



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, SEPTEMBER 15, 2025
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. Roll Call of Members.** Those members participating remotely state why it is not reasonably practical for them to attend the meeting in person. Town Council grants permission for fewer than a majority of Councilors to participate remotely.
- III. Approval of Agenda**
- IV. Special Announcements –**
- V. Public Comments (*) – Please state your name and address before speaking**
- VI. Report from the UNH Student Senate External Affairs Chair or Designee**
- VII. Unanimous Consent Agenda** *(Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote)*
Shall the Town Council, Upon Recommendation of the Administrator, Approve a Special Event Permit Application Submitted by Durham Parks & Recreation to close certain sections of Town Roads for Downtown Trick-or-Treat to be held on Sunday, October 26, 2025 from 2-4:00 p.m.?
- VIII. Committee Appointments**
Shall the Town Council, upon Recommendation of the Land Stewardship Subcommittee Chair, appoint Elliot Ng, 12A Griffiths Drive, to an alternate membership position on the Land Stewardship Subcommittee?

IX. Presentation Items

Presentation by the UNH Sustainability Capstone Group on an upcoming Composting Challenge for Town Councilors and Town Employees.

X. Unfinished Business

XI. Councilor and Town Administrator Roundtable (Extended Time)

XII. Approval of Minutes – None

XIII. New Business

XIV. Nonpublic Session (if required)

XV. Adjourn (NLT 10:30 PM)

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



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AGENDA ITEM: **#7**

DATE: September 15, 2025

COUNCIL COMMUNICATION

INITIATED BY: Rachel Gasowski, Parks & Rec Director

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, APPROVE A SPECIAL EVENT PERMIT APPLICATION SUBMITTED BY DURHAM PARKS & RECREATION TO CLOSE CERTAIN SECTIONS OF TOWN ROADS FOR DOWNTOWN TRICK-OR-TREAT TO BE HELD ON SUNDAY, OCTOBER 26, 2025 FROM 2-4:00 P.M. ?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached is a special event/road closure permit application submitted by Rachel Gasowski, Parks & Rec Director, requesting that certain portions of town roads be closed from 1:00-5:00 p.m. on Sunday, October 26, 2025 to set up, hold the Downtown Trick-or-Treat event and clean up.

The application has been reviewed by the appropriate town departments and has been a successful event in past years. The Administrator therefore recommends approval of this special event and road closure permit.

LEGAL AUTHORITY:

RSA 41:11 "Regulation of Use of Highways, Etc.", and RSA 47:17 VII "Use of Public Ways" authorize the Town Council to regulate the use of public highways.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby, upon Recommendation of the Administrator, Approve a Special Event Permit Application Submitted by Durham Parks & Recreation to Close Certain Sections of Town Roads for Downtown Trick-or-Treat to be Held on Sunday, October 26, 2025 from 2-4:00 p.m.



TOWN OF DURHAM

100 Stone Quarry Drive, Durham, NH 03824

TEL: (603) 868-5578

FAX: (603) 868-8063

Email: publicworks@ci.durham.nh.us

PERMIT APPLICATION

Revised: 2/18/19

TYPE OF PERMIT (Please check one):

Special Event ☒

Road Closure Request ☒

Use of Town Property ☒

LOCATION WHERE EVENT WILL OCCUR:

Downtown Main Street, Jenkins Crt.

DAY & DATE OF EVENT:

Sunday, Oct. 26 2025

TIME(S) OF EVENT:

2-4pm

DURATION OF EVENT (Including set up and breakdown time):

6 hrs: Close down Parking Spots @ 12pm, Road Closure @ 1pm, Event 2-4, 4-5pm Clean up.

NAME OF APPLICANT/ORGANIZATION:

Durham P+R

NAME OF EVENT:

Downtown Trick-or-Treat

PERSONAL CONTACT FOR THIS EVENT:

Rachel Gasowski

ADDRESS:

2 Dover Rd Durham

TELEPHONE NO.:

DAY:

(603) 817-4074

EVENING:

(603) 254-6178

EMAIL:

rgasowski@gmail.com

DETAILED DESCRIPTION OF REQUEST (Pertaining to amplified music, location, route of travel. Please attach maps denoting routes and road closures):

- Close down Main St. from Jenkins to Main Street Barber
- Close down Jenkins Crt. during event. Amplified music will be
played. Game, activities, & Trick or Treat tables will be set
up throughout downtown.

Requesting DPD to assist w/Traffic & crowd control

Requesting DPW to assist w/Detour & trash

Requesting OPD to be onsite w/apparatus across Main St.

Thank You!!

ANTICIPATED NUMBER OF PARTICIPANTS:

500

ANTICIPATED NUMBER OF VEHICLES:

150

CERTIFICATE OF INSURANCE INFORMATION

As evidence of its financial ability to indemnify the Town of Durham, during the term of this agreement, the applicant shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this lease, such policy to provide limits no less than \$1 million per occurrence. A Certificate of Insurance naming the Town of Durham as an Additional Insured shall be provided.

Insurance Carrier: Primerx

Policy Number and Expiration Date: _____

The undersigned hereby agrees, at its sole cost and expense, to defend, indemnify and hold harmless the Town of Durham and all associated, affiliated, allied and subsidiary entities of the Town, now existing or hereinafter created, and their respective officers, boards, commissions, employees, agents, and contractors (hereinafter referred to as "indemnities") from and against any and all liability, obligation, damages, penalties, claims, liens, costs, charges, losses and expenses which may be imposed upon, incurred by or asserted against the indemnities by reason of any act or omission of the undersigned, its personnel, employees, agents, contractors or subcontractors which results in damage or injury of any kind to any person or any property and which arises out of or is in any way connected with the activities permitted by this permit.

Rachel Gasowski
Printed Name and Signature of Event Coordinator/applicant

8/27/25
Date

Printed Name and Signature of Principal/Owner/Authorizing Authority

Date

FOR OFFICIAL USE ONLY

Reviewed by DPW
Comments:

✓ Review
ch 9.4.25

Reviewed by PD
Comments:

✓ *PD will post 3 officers for event.

Reviewed by FD
Comments:

✓

See attached Fire Department conditions of permit approval

Reviewed by P&R
Comments:

✓ RTY

Approved:

Todd I. Selig, Administrator

Date

John Baker

From: Jack Dalton
Sent: Thursday, September 4, 2025 9:29 AM
To: John Baker; Brendan O'Sullivan; David Emanuel; Kelley Fowler; Rachel Gasowski; Richard Reine; Shannon Shaw
Subject: RE: Special Event Permit Application - Downtown Trick or Treat - 10-26-2025

DPD will post three officers to work this event.

Jack

Deputy Chief Jack Dalton
Durham Police Department
86 Dover Road
Durham, NH 03824
603-868-2324



From: John Baker <jbaker@ci.durham.nh.us>
Sent: Wednesday, September 3, 2025 4:02 PM
To: Brendan O'Sullivan <brendan.osullivan.dfd@unh.edu>; David Emanuel <david.emanuel@unh.edu>; Jack Dalton <jdalton@ci.durham.nh.us>; Kelley Fowler <Kelley.Fowler@unh.edu>; Rachel Gasowski <rgasowski@ci.durham.nh.us>; Richard Reine <rreine@ci.durham.nh.us>; Shannon Shaw <sshaw@ci.durham.nh.us>
Subject: Special Event Permit Application - Downtown Trick or Treat - 10-26-2025

Good afternoon:

Durham Public Works has received a Special Event Permit Application - Downtown Trick or Treat - 10-26-2025, submitted by the Durham Parks and Recreation Department.

The proposed event requests a road closure on Main Street from Jenkins Court to Main Street Barber location, as well as a closure of Jenkins Court during the event.

Requested support from departments includes:

- **DPD:** assistance with traffic and crowd control.
- **DPW:** assistance with detour and litter and trash.
- **DFD:** onsite with apparatus across Main Street.

Thank you for your review and comments.

John C. Baker

Administrative Assistant at Durham Public Works

Phone: 603-868-5578

Web: www.ci.durham.nh.us/publicworks

Email: jbaker@ci.durham.nh.us

100 Stone Quarry Drive Durham, NH 03824

John Baker

From: O'Sullivan, Brendan (DFD) <Brendan.OSullivan.DFD@unh.edu>
Sent: Thursday, September 4, 2025 3:36 PM
To: John Baker
Cc: David Emanuel; Jack Dalton; Kelley Fowler; Rachel Gasowski; Richard Reine; Shannon Shaw
Subject: Re: Special Event Permit Application - Downtown Trick or Treat - 10-26-2025

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All good with fire dept.

Brendan J. O'Sullivan
Fire Marshal/ A-EMT
51 College Road
Durham NH 03824
603.862.2522
Brendan.OSullivan.DFD@UNH.edu

On Sep 3, 2025, at 16:05, John Baker <jbaker@ci.durham.nh.us> wrote:

CAUTION: This email originated from outside of the University System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon:

Durham Public Works has received a Special Event Permit Application - Downtown Trick or Treat - 10-26-2025, submitted by the Durham Parks and Recreation Department.

The proposed event requests a road closure on Main Street from Jenkins Court to Main Street Barber location, as well as a closure of Jenkins Court during the event.

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2. **DPW:** assistance with detour and litter and trash.
3. **DFD:** onsite with apparatus across Main Street.

Thank you for your review and comments.

John C. Baker

Administrative Assistant at Durham Public Works

Phone: 603-868-5578



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AGENDA ITEM: **#8**

DATE: September 15, 2025

COUNCIL COMMUNICATION

INITIATED BY:

Elliot Ng

AGENDA ITEM:

SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE LAND STEWARDSHIP SUBCOMMITTEE CHAIR, APPOINT ELLIOT NG, 12A GRIFFITHS DRIVE, TO AN ALTERNATE MEMBERSHIP POSITION ON THE LAND STEWARDSHIP SUBCOMMITTEE?

CC PREPARED BY:

Karen Edwards, Administrative Assistant

PRESENTED BY:

Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's information and consideration is an application for board appointment submitted by Elliot Ng, requesting appointment as an alternate member to the Land Stewardship Subcommittee. His appointment will fill the last vacancy on the Subcommittee.

Mr. Ng has attended one meeting of the Land Stewardship Subcommittee and has spoken with Chair, Neil Slepian. Attached for the Council's information is Chair Slepian's endorsement of Mr. Ng's appointment.

Mr. Ng has been invited to attend Monday night's meeting.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby, upon recommendation of the Land Stewardship Subcommittee Chair, appoint Elliot Ng, 12A Griffiths Drive, to fill an Alternate Membership position on the Land Stewardship Subcommittee.



Town of Durham

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

Application for Board Appointment

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

New appointment/regular member ☐

New appointment/alternate member ☒

Reappointment/regular member ☐

Reappointment/alternate member ☐

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

Applicant has:

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

Name: Yong Sheng Ng (Elliot) Date: 9/8/2025

Address: 12A Griffiths Dr Durham NH 03824

E-Mail Address: Y.SHENG.NG@gmail.com

Telephone: 6032298160

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

1. Land Stewardship Subcommittee
- 2.
- 3.

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

(Over)

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

Avid user of green spaces in the town. Have previous experience with trail and land stewardship.

Please provide brief background information about yourself:

Please provide brief background information about yourself:

Worked at Dartmouth Outdoor Programs Office, managed all climbing programs XC ski area. Assisted with facility and trail maintenance of various properties owned by Dartmouth College. Currently a dual degree MSW and MS in RMP at the University of New Hampshire.

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

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

Name: Brad Geismar

Telephone: 603 6463503

Name: Willow Nilsen

Telephone: 603 646 2427

Name: Rony Gawler

Telephone: 60 33595626

[illegible]

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

YONG SHENG (ELLIOT) NG

12A Griffiths Dr, Durham NH 03824 • 603-229-8160 • Y.Sheng.Ng@gmail.com

EDUCATION

University of New Hampshire, Durham, NH

Aug 2024 – Present

Master of Science in Recreation, Management, & Policy; Master of Social Work

Dartmouth College, Hanover, NH

Jun 2021

Bachelor of Arts: Major in Quantitative Social Science, Minor in Asian Societies, Cultures and Languages

EXPERIENCE

University of New Hampshire Department of Recreation, Management, & Policy, Durham, NH

Aug 2024 – Present

Graduate Assistant

- Conduct comprehensive literature reviews and synthesize complex academic research to support grant applications and ongoing faculty projects.
- Develop and prepare professional reports, presentations, and scholarly materials for dissemination at academic conferences and to industry partners.
- Grade assignments, provide constructive feedback on student writing, develop and deliver lectures on recreation, leisure, and youth development.

Fresenius Kidney Care, Exeter, NH

Aug 2024 – May 2025

MSW Intern

- Conducted comprehensive biopsychosocial and health related social needs assessments for patients with End-Stage Renal Disease (ESRD) to identify individual needs, strengths, and barriers to care
- Collaborated with an interdisciplinary team, including physicians and nurses, to develop, implement, and continuously evaluate patient-centered care plans
- Maintained accurate, timely, and confidential patient records in the electronic health record system in accordance with HIPAA and company policies

Dartmouth Outdoor Programs Office, Hanover, NH

Aug 2021 – Jul 2024

Program Coordinator

- Spearheaded office data collection and analysis that improved program assessment, resource allocation and impact
- Instructed technical rock climbing and whitewater paddling skills that resulted in students acquiring professional certifications
- Managed the financial and programmatic operations of the Dartmouth Cross Country Ski Center and the Dartmouth Climbing Gym, serving over 500 Dartmouth community members in the Upper Valley
- Oversaw maintenance and improvement of trip sign-up system which increased user base for the system by 200%, broadening the impact and delivery of programming
- Planned and facilitated implementation of new cloud base, payment, and vehicle reservation systems, improving office operational efficiency

LEADERSHIP & ACTIVITIES

Dartmouth Outing Club, Hanover, NH

Mar 2018 – Jun 2021

Vice President, Leader

- Designed and evaluated first annual census data from more than 300 club members to better meet diversity objectives
- Mediated daily conversations between sub-club chairs and Dartmouth Outdoor Programs Office
- Collaborated with Dartmouth Student Assembly and Dartmouth Sustainability Office to provide transportation during breaks to decrease food insecurity for 100+ students on campus
- Led over 300 hiking, climbing, canoeing, kayaking and backpacking trips that brought over 2000 Dartmouth students outdoors
- Redesigned annual club officer elections with ranked choice voting that reduced vote-splitting
- Organized and facilitated 5 diversity workshops attended by 130 club members to discuss diversity and inclusivity in the club

SKILLS & INTERESTS

Outdoors: AMGA SPI, ACA Safety and Rescue Level 4, WFR, BLS CPR, MHFA

Computer: R, Excel, HTML, SQL, Google Suite, Microsoft Suite

Languages: Proficient in Mandarin and Malay

From: [Neil Slepian](#)
To: [Karen Edwards](#)
Subject: Elliot Ng Application
Date: Tuesday, September 9, 2025 8:34:33 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Karen,
I am pleased to recommend Elliot Ng to fill an alternate seat on the Land Stewardship Subcommittee.
Please process his application appropriately.

Best Regards,
Neil Slepian
Chair, Land Stewardship Subcommittee



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AGENDA ITEM: **#9**

DATE: September 15, 2025

COUNCIL COMMUNICATION

INITIATED BY: UNH Sustainability Capstone Group and IWMAC

AGENDA ITEM: PRESENTATION BY THE UNH SUSTAINABILITY CAPSTONE GROUP ON AN UPCOMING COMPOSTING CHALLENGE FOR TOWN COUNCILORS AND TOWN EMPLOYEES.

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: UNH Sustainability Capstone Group

AGENDA DESCRIPTION:

UNH students from the UNH Sustainability Capstone Group have been working with the Integrated Waste Management Advisory Committee (IWMAC) to create a composting challenge for Town Councilors and town employees who live in Durham. The students will be at the meeting on Monday night to present their proposal.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action required. Receive presentation and hold question and answer session if desired.



DURHAM COMPOSTING CHALLENGE



Goals:

- Engage town workers to set an example for Durham residents
- Reduce waste in Durham
- Explore benefits of town-wide composting & possible barriers

Why Compost?

- Reduces waste going to landfills → reduces greenhouse gases being emitted & land needed for this waste
- Recycles organic materials into nutrient-rich soil for plants

Project Plan & Timeline:

- Challenge will start on October 4th & end on November 15th
- Town council & town hall employees, who are Durham residents, will sign up online → receive compost bags & bin and full guidance & support throughout the challenge
 - There will be a \$10 refundable fee if participants complete the six week challenge
- Participants will have the option to bring compost to transfer station or backyard compost
- Participants will weigh their compost & solid waste at the transfer station or at home each week, report it, and offer their feedback
- Weekly data updates will be provided for participants to see progress
- When the challenge is completed presentations will be made to the Town Council and IWMAC with feedback, results, and next steps

