



TOWN OF DURHAM

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

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

AGENDA

DURHAM TOWN COUNCIL
MONDAY, NOVEMBER 13, 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. **Unanimous Consent Agenda** *(Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote)*
 - A. Shall the Town Council Adopt Resolution #2023-27 Proclaiming Saturday, November 25, 2023, as "Small Business Saturday" in Durham, NH and urge Durham residents to support small businesses and merchants in Durham on this day and throughout the year?
 - B. Shall the Town Council adopt Resolution #2023-28 Memorializing the November 6, 2023 Acceptance and Expenditure of a State of New Hampshire Department of Natural and Cultural Resources/Division of Historical Resources grant (Moose-Plate grant) in an amount of \$20,000 for rehabilitation of the Bickford-Chesley House at Wagon Hill Farm and authorizing Administrator Selig to Sign and Submit all necessary paperwork?

- VI. **Public Hearing** on the Administrator’s proposed FY 2024 Operating, Capital, and Special Fund Budgets
 - VII Continued deliberation of the Administrator’s proposed FY 2024 Operating, Capital, and Special Fund Budgets and the 2024-2033 Capital Improvement
 - VIII. Adjourn (*NLT 10:30 PM*)
-
-



TOWN OF DURHAM

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

AGENDA ITEM: **#5A TS**

DATE: November 13, 2023

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: SHALL THE TOWN COUNCIL ADOPT RESOLUTION #2023-27 PROCLAIMING SATURDAY, NOVEMBER 25, 2023, AS "SMALL BUSINESS SATURDAY" IN DURHAM, NH AND URGE DURHAM RESIDENTS TO SUPPORT SMALL BUSINESSES AND MERCHANTS IN DURHAM ON THIS DAY AND THROUGHOUT THE YEAR?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Durham Town Council

AGENDA DESCRIPTION:

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

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby adopt Resolution #2023-27 proclaiming Saturday, November 25, 2023, as "Small Business Saturday" in Durham, NH and urges Durham residents to support small businesses and merchants in Durham on this day and throughout the year.

RESOLUTION #2023-27 OF DURHAM, NEW HAMPSHIRE

PROCLAIMING SATURDAY, NOVEMBER 25, 2023, AS "SMALL BUSINESS SATURDAY" IN DURHAM, NH

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

WHEREAS, according to the United States Small Business Administration, there were 138,199 small businesses (fewer than 500 employees) in New Hampshire in 2022, which represents 99% of all New Hampshire businesses; and

WHEREAS, according to the United States Small Business Administration, small businesses accounted for 49.7% of New Hampshire Employment in 2019, which exceeded the national share; and

WHEREAS, an American Express survey reported that in 2022, 72% of shoppers said Small Business Saturday makes them want to shop and dine at small, independently-owned retailers and restaurants all year long; and

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

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

NOW, THEREFORE BE IT RESOLVED by the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire, does hereby approve Resolution #2023-27 proclaiming **Saturday, November 25, 2023, as "Small Business Saturday"** and urges the residents of the community to support small businesses and merchants in Durham on Small Business Saturday and throughout the year.

PASSED AND ADOPTED this 13th day of November, 2023 by a majority vote of the Durham Town Council with _____ voting in favor, _____ voting against, and ____ abstentions.

Sally Needell, Chair
Durham Town Council

ATTEST:

Rachel Deane, Town Clerk-Tax Collector



TOWN OF DURHAM

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

AGENDA ITEM: **#5B** TS

DATE: November 13, 2023

COUNCIL COMMUNICATION

INITIATED BY: Carolyn Signer, HDC Member

AGENDA ITEM: SHALL THE TOWN COUNCIL ADOPT RESOLUTION #2023-28 MEMORIALIZING THE NOVEMBER 6, 2023 ACCEPTANCE AND EXPENDITURE OF 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 AND AUTHORIZING ADMINISTRATOR SELIG TO SIGN AND SUBMIT ALL NECESSARY PAPERWORK?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd Selig, Administrator

AGENDA DESCRIPTION:

At its meeting on November 6, 2023, the Town Council held a Public Hearing on the acceptance of a \$20,000 grant for the Bickford-Chesley House at Wagon Hill Farm. The Council voted 9-0 to accept the grant. Subsequently, it was discovered that a Resolution needed to be provided to the grant agency and that the Administrator needed to be designated as an authorized person. This agenda item requests memorializing of the approval through the Resolution and authorizing the Administrator to sign the necessary paperwork.

LEGAL AUTHORITY:

N/A

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 hereby adopts Resolution #2023-28 Memorializing the November 6, 2023 Acceptance and Expenditure of 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 and authorizes Administrator Selig to Sign and Submit all necessary paperwork.

RESOLUTION #2023-28 OF DURHAM, NEW HAMPSHIRE

AUTHORIZING THE ADOPTION OF RESOLUTION #2023-28 MEMORIALIZING THE NOVEMBER 6, 2023 ACCEPTANCE AND EXPENDITURE OF A STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES/DIVISION OF HISTORICAL RESOURCES GRANT (MOOSE-PLATE GRANT) IN AN AMOUNT OF \$20,000 FOR RE-HABILITATION OF THE BICKFORD-CHESLEY HOUSE AT WAGON HILL FARM AND AUTHORIZING ADMINISTRATOR SELIG TO SIGN AND SUBMIT ALL NECESSARY PAPERWORK

WHEREAS, the Town of Durham submitted an application, to LCHIP for funds for the Bickford-Chesley House at Wagon Hill Farm, including funds under the Department of Natural and Cultural Resources/Division of Historical Resources (DHR) Moose Plate grant program; and

WHEREAS, the DHR's Moose Plate grant program had 26 applications requesting \$461,775, and this year they supported 14 projects equaling \$254,275; and

WHEREAS, on October 10, 2023, the Town of Durham was informed that it had been allocated \$20,000 under the DHR Moose Plate program; and

WHEREAS, the Town has determined these allocated funds will be used for the purpose of rehabilitation of the Bickford-Chesley House at Wagon Hill Farm; and

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

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

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

WHEREAS, on Monday, November 6, 2023, a duly posted and published Public Hearing was held by the Durham Town Council;

WHEREAS, on Monday, November 6, 2023 the Town Council voted 9-0 to accept and expend the grant monies;

NOW, THEREFORE, BE IT RESOLVED, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire does hereby adopt Resolution #2023-28 Memorializing the November 6, 2023 Acceptance and Expenditure of a State of New Hampshire Department of Natural and Cultural Resources/Division of Historical Resources grant (Moose-Plate grant) in an amount of \$20,000 for re-habilitation of the Bickford-Chesley House at Wagon Hill Farm and authorizing Administrator Selig to Sign and Submit all necessary paperwork.

PASSED AND ADOPTED this 13th day of November, 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

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

AGENDA ITEM: **# 6 TS**

DATE: **November 13, 2023**

COUNCIL COMMUNICATION

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

AGENDA ITEM: PUBLIC HEARING ON THE ADMINISTRATOR'S PROPOSED FY 2024
OPERATING, CAPITAL, AND SPECIAL FUND BUDGETS

CC PREPARED BY: Karen Edwards, Administrative Assistant

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

AGENDA DESCRIPTION:

On November 6, 2023, the Council received a presentation on the Administrator's proposed FY 2024 Operating, Capital, and Special Fund Budgets and the 2024-2033 Capital Improvement Plan. The proposed Budgets can be found online at <https://www.ci.durham.nh.us/businessoffice/proposed-2024-operating-budget> and the proposed Capital Improvement Plan can be found online at <https://www.ci.durham.nh.us/businessoffice/proposed-2024-2033-capital-improvements-program>.

Section 5.3 of the Durham Town Charter requires that the Town Council hold a public hearing at least fourteen (14) days prior to the adoption of the budget by the Town Council. The Council scheduled a Public Hearing on the proposed FY 2024 budget for Monday, November 13, 2023. A public hearing notice was published in the *Fosters Daily Democrat* on Thursday, November 2, 2023. The notice was also posted on the public bulletin board located outside of the Town Hall, the Department of Public Works public bulletin board, the Durham Public Library, and on the Town's website.

At the conclusion of the Public Hearing, and as time allows, the Council will begin an interview session with each of the Department Heads and continue its initial discussion and deliberation on the proposed budgets and CIP. The following is the order that the Departments will be interviewed.

- Planning
- Assessing

- Code Enforcement
- Town Clerk/Tax Collector
- Recreation
- MIS/DCAT/GIS
- Business Office
- Library
- Public Works
- Police
- Fire (postponed to November 20 as Dave Emanuel is not available on November 13)

LEGAL AUTHORITY:

Durham Town Charter, Article 5 “Finance”, Sections 5.1 – 5.12.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION #1:

The Town Council does hereby OPEN the Public Hearing on the Administrator's proposed FY 2024 Operating, Capital, and Special Fund Budgets.

MOTION #2:

The Town Council does hereby CLOSE the Public Hearing on the Administrator's proposed FY 2024 Operating, Capital, and Special Fund Budgets.