and Cultural Resources grant (Moose-Plate grant) in an amount of \$20,000 for rehabilitation of the Bickford-Chesley House at Wagon Hill Farm.*

# Application

Public Profile Collaborate 4

Bickford-Chesley House HR Rehabilitation

Process: 2023 HR Rehab Grants

|              |         |             |
|--------------|---------|-------------|
| Contact Info | Request | Documents 0 |
|--------------|---------|-------------|

**Applicant:**  
 Carolyn Singer  
 nhgrantwriter@aol.com  
 603-498-6570  
 8 Newmarket Rd.  
 Durham, NH 03824

**Organization:**  
 Town of Durham  
 02-6000241

15 Newmarket Road  
 Durham, NH 03824

Contact Email History

*(i) If your organization information does not appear correct, please click the edit (pencil) icon.*

LOI Application Document Viewer Application Packet Question List

*(i) Fields with an asterisk (\*) are required.*

- Instructions
- Questions appear in a series of numbered "question groups". Each group is identified by a gray bar (see, for example, "1. Overview"). Click on the gray bars to expand or collapse the question group.
  - Brief instructions are provided throughout the form.
  - Where appropriate, hyperlinks provide access to additional guidance.
  - Submitted Proposals will be reviewed for compliance with Program requirements.
  - Be advised: responses to some questions have auto-populated from the submitted LOI. Please review each response and update as needed.
  - If, after reviewing the information provided, you need further assistance contact LCHIP at 603-224-4113 or email Katie Midolo, Grants Coordinator at [KMidolo@LCHIP.org](mailto:KMidolo@LCHIP.org).

1. Overview



**Primary Photo (Instruction)**

Upload one digital high-resolution color image in JPG or JPEG format that best represents the resource. This image should provide an attractive view of the resource suitable for public distribution.

**Primary Photo\***

Bickford-Chesley House Drone View.jpg [162.5 KiB] 

**Secondary Photo (Instruction)**

Upload an additional, high-quality image showing another compelling aspect of the resource or project, for example, a photo showing the current condition of the resource, or a notable historic feature.

**Secondary Photo\***

Bickford-Chesley House Front View.jpeg [233.7 KiB] 

**Resource Town\***

Durham

**Area Name**

Wagon Hill Farm

**Resource Name\***

Bickford-Chesley House

**Alternate Resource Name(s)\***

- Yes  
 No

**Project Name\***

Bickford-Chesley House HR Rehabilitation

**Executive Summary (Instruction)**

Provide a concise overview of the project goals and planned outcomes. Briefly describe the resource, its significance, and the LCHIP-proposed scope of work.

The executive summary should give the reader an understanding of the resource, and the proposed work, leaving the details to be more fully described later in the application.

**Executive Summary\***

The Bickford-Chesley House is part of the 139-acre Wagon Hill Farm. Owned by three families it remained in agricultural use for 300 yrs. It is an outstanding example of Federal-era rural architecture. On US Route 4 in Durham, the site is easily recognizable by a farm wagon on a hilltop silhouetted against the sky. Work focuses on: 1) moisture mitigation: re-grading, foundation, undercarriage repairs, basement moisture/humidity; 2) exterior envelope repairs: new porch deck/ramp, clapboard prep/prime/paint, 3) new sash/storm windows, 4) public spaces - complete rehab 1st floor - & rough-in work for 2nd floor. Includes

work outlined in the addendum/costing procedure by BP&R. New uses include rotating exhibit gallery space and meeting rooms.

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**Resource Address\***

156 Piscataqua Road/ US Route 4, Durham, NH 03801

**----- 1a. Alternate Resource Name(s)****Alternate Resource Name(s) (Instruction)**

Select "Yes" if the resource is sometimes referred to by an alternate name, or if other names are listed on the National or State Register listing form.

Example: the Grover's Corner Meetinghouse may also be known as the Grover's Corner Grange.

**Alias 1\***

Wagon Hill Farm (House)

**Alias 2****Alias 3****----- 2. Financial Information****Funding Plan (Instruction)**

**Please Review LCHIP's Guidance Document on financial requirements and eligible expenses [here](#) before completing this section.**

1. Download the 2023 Funding Plan (Microsoft Excel Workbook) [here](#).
2. Rename the document on your computer using the project name as the new file name. Example: Grover's Corner Schoolhouse Phase 2.xls
3. Do not use "LCHIP Funding Plan" as the file name!
4. Complete both tabs of the workbook, following the instructions provided. Hover over any cell with a red triangle for helpful tips.
5. Upload the completed Excel workbook below.

Do NOT unlock the Excel document.

Do NOT attempt to reformat the Excel document.

Do NOT convert to PDF before submitting.

If you experience technical difficulties with the workbook, upload it below, and contact Katie Midolo for assistance. (KMidolo@LCHIP.org or 603-224-4113)

## Funding Plan\*

FINAL Bickford- Chesley Rehab\_Funding\_Plan\_.xlsx [29.4 KiB] 

## Verify Funding Plan Completion\*

Verify both tabs of the Funding Plan (Microsoft Excel Workbook), as uploaded above, have been completed.

- **Tab 1 "Funding Plan"** - Explains estimated expenses and funding sources
  - **Tab 2 "Funding Timeline"** - Explains funding sources both received and outstanding
- Yes - both tabs of the Funding Plan (Microsoft Excel Workbook) have been completed

## Funding Plan Narrative (Instruction)

Describe efforts made or planned, to obtain funding from sources other than LCHIP.

- Identify any funding sources that were considered but not included in the funding plan and explain why.
- Identify any sources included in the Funding Plan as "backup" or contingency sources and explain why these are not primary sources.

## Funding Plan Narrative\*

In addition to LCHIP and Town funding we are pursuing grants and contributions from private individuals. Clearly, nonprofit organizations are a better fit with most private foundations, but some foundations do fund municipalities and we have begun to identify them through FoundationSearch (grant database). Carolyn Singer, currently a professional grant writer in Boston who has written numerous preservation grants, will write and submit them to selected funders. In 2020 we established a Durham Historical and Cultural Resource Trust to accept donations for the Town. NOTE: this fund was created specifically "for the purpose of protecting, preserving, interpreting, enhancing, rehabilitating, and/or restoring historical and cultural resources (including but not limited to buildings) owned by the Town of Durham, consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties." The Town council has approved a bond for this project, it has not yet been issued.

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## Grant Request (Instruction)

Enter the LCHIP grant request as shown on the Funding Plan.

This amount must be at least \$10,000, but no more than \$500,000, and may not exceed 50% of the Total Project Cost.

The LCHIP grant request may be reduced after proposal submission if necessary, but may not be increased.

## Grant Request\*

\$ 321,000.00

## Estimated Total Project Cost (ETPC) (Instruction)

- Enter the Estimated Total Project Cost (ETPC) from the funding plan. Remember that the ETPC is the total of all LCHIP-eligible expenses for work included in the LCHIP-proposed scope of work.
- If the ETPC is \$50,000 or more, a Qualified Preservation Plan must be submitted. Submissions requiring a plan will not be accepted without the required plan.



**Estimated Total Project Cost (ETPC)\***

\$ 819,876.00

**Estimated Total Project Cost is \$50,000 or more\***

Select "Yes" if the Estimated Total Project Cost is \$50,000 or more.

- Yes  
 No

**Documentation of Estimated Total Project Cost (Instruction)**

- Provide at least one cost estimate or quote for each task included in the LCHIP-proposed scope of work.
- Combine individual quotes into one document before uploading.

**Documentation of Estimated Total Project Cost\***Bedard Documentation of Total Project Cost.pdf [139.7 KiB] 

## ✓ 3. Resource Information

**Original Construction Year\***

# 1804

**Historic Function / Use (Instruction)**

Referencing the National or State Register listing, select the historic function or use of the resource.

**Historic Function / Use\***DM-House **Year(s) with Significant Alterations, Changes, and/or Additions (Instruction)**

If applicable, enter the years in which important alterations were made, and briefly describe those changes.  
Example:

- 1840 - bell tower reconstruction after a fire
- 1880 - rear ell added
- 1915 - stage added

**Year(s) with Significant Alterations, Changes, and/or Additions**

1804 – House built  
1830-40 – Hip roof replaced with steep-pitched & gable roof, chimneys extended  
1850-60 – Ell added  
1920's – Running water in kitchen & upstairs bathroom installed, electricity added  
1968 – House modernized with central heating, electricity, new kitchen and bathroom  
1975 – Apartment created in ell

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**Contemporary Function / Use (Instruction)**

Select the current function or use of the resource.

**Contemporary Function / Use\***

Vacant

**Gross Square Footage (Instruction)**

If applicable, enter the gross square footage of the structure. For multi-story structures, include all floors.

**Gross Square Footage**

# 5028

**Current Condition and Use(s) (Instruction)**

Describe how the resource is currently being used and its current condition.

**Current Condition and Use(s)\***

The Bickford-Chesley House is vacant and is not currently being used.

In addition to the roof, eaves, and cornices previously described, the house has serious moisture issues caused by replacement windows at the end of their life, leakage at the head of north entry way assembly, poor drainage around foundation caused by soil accumulation, and failure of foundation mortar joints leading to water infiltration into basement. The original exterior envelope is intact but has areas of decay and paint failure. The porch foundation and deck structure framing are deteriorated.

The first-floor interior of the historic house is remarkably intact with minor 20th century alterations. The one exception is the SW kitchen and adjoining apartment in the ell. Our choices of use - gallery space and meeting rooms - align with a noninvasive adaptive reuse.

The second-floor, which is planned for a caretaker's apartment, is similarly intact. The exception is the SW chamber which because of its loss of original detail (trim and fireplace), make it ideal for a modern kitchen. The two N chambers will continue to be used as living/bedroom space with few alterations. The existing bathroom will simply be renovated in the same location for modern use.

The historic portion of the ell - connecting the modern barn with the main house - lacks interior integrity and therefore, will be used as a support space such as a warming kitchen.

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4. Project Information

**Treatment Approach (Instruction)**

The Secretary of the Interior's Standards for the Treatment of Historic Properties recognizes several distinct approaches to work on historic resources. Carefully review the descriptions provided, then indicate the treatment option that best describes the LCHIP-proposed scope of work. Most LCHIP-funded projects utilize

a rehabilitation approach.

- Preservation focuses on the maintenance and repair of existing historic materials and the retention of a property's form as it has evolved over time.
- Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.
- Restoration depicts a property at a particular period of time in its history while removing the evidence of other periods.

**Treatment Approach\***

Rehabilitation

**LCHIP-proposed Scope of Work (Instruction)**

The Proposed Scope of Work is one of the most critical components of the LCHIP grant proposal. If, after reviewing the guidance document found [HERE](#), and any instructions provided with the invitation to apply, further assistance is needed [please](#) contact LCHIP (603-224-4113).

**Organizing the Proposed Scope of Work**

Develop a numbered list of the specific tasks to be included in the LCHIP-proposed scope of work, along with a brief description of each item. Present all Qualified Rehabilitation Tasks (QRT) first, followed by modernization (MT) and routine maintenance (RM) tasks.

**Formatting the Proposed Scope of Work**

**Title and Code** - Each bullet point must start with a short title, followed by a task code (no more than 35 characters, including the task code: QRT, MT, RM). These titles are to be repeated verbatim in the funding plan (aka budget), ensuring that the proposed scope of work and funding plan align.

**Description** - The task title and code are followed by a brief description of the work to be done.

**Sample Proposed Scope of Work**

1. Slate roof (QRT) - Repair damaged slates, estimated at less than 20% of the total using new materials matching in size, shape, texture, and weathered color.
2. Chimney Repointing (QRT) - Repoint two chimneys using mortar physically and visually appropriate to the building as determined by mortar analysis.
3. Historic Windows (QRT) - Repair sashes and reglaze 18 historic windows (ten 6-over-6, five 4-over-2, and three 2-over-2 windows).
4. Storm Windows (MT) - Install storm windows on 18 newly repaired historic windows above.
5. Life Safety (MT) - Install new smoke detectors and fire alarm systems.
6. Debris Removal (RM) - Remove debris (leaves, brush) from around the perimeter of the building.

**LCHIP-proposed Scope of Work**

1. Moisture Damage Repair (Mitigation) QRT: Fees-Archaeologist. Grade/remove vegetation – W elevation, N lawn, walkway to front door, stoop, steps. Foundation – reconstruction/repairs/resetting house and ell. Brick/stone masonry – reset/repoint house/ell foundation, 2 chimneys repoint, base repairs, minor repair fireboxes. First floor framing – replace perimeter sills, center floor girt, rotten joists, addition of support columns, fasteners, leveling, grading, poured concrete bolster, & dehumidifier.

2. Exterior Rehabilitation QRT: Repair porch - porch-support structure, replace/repair framing, floor, posts, trim, ceiling, steps, limited gutter system. Exterior - main house/ell, complete exterior prep, clapboard repair/replacement as appropriate/needed, prep, prime, and paint.



3. Historic Windows QRT: Install new 27 double hung sash, storms, cellar windows, 5 basement/attic - per Steve Coombs and BP&R.

4. Public Spaces QRT: Complete rehabilitation of 1st floor - rough-in work for 2nd floor.

NOTE: Steven Mallory identified the first priority to be roof replacement with eaves & cornice repairs. Because of its urgency it has already been bid out and the work will be done this fall. Stephen Bedard will oversee this project.

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#### Applicable Preservation Briefs (*Instruction*)

*The National Park Service's Preservation Briefs provide guidance on various aspects of historic preservation, rehabilitation, and restoration, helping owners recognize and resolve common problems prior to work.*

*Note: When following the link above, scroll to view a list of all the Briefs, and click on the hypertext to view each of them. You do not need to purchase hard copies.*

*Provide a bulleted list of the Preservation Briefs applicable to each of the tasks identified in the LCHIP-proposed scope of work for this project.*

*Example:*

- 4 - Roofing for Historic Buildings
- 9 - The Repair of Historic Wooden Windows
- 21 - Repairing Historic Flat Plaster - Walls and Ceilings

#### Applicable Preservation Briefs\*

- 2 - Repointing Mortar Joints in Historic Masonry Buildings
- 3 - Improving Energy Efficiency in Historic Buildings
- 4 - Roofing for Historic Structures (roofing project scheduled fall 2023)
- 10 - Exterior Paint Problems on Historic Woodwork
- 47 - Maintaining the Exterior of Small and Medium Size Historic Buildings
- 28 - Painting Historic Interiors 32 - Making Historic Properties Accessible
- 37 - Appropriate Methods of Reducing Lead-Paint Hazards in Historic Buildings
- 39 - Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 43 - The Preparation & Use of Historic Structure Reports
- 45 - Preserving Historic Wooden Porches
- 21 - Restoring Historic Flat Plaster Walls/Ceilings
- 9 - Repair of Historic Wooden Windows (attic windows)
- 24 - Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches

Additional resources on maintenance plans: Universal Conservation Maintenance Plan, History Colorado; and Conservation Maintenance Worksheet, City of Steamboat Springs.

Steven Mallory also prepared specifications - see attachments to the Bickford-Chesley House Historic Building Conditions Assessment.

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**Modernization Work and Routine Maintenance (Instruction)**

Review LCHIP's Guidance Document regarding Modernization and Routine Maintenance [here](#).

Indicate if any modernization or routine maintenance tasks are included in the LCHIP-proposed scope of work. Be advised that to be eligible for inclusion, these tasks must meet one or both of the following criteria:

1. Require specialized preservation services (i.e. skills or experience)
2. Be necessary to fulfill the recommendations of a Qualified Preservation Plan for the resource.

**Modernization / Routine Maintenance\***

Select "Yes" if the LCHIP-proposed scope of work includes modernization / routine maintenance tasks.

- Yes - because the task requires specialized preservation services
- Yes - because the task is necessary to fulfill the recommendation of a Qualified Preservation Plan
- Yes - for both reasons cited above
- No - there are no modernization or routine maintenance tasks (as defined by LCHIP) included

**Phased or Comprehensive Project (Instruction)**

Select "Yes" if the LCHIP-proposed scope of work is one phase of a multi-phase project, or a portion of a more comprehensive scope of work.

**Phased or Comprehensive Project\***

- Yes
- No

**Ground Disturbance (Instruction)**

Select "Yes" if the project will involve ground disturbance. LCHIP projects must take into account possible archaeological resources.

**Be Advised:**

LCHIP refers funded scopes of work involving ground disturbance (foundation work, drainage installation, site re-grading, etc.) to the NH Division of Historical Resources, which may require an assessment of archaeological sensitivity by a qualified archaeologist before work can begin. LCHIP applicants should be aware of the monetary impact of this possibility by including a line for these professional services in the budget of projects involving ground disturbance.

**Ground Disturbance\***

- Yes
- No

**4b. Ground Disturbance****Describe Ground Disturbance (Instruction)**

Describe project activities that will involve ground disturbance, including how deep and wide any excavation, digging, or re-grading might be.

- Example: Installation of French drain will involve excavating a trench 1 foot wide and 4 feet deep around the perimeter of the building.

**Describe Ground Disturbance\***

To address drainage issues at the Bickford-Chesley House slight grade changes will be made around the building in the dimensions of about 120' by 8'. It is expected the depth will be less than 1'. Archaeologist(s) will be hired to conduct a Phase 1A survey in order to determine the presence or absence of cultural resources in this potential impact area.

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✓ ----- 4c. Modernization / Routine Maintenance Justif...

**Modernization / Routine Maintenance Justification (Instruction)**

Using a bulleted list, identify each Modernization or Routine Maintenance Task included in the LCHIP-proposed scope of work, and explain why the task is eligible for inclusion.

- If the task requires specialized historic preservation skills or experience, explain why, and describe the skills required.
- If the task is necessary to fulfill the recommendations of a Qualified Preservation Plan, indicate the page or chapter in which the recommendation is made.

**Modernization / Routine Maintenance Justification\***

The rehabilitated Bickford-Chesley House will have a dual purpose of gallery/meeting rooms on the 1st floor, and an apartment on the 2nd floor. Code requirements are needed due to the condition of the entire structure. Please note, however, that while these modernizations are part of the full rehabilitation project, we are not asking LCHIP to fund them. They are part of the Town of Durham's scope of work in that they are necessary for the functioning of the Bickford-Chesley House.

The entire building from basement to attic needs to be rehabilitated. Because of age and condition all mechanical systems are outdated/non-functioning and need replacement.

Fire suppression system – Modernization  
 Mechanical – Modernization  
 Electrical – Modernization  
 Plumbing – Modernization  
 Heating – Modernization  
 Second Floor Apartment kitchen & bath – Modernization  
 ADA Ramp – Modernization

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✓ ----- Qualified Preservation Plan Required

**Qualified Preservation Plan Upload Required**

If "no" is selected, LCHIP has accepted the Qualified Preservation Plan submitted at the LOI stage.

- Yes  
 No

✓ 5. Property Owner Information



**Non-applicant Property Owner**

Select "yes" if the property is owned by an entity other than the applicant organization

Select "no" if the property is owned by the applicant organization

- Yes  
 No

**6. Registry Listing****Registry Listing\***

- Listed or DOE for National or State register of Historical Places  
 Not individually listed, but listed as a contributing resource to an Historic District

**7. Resource Significance****Resource Significance (Instruction)**

Consult the New Hampshire Individual Inventory Form and the Determination of Eligibility, or the National Register of Historic Places Registration Form, to respond to the following questions.

- **Resource Significance** - Summarize why the Resource is important. Responses may include information about history, persons significant in the past, and/or architecture.
- **Contextual Setting** - Describe the Resource's proximity to other historic, cultural or natural resources.

**Resource Significance\***

The 139-acre Wagon Hill Farm on US Rte 4 in Durham is identified by its iconic farm wagon on the hill silhouetted against the sky. One of the first farms in the area to be settled by Europeans it remained in consistent agricultural use for 300 years. The farmhouse/expansive landscape exemplify the agricultural history of NH: mixed agriculture on the family farm, salt marsh farming, orchards/cider production, river transportation/commerce, farming for urban markets, dairy/poultry farming, and boarding house tourism. It has significance for Federal and Greek Revival style design and timber frame construction. The house is an important example of local building practices (Jim Garvin). The house has both common features of Federal house types, as well as variations: double kitchens, back entry stair hall, and the tall added gable roof. The placement/layout of the house are typical of the early 1800's: its orientation due north, facing the then new turnpike road, and south-facing dooryard.

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**Contextual Setting\***

The Bickford-Chesley House is situated on one of the last remaining intact large historic parcels of open land. Natural resources include the Oyster River, open fields, forestland, and salt marshes. Cultural resources include archaeological sites (Indigenous artifacts have been found on-site), foundation of the 17th century Davis Garrison House, an unlocated mass burial (1704), a family burial ground (1749-1788), frontage on the First NH Turnpike (1800-1803), boat landing/wharf on the Oyster River, an orchard, remains of a barn/cider mill, and Chesley's Grove (site of 1920's Durham Day picnics revived in the 1970's). Farmed continuously from 1650's-1950's the land remains in essentially the same form as at the end of the 18th century.

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**Protection of Natural or Cultural Resources\***

Select "YES" if natural or cultural resources will be protected as a result of this project.

- Yes  
 No

## ✓ ----- 7a. Natural or Cultural Resource Protection

**Natural or Cultural Resource Protection Narrative\***

Describe the extent to which any natural or cultural resources will be protected as a result of this project.

With a caretaker's apartment on site, security will be significantly improved. Not only for the Bickford-Chesley House itself, but for the numerous cultural resources noted above. Despite efforts to keep metal-detecting hobbyists at bay, they constantly roam the open fields looking for (and illegally digging up) historic artifacts. On-site residents will help deter artifact hunters and will be able to summon the police when necessary. Further, with more residents visiting gallery exhibits, using the meeting rooms, and using the site as a gathering space – more people will be observing the natural, cultural, and historic resources on site and will act as an additional deterrent.

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## ✓ 8. Imminence of Threat

**Imminence of Threat (Instruction)**

Select "Yes" if the resource is imminently threatened because it is:

- structurally unsound,
- abandoned or vacant, or
- otherwise immediately threatened

**Imminence of Threat\***

- Yes  
 No

## ✓ ----- 8a. Describe Imminent Threat

**Describe Imminent Threat (Instruction)**

Describe the threat and explain how current problem(s) came to be.

**Describe Imminent Threat\***

"Poor choices, neglect, and delay have almost ruined the Wagon Hill farmhouse (Bickford-Chesley House)." "You have lost the barn, you have lost the first-floor frame, you will lose the rest of the house if no action is taken." (Arron Sturgis, January 28, 2020). Because of the condition of the building, it has been both unoccupied and underutilized. That, in addition to its relative isolation from other buildings, make it a high risk for vandalism and arson at night. Like many New Hampshire properties, Wagon Hill Farm was



initially purchased for its conservation benefit, rather than its historic value, and as a result the Bickford-Chesley House has suffered deferred maintenance and neglect.

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## 9. Capacity to Implement the Project

### Project Team Capacity (Instruction)

'Capacity' refers to the ability of an organization to perform the obligations of the grant and achieve the project's goals. In evaluating capacity, LCHIP considers human, financial, and organizational resources.

- Describe the roles, knowledge, and experience of the principal individuals involved in the project, specifically the project lead or manager.
- Explain what the project team will bring to ensure that this project is completed to a high standard and in a timely manner.
- Describe the team's experience working with programs that have requirements similar to LCHIP's, such as experience working with the Secretary's Standards, managing complex budgets, and overseeing projects of similar size and complexity.

### Project Team Capacity\*

Richard Reine will have oversight of the project as Durham's Director of Public Works. Rich has an MS in Civil/Environmental Engineering and 20 years of experience in the public works and facility management fields including civil/environmental engineering, environmental sustainability, regulatory compliance, permitting, recreational facility design, construction and maintenance, civil engineering project management, urban forestry, and organizational management. He has overseen many complex projects, and has historic preservation experience having previously worked with the MA Historical Commission on 3 Community Preservation Act projects in Concord, MA. As members of the Durham Historic District/Heritage Commission, Charlotte Hitchcock, a retired architect has worked with the CT SHPO, CT Trust for Historic Preservation, and has written 100+ state register nominations for farms/barns. Carolyn Singer, MA Early American History, is a former 30+ year history museum profession who has directly written/managed 1772 Foundation, IMLS operating/conservation, and LCHIP grants on National Register and museum properties. All are extremely familiar with the Secretary of Interior's standards. Members of the Durham Historic Association have also provided information on the history of the building and site. Stephen Bedard of Bedard Preservation & Restoration has over 45 years of experience in the field, has been an advisor to this LCHIP application, and is the proposed Project Manager.

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### Estimated Project Timeline (Instruction)

Enter the best-available estimate for achieving the following project benchmarks. These dates may be updated as the project progresses.

### Fundraising Completion\*

Referring to the Fundraising Timeline tab of the Funding Plan uploaded above, enter the "Fundraising Completion Date".





12/31/2025

**Work Begins (Instruction)**

Enter the date when actual work on the project is expected to begin. Be realistic.

**Work Begins\***

05/01/2024

**Work Completed (Instruction)**

Based on input from contractors, enter the date by which work is expected to be completed. Again, be realistic.

**Work Completed\***

12/31/2025

**Estimated Project Timeline Narrative\***

Explain how the dates provided above were established. Describe any factors that could impact these dates.

Our timeline was established based on projects with similar scopes of work recently undertaken by Bedard Preservation and Restoration. Factors that could impact our schedule of completion include supply chain issues, material/product availability, and any new (or reoccurring) pandemics on the horizon.

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## ✓ 10. Stewardship

**Stewarding Organization (Instruction)**

Select the organization responsible for the long-term care and maintenance of the Resource (the "Steward").

If the Steward is not the property owner, the Steward must be granted legal authority to care for and maintain the resource. Documentation of that authority will be required.

**Stewarding Organization\***

- Applicant is the long-term Steward
- Non-applicant property owner is the long-term Steward
- Another entity is the long-term Steward

**Stewardship Capacity (Instruction)**

In terms of stewardship, 'capacity' refers to the ability of an organization to properly maintain and care for the resource over time in accordance with the Secretary's Standards.

In evaluating stewardship capacity, LCHIP considers human, financial, and organizational resources.

- Describe the roles, knowledge, and experience of the principal individuals who will oversee stewardship of the resource.
- Explain what the stewardship team will bring to ensure that the resource is maintained to a high standard.
- Describe the stewardship team's experience maintaining historic structures in accordance with the Secretary's Standards, developing cyclical maintenance plans, and planning for the upkeep of the resource over the long term.

### Stewardship Capacity\*

Members of the Department of Public Works, the Durham Historic District/Heritage Commission, and the Durham Historic Association have essentially formed a stewardship committee that oversees care of the Town's historical resources. Rich Rein has broad knowledge of buildings and MEP systems, while Charlotte Hitchcock (retired architect) is a NHDHR listed Architectural Consultant, and Carolyn Singer (former museum director) has applied the Secretary of the Interior's standards in the preservation of National/State Register properties for which she was responsible. This team has ensured a high standard already by having Arron Sturgis and Steven Mallory prepare planning studies, and now Stephen Bedard (who has served as a consultant on this project), help determine the scope of work and costs. A cyclical maintenance plan will also be developed with the assistance of Stephen Bedard. Further, the team has demonstrated it will bring in outside experts without hesitation when the project requires it.

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### Cyclical Maintenance Plan (Instruction)

*A cyclical maintenance plan is a multi-year plan that estimates future maintenance needs, and approximate costs to aid in planning.*

*If available, upload the cyclical maintenance plan for the resource below. If no plan is available, be advised that should funding be awarded, such a plan will be required as an obligation of the grant.*

### Cyclical Maintenance Plan Upload

### Stewardship Funding (Instruction)

*The ability to fund necessary routine maintenance as well as capital improvements to the resource is a critical component of good stewardship.*

*Describe how the necessary funds to properly care for and maintain the resource of the long-term will be secured.*

- If a dedicated funding source is available, describe the source, the funds available, and how the source is replenished.*
- If funds are to be secured on an "as needed" basis, explain how those funds will be secured, and what contingency or back-up funds are available should emergent needs arise.*

### Description of Stewardship Funding\*

Routine maintenance and capital improvements planned for the Town of Durham's historic properties (Smith Chapel listed on the National Register of Historic Places, and the Old Brick Town Hall and the Bickford-Chesley House listed on the State Register) fall under the Facilities Maintenance Program managed by the Department of Public Works. The Facilities Maintenance Program budget is developed by the Director of Public Works, with, in this case, recommendations from members of the Durham Historic District/Heritage Commission and the Durham Historic Association, and then reviewed by the Town Administrator and the Business Manager. Once approved, the budget goes to the Town Council for a final vote. In addition to this, the Town maintains a Capital Building Fund, a portion of which is being utilized for this project.

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## ✓ 11. Future Activities

**Describe Future Activities (Instruction)**

Describe how the use of the property will change as a result of this project. For example, describe educational/interpretive plans to be implemented, changes to public access, or planned improvements to facilitate public use.

**Describe Future Activities\***

Once rehabilitated, the Bickford-Chesley House will support small meeting rooms and space for temporary changing exhibits on the first floor. The exhibit space will host numerous displays each year (each 6 to 8 weeks in length) and would utilize movable exhibit cases available on site. The range of topics could include Indigenous life in the Seacoast area, Durham history, farm life, evolving land use, and climate change. The exhibit space would also showcase the work of contemporary artists including ceramics, fiber arts, sculpture, paintings, and photographs. Exhibits will be prepared and curated by local individuals and community groups under the guidance of an advisory group. In that no sufficient exhibit space exists in Durham, this will present significant learning opportunities and a gathering/social space for local residents. A caretaker's apartment will be created on the second floor which will help provide an income for the property as well as security for the entirety of Wagon Hill Farm and the Bickford-Chesley House. Rehabilitation of the Bickford-Chesley House will help further open up the new barn (not part of LCHIP project) for use by Durham's Park and Rec Department.

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## ✓ 12. Community Support and Planning

**Municipal Support (Instruction)**

Select "Yes" if the governing body of the municipality in which the resource is located (e.g. the Selectboard, town Meeting, or city or town council ) has or is expected to vote to support the project.

Tip: Neither the Heritage Commission nor Historic District Commissions are the governing body.

**Municipal Support\***

- Yes  
 No

**Public / Community Support (Instruction)**

Select "Yes" if either of the following applies:

- local groups or organizations (other than the applicant organization or the property owner) have publicly voiced support for the project, or
- the project involves cooperation between or among diverse user groups, different groups within the community, or more than one town/city.

**Public / Community Support\***

- Yes  
 No

**Inclusion in Master Plan (Instruction)**

Select "Yes" if the resource is identified in the community's Master Plan, either directly or indirectly.

**Inclusion in Master Plan\***

- Yes  
 No

## ✓ ----- 12a. Describe Municipal Support

**Describe Municipal Support (Instruction)**

Describe the vote of support taken or expected to be taken by the governing body. Include the date the vote was taken and the wording of the motion.

**Describe Municipal Support\***

From the Durham Town Council's meeting June 5, 2023. VIII. Unanimous Consent Agenda  
D. Shall the Town Council endorse the Town's application to apply for a 2023 Land and Community Heritage Investment Program (LCHIP) Historic Resource Grant in an estimated amount not to exceed \$400,000 for rehabilitation of the Bickford-Chesley House at Wagon Hill Farm? Chair Needell read the above items and MOVED their approval, as presented. The motion was SECONDED by Councilor Lund and PASSED unanimously 9-0.

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## ✓ ----- 12b. Describe Public / Community Support

**Describe Public / Community Support (Instruction)**

- Describe the cooperation taking place between or among groups or communities.
- Identify project partners and other groups and describe the project support being provided.

**Describe Public / Community Support\***

The removal of the historic post & beam barn at Wagon Hill Farm in 2017 resulted in public outcry. Consequently, a community group consisting of members of the Durham Historic District/Heritage Commission, the Durham Historic Association, and Town officials was formed to collaboratively plan for and guide the appropriate rehabilitation of the Bickford-Chesley House. The public uses of the house that focus on meeting rooms and changing exhibits were conceived specifically to strengthen existing collaboration between local artists photographing and painting the WHF landscape, historians interpreting the site, community gardeners (who have their community garden plots on site), conservationists/environmentalists who are working to conserve the eroding shoreline, the Durham Historic Association who maintains the burial ground on site, and residents who walk the open fields – are all excited to maximize the exceptional facilities that will soon be available at the Bickford-Chesley House.

3 characters left of 1,000

## ✓ ----- 12c. Describe Inclusion in Master Plan



**Inclusion in Master Plan (Instruction)**

- Describe how the resource is included in the community's Master Plan.
- Indicate if the reference is direct (the specific resource is mentioned) or indirect (historic or cultural resources, in general, are included).
- Cite any Master Plan goals that apply to the project.

**Describe Inclusion in Master Plan\***

Indirect rehabilitation of the Bickford-Chesley House is identified in Durham's 53-page Historic Resources Chapter of the 2015 Master Plan. Goals: "Identify opportunities to rehabilitate historic buildings and reduce barriers to adaptive reuse." "Encourage the rehabilitation of historic buildings that reflects/maintains the historic character of the building." "Encourage adaptive reuse that respects character defining features of historic buildings and structures. Remove any unintended impediments to the rehabilitation and/or reuse of historic properties ..." In addition to the Master Plan, Town Council goals approved 2021/22 identify specific recommendations (including scope of work/firm pricing/funding plan) for the Bickford-Chesley House.

1 characters left of 750

✓ 13. Additional Information

**Additional Information (Instruction)**

Describe any important aspects of the project that have not already been addressed.

For example: explain why this place matters to the community or share an interesting story about the history of the resource or the people connected with it.

*This question is optional.*

*Do not repeat information that has already been provided above.*

**Additional Information**

Diaries belonging to Nancy Chesley (1839-1916) document the period August 30, 1912 - December 30, 1914. Entries chronicle day-to-day farm activities such as: hauling hay to the train station, putting up grape jelly and Elderberry juice, oystering, getting the mowing machine (September 1912), digging potatoes, getting in salt hay, getting Dewey shod in Newmarket, pulling beans, getting in onion tomatoes and putting them down in the cellar, baking pies for Thanksgiving, and "it snowed all afternoon, got enough for sleighing." Also referenced are summer boarders.

Interestingly, entries also document work done on the house itself:

Sept 5, 1913 Steve at Dover got lumber plained (sic) and fixed for piazza.

Sept 13, Bert and Andrew finished sheathing the piazza, it is all done. Began on it last Monday, put in a new sill, new shingles, sheathed it overhead.

Sept 19, Bert and Andrew painting the inside of piazza and overhead.

Sept 10, 1914 Elizabeth Chesley painting dining room floor.

4 characters left of 1,000



**Additional Document (Instruction)**

Upload additional documentation directly related to the proposed project may be uploaded here.

Example: Engineering reports, drawings etc.

Due to size limitations, only one document may be uploaded.

Do NOT upload letters of support, which are not accepted.

Do NOT upload additional photographs unless specifically requested to do so by LCHIP staff.

**Additional Document Submission**

Bedard Addendum & Sturgis Report (no photos).pdf [12.5 MiB] 

**Name of Additional Document Uploaded**

Bedard Addendum & Sturgis Report (no photos)

## ✓ 14. Photographs

**Photo Sheet (Instruction)**

- Include a maximum of 10 color, digital photos, arranged 2 or more per page in a word-processing or slideshow document (i.e. Word, PowerPoint)
- Add brief captions numbering and describing each image
  - Example: Photo 1 - Elmville Meetinghouse, front façade
- Save document as PDF and upload

**Photo Sheet\***

2023-0617 WHF Bickford-Chesley Durham Photo Sheet.pdf [1.4 MiB] 

**Photo Authorization and Release Form\***

Complete photo authorization and release form found [here](#) and upload.

2023-0617 WHF Photo\_Authorization\_and\_Release\_Form 2p (1).pdf [347.1 KiB] 

## ✓ 15. Demographics

**Resource County\***

Strafford 

**District Information (Instruction)**

Provide the NH Senate, NH House of Representatives and Executive Council districts in which the resource is located.

- For NH Senate and NH House district use [link here](#).
- For Executive Council district use [link here](#).

**NH Senate District Number\***

# 21

**NH House District\***

For House districts, include the County name and District number. **Example:** Carroll, 2

Strafford 10/20

**Executive Council District Number\***

# 1

## ✓ ----- "Moose Plates" Funding Consideration

**About "Moose Plate" Funding**

The Division of Historical Resources (NHDHR) awards grants up to \$20,000 for the preservation of publicly owned historic buildings and structures through the Conservation License Plate Grant Program. If you have any questions about the Division's Conservation License Plate Grant Program please contact Amy Dixon at amy.dixon@dncr.nh.gov.

**Would you also like this application submitted to "Moose Plates" for funding consideration?\***

- Yes  
 No

## ✓ 16. Authorization to Submit

**Authorization to Submit\*\***

By submitting this application, user hereby certifies

- that they are authorized to apply for funding to the New Hampshire Land and Community Heritage Investment Program (LCHIP) on behalf of the applicant organization and does so with full knowledge and consent of all interested parties (e.g., the property owner, steward, or other organizations as applicable to the proposed project and resource), and
- that to the best of their knowledge, all information provided herein is correct and accurately describes the project and resource, and
- that all interested parties have reviewed and accept the terms and conditions described in NH RSA 227-M and LCHIP's Criteria, Guidelines, and Procedures ("Guidelines") and the applicable guidance documents and other materials referred to and provided herein.

And further, that the applicant organization and all interested parties understand that any LCHIP funding awarded will be conditioned upon the terms described in NH RSA 227-M, the LCHIP Guidelines, and a Project Agreement entered into between LCHIP and the grant recipient describing the project and work funded, along with certain conditions of the grant award.

Any changes to the resource or to the terms of the Project Agreement, including changes to the LCHIP-funded Scope of Work, or any failure to comply with the terms of the Project Agreement or the LCHIP Guidelines may result in the withdrawal of funding.

The terms of the Project Agreement will include, but not be limited to, the following:

- Following grant award, additional documentation for each component of the LCHIP-funded Scope of Work must be submitted to and reviewed by LCHIP for compliance with the Secretary of the Interior's Standards, and LCHIP's explicit approval must be received prior to work beginning.

**LCHIP REHABILITATION GRANT PROPOSED FUNDING PLAN GR22 (2023)**

| <b>Project:</b> <i>Bickford-Chesley House Rehabilitation</i> |  | <b>Applicant:</b> <i>Town of Durham</i>          |              |                  |  |   |
|--|--|--|--------------|------------------|--|---|
| ESTIMATED EXPENSES   |  | Expenses for Proposed LCHIP-funded Scope of Work |              |                  | Additional Expenses (Not LCHIP eligible) | Expanded Project Budget (LCHIP + Non-LCHIP) |
| Task Name (from SoW)   |  | Cash   | Non-cash     | Sum (cash + non) |  |   |
| 1  | 1. Moisture Damage Repair QRT - Foundation, repainting,    | \$ 200,000.00                                    |              | \$ 200,000.00    |  | \$ 200,000.00                               |
| 2  | under-carriage, (inc. any/all brick), re-grading, remove   |  |              | \$ -             |  | \$ -  |
| 3  | vegetation, archaeology                                    |  |              | \$ -             |  | \$ -  |
| 4  | 2. Exterior Rehabilitation QRT - Porch Repairs, complete   | \$ 166,666.00                                    |              | \$ 166,666.00    |  | \$ 166,666.00                               |
| 5  | exterior, repair, prep, paint (Partial request from LCHIP) |  |              | \$ -             |  | \$ -  |
| 6  |  |  |              | \$ -             |  | \$ -  |
| 7  | 3. Historic Windows (QRT) - 27 new sash, storms            | \$ 34,400.00                                     |              | \$ 34,400.00     |  | \$ 34,400.00                                |
| 8  | 4. Public Spaces QRT- Complete rehabilitation first floor, | \$ 268,800.00                                    |              | \$ 268,800.00    |  | \$ 268,800.00                               |
| 9  | and rough-in work for second floor per BR&R                |  |              | \$ -             |  | \$ -  |
| 10   |  |  |              | \$ -             |  | \$ -  |
| <b>Subtotal (Hard Costs)</b>                                 |  | \$ 669,866.00                                    | \$ -         | \$ 669,866.00    | \$ -                                     | \$ 669,866.00                               |
| Management Fees  |  | \$ 66,980.00                                     |              | \$ 66,980.00     |  | \$ 66,980.00                                |
| Edit name to list other category of soft costs               |  |  |              | \$ -             |  | \$ -  |
| Edit name to list other category of soft costs               |  |  |              | \$ -             |  | \$ -  |
| Contingency  |  | \$ 66,980.00                                     |              | \$ 66,980.00     |  | \$ 66,980.00                                |
| Administrative Expenses                                      |  |  | \$ 16,050.00 | \$ 16,050.00     |  | \$ 16,050.00                                |
| <b>Subtotal (Soft Costs)</b>                                 |  | \$ 133,960.00                                    | \$ 16,050.00 | \$ 150,010.00    | \$ -                                     | \$ 150,010.00                               |
| <b>TOTAL PROJECT COST</b>                                    |  | \$ 803,826.00                                    | \$ 16,050.00 | \$ 819,876.00    | \$ -                                     | \$ 819,876.00                               |

| IDENTIFIED FUNDING |                           | Funding for LCHIP-SoW |                            | Total Funding for LCHIP-SoW | Additional Funding | Expanded Funding Plan |
|--------------------|---------------------------|-----------------------|----------------------------|-----------------------------|--------------------|-----------------------|
| Funding Sources    |                           | Cash                  | Donated Goods and Services |                             |                    |                       |
| 1                  | LCHIP                     | \$ 321,000.00         | \$ -                       | \$ 321,000.00               |                    | \$ 321,000.00         |
| 2                  | Moose Plate               | \$ 20,000.00          |                            | \$ 20,000.00                |                    | \$ 20,000.00          |
| 3                  | Town of Durham            | \$ 437,500.00         |                            | \$ 437,500.00               |                    | \$ 437,500.00         |
| 4                  | Individuals & Foundations | \$ 25,326.00          |                            | \$ 25,326.00                |                    | \$ 25,326.00          |
| 5                  | Administrative            |                       | \$ 16,050.00               | \$ 16,050.00                |                    | \$ 16,050.00          |
| 6                  |                           |                       |                            | \$ -                        |                    | \$ -                  |
| 7                  |                           |                       |                            | \$ -                        |                    | \$ -                  |
| 8                  |                           |                       |                            | \$ -                        |                    | \$ -                  |
| 9                  |                           |                       |                            | \$ -                        |                    | \$ -                  |
| 10                 | Private Individuals       |                       |                            | \$ -                        |                    | \$ -                  |
| <b>TOTAL</b>       |                           | \$ 803,826.00         | \$ 16,050.00               | \$ 819,876.00               | \$ -               | \$ 819,876.00         |
|                    |                           |                       |                            | 5819,876.0                  |                    |                       |

**FINANCIAL REQUIREMENTS FOR LCHIP FUNDING PLAN**

| Specification             | As Proposed   | Result | Requirement  |
|---------------------------|---------------|--------|--|
| Est. Total Project Cost   | \$ 819,876.00 | OK     | The sum of all eligible expenses (ETPC) must be at least \$20,000                                |
| LCHIP Request Range       | \$ 321,000.00 | OK     | The LCHIP Request must be at least \$10,000 and may not be more than \$500,000                   |
| Max. LCHIP % of TPC       | 39%           | OK     | LCHIP may not contribute more than 50% of the TPC.   |
| Contingency %             | 10%           | OK     | Contingency may not exceed 10% of all "hard" costs   |
| Admin. Exp. as % of LCHIP | 2%            | OK     | Administrative Expenses may not exceed 5% of LCHIP Request                                       |
| Minimum Match             | \$ 321,000.00 | OK     | Minimum Match = the minimum funding from non-LCHIP sources and is equal to the LCHIP Request.    |
| Min. Cash Match           | \$ 160,500.00 | OK     | Cash sources of non-LCHIP funding equal to at least 50% of the Minimum Match must be identified. |
| Non-cash must balance     | \$ 16,050.00  | OK     | Non-cash funding must equal non-cash expenses.   |
| LCHIP-elig. Work Funded   | \$ 819,876.00 | OK     | Total Funding for LCHIP-eligible Expenses must be equal to or exceed the LCHIP TPC               |
| Expanded Project Funded   | \$ 819,876.00 | OK     | Total funding for the expanded project plan must equal or exceed total expenses.                 |

LCHIP REHABILITATION GRANT FUNDRAISING TIMELINE GR22 (2023)

Bickford-Chesley House Rehabilitation  
Town of Durham

| FUNDER                      | Total Identified Funding                 | Type                                  | Amount Secured to date | Date Secured or Expected               | Explanation   |
|-----------------------------|--|---------------------------------------|------------------------|--|---|
| 1 LCHIP                     | \$ 321,000.00                            | HR                                    | \$ -                   |  | Late Fall   |
| 2 Moose Plate               | \$ 20,000.00                             |                                       | \$ -                   |  |   |
| 3 Town of Durham            | \$ 437,500.00                            | Bond                                  | \$ 437,500.00          | June-23                                | Town Council has approved bond, but it has not been issued. |
| 4 Individuals & Foundations | \$ 25,326.00                             |                                       | \$ -                   | December-25                            | Fundraising will be completed by 12/31/2025.                |
| 5 Administrative            | \$ 16,050.00                             |                                       |                        |  |   |
| 6 0                         | \$ -                                     |                                       |                        |  |   |
| 7 0                         | \$ -                                     |                                       |                        |  |   |
| 8 0                         | \$ -                                     |                                       |                        |  |   |
| 9 0                         | \$ -                                     |                                       |                        |  |   |
| 10 Private Individuals      | \$ -                                     |                                       |                        |  |   |
| 53% LCHIP Need Secured      | Total Identified Funding<br>\$819,876.00 | Total Secured to Date<br>\$437,500.00 |                        | Fundraising Completion Date<br>12/1/25 |   |
| 53% Overall Need Secured    |  |                                       |                        |  |   |





## TOWN OF DURHAM

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

**AGENDA ITEM: #8E TS**  
**DATE: OCTOBER 16, 2023**

### COUNCIL COMMUNICATION

**INITIATED BY:**

David F. Emanuel, Fire Chief

**AGENDA ITEM:**

**SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, AUTHORIZE THE PURCHASE OF A CUSTOM HEAVY RESCUE TRUCK FROM MARION BODY WORKS IN THE AMOUNT OF UP TO \$950,000, TO BE PAID FROM CAPITAL FUND ACCOUNT #07-2303-701-36-000 AND AUTHORIZE THE ADMINISTRATOR TO SIGN ALL ASSOCIATED DOCUMENTS?**

**CC PREPARED BY:**

David F. Emanuel, Fire Chief  
Kelley Fowler, Fire Administrative Assistant

**PRESENTED BY:**

David F. Emanuel, Fire Chief

**AGENDA DESCRIPTION:**

In accordance with the Town of Durham Approved 2023 Capital Improvements Program, the Town Council previously approved the purchase of a heavy rescue truck to replace the 2001 International 4400 series truck, currently designated as Rescue 1. The heavy rescue truck is designed to support the department's technical rescue services, including motor vehicle accidents, industrial accidents, water/ice rescue, hazardous materials, and confined space.

Prior to soliciting bids, the fire department formed a Rescue Truck Committee which included Assistant Chief Randall Trull, Captains James Brown and Jason Best, and Firefighters Peter Leavitt and Evan Crafts, to collaborate on truck specifications for the purpose of building a heavy rescue truck that would best suit the department's needs and at a reasonable cost.

The department solicited Invitations to Bid for the Building and Purchase of a Custom Heavy Rescue Truck by publishing Legal Notices in the Foster's Daily Democrat which



ran on July 16, 2023, July 21, 2023, and August 17, 2023. The Invitation to Bid was also posted in Friday Updates as well as on the Town of Durham's website and public bulletin boards.

On August 31, 2023, at 3:00 pm, sealed bids were opened publicly in the Durham Fire Department administrative conference room. The bid proposals received were as follows:

| <b>Initial Bid Proposals Received - Build and Purchase Custom Heavy Rescue Truck</b> |                     |                          |
|--|---------------------|--------------------------|
| <b>Vendor</b>  | <b>Manufacturer</b> | <b>Overall Bid Price</b> |
| Allegiance   | Pierce              | \$1,349,675              |
| Bulldog Fire Apparatus   | KME                 | \$968,536                |
| Northeastern Fire  | Marion              | \$964,650                |

After careful review and consideration of the submitted sealed bid proposals, the following is stated:

1. Allegiance: The bid proposal from Allegiance is rejected due to the cost of the proposal.
2. Bulldog Fire Apparatus:
  - a. After comparing the submitted bids, it was determined that the Bulldog Fire Apparatus proposal did not include the Vista screen control for all lighting functions and an idle reduction system as required in the bid specifications. Adding these requirements to Bulldog's bid proposal would increase the bid cost by \$29,630 for a total bid price of \$998,166.
  - b. Once the new custom heavy rescue truck has been constructed and is ready to be placed in service, Bulldog Fire Apparatus is willing to accept the 2001 International Rescue Truck as a trade-in, however, vendor is unable to provide a trade-in quote at this time due to fluctuations in mileage, market price, vehicle condition, etc., between now and the time of trade-in.
  - c. Bulldog's bid proposal includes a one-year full warranty after delivery of the apparatus.
3. Northeastern Fire/Marion Body Works:
  - a. Northeastern Fire's bid proposal met the bid specifications requirements.
  - b. Once the new custom heavy rescue truck has been constructed and is ready to be placed in service, Northeastern Fire is willing to accept the 2001 International Rescue Truck as a trade-in, however, vendor is unable to provide a trade-in quote at this time due to fluctuations in mileage, market price, vehicle condition, etc., between now and the time of trade-in.

c. Marion Body Works offers a full two-year warranty after delivery of the apparatus.

For the reasons stated above, the Durham Fire Department, in concurrence with the Rescue Truck Committee, recommends awarding the bid to Build and Purchase a Custom Heavy Rescue Truck to Marion Body Works and seeks Town Council authorization to spend the allocated CIP funding for the purchase of this apparatus.

Although the bid proposal from Northeastern Fire exceeds the approved \$950,000 CIP funding amount, any additional funds needed to complete the purchase will be offset by the trade-in price for the 2001 International Rescue Truck, pre-payment discounts, or be funded from the department's operating budget.

**LEGAL AUTHORITY:**

Article 4-20 of the Administrative Code of the Town of Durham states all purchases or contracts in excess of \$55,000.00 shall require Town Council approval by affirmative vote. Purchases made through existing State of New Hampshire or other state/government contracts, Strafford County or Oyster River School District contracts, shall be deemed to meet the bid requirements of the above paragraphs.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

\$950,000 was approved in the FY 2023 Capital Improvement Plan, Account (#07-2303-701-36-000), for the replacement of the heavy rescue truck. Any additional costs above the \$950,000 approved CIP funding amount will be offset by the trade-in price for the 2001 International Rescue Truck, pre-payment discounts, or be funded from the department's operating budget.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Administrator, authorize the purchase of a Custom Heavy Rescue Truck from Marion Body Works in the amount up to \$950,000 in Capital Funding to be paid from Capital Fund account #07-2303-701-36-000 and authorizes the Administrator to sign all associated documents.*



# TOWN OF DURHAM

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AGENDA ITEM: **# 10A** TS

DATE: **October 16, 2023**

## COUNCIL COMMUNICATION

**INITIATED BY:** Todd Selig, Administrator

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

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

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

### **AGENDA DESCRIPTION:**

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

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

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

### **LEGAL AUTHORITY:**

Section 11.1 (I) of the Durham Town Charter.

**LEGAL OPINION:** N/A

**FINANCIAL DETAILS:** N/A

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

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

Planning Board report to the Durham Town Council  
October 4, 2023

Application work is less time-consuming than in recent years. This has less to do with the number of applications and is more related to the quickness with which the applications have moved through the process. There are still three decisions still working their way through legal challenges.

The extra time has allowed the Planning Board to work on the Zoning Ordinance review. The goals of the review are:

- 1) to clarify our code by simplifying the wording and removing contradictions, over-specifications, and archaic nomenclature;
- 2) to perform updates representative of the societal changes that have occurred over the last 50 years, whether that is how we work, play, shop, or live.

We started with the backlogged, minor changes that members have noted over the last few years. The Board needed to delay these until we didn't have any active applications that would be affected by the changes. The Board is currently in the process of finalizing a new set of definitions.

We also have had to good luck to have help from the Energy Committee and Conservation Commission. The Energy Committee provided an updated draft for our solar ordinance this past year and the Conservation Commission is working on a rewrite of the Wetlands Conservation Overlay District and Shoreland Protection Overlay District sections that will both simplify the process and increase the levels of environmental protection.

Looking backward, I believe that the most important project to Durham this past year will be the revitalization of 121 Technology Drive. With minimal impacts, we will see a mostly mothballed facility become a thriving technological and manufacturing facility.

Looking forward, I see The Edge proposal having a major impact on Durham in many ways. First with the relocation of the existing infrastructure and then with the research partnerships that are expected to fill it. One serious note, an early step in this project will be the relocation of the State fuel pumps which are used by the ORCSD and Durham vehicle fleets as well as surrounding municipalities.

Respectfully submitted,  
Paul N Rasmussen  
Planning Board Chair





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AGENDA ITEM: **#10B** TS

DATE: October 16, 2023

### COUNCIL COMMUNICATION

**INITIATED BY:** Rich Reine, Public Works Director

**AGENDA ITEM:** PRESENTATION ON THE WAGON HILL FARM PEDESTRIAN BRIDGE AND TRAIL PROJECT

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

**PRESENTED BY:** Rich Reine, Public Works Director

**AGENDA DESCRIPTION:**

Public Works Director, Rich Reine, has been invited to attend Monday night's Town Council meeting to provide a presentation to Council members regarding the Wagon Hill Farm Pedestrian Bridge and Trail Project. This project may entail some disruption to the normal activities at Wagon Hill. Rich will provide an overview of the extent and time period of this project.

**LEGAL AUTHORITY:** N/A

**LEGAL OPINION:** N/A

**FINANCIAL DETAILS:** N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive presentation from Public Works Director, Rich Reine, and hold question and answer session if desired.



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AGENDA ITEM: **#10C** TS

DATE: Oct 16, 2023

### COUNCIL COMMUNICATION

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

**AGENDA ITEM:** QUARTERLY FINANCIAL REPORT THROUGH SEPT 30, 2023

**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 attached for your review and consideration is a financial report for 2023 through September 30, 2023. 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 09/30/22 for year-to-year comparison purposes.

In reviewing the budget I do not foresee any areas of concern and feel we will be able to stay within budget for 2023. Reports from the Fire, Police and Public Works Departments regarding their individual budget statuses are as follows:

**Fire Chief Dave Emanuel**

The fire department is operating within its budget parameters; however, our suppression overtime line (702-01) is 97% spent to date and will be significantly overspent by year end.

Police Chief Rene Kelley

Reference to your request relative to 2023 budget and any anticipated over spent items.

As you can see, our overtime budget has taken an unanticipated hit due to paternity leave, military training, and a vacancy where overtime must be used to cover partial shifts. I'll explain below.

#1: Officer Cameron Holdsworth advised us in early spring that he was to report for military training in Georgia. He has been and will continue to be at this training until late November. Altogether, he will have been away from the department for five months.

#2: Sergeant Brett Pestana and his wife had a baby the later part of August and has requested a total of four months paternity leave. His anticipated return date is late November.

#3: Officer Erik Burke and his wife had a baby in late August. And has requested 3 ½ months of paternity leave. His anticipated return date is early to mid-November.

#4: Sergeant Greg Ruby resigned from the department to accept a police officer position in Laramie, Wyoming. He departed in July and his vacant Sergeant position was filled with the promotion of Detective Carrington Cazeau. Detective Cazeau's detective position has remained unfilled, and I don't anticipate filling his position until the return of Sergeant Pestana and Officer Burke.

To fill the vacancies created by the absence of Officers Holdsworth, Burke, and Sergeant Pestana, we have realigned several patrol shifts, but we have had to expend overtime monies to fill the voids. Additionally, the numerous events put on by Parks and Rec, several severe weather events, several extensive criminal investigations as well as routine coverage from vacation, personal days and mandatory training have caused the overtime line to be depleted quicker than what was anticipated when we put the 2023 budget together.

I have met with command staff and directed them to curtail all training – except for mandatory training such as low-light firearms and academy mandated ethics, bias, and use of force, and they have been advised to curtail any discretionary spending unless absolutely need.

Apart from the overtime line item, I believe we will be able to come in below our overall approved 2023 budget.

Public Works Director Richard Reine

Durham Public Works is presently on track with the FY2023 spending plan and does not anticipate any budget upset. Please let me know if you have any questions or require any additional information.

**LEGAL AUTHORITY:**

Durham Town Charter Section 5.6

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

The Town's expenditures as of September 30, 2023 show a total expenditure of \$13,663,606 or 74.8% of the total approved budget amount of \$18,256,249. To compare, the amount expended as of September 30, 2022 was 74.2%.

**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.



| <b>2023 Budget/Estimated General Fund<br/>January 1 - September 30, 2023</b> |                               |                                  |                                       |                                   |                                   |
|--|-------------------------------|----------------------------------|---------------------------------------|-----------------------------------|-----------------------------------|
| <b>PROPERTY TAXES/ABATEMENTS/CREDITS</b>                                     | <b>Estimated Revenue 2023</b> | <b>Revenues Ending 09/30/23</b>  | <b>Revenues Under (Over) 2023</b>     | <b>Percent Collected 09/30/23</b> | <b>Percent Collected 09/30/22</b> |
| Property Taxes   | \$10,677,404                  | \$5,416,316                      | \$5,261,088                           | 50.7%                             | 55.3%                             |
| Payment in Lieu of Taxes   | \$1,045,500                   | \$0                              | \$1,045,500                           | 0.0%                              | 0.0%                              |
| Abatements   | (\$75,000)                    | (\$6,204)                        | (\$68,796)                            | 8.3%                              | 68.7%                             |
| Veteran Service Credits  | (\$129,500)                   | \$0                              | (\$129,500)                           | 0.0%                              | 0.0%                              |
| <b>REVENUES</b>  | <b>Estimated Revenue 2023</b> | <b>Revenues Ending 09/30/23</b>  | <b>Revenues Under (Over) 2023</b>     | <b>Percent Collected 09/30/23</b> | <b>Percent Collected 09/30/22</b> |
| Interest and Penalties on Delinquent Taxes                                   | \$50,000                      | \$60,802                         | (\$10,802)                            | 121.6%                            | 123.0%                            |
| Permit Fees  | \$1,457,720                   | \$1,339,350                      | \$118,370                             | 91.9%                             | 78.4%                             |
| State/Federal Revenues   | \$1,382,500                   | \$288,737                        | \$1,093,763                           | 20.9%                             | 33.9%                             |
| Intergovernmental Revenues (ORCSD-SRO)                                       | \$90,250                      | \$90,250                         | \$0                                   | 100.0%                            | 104.5%                            |
| UNH - Shared Services, School, Fire & Debt Service                           | \$2,586,375                   | \$2,537,754                      | \$48,621                              | 98.1%                             | 77.3%                             |
| Departmental Income  | \$253,000                     | \$245,077                        | \$7,923                               | 96.9%                             | 99.6%                             |
| Fire and Police Special Details  | \$123,500                     | \$129,915                        | (\$6,415)                             | 105.2%                            | 32.2%                             |
| Miscellaneous Revenue  | \$794,500                     | \$653,672                        | \$140,828                             | 82.3%                             | 94.6%                             |
| Fund Balance   | \$0                           | \$0                              | \$0                                   | 0.0%                              | 0.0%                              |
| <b>Total General Fund Revenues</b>   | <b>\$6,737,845</b>            | <b>\$5,345,557</b>               | <b>\$1,392,288</b>                    | <b>79.3%</b>                      | <b>61.8%</b>                      |
| <b>EXPENDITURES</b>  | <b>Council Budget 2023</b>    | <b>Expended Through 09/30/23</b> | <b>Expenditures Under (Over) 2023</b> | <b>Percent Expended 09/30/23</b>  | <b>Percent Expended 09/30/22</b>  |
| <b>GENERAL GOVERNMENT</b>  |                               |                                  |                                       |                                   |                                   |
| Town Council   | \$234,250                     | \$28,165                         | \$206,085                             | 12.0%                             | 45.3%                             |
| Town Treasurer   | \$6,030                       | \$4,306                          | \$1,724                               | 71.4%                             | 71.8%                             |
| Town Administrator   | \$411,978                     | \$319,777                        | \$92,201                              | 77.6%                             | 71.0%                             |
| Elections  | \$8,700                       | \$5,129                          | \$3,571                               | 59.0%                             | 37.3%                             |
| Tax Collector/Town Clerk   | \$311,346                     | \$218,862                        | \$92,484                              | 70.3%                             | 71.5%                             |
| Accounting   | \$413,001                     | \$304,789                        | \$108,212                             | 73.8%                             | 73.9%                             |
| Assessing  | \$216,841                     | \$141,907                        | \$74,934                              | 65.4%                             | 79.6%                             |
| Legal - Attorney Fees  | \$85,000                      | \$44,117                         | \$40,883                              | 51.9%                             | 90.7%                             |
| Legal - Eversource Settlement (Great Bay Study)                              | \$0                           | \$0                              | \$0                                   | 0.0%                              | 100.0%                            |
| Planning   | \$201,678                     | \$148,044                        | \$53,634                              | 73.4%                             | 75.5%                             |
| Economic Development   | \$0                           | \$0                              | \$0                                   | 0.0%                              | 0.0%                              |
| Boards/Commissions/Committees  | \$61,450                      | \$28,900                         | \$32,550                              | 47.0%                             | 64.6%                             |
| DCAT   | \$134,328                     | \$90,130                         | \$44,198                              | 67.1%                             | 63.6%                             |
| GIS  | \$116,943                     | \$82,006                         | \$34,937                              | 70.1%                             | 70.2%                             |
| MIS  | \$457,170                     | \$351,964                        | \$105,206                             | 77.0%                             | 62.9%                             |
| Building Inspection  | \$250,778                     | \$153,578                        | \$97,200                              | 61.2%                             | 61.1%                             |
| Emergency Management   | \$1,000                       | \$400                            | \$600                                 | 40.0%                             | 103.1%                            |
| Use of Donations   | \$0                           | \$14,506                         | (\$14,506)                            | 0.0%                              | 0.0%                              |
| Other General Government   | \$329,909                     | \$224,625                        | \$105,284                             | 68.1%                             | 75.5%                             |
| <b>General Government Total</b>  | <b>\$3,240,402</b>            | <b>\$2,161,205</b>               | <b>\$1,079,197</b>                    | <b>66.7%</b>                      | <b>71.5%</b>                      |
| <b>PUBLIC SAFETY</b>   |                               |                                  |                                       |                                   |                                   |
| Police Department  | \$3,384,034                   | \$2,448,028                      | \$936,006                             | 72.3%                             | 70.6%                             |
| Police Department Special Details  | \$60,500                      | \$64,887                         | (\$4,387)                             | 107.3%                            | 28.3%                             |
| Fire Department  | \$4,636,050                   | \$3,314,926                      | \$1,321,124                           | 71.5%                             | 70.3%                             |
| Fire Department Special Details  | \$38,800                      | \$33,846                         | \$4,954                               | 87.2%                             | 41.2%                             |
| Communication Center   | \$18,700                      | \$21,555                         | (\$2,855)                             | 115.3%                            | 90.3%                             |
| Ambulance Services   | \$46,950                      | \$35,206                         | \$11,744                              | 75.0%                             | 48.8%                             |
| <b>Public Safety Total</b>   | <b>\$8,185,034</b>            | <b>\$5,918,448</b>               | <b>\$2,266,586</b>                    | <b>72.3%</b>                      | <b>69.3%</b>                      |

| EXPENDITURES                             | Council Budget 2023 | Expended Through 09/30/23 | Expenditures Under (Over) 2023 | Percent Expended 09/30/23 | Percent Expended 09/30/22 |
|--|---------------------|---------------------------|--------------------------------|---------------------------|---------------------------|
| <b>PUBLIC WORKS</b>                      |                     |                           |                                |                           |                           |
| Administration                           | \$399,228           | \$282,772                 | \$116,456                      | 70.8%                     | 60.2%                     |
| Engineer                                 | \$149,700           | \$83,760                  | \$65,940                       | 56.0%                     | 50.9%                     |
| Stormwater Permitting                    | \$3,500             | \$1,828                   | \$1,672                        | 52.2%                     | 42.9%                     |
| Town Buildings                           | \$358,150           | \$235,313                 | \$122,837                      | 65.7%                     | 84.4%                     |
| Town Cemeteries & Trusted Graveyards     | \$15,650            | \$10,587                  | \$5,063                        | 67.6%                     | 37.8%                     |
| Wagon Hill & Parks & Grounds Maintenance | \$180,381           | \$157,133                 | \$23,248                       | 87.1%                     | 71.7%                     |
| Equipment Maintenance                    | \$280,750           | \$144,350                 | \$136,400                      | 51.4%                     | 77.9%                     |
| Roadway Maintenance                      | \$195,191           | \$118,793                 | \$76,398                       | 60.9%                     | 83.6%                     |
| Drainage & Vegetation                    | \$136,893           | \$99,827                  | \$37,066                       | 72.9%                     | 73.5%                     |
| Snow Removal                             | \$351,296           | \$212,268                 | \$139,028                      | 60.4%                     | 51.1%                     |
| Traffic Control                          | \$146,197           | \$109,159                 | \$37,038                       | 74.7%                     | 76.1%                     |
| Bridges & Dams                           | \$239,628           | \$139,704                 | \$99,924                       | 58.3%                     | 52.2%                     |
| <b>Public Works Total</b>                | <b>\$2,456,564</b>  | <b>\$1,595,494</b>        | <b>\$861,070</b>               | <b>64.9%</b>              | <b>66.5%</b>              |
| <b>SANITATION</b>                        |                     |                           |                                |                           |                           |
| Solid Waste Administration               | \$202,643           | \$121,308                 | \$81,335                       | 59.9%                     | 80.5%                     |
| Rolloff Vehicle Operation                | \$69,996            | \$38,678                  | \$31,318                       | 55.3%                     | 66.2%                     |
| Curbside Collection                      | \$229,693           | \$171,622                 | \$58,071                       | 74.7%                     | 72.7%                     |
| Litter Removal                           | \$33,300            | \$19,249                  | \$14,051                       | 57.8%                     | 60.3%                     |
| Recycling                                | \$169,393           | \$120,834                 | \$48,559                       | 71.3%                     | 68.5%                     |
| Solid Waste Management Facility (SWMF)   | \$128,297           | \$91,062                  | \$37,235                       | 71.0%                     | 76.6%                     |
| <b>Sanitation Total</b>                  | <b>\$833,322</b>    | <b>\$562,753</b>          | <b>\$270,569</b>               | <b>67.5%</b>              | <b>73.2%</b>              |
| <b>HEALTH &amp; WELFARE</b>              |                     |                           |                                |                           |                           |
| Health Inspector                         | \$300               | \$90                      | \$210                          | 30.0%                     | 0.0%                      |
| Social Service Agencies                  | \$12,300            | \$12,300                  | \$0                            | 100.0%                    | 100.0%                    |
| Direct Assistance (Welfare)              | \$30,000            | \$69,680                  | (\$39,680)                     | 232.3%                    | 140.5%                    |
| <b>Health &amp; Welfare Total</b>        | <b>\$42,600</b>     | <b>\$82,070</b>           | <b>(\$39,470)</b>              | <b>192.7%</b>             | <b>127.6%</b>             |
| <b>CULTURE &amp; RECREATION</b>          |                     |                           |                                |                           |                           |
| Parks & Recreation Department            | \$384,153           | \$292,699                 | \$91,454                       | 76.2%                     | 74.7%                     |
| UNH Outdoor Pool and ORYA                | \$0                 | \$0                       | \$0                            | 0.0%                      | 0.0%                      |
| Parks & Recreation Committee             | \$1,500             | \$900                     | \$600                          | 60.0%                     | 5.2%                      |
| Memorial Day                             | \$500               | \$655                     | (\$155)                        | 131.0%                    | 1001.8%                   |
| Conservation                             | \$44,000            | \$23,746                  | \$20,254                       | 54.0%                     | 35.0%                     |
| <b>Culture &amp; Recreation Total</b>    | <b>\$430,153</b>    | <b>\$318,000</b>          | <b>\$112,153</b>               | <b>73.9%</b>              | <b>68.6%</b>              |
| <b>DEBT SERVICE</b>                      |                     |                           |                                |                           |                           |
| Principal                                | \$1,203,400         | \$1,178,758               | \$24,642                       | 98.0%                     | 92.9%                     |
| Interest                                 | \$367,750           | \$352,154                 | \$15,596                       | 95.8%                     | 97.2%                     |
| Debt Service Charges                     | \$6,000             | \$4,000                   | \$2,000                        | 66.7%                     | 110.0%                    |
| <b>Debt Service Total</b>                | <b>\$1,577,150</b>  | <b>\$1,534,912</b>        | <b>\$42,238</b>                | <b>97.3%</b>              | <b>93.8%</b>              |
| <b>TRANSFERS</b>                         |                     |                           |                                |                           |                           |
| Transfer to Library                      | \$577,400           | \$577,400                 | \$0                            | 100.0%                    | 100.0%                    |
| Transfer to Capital Project Fund         | \$843,624           | \$843,324                 | \$300                          | 100.0%                    | 100.0%                    |
| Transfer to Capital Reserve Fund         | \$70,000            | \$70,000                  | \$0                            | 100.0%                    | 100.0%                    |
| <b>Debt Service Total</b>                | <b>\$1,491,024</b>  | <b>\$1,490,724</b>        | <b>\$300</b>                   | <b>100.0%</b>             | <b>100.0%</b>             |
| <b>TOTAL GENERAL FUND EXPENDITURES</b>   | <b>\$18,256,249</b> | <b>\$13,663,606</b>       | <b>\$4,592,643</b>             | <b>74.8%</b>              | <b>74.2%</b>              |

| <b>2023 Budget/Estimated Other Funds Summary</b> |                       |                        |                          |                               |                               |
|--|-----------------------|------------------------|--------------------------|-------------------------------|-------------------------------|
| <b>January 1 - September 30, 2023</b>            |                       |                        |                          |                               |                               |
| <b>Water Fund</b>                                | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$1,525,220           | \$1,120,512            | \$404,708                | 73.5%                         | 98.5%                         |
| Expenses   | \$1,525,220           | \$1,300,604            | \$224,616                | 85.3%                         | 80.9%                         |
| <b>Sewer Fund</b>                                | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$3,152,000           | \$2,792,179            | \$359,821                | 88.6%                         | 100.4%                        |
| Expenses   | \$3,152,000           | \$2,685,659            | \$466,341                | 85.2%                         | 80.2%                         |
| <b>Parking Fund</b>                              | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$420,000             | \$325,518              | \$94,482                 | 77.5%                         | 91.3%                         |
| Expenses   | \$420,000             | \$234,193              | \$185,807                | 55.8%                         | 61.8%                         |
| <b>Depot Road Fund</b>                           | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$119,000             | \$124,369              | (\$5,369)                | 104.5%                        | 89.5%                         |
| Expenses   | \$119,000             | \$9,423                | \$109,577                | 7.9%                          | 5.6%                          |
| <b>Churchill Rink Fund</b>                       | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$318,000             | \$191,346              | \$126,654                | 60.2%                         | 54.1%                         |
| Expenses   | \$318,000             | \$174,144              | \$143,856                | 54.8%                         | 50.4%                         |
| <b>Library Fund</b>                              | <b>Estimated 2023</b> | <b>Ending 09/30/23</b> | <b>Under (Over) 2023</b> | <b>Percent as of 09/30/23</b> | <b>Percent as of 09/30/22</b> |
| Revenues   | \$602,400             | \$584,498              | \$17,902                 | 97.0%                         | 100.0%                        |
| Expenses   | \$602,400             | \$450,097              | \$152,303                | 74.7%                         | 74.5%                         |



## TOWN OF DURHAM

8 Newmarket Road  
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AGENDA ITEM: **#11A** TS

DATE: October 16, 2023

### COUNCIL COMMUNICATION

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

**AGENDA ITEM:** PUBLIC HEARING AND ACTION ON RESOLUTION #2023-22 AUTHORIZING THE ISSUANCE OF LONG-TERM DEBT NOT TO EXCEED ONE MILLION, FIVE HUNDRED AND ONE THOUSAND, AND EIGHT HUNDRED DOLLARS (\$1,501,800) FOR THE PURPOSE OF BONDING VARIOUS 2019-2023 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 2023 NH Municipal Bond Bank sale. It is anticipated that 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.

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

| Project Description             | Project Status | Amount Requested |
|---------------------------------|----------------|------------------|
| Wagon Hill Shoreline Protection | Ongoing        | \$81,000         |
| Wastewater Facilities Plan      | Completed      | \$14,800         |



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

| <b>Project Description</b>   | <b>Project Status</b> | <b>Amount Requested</b> |
|------------------------------|-----------------------|-------------------------|
| WW Collection System Upgrade | Completed             | \$65,000                |

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

| <b>Project Description</b>   | <b>Project Status</b> | <b>Amount Requested</b> |
|------------------------------|-----------------------|-------------------------|
| Culverts & Outfalls Program  | Completed             | \$80,000                |
| Wagon Hill Farmhouse         | Ongoing               | \$19,000                |
| WW Collection System Upgrade | Completed             | \$65,000                |

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

| <b>Project Description</b>   | <b>Project Status</b> | <b>Amount Requested</b> |
|------------------------------|-----------------------|-------------------------|
| WW Collection System Upgrade | Ongoing               | \$65,000                |
| WW Treatment Plant Rehab     | Ongoing               | \$210,000               |

**2023 Capital Fund Budget** – Resolution 2022-28 passed December 19, 2022

| <b>Project Description</b>        | <b>Project Status</b> | <b>Amount Requested</b> |
|-----------------------------------|-----------------------|-------------------------|
| Full Revaluation Assessing        | Ongoing               | \$75,000                |
| Sidewalk Plow Tractor Replacement | Ordered               | \$195,000               |
| Sewer Jet/Vac Truck Replacement   | Ordered               | \$520,000               |
| VenTex Parking Kiosks Replacement | Ordered               | \$112,000               |

Attached for the Council’s information and consideration is a draft resolution authorizing the issuance of long-term debt not to exceed One Million, Five Hundred and One Thousand and Eight Hundred Dollars (\$1,501,800).

At its meeting on October 2, 2023, the Town Council scheduled a Public Hearing on this Resolution for its meeting on Monday, October 16, 2023. A Public Hearing notice was published in *Foster’s/Seacoast Online* on Thursday, October 5, 2023. The

notice was also posted on the outside bulletin board at the Town Hall, as well as at the Durham Public Library and Department of Public Works.

**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    | \$450,000 |
| Wastewater Fund | \$939,800 |
| Parking Fund    | \$112,000 |

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION #1 :**

*The Durham Town Council does hereby OPEN the Public Hearing on Resolution #2023-22 authorizing the issuance of long-term debt not to exceed One Million, Five Hundred and One Thousand and Eight Hundred Dollars (\$1,501,800) for the purpose of bonding various 2019-2023 capital projects and equipment purchases.*

**MOTION #2 :**

*The Durham Town Council does hereby CLOSE the Public Hearing on Resolution #2023-22 authorizing the issuance of long-term debt not to exceed One Million, Five Hundred and One Thousand and Eight Hundred Dollars (\$1,501,800) for the purpose of bonding various 2019-2023 capital projects and equipment purchases.*

**MOTION #3 :**

*The Durham Town Council does hereby ADOPT Resolution #2023-22 authorizing the issuance of long-term debt not to exceed One Million, Five Hundred and One Thousand and Eight Hundred Dollars (\$1,501,800) for the purpose of bonding various 2019-2023 capital projects and equipment purchases.*

## **RESOLUTION #2023-22 OF DURHAM, NEW HAMPSHIRE**

**AUTHORIZING THE ISSUANCE OF LONG-TERM BONDS OR NOTES NOT TO EXCEED ONE MILLION, FIVE HUNDRED AND ONE THOUSAND, AND EIGHT HUNDRED DOLLARS (\$1,501,800) FOR THE PURPOSE OF BONDING 2019-2023 CAPITAL PROJECTS AND EQUIPMENT PURCHASES**

**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**, the Durham Town Council approved Resolution 2022-28 on December 19, 2022 approving the Capital Fund Budget for 2023 with \$9,437,500 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**, the Public Works Department has been working on the Wagon Hill Shoreline Protection, the amount of **\$81,000** is requested to be bonded; and

**WHEREAS**, the Public Works Department has retained Horizons Engineering, Inc. for design work related to the Ross Road culvert replacement and funds will be needed for the actual repair, the amount of **\$80,000** is requested to be bonded; and

**WHEREAS**, the Public Works Department has been making improvements and repairs to the Wagon Hill Farmhouse, the amount of **\$19,000** is requested to be bonded; and

**WHEREAS**, on June 26, 2023 the Durham Town Council awarded the purchase of a new Sidewalk Tractor to Chadwick-BaRoss, Inc., the total amount of **\$195,000** is requested to be bonded; and

**WHEREAS**, in March of 2022 the Public Works Department contracted to upgrade the fire alarm system at the Wastewater Treatment Plant, the amount of **\$14,800** is requested to be bonded; and

**WHEREAS**, the Public Works Department has contracted for sewer line repairs and upgrades along the Town system, the total amount of **\$195,000** is requested to be bonded; and

**WHEREAS**, on July 11, 2022 the Durham Town Council authorized a contract with Environmental Partners Group, Inc. for the engineering design phase for the rehabilitation and replacement of major components at the Wastewater Treatment Plant, the amount of **\$210,000** is requested to be bonded; and

**WHEREAS**, on May 1, 2023, the Durham Town Council awarded the purchase of a combination Vacuum/Jet Rodder Truck for the Wastewater Division, the amount of **\$520,000** is requested to be bonded; and

**WHEREAS**, on July 17, 2023, the Durham Town Council awarded the purchase and installation of Flowbird CWT Parking Kiosks, the amount of **\$112,000** 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, October 16, 2023, the Town Council held a duly advertised and posted Public Hearing on Resolution #2023-22; 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 #2023-22** and authorizes the Treasurer to issue bonds or notes pursuant to the Municipal Finance Act, RSA 33, in an amount not to exceed One Million, Five Hundred and One Thousand and Eight Hundred Dollars (\$1,501,800) for the purpose of financing 2019-2023 Capital Projects and Equipment Purchases.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October, 2023 by a **Two-Thirds (2/3)** vote of the Durham Town Council with \_\_\_\_ affirmative votes, negative votes , and \_\_\_\_ abstentions.

---

Sally Needell, Chair  
Durham Town Council

***ATTEST:***

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Rachel Deane, Town Clerk-Tax Collector



## TOWN OF DURHAM

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AGENDA ITEM: **#11B** TS

DATE: **October 16, 2023**

### COUNCIL COMMUNICATION

**INITIATED BY:** Public Works Department

**AGENDA ITEM:** PUBLIC HEARING AND ACTION ON RESOLUTION #2023-23 AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF FUNDING FROM THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) COMMUNITY-BASED RESTORATION PROGRAM, FOR THE DESIGN OF A FISH PASSAGE AT THE OYSTER RIVER RESERVOIR DAM (LOCATED AT THE UNH/DURHAM WATER TREATMENT PLANT), IN THE AMOUNT OF UP TO \$290,000, AND AUTHORIZE THE ADMINISTRATOR TO SIGN AND SUBMIT GRANT PAPERWORK ON BEHALF OF THE TOWN OF DURHAM.

**CC PREPARED BY:** April Talon, Town Engineer  
Richard Reine, Director of Public Works

**PRESENTED BY:** April Talon, Town Engineer  
Richard Reine, Director of Public Works

**AGENDA DESCRIPTION:**

The purpose of this Council Communication is to hold a Public Hearing on Resolution #2023-23 authorizing the acceptance and expenditure of funding from the National Oceanic and Atmospheric Administration (NOAA) Community-Based Restoration Program, for the design of a fish passage at the Oyster River Reservoir Dam, in the amount of up to \$290,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham. This installment of funding is the first to be released to the Town and it is part of the larger project funding award from NOAA. More information about the Mill Pond Dam removal and upstream fish passage project can be found below, including the total funding requested from NOAA, goals of the project, funding amounts, and timeline.

Following the March 7, 2022 referendum vote, Durham Public Works began investigating potential grant programs with the overall goal of securing funding to pay for a majority of the project costs.

In November 2022, Durham Public Works and the Town's consultant VHB Engineers, submitted an extensive \$3,537,201 grant application package titled, "Restoration of the Oyster River Herring Run through Removal of the Mill Pond Head-of-Tide Dam and Installation of Fish Passage on the Oyster Reservoir Dam, Durham, NH," to NOAA as part of their funding opportunity titled Restoring Fish Passage through Barrier Removal under the Infrastructure and Jobs Act (IIJA).

Major goals of the project include 1) Advance restoration efforts for diadromous fish populations by eliminating a barrier to upstream fish passage, 2) Improve the Oyster River's declining water quality and strengthen the Oyster River's natural ecosystem, 3) Increase the Oyster River's flood resilience and reduce Durham's vulnerability to the growing risk of coastal storms, 4) Increase public safety by eliminating unsafe dam infrastructure.

A head-of-tide dam, the Mill Pond Dam is the lowest barrier in the Oyster River watershed, located approximately 2.9 miles from the river's discharge into the Great Bay. Historically, the river herring returns to the Oyster River have been one of the highest yearly returns among all coastal rivers monitored by New Hampshire Fish and Game Department (NHFGD). However, the numbers of returning river herring have been declining since 1990 and are now less than 5% percent of those seen at the peak from 1990–1992. This decline is largely attributed to a decrease in water quality and water levels along the river and throughout Mill Pond, as well as impediments to downstream migration. Removing the Mill Pond Dam and installing a new fish passage at the Oyster Reservoir Dam, the next upstream barrier, would substantially contribute to the restoration of this important fish run. Other sea-run species that could benefit from unobstructed passage include the Oyster River's declining American eel population and brook trout. Rainbow smelt, as head of tide-spawners, would also likely reap significant benefits from dam removal.

In the spring of 2023, the Town was formally notified that NOAA accepted the Town's full proposal for \$3,537,201. This grant program does not require a match commitment. NOAA has indicated that the remaining construction funding of approximately \$3.2M for FY24 (Mill Pond Dam Removal and River Restoration) and FY25 (Oyster Reservoir Dam fish passage) will be released when the final designs and cost estimates have been further developed.

Data collection, final design, environmental permitting, and Section 106 consultation efforts began in May 2022 and are expected to be completed by early 2024. The Implementation Start Date (i.e., removal of the dam and restoration of the river

channel) would be spring/summer 2024, with removal of the dam and restoration of the river expected to be completed by October 2024. Installation of the fishway at the Oyster Reservoir Dam is expected to occur in 2025.

At its meeting on October 2, 2023, the Town Council scheduled a Public Hearing on this Resolution for its meeting on Monday, October 16, 2023. A Public Hearing notice was published in *Foster's/Seacoast Online* on Thursday, October 5, 2023. The notice was also posted on the outside bulletin board at the Town Hall, as well as at the Durham Public Library and Department of Public Works.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

\$290,000 in FY23 monies to be received from NOAA Community Based Restoration Program for the design of Fish Passage at the Oyster Reservoir Dam (Located at the UNH/Durham Water Treatment Plant)

NOAA has indicated that the remaining construction funding of approximately \$3.2M for FY24 (Mill Pond Dam Removal and River Restoration) and FY25 (Oyster Reservoir Dam fish passage construction) will be released when final designs and cost estimates have been further developed.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION #1:**

*The Durham Town Council does hereby OPEN the Public Hearing on Resolution #2023-23 Authorizing the Acceptance and Expenditure of Funding from the National Oceanic and Atmospheric Administration Community-Based Restoration Program, for the Design of a Fish Passage at the Oyster River Reservoir Dam (located at the UNH/Durham Water Treatment Plant), In the Amount of up to \$290,000, and Authorize the Administrator to Sign and Submit Grant Paperwork on Behalf of the Town of Durham.*

**MOTION #2:**

*The Durham Town Council does hereby CLOSE the Public Hearing on Resolution #2023-23 Authorizing the Acceptance and Expenditure of Funding from the National Oceanic and Atmospheric Administration Community-Based Restoration Program, for the Design of a Fish Passage at the Oyster River Reservoir Dam (located at the UNH/Durham Water Treatment Plant), In the Amount of up to \$290,000, and*



*Authorize the Administrator to Sign and Submit Grant Paperwork on Behalf of the Town of Durham.*

**MOTION #3:**

*The Durham Town Council does hereby ADOPT Resolution #2023-23 Authorizing the Acceptance and Expenditure of Funding from the National Oceanic and Atmospheric Administration Community-Based Restoration Program, for the Design of a Fish Passage at the Oyster River Reservoir Dam (located at the UNH/Durham Water Treatment Plant), In the Amount of up to \$290,000, and Authorize the Administrator to Sign and Submit Grant Paperwork on Behalf of the Town of Durham.*

## **RESOLUTION #2023-23 OF DURHAM, NEW HAMPSHIRE**

**AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF FUNDING FROM THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) COMMUNITY-BASED RESTORATION PROGRAM, FOR THE DESIGN OF A FISH PASSAGE AT THE OYSTER RESERVOIR DAM (LOCATED AT THE UNH/DURHAM WATER TREATMENT PLANT), IN THE AMOUNT OF \$290,000, AND AUTHORIZE THE ADMINISTRATOR TO SIGN AND SUBMIT GRANT PAPERWORK ON BEHALF OF THE TOWN OF DURHAM?**

**WHEREAS**, the Town of Durham submitted an extensive \$3,537,201 grant application package titled, "Restoration of the Oyster River Herring Run through Removal of the Mill Pond Head-of-Tide Dam and Installation of Fish Passage on the Oyster Reservoir Dam, Durham, NH," to NOAA as part of their funding opportunity titled Restoring Fish Passage through Barrier Removal under the Infrastructure and Jobs Act (IIJA); and

**WHEREAS**, in the Spring of 2023, the Town was formally notified that NOAA accepted the Town's full project proposal; and

**WHEREAS**, NOAA has indicated that the remaining construction funding of approximately \$3.2M for FY24 (Mill Pond Dam Removal and River Restoration) and FY25 (Oyster Reservoir Dam fish passage) will be released when the final designs and cost estimates have been further developed; and

**WHEREAS**, New Hampshire Revised Statutes Annotated (RSA) 31:95-b permits municipalities to authorize acceptance and expenditure of funds 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; and

**WHEREAS**, 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, October 16, 2023, a duly posted and published Public Hearing was held by the Durham Town Council on the \$290,000 NOAA 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 approve **Resolution #2023-23** authorizing the acceptance and expenditure of funding from the National Oceanic and Atmospheric Administration (NOAA) Community-Based Restoration Program, for the design of a fish passage at the Oyster Reservoir Dam (located at the UNH/Durham Water Treatment Plant), in the amount of \$290,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October, 2023, by a majority vote of the Durham Town Council with \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Sally Needell, Chair  
Durham Town Council

**ATTEST:**

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



## TOWN OF DURHAM

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AGENDA ITEM: **#11C** TS

DATE: **October 16, 2023**

### COUNCIL COMMUNICATION

**INITIATED BY:** Public Works Department

**AGENDA ITEM:** PUBLIC HEARING AND ACTION ON RESOLUTION #2023-24 AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF FUNDING FROM THE US FISH AND WILDLIFE SERVICE NATIONAL FISH PASSAGE PROGRAM, FOR THE MILL POND DAM REMOVAL PROJECT, IN THE AMOUNT OF \$100,000, AND AUTHORIZE THE ADMINISTRATOR TO SIGN AND SUBMIT GRANT PAPERWORK ON BEHALF OF THE TOWN OF DURHAM.

**CC PREPARED BY:** April Talon, Town Engineer  
Richard Reine, Director of Public Works

**PRESENTED BY:** April Talon, Town Engineer  
Richard Reine, Director of Public Works

**AGENDA DESCRIPTION:**

The purpose of this Council Communication is to hold a public hearing on Resolution #2023-24 Authorizing the Acceptance and Expenditure of Funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, in the amount of up to \$100,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.

The National Fish Passage Program improves community infrastructure resilience, rebuilds fish populations, improves recreational and commercial fisheries, and restores the beauty of free-flowing waters. They provide financial and technical assistance to support projects that improve fish passage.

(See <https://www.fws.gov/program/national-fish-passage/what-we-do>)

The Bipartisan Infrastructure Law, signed in November 2021, includes \$200 million for restoring fish and wildlife passage by removing in-stream barriers and providing technical assistance under the National Fish Passage Program. The funding is distributed over five years and delivers \$38 million to 40 projects in 23 states and Puerto Rico in 2022 alone, providing a once-in-a-generation opportunity to invest in our nation's rivers, streams, and communities.

(See <https://www.fws.gov/story/find-national-fish-passage-program-project-your-neighborhood>)

Since 1999, the National Fish Passage Program has:

- Worked with over 2,000 local communities, Tribes, and private landowners across the country.
- Removed or bypassed over 3,400 barriers to fish passage.
- Reopened access to over 61,000 miles of upstream habitat for fish and other wildlife.

Durham Public Works submitted a grant application titled, "Restoration of the Oyster River through Removal of the Mill Pond Dam," to USFWS as part of their project solicitation funding opportunity.

On April 6, 2023, DPW was notified that the Town was selected for funding in the amount of \$100,000 from the USFWS National Fish Passage Program towards the removal of the Mill Pond Dam project. This grant program does not require a match commitment and funding must be used for the Mill Pond Dam removal construction contract.

At its meeting on October 2, 2023, the Town Council scheduled a Public Hearing on this Resolution for its meeting on Monday, October 16, 2023. A Public Hearing notice was published in *Foster's/Seacoast Online* on Thursday, October 5, 2023. The notice was also posted on the outside bulletin board at the Town Hall, as well as at the Durham Public Library and Department of Public Works.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

\$100,000 in monies to be received from the US Fish and Wildlife Service National Fish Passage Grant Program.



**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION #1:**

*The Durham Town Council does hereby OPEN the Public Hearing on Resolution #2023-24 Authorizing the Acceptance and Expenditure of Funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, In the Amount of up to \$100,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.*

**MOTION #2:**

*The Durham Town Council does hereby CLOSE the Public Hearing on Resolution #2023-24 Authorizing the Acceptance and Expenditure of Funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, In the Amount of up to \$100,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.*

**MOTION #1:**

*The Durham Town Council does hereby ADOPT Resolution #2023-24 Authorizing the Acceptance and Expenditure of Funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, In the Amount of up to \$100,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.*

## **RESOLUTION #2023-24 OF DURHAM, NEW HAMPSHIRE**

**AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF A US FISH AND WILDLIFE SERVICE (USFWS) NATIONAL FISH PASSAGE PROGRAM FUNDING IN THE AMOUNT OF \$100,000 AND AUTHORIZE THE ADMINISTRATOR TO SIGN AND SUBMIT GRANT PAPERWORK ON BEHALF OF THE TOWN OF DURHAM?**

**WHEREAS**, the Town of Durham submitted a grant application titled, "Restoration of the Oyster River through Removal of the Mill Pond Dam," to USFWS as part of their project solicitation funding opportunity; and

**WHEREAS**, in April 2023, the Town was notified that the Town was selected for funding in the amount of \$100,000 from the USFWS National Fish Passage Program towards the removal of the Mill Pond Dam project. and

**WHEREAS**, New Hampshire Revised Statutes Annotated (RSA) 31:95-b permits municipalities to authorize acceptance and expenditure of funds 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; and

**WHEREAS**, 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, October 16, 2023, a duly posted and published Public Hearing was held by the Durham Town Council on the \$100,000 USFWS 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

approve Resolution #2023-24 authorizing the acceptance and expenditure of funding from the US Fish and Wildlife Service National Fish Passage Program, for the Mill Pond Dam Removal Project, In the Amount of up to \$100,000, and authorize the Administrator to sign and submit grant paperwork on behalf of the Town of Durham.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October, 2023, by a majority vote of the Durham Town Council with \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes , and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Sally Needell, Chair  
Durham Town Council

**ATTEST:**

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



## TOWN OF DURHAM

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AGENDA ITEM: **#12** TS  
DATE: October 16, 2023

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** APPROVE THE TOWN COUNCIL MEETING MINUTES FOR OCTOBER 2, 2023

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

**PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's review and approval are the minutes for the meeting held on October 2, 2023. Please call or email Karen Edwards with any grammatical/spelling changes prior to the meeting. Discussion at Monday evening's meeting should be limited only to substantive changes.

**LEGAL AUTHORITY:**

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

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

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby approve the Town Council meeting minutes for October 2, 2023 (as presented/as amended).*



## TOWN OF DURHAM

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AGENDA ITEM: **#14** TS

DATE: October 16, 2023

### COUNCIL COMMUNICATION

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

**AGENDA ITEM:** ADMINISTRATOR'S PROGRESS REPORT, AS OF SEPTEMBER 30, 2023, ON THE LIST OF APPROVED 2023/24 TOWN COUNCIL GOALS ADOPTED ON MAY 15, 2023

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

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

**AGENDA DESCRIPTION:**

On Monday, May 15, 2023, the Council adopted its goals for 2023/24. In order to measure the progress of the goals adopted by Council, the Administrator believes it is important to provide the Council with periodic status reports.

Attached for the Council's information is an updated progress report prepared by the Administrator which outlines the status of each of the goals as of September 30, 2023.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action is required. Receive progress report of the 2023/24 Town Council goals updated by the Administrator as of September 30, 2023, and provide direction, if needed.





TOWN OF DURHAM  
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***2023-2024 Town Council Goals \****  
***(Approved May 15, 2023)***  
***Progress Report as of September 30, 2023***

***Mission***

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

**Core Values**

Excellence, Integrity, Justice, Resilience, Respect, Transparency

**Goals**

Note: These goals are intended to convey a **1- to 5-year** time horizon and assume but do not list all baseline activities.

**1. Facilitate continued optimal functioning of Town government through continuous improvement, new efficiencies, waste reduction, and inter-agency collaboration.**

- a. Take steps as necessary to ensure Durham's IT infrastructure remains secure from cybersecurity threats, technology obsolescence, and other challenges. [IT, Business Office, Administration]

**IT:** We've submitted a request for funding in the 2024 operating budget. We've picked a cloud vendor who provides both IAM and RMM. We have submitted an application to the SLCGP who should be issuing MFA tokens by the end of year. **Next Steps:** Continue work on IR plan, coordinated tabletop with Primex and Rochester IT.

- b. Research whether consistent municipal financial & permitting software across all departments is possible. [Business Office, PZA Office, Fire, Public Works]

**Code Enforcement:** PW is looking at an overall program. I have watched the demo but it appeared to be focused on a much larger building department.

**DPW:** In progress no additional meetings undertaken. **Next Steps:** Debrief with rest of team to determine project scope and Town needs

**Fire:** Nothing new to report. **Next Steps:** Standby, work with vendor to explore and/or develop the interface.

**Business Office:** Ongoing discussion on needs.

- c. Evaluate updating procurement guidelines to determine whether increasing purchasing thresholds due to inflation & establishing exceptions for restoration/repairs of important historic properties to ensure proper historical workmanship would be appropriate. [Business Office, DPW]

**Business:** Recommend changes. **Next Steps:** Review begun of current purchasing guidelines and monetary limits and what adjustments are to be recommended due to inflation.

**DPW:** Provided recommendations for possible updates to procurement limits for internal review/discussion. **Next Steps:** Review by Business office and Town Manager

**Admin:** We paused to see what was happening with inflation across the country and construction pricing locally, etc. Generally speaking, the cost to procure goods and services continues to rise and an adjustment is warranted.

d. Complete update to the Fire Department’s strategic plan by end of 2023. [Fire]

**Fire:** The plan materials have been delivered to the fire department and the chief is reviewing the content with the town administrator. **Next Steps:** Final proof with photo updates for review and then publication.

e. Complete facility improvements at Fire Department within newly occupied space by end of 2023. [Fire/UNH]

**Fire:** The fire chief continues to work with UNH facilities to achieve inspections and approvals. **Next Steps:** Obtain occupancy permit for decon. room. Demolish legacy laundry area and install SCBA compressor. Paint exterior facade. Install interior and exterior sign packages. Follow up on emergency power for administrative suite.

f. Although unsuccessful in 2022, pursue Federal FEMA Assistance to Firefighters Grant in amount of \$515,480 for replacement of 2011 SCBA equipment in 2023/24. [Fire]

**Fire:** In process. Durham Fire had submitted an application in 2022 but we were unsuccessful in obtaining the grant. A renewed application was resubmitted in 2023 and we’re hopeful we’ll be funded this year. **Next Steps:** Awaiting results from grant application.

g. Evaluate potential opportunities for shared municipal services with surrounding communities and external entities as opportunities arise. [All Depts./Committees]

**Code Enf.** This would be possible but I don't see, right now, what the advantage to Durham would be.

**DPW:** Ongoing effort as opportunities arise.

**IT:** Due the scheduling issues the MCDP is requiring a new setup process to participate. Still planning on future dates for collaboration in the program. **Next Steps:** Reestablish scheduled sessions

h. Completion of Land and Mobile Radio upgrade for public safety services [12/31/23] and emergency generator installation project for Durham’s critical infrastructure [6/30/24]. [IT, Police, Fire, DPW, Administration]

**IT:** This has been a major project for several departments working in cooperation. LMR is currently undergoing functional tests. All networks are in place and event monitoring has been enabled for sites. R56 audits have been done and only minor issues found. Working toward project completion this fall.

**Next Steps:** Consider site electrical protection. Install of HVAC at Stoke site. Baseline test of points in Town using 3039B analyzer through the county.

**Fire:** In process. Durham equipment has been installed and vendors conducted R56 electrical inspections in September for WUNH, Foss Farm, and Stoke Hall equipment sites. **Next Steps:** Initial equipment operational system testing is scheduled for Durham and Strafford County in October.

**DPW:** Progress continued to be made - supported IT, Motorola and 2 Way as needed.

i. Ongoing compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) at Durham Police Department in preparation for 2025 reaccreditation process. [Police]

**Police:** We were evaluated beginning on July 7th by CALEA. Durham Police Department was found to be in full compliance with only one recommended policy change which was accomplished immediately upon discovery.

j. Complete Comcast/Xfinity cable franchise renewal process. [IT/DCAT/Administration]

**Admin:** In process. Compliance survey, which was initial step in process, is now complete. We await follow up from Comcast but our regional representative has retired and there is a delay in the process.

k. Ensure optimal working environment for staff members. [Administration/Business Office]

**Admin:** Completed. Evaluating through collective bargaining process whether modifications are needed within contracts across divisions to attract and retain the modern workforce. Has included a re-visit of vacation accruals based on length of service, reimbursement for bona-fide educational expenses toward advanced degrees or certifications, wages, etc. **Next steps:** Completed collective bargaining including negotiations, tentative agreements, and ratification votes for both Durham Professional Municipal Management Association (6/23) and AFSCME Public Works (3/23).

l. Annual orientation for new Town Councilors [Administration – Completed 4/3/23]

**Admin:** Completed 4/3/23.

m. Annual orientation for new board/committee officers in fall 2023 (if needed) [Administration]

**Admin:** Completed. Determined not needed as most officers are continuing from last year. To the extent useful, will provide one-on-one guidance to new chairpersons.

n. Annual forum on Right-to-Know Law for committee members and Durham community scheduled for May 25, 2023. [Administration]

**Admin:** Completed May 25, 2023.

o. Replacement of 2011 aerial bucket truck totaling \$135,000 in 2023. [DPW]

**DPW:** Will rebid later this fall when dealers have updated pricing - no pricing available at this time

p. Replacement of 1998 Landini sidewalk snow tractor totaling \$195,000 in 2023. [DPW]

**DPW:** Purchase completed.

q. Replacement of 2008 International combination vacuum/jet rodder truck totaling \$520,000 in 2023. [DPW]

**DPW:** Purchase completed

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

a. Continue to monitor and evaluate the reliability, capacity, and functionality of public water, wastewater, and stormwater services, and move ahead with associated capital initiatives as appropriate and work with the EPA and NHDES on swift enforcement for any violations that impact Durham/UNH infrastructure or resources. [DPW/Administration]

**DPW:** Emerson Road Project Complete, Ross Road Emergency Repair completed and Wetland App Filed, Littlehale and Pettee Brook Culverts bid with award pending, Bennett Road culvert feasibility study

complete awaiting EPA approval of CDR funding grant, Design continues to be advanced for Mill Pond Dam, Madbury Road Project design continues to advance.

- b. Make changes to land use and other regulations as necessary to ensure local resilience associated with climate change in accordance with the recommendations of the Climate Action Plan. [Planning Board, Energy Committee, Conservation Commission, Ag. Commission, Council, Administration]

**Admin:** Complete. Evaluation of wetland conservation overlay district changes completed by DCC and adopted by Council in June 2023. 2022 Multi-Hazard Mitigation Plan still under review by FEMA as of October 10, 2023. We don't expect any changes.

- c. Adopt the draft Climate Adaptation Chapter as an Administrative document if not adopted as part of the Master Plan by end of 2023. [Planning Board/Administration]

**Planning:** Complete. Adoption by the Planning Board on June 14, 2023.

- d. As time allows, evaluate the cost/benefit of buying out the 2016 Power Purchase Agreement (PPA) relative to the 640 kW Oyster River Solar Array located at the Town's Packers Falls Road gravel pit. Estimated purchase price is \$850,000. [Energy Committee/Administration]

**Admin:** Town Councilor Joe Friedman has reviewed PPA and we have requested Clean Capital to provide a proposal/analysis to Durham as of June 12, 2023. We plan to invite Clean Capital to attend an upcoming Energy Committee meeting to discuss. Ongoing.

- e. Continue developing plans and commencing work for the rehabilitation of both the Old Town Hall/Courthouse and the Bickford-Chesley House at Wagon Hill Farm (new roof in 2023). [DPW, Working Group, Administration]

**DPW:** Roofing project at Bickford Chesley House Complete, LCHIP Grant for Bickford House submitted site visit scheduled for 9/26, Courthouse mortar repairs scheduled for October.

- f. Complete annual \$490,000 road resurfacing program (with an additional \$131,250 funded by UNH for University roadways) and \$84,500 sidewalk program focusing on Emerson Road, Durham Point Road, DPW Facility lot, Misc. locations during 2023 paving season. The 2023 sidewalk program focuses on the southern side of Main Street from approx. Smith Park Lane to Mill Pond Road including ADA tip downs, relocation of crosswalk in front of Town Hall, etc. [DPW, Historic District/Heritage Commission, Planning, Administration, Council]

**DPW:** Town Paving program nearing completion with Emerson Road binder and sidewalk to be completed in October. Durham Public Works lot topcoat planned to be completed on September 29th.

**Planning:** Nothing new on this from Planning

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

- a. Task the Administrator with meeting the following: a) Holding the updated (post-revaluation) municipal tax rate at the 2023 level or less. b) Continue to make an effort to control spending, enhance revenues, broaden the tax base, and explore innovative ways to stabilize or reduce the municipal tax rate. [Note, this item is part and parcel of adopted Council goal.]

**Admin:** Budget development process is under way. To be provided to Council by the last business day in October. Very directly, there is insufficient new revenue coming on line through redevelopment projects to offset the impact of naturally occurring increases in spending to accomplish this goal effectively.

- b. Work to secure meaningful external grant funding opportunities and successfully manage a rigorous web of required Federal, state, and third party financial and programmatic reporting.

**Admin:** Underway across all departments as opportunities present themselves. To date, we have been very successful in this area.

- c. Support as appropriate the efforts of local businesses, the Durham Business Association, and Celebrate Durham as they plan and host events and activities intended to maintain and enhance a vibrant downtown Durham. [Administration/Parks & Rec. Dept./DPW]

**DPW:** Coordinate with other Departments as needed and provide support in redevelopment technical evaluations example: Tideline public house review and coordination.

**Admin:** We continue to be on the lookout for opportunities for the Town to support local groups and organizations that are themselves providing programming that helps to support the Town's overall mission.

- d. Continue planning for the re-development of 66 Main Street beginning in spring 2024 or as circumstances dictate and consider adding the Town's Pettee Brook Parking Areas to the project. [Administration/Planning]

**Planning:** The group met in early-spring and decided to hold off further. We probably won't visit this issue for at least another year and minimally not until the University's graduate housing study is complete. In the meantime, the parcel has been put to productive use as a pocket park, site for the Durham Farmers' Market, business parking permit parking, etc.

- e. Consider working with the General Services Administration for the possible redevelopment of U.S. Government properties in Durham. [Administration/Planning/Council]

**Planning:** Nothing for Planning. No action to date.

- f. Continue to work toward understanding, defining, and addressing downtown parking challenges in the post-Covid era to support local businesses, the diversification of downtown housing opportunities, and the expansion of the tax base. [Administration, Police, Code Office, Council, Planning Board]

**Code Enf.:** Continue enforcement of the unrelated maximum so that properties may over time become more attractive to resident homeowners.

**Police:** Kiosks have been ordered and we are awaiting shipment. We also implemented a new payment system – ParkMobile - which allows customers to download an app and to pay for parking without having to purchase time at a parking kiosk. The ParkMobile App had just launched as of 9/23. Fine tuning parking along Dennison, Coe, Strafford Ave as downtown parking needs change.

- g. Complete the 2023 full revaluation of the Town of Durham including public engagement, mailings, and the abatement process as necessary. [Assessing Department]

**Assessing:** The 2023 full revaluation and final notices have been mailed to property owners. The USPAP Report is being drafted and will be completed 30 days after the MS-1 is submitted to the DRA, which was the week of September 11th. The project has been very successful.

- h. Navigate planned retirement transition of Assessor position scheduled to occur in early 2024. [Assessing/Administration]

**Assessing:** Retirement date is tentatively scheduled for February 29, 2024. In process of reviewing/updating job description and drafting job posting. **Next Steps:** Plan to advertise for



replacement first of November with a possible January 2024 start date but the plan is not yet set in stone.

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

- a. Take steps that reflect the implementation and, when appropriate, revisions to Durham’s Climate Action Plan (CAP) toward a reduction in GHG emissions of 2019 levels by 42.8% by 2030, and achieving zero emissions by 2050. [Energy Committee/Administration/UNH Sustainability Fellow]

**Admin:** Energy Committee is in the process of developing steps to help pursue this goal. Evaluating potential grant possibilities to bolster Durham’s efforts. Continuing to evaluate CPCNH or a private provider such as Standard Power to kick off a community power initiative.

- b. Evaluate whether Durham’s commitment to the Global Covenant of Mayors for Climate and Energy (GCoM) has been effective and whether that commitment going forward is the best framework for achieving Durham’s CO2 reduction goals. [Energy Committee/Administration/UNH Sustainability Fellow]

**Admin:** Under evaluation. To date, we believe it is possible to comply in a more efficient and less time consuming manner than was the case in 2022. This effort is being led by our UNH Sustainability Fellow.

- c. Work with the Town Clerk, Town Assessor, Code Officer, and Admin. Asst. to Administrator to implement a method for tracking EV adoption and building electrification in Durham and create a plan for promoting and educating residents on both. [Administration/Energy Committee]

**Admin:** Complete. Town Clerk and Admin. Office have set up a mechanism to track number of EV/Hybrid vehicles registered in Durham, as well as building permits issued for efficiency/weatherization/electrification work at private properties.

- d. Complete an updated greenhouse gas inventory using previous modeling methodologies and evaluate the feasibility of using a consumption-based model for the inventory by May 2024. [UNH Sustainability Fellow]

**Admin:** Our new UNH Sustainability Fellow is Erin Dennehy and she is working to have an updated GGI for both 2021 and 2022. We are waiting on Eversource data to be able to complete the studies.

- e. Monitor and continue evaluating opportunities to move forward with Durham Community Power with the goal that the default rate is less than Eversource and the renewable content is greater. [Administration/Energy Committee]

**Admin:** Community Power being evaluated by working group – potentially CPCNH or Standard Power utilizing the recent Keene bid process.

- f. Support efforts of the Integrated Waste Management Advisory Committee, Agricultural Commission, and Public Works to reduce municipal solid waste landfill use through a volume-based approach and increase composting. [DPW/Integrated Waste Management Advisory Committee]

**DPW:** Developed and presented findings and recommendation for installations of compactors and single stream recycling and solid waste collection to IWMAC and Planning Board. Reviewed plans during budget meetings. **Next Steps:** Continue to advance program design to implementation. The Administrator is interested in launching the volume-based initiative in 2024/25 and DPW was able to

secure a \$740,000 grant +/- to offset the cost of 45% of two new EV trash/recycling collection vehicles. These would be the first two such EV vehicles in NH.

- g. Complete the regulatory requirements for dam removal, secure grant funding and finalize the Mill Pond dam removal plan and river restoration design, including the possibility of adding a fish ladder to the upstream UNH dam, such that permitting and contractor bids can be secured in 2024. [DPW/Administration]

**DPW:** Continuing to develop design and permitting package. Have secured significant grant dollars to largely offset the originally projected cost of this project for Durham taxpayers.

- h. Move forward with Phases II and III of the Wagon Hill Farm Shoreline Restoration project. [DPW, UNH, NHDES Coastal Program, Administration]

**DPW:** Submitted grants to NFWF and CZM programs for \$1.9 million in funding. In process of finalizing design, spec and bid package. Schedule virtual site visit with NFWF. **Next Steps:** Awaiting results of grant submittal LOI and applications. We are optimistic about the likelihood of being funded.

- i. Work with City of Portsmouth to mitigate impacts to Wagon Hill Farm as part of waterline replacement project under Little Bay. [DPW/Administration]

**DPW:** Project bid over \$20 million over estimate Portsmouth is evaluation options. **Next Steps:** Working with Portsmouth to evaluate possible interconnections with Portsmouth and Durham systems as part of Dover interconnection study/project.

- j. Support local and regional efforts to promote and improve the long-term health of the Great Bay Watershed, including its tributaries and surrounding catchment areas. [DPW/Administration/Conservation Commission/Planning Board/Council]

**DPW:** Ongoing work with WWTP, stormwater improvements, involvement with Epping AO. **Next Steps:** Continue efforts as described.

- k. Continue to support the proactive stewardship of Town-owned lands and other lands in Durham held in conservation or under easement with nonprofit organizations while improving appropriate and sustainable public access and use of those lands. [Land Stewardship Subcommittee, Land Stewardship Coordinator, DPW, Administration]

**DPW:** Worked with UNH Proves, Liberty Mutual, service palooza and other groups over the summer to improve town lands. **Next Steps:** Ongoing coordination.

**Admin:** The Lands Stewardship Coordinator is doing yeoman work in this area in conjunction with the Land Stewardship Subcommittee.

- l. In 2023, review and possibly update renewable energy exemptions now available to property owners under NH laws in order to support community transition to renewable energy alternatives versus fossil fuels. [Assessing Office/Energy Committee/Administration]

**Assessing:** Will review once revaluation process is behind us.

- m. Support and preserve a potential and/or working landscape of farms, gardens, and forests. [Agricultural Commission, Land Stewardship Subcommittee, Conservation Commission]

**Admin:** Nothing to report at present.

**5. Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner by supporting the needs of residents, families, and other identified stakeholders by offering a wide**

**array of active and passive parks & recreation and library opportunities, programming, events, facilities, and publicly facing educational information celebrating the rich tapestry of Durham history.**

- a. Continue to work to preserve the health and vitality of Durham’s neighborhoods by addressing noise, trash, and zoning violations. [Code Office, Police, DPW, Planning Board, Administration, Council]

**Code Enf.:** Consistently enforce regulations so that consequences become anticipated and avoided.

**DPW:** Continue with Solid waste initiative and review of bulky waste program. Complete HHW day collection to ensure proper disposal.

**Planning:** Nothing new for Planning.

**Police:** On going. Our POP Officer continues to follow-up on all noise disturbances as well as disorderly behavior call reported to the police.

- b. Work with the NH Division of Historic Resources to develop updated wording on the State Historic Marker commemorating the July 18, 1694 attack on the Oyster River settlement by Native American forces under French command during King William’s War consistent with the above stated goal. [Durham Historic Association, Historic District/Heritage Commission, Human Rights Commission, Administration, Council]

**Admin:** Ongoing discussion by the HDC/HC and to a lesser extent the Human Rights Commission. The Durham Historic Association is also an active party as part of these discussions as is the NH Commission for Native American Affairs. The HDC/HC is working to organize a forum to try to find a solution to this issue in conjunction with the NH Division of Historic Resources.

- c. Support efforts to investigate opportunities, challenges, and options to ensure the availability of a full range of housing types in Durham. [Housing Task Force, Energy Committee, Human Rights Commission, Conservation Commission, Agricultural Commission]

**Planning:** Ongoing effect with Housing Task Force. Visiting pocket neighborhood development in Dover on October 12.

- d. Support ongoing improvement of pedestrian and bicycle connectivity and access to public transportation. [Administration, UNH, DPW, Planning]

**Planning:** Nothing new for Planning.

**DPW:** Undertook Pedestrian crosswalk study in conjunction with UNH project to review short term and long-term improvements to increase pedestrian safety. Included 2 RRFB's in FY2024 Budget for installation at identified locations. 2 additional RRFB's potentially in 2025 as well.

- e. Move forward with multi-phased Madbury Road Complete Streets and water/sewer initiative over the next four to five years. [DPW, Administration, Council]

**DPW:** Roadway, Drainage and Utility project funding included in FY2024 Budget for planned construction in upcoming construction year. Applied for and was originally included in Federal earmark legislation for funding courtesy of Senator Shaheen but due to budget compromise package funding was reduced and the project was cut. We continue to seek additional external funding to support project parameters.

- f. Support initiatives that welcome diversity, equity, and inclusion within our community. [All]

**Code Enf.** Be open to discussing new ideas and methods suggested by residents

**Fire:** Three members of the fire department leadership team have completed the Cornell University Diversity, Equity, and Inclusion certificate program. **Next Steps:** Deliver training component to the fire department leadership team.

**IT:** Budget request for DCAT hardware to support, among other things, closed captioning in 1+ languages in real time. Website/Hosting RFP in progress but deadline has shifted a year out. **Next Steps:** Complete RFP process, if approved get CASTUS replacement scheduled.

**Planning:** Organizing meeting with stakeholders to discuss wording of Oyster River Massacre NH State Marker. The sign removed by NH Historic Resources a while ago after concern was expressed by the NH Commission for Native American Affairs.

- g. Edit Town forms to include a nonbinary option by the end of 2023. [Business Office/Administration]

**Business:** Ongoing.

- h. Update 2003 General Public Assistance/Welfare Regulations for readoption in 2023. [Business Office]

**Business:** Completed.

- i. Update Elderly Exemptions qualification thresholds for income and assets (last updated around 2017) to coincide with 2023 revaluation. [Assessing]

**Assessing:** Council approved revisions to elderly, blind and disabled income, asset and exemption limits on 9/11/2023. Complete.

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

- a. Work collaboratively with UNH to develop The Edge at West End in ways that support both Town and Gown. [Planning/Administration/Council]

**Planning:** Continuing discussions with Ken Weston, UNH Campus Architect. They received grant for NOAA building so we will need to plan for the building before the West Edge Master Plan is finalized.  
**Admin:** Participate with representatives of DPD and DFD on the UNH Alcohol and Other Drug (AOD) committee.

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

- a. Town committees are encouraged to outline 3-5 goals with the Council & Administrator that support initiatives outlined herein as well as plans for working to achieve them.

**Admin:** Under discussion by various committees of the Town.

Parks & Rec. Committee:

1. Collaborate with Downtown Businesses for Community Events- *aligns with TC goals 5 & 7.*
2. Connect with Lee & Madbury Rec. Committees/Staff: Possible partnerships with programs, events and resources. Marketing recreation efforts of the three towns cohesively to the OR community. *aligns with TC goal 5.*
3. Support DPR in the parks/playground community needs assessment- *aligns with TC goals 1 & 6.*

4. Support Director/Rink Manager Goal to Create a working group for Churchill Rink- Help guide renovation planning, fundraising efforts, and decision-making as needed- aligns with TC goals 1, 3, 4 & 5 .
5. Create P&R specific Data/Impact Reports & Graphics- *aligns with TC goals 3 & 7.*
6. Investigate Potential Grant Opportunities (Playgrounds)- *aligns with TC goals 3.*

*\* Note that the order of the goals does not imply priority.*