



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.

DURHAM TOWN COUNCIL
MONDAY, OCTOBER 20, 2025
DURHAM TOWN HALL - COUNCIL CHAMBERS
6:00 PM

IAW RSA 91-A:2 I(b): Consultation with legal counsel regarding Abatements, the draft PILOT Agreement for Riverwoods and the renewal of lease agreement for T-Mobile Cellular at the Transfer Station

NOTE: *This meeting is not open to the public.*

AGENDA
DURHAM TOWN COUNCIL
MONDAY, OCTOBER 20, 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. 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 – Swearing in of new Firefighter Loran Sheley
- VI. Approval of Minutes – October 6, 2025
- VII. Public Comments (*) – **Please state your name and address before speaking**
- VIII. Report from the UNH Student Senate External Affairs Chair or Designee

- IX. Unanimous Consent Agenda** *(Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote)*
- A. Shall the Town Council Approve the 4th 2025 Warrant Billing Computed From the 3rd Quarter Water and Sewer Readings of 2025 Totaling \$810,603.70, Commit the Bills for Charges to the Tax Collector for Collection, and Authorize the Administrator to Sign Said Warrant?
 - B. Shall the Town Council continue to keep sealed the Nonpublic Session minutes from March 25, 2002, May 1, 2006, June 4, 2007, June 18, 2007, August 20, 2007, September 17, 2007?
 - C. Shall the Town Council adopt **Resolution #2025-19** amending Resolution #2009-08 to add two additional alternate members on the Integrated Waste Management Advisory Committee per the Chair’s request?
 - D. 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 Frost Fest to be held on Saturday, December 6, 2025 from 6-8:00 p.m. with a rain date of Sunday, December 7, from 5-7:00 p.m.?
- X. Committee Appointments**
- XI. Presentation Items**
- A. Presentation by Elise Sullivan and Judith Churchill on Wagon Hill Farm Community Garden 2025 Season
 - B. Presentation of the Quarterly Financial Report through 9/30/2025 - Gail Jablonski, Business Manager
- XII. Unfinished Business**
- XIII. Councilor and Town Administrator Roundtable**
- XIV. New Business**
- XV. Nonpublic Session (if required)**
- XVI. 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: #6

DATE: October 20, 2025

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR OCTOBER 6, 2025.**

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 6, 2025. 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 6, 2025. (as presented/as amended).



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AGENDA ITEM: **#9A**

DATE: October 20, 2025

COUNCIL COMMUNICATION

INITIATED BY: April Talon, Town Engineer

AGENDA ITEM: SHALL THE TOWN COUNCIL APPROVE THE 4TH 2025 WARRANT BILLING COMPUTED FROM THE 3RD QUARTER WATER AND SEWER READINGS OF 2025 TOTALING \$810,603.70, COMMIT THE BILLS FOR CHARGES TO THE TAX COLLECTOR FOR COLLECTION, AND AUTHORIZE THE ADMINISTRATOR TO SIGN SAID WARRANT?

CC PREPARED BY: April Talon, Town Engineer
Gail Jablonski, Business Manager

PRESENTED BY: Gail Jablonski, Acting Administrator

AGENDA DESCRIPTION:

Attached for the Council's approval is the 4th 2025 Warrant for Water and Sewer totaling \$810,603.70 in accordance with RSA 38:22 II (a) which states: *"A municipality may commit bills for charges to the Tax Collector with a warrant signed by the appropriate municipal officials requiring the Tax Collector to collect them."* The commitment list is available for viewing in the Town Clerk-Tax Collector's Office and will be available for viewing once the warrant is approved Monday evening.

Water and/or sewer bills are issued quarterly and are based on meter readings which are taken at the beginning of each quarter (on or about January 1, April 1, July 1 and October 1). Bills are calculated on the actual cubic foot (CF) of water used for each account. The Durham Public Works Water Division obtains the necessary readings using an automatic meter reading system and software which collects meter data including account numbers and water meter readings. This information

is uploaded into the Town's utility billing software to generate the warrant. Some accounts are water only as is the case for irrigation meters or for properties that have a septic system. Some accounts are sewer only if they have a residential well.

The Town obtains the total number of cubic feet used and converts it to a dollar amount using the cost per cubic foot which is determined during the budget cycle and approved by the Town Council. The amount of cubic feet used can fluctuate from year to year for the same period due to changes in weather (for example when there is more rain, people use less irrigation), time of year (summer versus winter), and whether UNH is in or out of session.

The attached charts compare the actual water and sewer usage and fees for 2020 through 2025 and the first nine months of 2025 compared to the budget.

LEGAL AUTHORITY:

RSA 38:22 II (a)

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The warrant details are as follows:

	Water \$	399,793.52
Lee Waterline Extension	Water \$	60,168.41
	Sewer \$	<u>350,641.77</u>
	Total \$	810,603.70

with interest at eight percent (8%) on all sums not paid thirty days (30) from the due date.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby approve the 4th 2025 Warrant Billing Computed From the 3rd Quarter Water and Sewer Readings of 2025 Totaling \$810,603.70, Commit the Bills for Charges to the Tax Collector for Collection, and Authorize the Administrator to Sign Said Warrant?

2025 ESTIMATED VS ACTUAL USAGE
July 1 , 2025 - September 30, 2025

YEARLY COMPARISONS	ESTIMATED WATER			ACTUAL WATER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2020	14,853,460	\$ 7.35	\$ 1,091,729	13,863,777	\$ 7.35	\$ 1,018,988	(989,683)	(\$72,742)	93%
2021	14,853,460	\$ 7.74	\$ 1,149,658	14,427,696	\$ 7.74	\$ 1,116,704	(425,764)	(\$32,954)	97%
2022	14,304,304	\$ 8.43	\$ 1,205,853	14,231,786	\$ 8.43	\$ 1,199,740	(72,518)	(\$6,113)	99%
2023	14,447,347	\$ 10.42	\$ 1,505,414	14,656,024	\$ 10.42	\$ 1,527,158	208,677	\$21,744	101%
2024	14,519,584	\$ 10.61	\$ 1,540,528	13,786,766	\$ 10.61	\$ 1,462,776	(732,818)	\$ (77,752)	95%
2025	10,550,555	\$ 10.92	\$ 1,152,121	9,984,093	\$ 10.92	\$ 1,090,263	(566,462)	\$ (61,858)	95%

Estimated Water for the 3rd Q is calculated as 14,067,407 multiplied by 0.75

YEARLY COMPARISONS	ESTIMATED SEWER			ACTUAL SEWER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2020	13,713,549	\$ 8.97	\$ 1,230,105	12,843,156	\$ 8.97	\$ 1,152,031	(870,393)	(\$78,074)	94%
2021	13,713,549	\$ 8.97	\$ 1,230,105	13,653,420	\$ 8.97	\$ 1,224,712	(60,129)	(\$5,393)	100%
2022	13,516,701	\$ 8.98	\$ 1,213,800	13,347,445	\$ 8.98	\$ 1,198,601	(169,256)	(\$15,199)	99%
2023	13,651,868	\$ 9.57	\$ 1,306,484	13,815,025	\$ 9.57	\$ 1,322,098	163,157	\$15,614	101%
2024	13,720,127	\$ 10.31	\$ 1,414,545	13,053,263	\$ 10.31	\$ 1,345,791	(666,864)	(\$68,754)	95%
2025	9,793,226	\$ 10.66	\$ 1,043,958	9,305,834	\$ 10.66	\$ 992,002	(487,392)	(\$51,956)	95%

Estimated Sewer for the 3rd Q is calculated as 13,057,634 multiplied by 0.75

1st QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,241,246	3,442,141	3,409,428	3,656,574	3,330,501	3,081,326
Water - Lee Extension				63,233	59,073	80,746
Sewer	3,095,327	3,286,030	3,292,580	3,514,853	3,211,829	2,936,841

2nd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,186,882	3,689,323	3,502,992	3,657,659	3,230,432	3,241,654
Water - Lee Extension				64,104	132,537	169,468
Sewer	2,862,096	3,455,094	3,298,425	3,320,712	3,069,167	3,079,671

3rd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,817,406	3,412,971	3,680,587	3,549,077	3,558,118	3,661,113
Water - Lee Extension			24,319	68,979	220,485	479,048
Sewer	3,449,128	3,205,142	3,305,110	3,336,952	3,286,742	3,289,322

4th QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	3,618,243	3,883,261	3,638,779	3,792,715	3,667,715	
Water - Lee Extension			47,374	89,193	80,280	
Sewer	3,436,605	3,707,154	3,451,330	3,642,509	3,485,525	

YEARLY TOTALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)
Water	13,863,777	14,427,696	14,231,786	14,656,025	13,786,766	
Water - Lee Extension			71,693	285,509	492,375	
Sewer	12,843,156	13,653,420	13,347,445	13,815,026	13,053,263	

2025 BUDGETED VS ACTUAL EXPENDITURES

July 1 , 2025 - September 30, 2025

FUNDS	Budgeted Ending 9/30/25	Actual Ending 9/30/25	Under (Over) 2025	Percent as of 9/30/25
Water	\$1,152,121	\$1,090,263	\$61,858	94.6%
Sewer	\$1,043,958	\$992,002	\$51,956	95.0%
Water - Lee Extension		\$60,168		

STATE OF NEW HAMPSHIRE
WATER/SEWER – 4TH WARRANT 2025

STRAFFORD SS

To Rachel Deane, Collector of Water and Sewer Taxes for the Town of Durham in said County.

In the name of said State, you are directed to collect the water and sewer taxes in the list herewith committed to you, amounting in all to the sum of

Eight Hundred & Ten Thousand, Six Hundred & Three and Seventy Cents
(\$810,603.70)

Water \$ 399,793.52
Lee Waterline Extension Water \$ 60,168.41
Sewer \$ 350,641.77

Total \$ 810,603.70

with interest at eight percent (8%) on all sums not paid thirty (30) days from the due date.

And we further order you to pay all monies collected to the Treasurer of said Town at least on a weekly basis.

As attested by the Town Clerk-Tax Collector, the list on the following pages is a correct list of the assessment of the 4th billing of 2025 computed from the 3rd quarter water and sewer readings of 2025.

ATTEST: _____
Rachel Deane, Town Clerk-Tax Collector

Given under our hands and seal at Durham this 21st day of October, 2025.

Todd Selig, Administrator
Per Town Council vote on 10/20/2025



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AGENDA ITEM: **#9B**

DATE: **June 2, 2025**

COUNCIL COMMUNICATION

INITIATED BY: Administrator Todd Selig

AGENDA ITEM: SHALL THE TOWN COUNCIL CONTINUE TO KEEP SEALED THE NONPUBLIC SESSION MINUTES FROM MARCH 25, 2002, MAY 1, 2006, JUNE 4, 2007, JUNE 18, 2007, AUGUST 20, 2007, SEPTEMBER 17, 2007?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

The process for Nonpublic Session minutes is stated in RSA 91 A:3 as follows:

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply. For all meetings held in nonpublic session, where the minutes or decisions were determined to not be subject to full public disclosure, a list of such minutes or decisions shall be kept and this list shall be made available as soon as practicable for public disclosure. This list shall identify the public body and include the date and time of the meeting in nonpublic session, the specific exemption under paragraph II on its face which is relied upon as foundation for the nonpublic session, the date of the decision to withhold the minutes or decisions from public disclosure, and the

date of any subsequent decision, if any, to make the minutes or decisions available for public disclosure. Minutes related to a discussion held in nonpublic session under subparagraph II(d) shall be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.

IV. (a) A public body or agency may adopt procedures to review minutes of meetings held in nonpublic session and to determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. If the public body determines that those circumstances no longer apply, the minutes shall be available for release to the public pursuant to this chapter.

(b) In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91 A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.

This statute was revised in 2023 to contain the last highlighted section. The Town of Durham has sealed nonpublic minutes dating back to 2000. Throughout this year, these minutes will be brought to the Council to determine if they should remain sealed or be unsealed for public viewing. At this meeting the nonpublic minutes from the years 2002, 2006 & 2007 will be reviewed. The Administrator has reviewed the minutes from the meetings listed and **has determined that these minutes should remain sealed.**

LEGAL AUTHORITY:

RSA 91 A:3

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Town Council does hereby continue to keep sealed the Nonpublic Session minutes from March 25, 2002, May 1, 2006, June 4, 2007, June 18, 2007, August 20, 2007, September 17, 2007.



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AGENDA ITEM: **#9C**

DATE: October 20, 2025

COUNCIL COMMUNICATION

INITIATED BY: Nell Neal, Chair, IWMAC

AGENDA ITEM: SHALL THE TOWN COUNCIL ADOPT RESOLUTION #2025-19 AMENDING RESOLUTION #2009-08 TO ADD TWO ADDITIONAL ALTERNATE MEMBERS ON THE INTEGRATED WASTE MANAGEMENT ADVISORY COMMITTEE?

CC PREPARED BY: Karen Edwards, Administrative Assistant

CC PRESENTED BY: Todd Selig, Town Administrator

AGENDA DESCRIPTION:

On April 20, 2009, the Town Council adopted Resolution #2009-08 enacting changes recommended by the Integrated Waste Management Advisory Committee (IWMAC) to allow their membership to be six (6) regular citizen members, one (1) Council representative and one (1) alternate.

Since 2009 IWMAC has accomplished a lot towards their goals set forth in June of 2001. They continue to be a vital committee and bring about much community engagement.

Chair Nell Neal has noticed that other town committees have more than one alternate member. She also has been aware that there are two community members who faithfully attend every IWMAC meeting. Whereas the one alternate position on IWMAC is currently filled, Nell would like to have additional alternate positions to potentially offer these two community members or any other community member who may be interested.

LEGAL AUTHORITY:

Article 11, Section 11.1(G) of the Town Code allows the Council to establish and amend administrative boards and committees.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

The Durham Town Council hereby Adopts Resolution #2025-19 amending Resolution #2009-08 to add two additional alternate members on the Integrated Waste Management Advisory Committee.

RESOLUTION #2025-19 OF DURHAM, NEW HAMPSHIRE

AMENDING RESOLUTION #2009-08 TO ADD TWO ADDITIONAL ALTERNATE MEMBERS TO THE INTEGRATED WASTE MANAGEMENT ADVISORY COMMITTEE

WHEREAS, in April 1988, a nine-member Recycling Task Force was formed with the approval of the Durham Town Council consisting of three League of Women Voters, which had been studying the problems of waste management for many years and had indicated to the Council its willingness to assist in establishing a recycling program for Durham, and six other citizens; and

WHEREAS, on January 9, 1989, the Town Council voted to make the Task Force a formal Town advisory committee composed of the people serving on the Recycling Task Force to continue until the committee itself felt it was not further needed; and

WHEREAS, at the June 4, 2001 Town Council meeting the Recycling Advisory Committee discussed its future goals with the Council and requested that the Town Council rename the committee to the "Integrated Waste Management Advisory Committee" and have it remain as a nine-member committee; and

WHEREAS, on June 18, 2001, the Town Council adopted Resolution #2001-13 renaming the Recycling Advisory Committee to the "Integrated Waste Management Advisory Committee" consisting of nine (9) members (8) citizen members and 1 Council representative), and establishing a formal charge for the committee; and

WHEREAS, on June 2, 2008, the Town Council adopted its annual goals for 2008/09 which included a goal introduced by former Councilor Cathy Leach to "review current management and structure" relating to the makeup of the various Town boards, commissions, and committees. The intent of this goal was to determine what changes could be made to the current committee structure that might encourage more citizen involvement; and

WHEREAS, to accomplish this goal, a subcommittee consisting of Councilor Leach, the Town Administrator, and the Administrative Assistant recommended that the Town Council consider the concept of shortening some terms from three to two years, implementing finite terms if none currently exist, and decreasing the numbers of both citizen membership and Council representatives on five committees in which the Town Council would have authority to implement such changes without amending the Charter or changing state law, including: Churchill Rink at Jackson's Landing Advisory

Committee, DCAT Governance Committee, Durham Energy Committee, Economic Development Committee, and the Integrated Waste Management Advisory Committee; and

WHEREAS, on April 6, 2009, after receiving input from the five committees noted above regarding the proposed concept, the Council directed staff to bring back for Council approval the necessary documents to initiate the changes recommended by each of these committees; and

WHEREAS, on April 20, 2009, the Council voted to reduce the total membership of the Integrated Waste Management Advisory Committee to six (6) regular citizen members and one (1) Council representative who shall serve a one-year term. In addition, there shall be one (1) alternate citizen member.

WHEREAS, on September 9, 2024 the Council approved Resolution #2024-19 to establish 3-year terms for each member of the Integrated Waste Management Advisory Committee; and

WHEREAS, other Town Committees have more than one alternate member; and

WHEREAS, the Integrated Waste Management Advisory Committee Chair, Nell Neal, would like to expand the membership to include two more alternate members for a total of three alternate members.

NOW, THEREFORE, BE IT RESOLVED that the Durham Town Council, the governing body of the Town of Durham, does hereby **ADOPT Resolution #2025-19** to change the membership on the Integrated Waste Management Advisory Committee to ten (10) members as follows: Six (6) regular citizen members, one (1) Council representative, who shall serve a one-year term, and three (3) alternate citizen members.

BE IT FURTHER RESOLVED that the charge established for the committee on June 18, 2001 shall continue to be as follows:

1. Reduce the total amount of solid waste generated in Durham.
2. Incorporate a long-term community vision into the Integrated Waste Management strategy of Durham.
3. Increase community awareness and participation in integrated waste management issues.
4. Work with Department of Public Works to advance the waste management program.
5. Promote education and outreach while increasing community involvement.
6. Build partnership with the Durham Business Association, UNH, student groups and the Town of Durham involving solid waste issues.

PASSED AND ADOPTED by the Town Council of the Town of Durham, New Hampshire this 20th day of October, 2025 by _____ affirmative votes, _____ negative votes, and _____ abstentions.

Joe Friedman, Chair
Durham Town Council

ATTEST:

Rachel Deane, Town Clerk/Tax Collector



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AGENDA ITEM: **#9D**

DATE: October 20, 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 FROST FEST TO BE HELD ON SATURDAY, DECEMBER 6, 2025 FROM 6-8:00 P.M. WITH A RAIN DATE OF SUNDAY, DECEMBER 7, 2025 FROM 5-7:00 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 6-8:00 p.m. on Saturday, December 6, 2025 to hold the annual Frost Fest. A Rain Date has been set for Sunday, December 7, 2025 from 5-7:00 p.m.

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 Durham Parks & Recreation to close certain sections of Town Roads for the Frost Fest to be held on Saturday, December 6, 2025 from 6-8:00 p.m. with a rain date of Sunday, December 7, 2025 from 5-7:00 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

DAY & DATE OF EVENT:

Saturday, Dec. 6th

TIME(S) OF EVENT:

6-8pm

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

* Rain Date: Sunday, Dec. 7th 5-7pm
Parking Spots Closed Starting @ 3pm
Road Closure @ 5pm, Clean up until 9pm. Chrs total

NAME OF APPLICANT/ORGANIZATION:

Durham Parks & Recreation

NAME OF EVENT:

Frost Fest: Welcome to Winter Community Celebration

PERSONAL CONTACT FOR THIS EVENT:

Rachel Gasowski

ADDRESS:

2 Dover Rd. Durham

TELEPHONE NO.:

DAY:

(603) 817-4074

EVENING:

(603) 254-6178

EMAIL:

rgasowski@ci.durham.nh.us

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

We will close down Main St. from Jenkins Crt to Main St.
Barber to set up a variety of activities on Main St.
Amplified music will be played. Two fires will be set up
on Main St.

Requesting assistance from DPD w/Traffic & Crowd Control

Requesting DPD to be on site w/Apparatus across Main St.

Requesting assistance from DPW w/Road Closure, trash, Fire Art/Wood
drops on light posts. 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: Parmex

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

9/24/25
 Date

 Printed Name and Signature of Principal/Owner/Authorizing Authority

 Date

FOR OFFICIAL USE ONLY
 Reviewed by DPW
 Comments:

Ok 10.3.25

 Reviewed by PD
 Comments:

✓ * PD has posted Frost Fest Detail.

 Reviewed by FD
 Comments:

✓

See attached Fire Department conditions of permit approval

 Reviewed by P&R
 Comments:

RG

Approved: _____

 Todd I. Selig, Administrator

 Date

John Baker

From: Jack Dalton
Sent: Monday, October 6, 2025 2:27 PM
To: John Baker; Brendan O'Sullivan; David Emanuel; Kelley Fowler; Rachel Gasowski; Richard Reine; Shannon Shaw
Cc: Samuel Hewitt
Subject: RE: Feather Fest and Frost Fest - Two Special Events Permit Applications from P&R

Received, and DPD has no issues. I have posted the Frost Fest detail.

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: Friday, October 3, 2025 3:43 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>
Cc: Samuel Hewitt <shewitt@ci.durham.nh.us>
Subject: Feather Fest and Frost Fest - Two Special Events Permit Applications from P&R

Good afternoon:

Please see attached Special Event Permit Applications (2) from the Durham Parks and Recreation Department.

- Feather Fest: 11/27/2025, 9:00am – 12pm.
This annual festival is held at Wagon Hill with children (turkeys) following trails around the Park, with a story, snacks, and crafts at the end of the turkey trail.
All supplies will be cleaned up directly after the event.
- Frost Fest: 12/6/2025, 6:00 – 8:00pm.
This annual downtown “Welcome to Winter Community Celebration” involves closure of Main Street from Jenkins Court to Main Street Barber (in the vicinity of Memorial Park).
Requesting Assistance from:
DPD: Traffic and crowd control.
DFD: Onsite with apparatus across Main Street.
DPW: Road closure (barricades), trash/litter cleanup, fire pit/wood, electric dops on light posts.

Thank you in advance for your review and comments.

John Baker

From: O'Sullivan, Brendan (DFD) <Brendan.OSullivan.DFD@unh.edu>
Sent: Monday, October 6, 2025 11:12 AM
To: John Baker
Subject: Re: Feather Fest and Frost Fest - Two Special Events Permit Applications from P&R

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 John,
Durham Fire is fine with these two permits.
Thanks,
Brendan
Sent from my iPad

On Oct 3, 2025, at 3:43 PM, 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:
Please see attached Special Event Permit Applications (2) from the Durham Parks and Recreation Department.

1. Feather Fest: 11/27/2025, 9:00am – 12pm.
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Requesting Assistance from:
DPD: Traffic and crowd control.
DFD: Onsite with apparatus across Main Street.
DPW: Road closure (barricades), trash/litter cleanup, fire pit/wood, electric dops on light posts.

Thank you in advance for your review and comments.
DPW has already approved both permits this afternoon.

John C. Baker
Administrative Assistant at Durham Public Works



TOWN OF DURHAM

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

AGENDA ITEM: **#11A**

DATE: October 20, 2025

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: PRESENTATION BY ELISE SULLIVAN AND JUDITH CHIRCHILL ON
WAGON HILL FARM COMMUNITY GARDEN 2025 SEASON

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Elise Sullivan and Judith Churchill

AGENDA DESCRIPTION:

One of the 2025 Town Council Goals is:

Encourage and enable local and residential food production, preservation, and storage, and protect existing farming businesses and infrastructure, through policies that aid in or remove barriers to local food production and consumption to include ordinances/resolutions, development, and the expansion of community gardens.

In light of this goal, Administrator Selig felt it would be good to have a presentation on the Wagon Hill Farm Community Garden as it has been in existence for quite some time and has been successful. Two community members who help organize and run the garden, Elise Sullivan and Judith Churchill, are presenting an overview of the Community Garden and the 2025 growing season.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action required. Receive presentation from Elise Sullivan and Judith Churchill, and hold question and answer session if desired.



TOWN OF DURHAM

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

AGENDA ITEM: **#11B**

DATE: October 20, 2025

COUNCIL COMMUNICATION

INITIATED BY: Gail Jablonski, Business Manager

AGENDA ITEM: QUARTERLY FINANCIAL REPORT THROUGH SEPTEMBER 30, 2025

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 2025 through September 30, 2025. 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 9/30/24 for year-to-year comparison purposes.

LEGAL AUTHORITY:

Durham Town Charter Section 5.6

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The Town's expenditures as of September 30, 2025 show a total expenditure of \$16,857,807 or 74.2% of the total approved budget amount of \$22,731,901. To compare, the amount expended as of September 30, 2024 was 74.8%.

I do not foresee any areas of concern in the expenditures, and as noted by the respective Department Heads below, all have confirmed they do not anticipate going over their bottom line budget.

Fire Chief Dave Emanuel

The fire department does not see any potential problems with meeting our approved budget amounts.

Police Chief Rene Kelley

At the end of September, we are at 72 percent spent, which is exactly where we should be. Due to several reasons, the department line for overtime will exceed what was budgeted. That is as a result of numerous officer vacancies throughout the better part of the year coupled with filling shifts for officers who were on leave, at training or out sick, or in one case where a Sergeant was out for nearly four months due to a surgery. In addition to overtime, we will overspend our budgeted line for telephones. The reason is that prices increased after the budget went into effect, and that we are currently paying for several phone lines in the building that are not needed. We are working with the vendor to have those unnecessary lines removed immediately, which will result in a savings in that line. We will also ask that vendor to refund monies spent for services that weren't needed.

I have directed all staff to delay purchases that can wait until the next budget year, and I believe that the overall bottom line will come in at or just below monies budgeted for 2025.

Public Works Director Richard Reine

The Durham Public Works General Fund budget remains on track through the third quarter, despite some challenges related to vacancies in key positions and higher than anticipated vehicle and equipment maintenance costs.

As we head into the winter season, the Snow and Ice Removal budget (825) is 49% expended, leaving a healthy balance for snow and ice response over the next three months. Based on historical storm activity during this period, the remaining budget should be sufficient to meet expected needs.

Current General Fund expenditures stand at 60.55% through the end of October, which aligns well with the projected year-to-date run rate of 75%.

The Water and Wastewater budgets are also performing on or below target, with only a few line items exceeding projections. These overages are expected to be offset by underspending in other areas. Both budgets are projected to close the fourth quarter in line with the approved spending plan.

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.

2025 Budget/Estimated General Fund January 1 - September 30, 2025					
PROPERTY TAXES/ABATEMENTS/CREDITS	Estimated Revenue 2025	Revenues Ending 09/30/25	Revenues (Under) Over 2025	Percent Collected 09/30/25	Percent Collected 09/30/24
Property Taxes	\$11,211,371	\$5,016,380	(\$6,194,991)	44.7%	46.6%
Payment in Lieu of Taxes	\$992,850	\$0	(\$992,850)	0.0%	0.0%
Abatements	(\$485,000)	(\$78,363)	\$406,637	16.2%	26.0%
Veteran Service Credits	(\$158,000)	\$0	\$158,000	0.0%	0.0%
REVENUES	Estimated Revenue 2025	Revenues Ending 09/30/25	Revenues (Under) Over 2025	Percent Collected 09/30/25	Percent Collected 09/30/24
Interest and Penalties on Delinquent Taxes	\$40,000	\$31,883	(\$8,117)	79.7%	50.0%
Permit Fees	\$1,586,550	\$1,244,632	(\$341,918)	78.4%	75.5%
State/Federal Revenues	\$1,742,000	\$202,235	(\$1,539,765)	11.6%	15.1%
Intergovernmental Revenues (ORCSD-SRO)	\$102,480	\$102,484	\$4	100.0%	100.0%
UNH - Shared Services, School, Fire & Debt Service	\$2,962,395	\$2,954,551	(\$7,844)	99.7%	98.8%
Departmental Income	\$412,600	\$332,174	(\$80,426)	80.5%	128.0%
Fire and Police Special Details	\$138,000	\$116,200	(\$21,800)	84.2%	66.1%
Miscellaneous Revenue	\$1,086,230	\$536,573	(\$549,657)	49.4%	66.5%
Fund Balance	\$3,100,425	\$0	(\$3,100,425)	0.0%	0.0%
Total General Fund Revenues	\$11,170,680	\$5,520,732	(\$5,649,948)	49.4%	67.0%
EXPENDITURES	Council Budget 2025	Expended Through 09/30/25	Expenditures (Under) Over 2025	Percent Expended 09/30/25	Percent Expended 09/30/24
GENERAL GOVERNMENT					
Town Council	\$87,250	\$27,850	(\$59,400)	31.9%	33.9%
Town Treasurer	\$6,030	\$4,263	(\$1,767)	70.7%	71.4%
Town Administrator	\$450,500	\$325,611	(\$124,889)	72.3%	83.0%
Elections	\$14,050	\$13,859	(\$191)	98.6%	58.7%
Tax Collector/Town Clerk	\$311,390	\$226,572	(\$84,818)	72.8%	79.9%
Accounting	\$563,300	\$397,717	(\$165,583)	70.6%	69.2%
Assessing	\$299,175	\$202,732	(\$96,443)	67.8%	85.9%
Legal - Attorney Fees	\$80,000	\$45,776	(\$34,224)	57.2%	62.4%
Planning	\$241,900	\$167,824	(\$74,076)	69.4%	74.3%
Boards/Commissions/Committees	\$58,950	\$30,099	(\$28,851)	51.1%	57.3%
DCAT	\$161,488	\$89,527	(\$71,961)	55.4%	69.4%
GIS	\$124,410	\$88,931	(\$35,479)	71.5%	71.2%
MIS	\$598,770	\$464,728	(\$134,042)	77.6%	83.6%
Building Inspection	\$226,600	\$117,679	(\$108,921)	51.9%	72.1%
Emergency Management	\$1,000	\$0	(\$1,000)	0.0%	74.5%
Other General Government	\$372,100	\$307,865	(\$64,235)	82.7%	62.5%
General Government Total	\$3,596,913	\$2,511,033	(\$1,085,880)	69.8%	72.9%
PUBLIC SAFETY					
Police Department	\$3,898,855	\$2,799,601	(\$1,099,254)	71.8%	67.7%
Police Department Special Details	\$72,300	\$49,637	(\$22,663)	68.7%	67.5%
Fire Department	\$5,437,350	\$3,625,535	(\$1,811,815)	66.7%	70.5%
Fire Department Special Details	\$38,700	\$14,309	(\$24,391)	37.0%	61.9%
Communication Center	\$40,400	\$38,031	(\$2,369)	94.1%	75.6%
Ambulance Services	\$153,600	\$115,204	(\$38,396)	75.0%	75.0%
Public Safety Total	\$9,641,205	\$6,642,317	(\$2,998,888)	68.9%	69.4%

EXPENDITURES	Council Budget 2025	Expended Through 09/30/25	Expenditures (Under) Over 2025	Percent Expended 09/30/25	Percent Expended 09/30/24
PUBLIC WORKS					
Administration	\$429,800	\$274,819	(\$154,981)	63.9%	72.4%
Engineer	\$163,500	\$74,595	(\$88,905)	45.6%	45.1%
Stormwater Permitting	\$1,100	\$1,441	\$341	131.0%	0.0%
Town Buildings	\$351,850	\$229,988	(\$121,862)	65.4%	61.4%
Town Cemeteries & Trusted Graveyards	\$11,150	\$2,460	(\$8,690)	22.1%	23.9%
Wagon Hill & Parks & Grounds Maintenance	\$222,660	\$157,643	(\$65,017)	70.8%	90.8%
Equipment Maintenance	\$300,400	\$235,986	(\$64,414)	78.6%	80.8%
Roadway Maintenance	\$200,800	\$72,242	(\$128,558)	36.0%	59.1%
Drainage & Vegetation	\$147,600	\$73,981	(\$73,619)	50.1%	73.3%
Snow Removal	\$349,800	\$171,650	(\$178,150)	49.1%	50.1%
Traffic Control	\$179,100	\$126,680	(\$52,420)	70.7%	69.2%
Bridges & Dams	\$310,550	\$126,372	(\$184,178)	40.7%	62.4%
Public Works Use of Donations	\$0	\$0	\$0	0.0%	0.0%
Public Works Total	\$2,668,310	\$1,547,857	(\$1,120,453)	58.0%	66.3%
SANITATION					
Solid Waste Administration	\$244,575	\$162,107	(\$82,468)	66.3%	78.2%
Rolloff Vehicle Operation	\$76,600	\$26,817	(\$49,783)	35.0%	57.3%
Curbside Collection	\$236,400	\$180,985	(\$55,415)	76.6%	71.3%
Litter Removal	\$27,800	\$14,393	(\$13,407)	51.8%	49.0%
Recycling	\$174,800	\$106,748	(\$68,052)	61.1%	60.8%
Solid Waste Management Facility (SWMF)	\$151,000	\$128,515	(\$22,485)	85.1%	84.2%
Sanitation Total	\$911,175	\$619,565	(\$291,610)	68.0%	71.3%
HEALTH & WELFARE					
Health Inspector	\$150	\$0	(\$150)	0.0%	0.0%
Social Service Agencies	\$13,925	\$13,925	\$0	100.0%	100.0%
Direct Assistance (Welfare)	\$50,000	\$8,663	(\$41,337)	17.3%	197.7%
Health & Welfare Total	\$64,075	\$22,588	(\$41,487)	35.3%	174.6%
CULTURE & RECREATION					
Parks & Recreation Department	\$565,385	\$370,605	(\$194,780)	65.5%	86.1%
UNH Outdoor Pool and ORYA	\$0	\$0	\$0	0.0%	0.0%
Parks & Recreation Committee	\$1,500	\$0	(\$1,500)	0.0%	37.8%
Memorial Day	\$500	\$245	(\$255)	49.0%	41.4%
Conservation	\$68,150	\$37,676	(\$30,474)	55.3%	41.2%
Culture & Recreation Total	\$635,535	\$408,526	(\$227,009)	64.3%	80.2%
DEBT SERVICE					
Principal	\$1,314,480	\$1,220,340	(\$94,140)	92.8%	93.1%
Interest	\$298,300	\$284,423	(\$13,877)	95.3%	97.8%
Debt Service Charges	\$6,000	\$5,250	(\$750)	87.5%	46.5%
Debt Service Total	\$1,618,780	\$1,510,013	(\$108,767)	93.3%	93.9%
TRANSFERS					
Transfer to Library	\$635,683	\$635,683	\$0	100.0%	100.0%
Transfer to Capital Project Fund	\$2,915,225	\$2,915,225	\$0	100.0%	100.0%
Transfer to Capital Reserve Fund	\$45,000	\$45,000	\$0	100.0%	100.0%
Debt Service Total	\$3,595,908	\$3,595,908	\$0	100.0%	100.0%
TOTAL GENERAL FUND EXPENDITURES	\$22,731,901	\$16,857,807	(\$5,874,094)	74.2%	74.8%

**2025 Budget/Estimated Other Funds Summary
January 1 - September 30, 2025**

Water Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$1,585,707	\$1,144,615	\$441,092	72.2%	72.5%
Expenses	\$1,585,707	\$1,134,461	(\$451,246)	71.5%	80.2%
Sewer Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$3,299,084	\$2,915,681	\$383,403	88.4%	88.3%
Expenses	\$3,299,084	\$2,645,673	(\$653,411)	80.2%	83.4%
Parking Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$448,000	\$340,178	\$107,822	75.9%	77.2%
Expenses	\$417,950	\$219,162	(\$198,788)	52.4%	54.7%
Depot Road Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$141,000	\$134,319	\$6,681	95.3%	92.9%
Expenses	\$37,000	\$8,143	(\$28,857)	22.0%	10.4%
Churchill Rink Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$360,000	\$199,087	\$160,913	55.3%	62.2%
Expenses	\$360,000	\$194,213	(\$165,787)	53.9%	52.7%
Library Fund	Estimated 2025	Ending 09/30/25	Under (Over) 2025	Percent as of 09/30/25	Percent as of 09/30/24
Revenues	\$654,933	\$654,933	\$0	100.0%	98.2%
Expenses	\$654,933	\$490,163	(\$164,770)	74.8%	73.9%