



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 17, 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
- VI. Approval of Minutes – November 3, 2025
- VII. Report from the UNH Student Senate External Affairs Chair or Designee
- VIII. Public Comments (*) – **Please state your name and address before speaking**
- 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 adopt the 2025-2030 Climate Action Plan?
 - B. Shall the Town Council Accept a Non-Industrial Wastewater Discharge Permit Application, that Exceeds 5,000 gallons per day, and Water/Sewer Extension For Riverwoods Phase 2 (Tax Map 209, Lot 33) and refer this Application to the Durham Water/Wastewater/ Stormwater Committee for Detailed Review and Recommendation for Approval/Denial?
- X. Committee Appointments
- XI. Presentation Items
 - A. Receive annual report on the Parks & Recreation Committee activities and projects – Cathy Leach, Chair

- B. Report annual report on the Energy Committee activities and projects – Michael Klein, Chair
- C. Presentation by Assessor, Darcy Freer, regarding Final Revised Residential, Commercial, and Industrial Property Tax Assessments as a Result of the 2025 Statistical Revaluation.

XII. Unfinished Business

- A. **Public Hearing & Possible Adoption of Ordinance #2025-10** amending Chapter 153, “Vehicles & Traffic,” Section 153-28, “Permitted Parking, Durham resident Parking Permits,” of the Durham Town Code, to expand upon the explanation of neighborhood parking passes.
- B. **Public Hearing & Possible Adoption of Ordinance #2025-11** Amending Chapter 175, “Zoning,” Article II, “Definitions,” Article XII.1, “Use and Dimensional Standards,” Article XVIII.1, “Attainable Housing Overlay District,” Article XX, “Standards for Specific Uses,” and Article XXI, “Off Street Parking,” of the Durham Town Code to align the Zoning Ordinance with recent changes in State legislation.
- C. **Public Hearing and Continued Deliberation** on the Administrator’s proposed FY 2026 Operating, Capital, and Special Fund Budgets.

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.*



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

DATE: November 17, 2025

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR NOVEMBER 3, 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 November 3, 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 November 3, 2025. (as presented/as amended).



TOWN OF DURHAM

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

AGENDA ITEM: **#9A**

DATE: November 17, 2025

COUNCIL COMMUNICATION

INITIATED BY: Todd I. Selig, Administrator

AGENDA ITEM: SHALL THE TOWN COUNCIL ADOPT THE 2025-2030 CLIMATE ACTION PLAN?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig Administrator

AGENDA DESCRIPTION:

Durham's current UNH Sustainability Fellow, Sophie Goodwin, has been assisting the town in drafting and submitting the next CAP for 2025-2030. On November 4, 2024, Sophie presented an update to the Council on the process. On November 3, 2025, she presented the final plan to the Council for adoption. However, after Sophie's presentation, no vote for adopting the CAP was done. Therefore, a vote to adopt the 2025-2030 Climate Action Plan should be made at this meeting.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby adopt the 2025-2030 Climate Action Plan.



TOWN OF DURHAM

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

AGENDA ITEM: **#9B**

DATE: November 17, 2025

COUNCIL COMMUNICATION

INITIATED BY: Public Works Department

AGENDA ITEM: SHALL THE TOWN COUNCIL ACCEPT A NON-INDUSTRIAL WASTEWATER DISCHARGE PERMIT APPLICATION, THAT EXCEEDS 5,000 GALLONS PER DAY, AND SEWER EXTENSION FOR RIVERWOODS PHASE 2 (TAX MAP 209, LOT 33) AND REFER THIS APPLICATION TO THE DURHAM WATER/WASTEWATER/ STORMWATER COMMITTEE FOR DETAILED REVIEW AND RECOMMENDATION FOR APPROVAL/DENIAL?

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

PRESENTED BY: Richard Reine, Public Works Director

AGENDA DESCRIPTION:

On behalf of RiverWoods Durham, Altus Engineering, Inc. submitted a non-industrial wastewater discharge permit application for the proposed RiverWoods Phase 2 development on Stone Quarry Drive (Tax Map 209, Lot 33). The proposed development will contain two senior housing buildings, a community center, and a maintenance garage. The western proposed building will have 26 units and the eastern building, 29 units. The proposed development is estimated to generate approximately 7,000 gallons per day of wastewater. The project includes a sewer extension of approximately 1,000 linear feet of 10-inch diameter sewer on Stone Quarry Drive.

Altus Engineering, Inc. provided estimates of peak and average daily water demand in Table 1 of the attached Water System Model Review completed by Underwood Engineers, the Town's 3rd party review engineers.

Water supply for the development will be provided via an 8" main extension on Stone Quarry Drive. The developer completed a waEngineers, with the Town's water consultant, Underwood Engineers to model the water system with the proposed water demands from Riverwoods (see attached). The proposed development will increase demand for the water system. The additional peak domestic demand of the proposed development is expected to have a negligible effect on existing system pressures.

The sewer extension will extend gravity sewer along Stone Quarry Drive from the existing main that services Riverwoods Phase 2 to the project site. The water/sewer extension is pending approval of NHDES Wastewater Bureau.

The information related to this wastewater connection application, as described above, will be reviewed by the Durham Water Wastewater Stormwater Committee at their November 24, 2025 meeting. In accordance with the Durham Sewer Ordinance (Chapter 106 of the Town Code) for all sewer extensions, a public hearing is required which will be held on November 24, 2025 at 8:30am and the Durham Public Works Office, 100 Stone Quarry Drive Durham NH 03824.

The Department of Public Works finds the contents of the application administratively complete and recommends acceptance of this application and referral of the documentation to the Durham Water/Wastewater/Solid Waste Committee for a detailed review and development of recommendations for Town Council Review. Durham Public works will then request through a subsequent agenda item and communication that the Town Council approve the Riverwoods Phase 2 water and sewer line extensions and water capacity request at their first meeting in December.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

Sewer line extensions require Town Council actions per Section 106 of Durham's Sewer Ordinance. Water line extensions require Town Council actions per Section 158 of Durham's Water Ordinance and applications for new service connections associated with proposed utility extensions and new Residential or Commercial accounts requesting a peak demand of more than 5,000 gallons per day shall be reviewed by the Water/Wastewater/Stormwater Committee. The Committee shall make a recommendation for approval or denial to the Town Council within 60 days of receipt of application and prior to any Planning Board Approval of said project.

FINANCIAL DETAILS:

The water and sewer connection fee will be calculated based on the final estimated water use and sewer discharge (gallons per year), and the corresponding rates for mixed use and multi-unit residential developments.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council hereby accepts a Non-Industrial Wastewater Discharge Permit Application, that Exceeds 5,000 gallons per day, and Water/Sewer Extension For Riverwoods Phase 2 (Tax Map 209, Lot 33) and refers this Application to the Durham Water/Wastewater/ Stormwater Committee for Detailed Review and Recommendation for Approval/Denial.



Department of Public Works

Town of Durham
100 Stone Quarry Drive
Durham, N.H. 03824
603-868-5578

FROM: April Talon, P.E., Town Engineer

Richard Reine, M.S.C.E., CA, Director of Public Works

DATE: November 5, 2025

TO: Town of Durham Town Council
Todd I. Selig, Administrator
Town of Durham Planning Board
Michael Behrendt, Durham Town Planner

RE: Comments from Water/Wastewater/Stormwater Committee-related to Water Connection Request | Riverwoods Durham, c/o Natalie Belanger, property owner. Tax Map 209, Lot 33

The following comments are provided by the Water/Wastewater/Stormwater Committee "The Committee" regarding the proposed Riverwoods Phase 2 request for a water service connection proposed to be installed within Stone Quarry Drive.

In accordance with Town Code Section 158-5 (B) which states:

"Applications for new service connections associated with proposed utility extensions and new Residential or Commercial accounts requesting a peak demand of more than 5,000 gallons per day shall be reviewed by the Water/Wastewater/Stormwater Committee. The Committee shall make a recommendation for approval or denial to the Town Council within 60 days of receipt of application and prior to any Planning Board Approval of said project. All applications under review by the Committee shall include estimates of peak and average daily demand and be accompanied by design plans prepared by a Professional Engineer licensed in the State of New Hampshire identifying the projected complete infrastructure configuration and details complying with the Department's minimum design standards".

The Committee reviewed the connection request and accompanying estimates of peak and average daily demand, along with the attached system impacts developed by Underwood Engineers, the Town's 3rd party engineer. Following this review, the Committee has recommended approval with the conditions as noted in the attached Planning Board memo.

In addition to this recommendation, Town water and sewer codes, sections 158-14 and 106-3, require that any water and/or sewer extension requests are to be reviewed and approved by the Town Council following a public hearing. This process is currently underway, with a planned recommendation from the Water/Wastewater/Stormwater Committee for Town Council review at their upcoming December 2025 meeting.



Project No. 3172

November 5, 2025

April Talon, P.E.
Town of Durham Department of Public Works
100 Stone Quarry Drive
Durham, NH 03824

Re: *Water System Model Review*
 RiverWoods Phase 2
 Durham, New Hampshire

Dear Ms. Talon:

Per Engineering Services Request ESR-WM-23 dated July 30, 2025, Underwood Engineers (UE) has prepared the following findings based on the results of hydraulic modeling for the referenced project.

Proposed Development and Estimated Water Demands

The proposed development is based on the *RiverWoods Durham Phase II Stone Quarry Drive Durham, New Hampshire* draft drawings by Altus Engineering dated July 23, 2025 (**Attachment A**).

RiverWoods is planning for the Phase 2 expansion of their Durham retirement community campus. Two senior housing buildings, a community center, and a maintenance garage are proposed along Stone Quarry Drive. The western proposed building will have 26 units and be served by a 6" C900 PVC water service connected to the existing 8" main on Stone Quarry Drive. The proposed community center and 29 unit eastern building is proposed to be served by individual 6" C900 PVC water service connections to a 350 ft 8" extension of the existing water main on Stone Quarry Drive. UE notes the Town will require water mains with diameters 4" or greater within the Town ROW to be cement lined ductile iron. The water service for each building splits into a 6" fire service and 4" domestic service. The garage will be served by 1" CTS connection from the eastern building.

The design average domestic flow, peak domestic flow, and fire flows in **Table 1** were provided by Altus Engineering. Maximum day flows were assumed, using a peaking factor of 1.5.

Table 1. Estimated Water Demands and Fire Flow

	Design Average Domestic Flow ²	Max Day Flow ³	Peak Domestic Flow ⁴	Fire Flows ⁵
Existing RiverWoods Phase I ¹	17,450 gpd (12.1 gpm)	-	48 gpm	1,250 gpm
Proposed West Building (29 units)	1,711 gpd (1.2 gpm)	2,567 gpd	81 gpm	-
Proposed East Building (26 units)	1,534 gpd (1.1 gpm)	2,301 gpd	77 gpm	-
Proposed Community Center (52 seats, 5 employees)	1,365 gpd (0.9 gpm)	2,048 gpd	65 gpm	-
Proposed Garage (17 employees)	170 gpd	255 gpd	-	-
Total Proposed	4,780 gpd	7,171 gpd	223 gpm	1,000 gpm

- Existing RiverWoods Phase I Development numbers from RiverWoods – Proposed Development review letter by UE dated November 27, 2017
- Altus Engineering provided clarification to UE by email on September 23, 2025, that design average domestic flow for proposed buildings are equal to proposed sewer flows computed on sheet C-9.2 of Altus Engineering draft plan set (**Attachment A**).
- Max Day Flow estimated by UE using an assumed peaking factor of 1.5
- Peak domestic flow calculated by AG Architecture for all fixtures flowing.
- AG Architecture noted a required fire flow per building of 500 gpm, however NFPA requires fire flow of not less than 1,000 gpm for a building protected by automatic sprinklers. AG Architecture further clarified in a Teams meeting on October 2, 2025 to UE and the Town, the buildings will require a fire flow of 1,000 gpm for 2 hours per NFPA 1 Section 18.4.5.3.

Impact on Supply

Table 2 summarizes the capacity of the Durham Water System to meet average day demands and maximum day demands under varying conditions. Capacity in drought conditions is a conservative estimate based on the pending Seacoast Emergency Interconnection Study being prepared by Underwood Engineers.

Table 2. Supply Capacity by Source

Source	Treatment Site	Typical Conditions	Drought Conditions	Drought with Lee Well out of service
		MGD	MGD	MGD
Oyster River	WTP	2.0	0.0	0.0
Lamprey River	WTP		0.13	0.13
Spruce Hole Well	WTP		1.04	1.04
Lee Well	Wellhead	0.65	0.65	0.0
Total	N/A	2.65	1.82	1.17

- The WTP operates either with a blend of 70% water from the Lamprey River and 30% water from the Spruce Hole Well, or 100% water from the Oyster River. As such, the WTP has supply redundancy. The maximum treatment capacity of the WTP is 2.0 MGD according to UNH.

2. NHDES Large Groundwater Withdrawal Permit No LGWP-2014-0001 for well DGD-PW2 (Spruce Holle Well) has a daily permitted production volume of 1,044,000 gpd (725 gpm) and an annual withdrawal limitation of 63 million gallons plus the volume of water artificially recharged to the aquifer in the same calendar year.
3. Per the Spruce Hole Pump Station O&M Manual prepared by Underwood Engineers, the aquifer is artificially recharged by pumping water from the Lamprey River to one of two artificial recharge basins during periods of high flow in the Lamprey River, typically in the winter and spring months. The intent is to provide supply to be used during periods of low flow in the Lamprey River, typically during the summer and fall months.
4. According to *Durham/UNH Water System Lee Five Corners Well Hydraulics & Aquifer Safe Yield Study* dated October 2017, by Weston & Sampson, the Lee Well is capable of producing up to 700 gpm and has a firm yield range of 250 to 450 gpm during average precipitation years.
5. Drought capacity assumes no withdrawal from the Oyster River due to absence of storage, and Lamprey River limited to de minimis withdrawal of 0.2 cfs per the NHDES Lamprey River Water Management Plan dated August 28, 2013.
6. In accordance with Env-DW 404.05, source capacity shall equal or exceed the design average day demand with the largest producing well out of service.

The availability of the UNH/Durham Water System to provide supply to the proposed development is evaluated in **Table 3**

Table 3. Comparison of Available Supply Capacity to Proposed Demands

	Design Average Flow (MGD)	Max Day Flow (MGD)
Supply Capacity (Table 2)	1.17	1.82
Existing Demands	0.75	1.40
Proposed Demands for RiverWoods Phase 2 Development (Table 1)	0.008	0.012
Net Excess	0.412	0.408

1. Supply availability to meet average day demands was evaluated using the capacity of the UNH/Durham Water System under drought conditions with the Lee Well out of service. Supply availability to meet maximum day demands was evaluated using the capacity of the UNH/Durham Water System under drought conditions.
2. Existing annual average day demands are based on the average NHDES registered water user raw water production data from 2019 - 2023.
3. Existing max day demands from 2019 NHDES sanitary survey. Maximum day demands between the months of September and November, when UNH is in session.

The UNH/Durham Water system has adequate capacity to meet the proposed demands for the proposed RiverWoods Durham Phase 2 Development.

Simulation Using Water Model

The existing UNH/Durham Water System model was used to simulate the impact of the proposed development on the existing water system. The model was updated to reflect the recent water main replacement on Madbury Road, the Gerrish Drive and Ambler Way development scheduled for construction, and to include the Riverwoods Phase I development. The model was calibrated using data from flow tests performed by Hampshire Fire Protection on July 30, 2025 (**Attachment B**). Model updates and calibration notes can be found in **Attachment C**. The model was calibrated

using data from 7 fire flow test locations, and SCADA information for Tank levels and water production, recorded on July 30th, 2025. A map of the UNH/Durham distribution system from the water model is included in **Attachment D**.

Approach to Modeling:

The following system conditions are evaluated using the water model:

- System pressure under existing demands
- Change in system pressure at connection point and system high point with addition of peak demand at proposed location.
- Available fire flow at proposed location with 20 psi system residual pressure.

Baseline Model Conditions:

A realistic worst-case scenario in the UNH/Durham System reflects a fire flow occurring overnight when the Foss Farm Tank level is typically lower. The typical operating band is 100' to 110' with water level decreasing to between 100' and 105' during the night hours. The water level can drop as low as 95' but is not typical. A low tank level of 102' occurs routinely. The following model assumptions are reflected in the Baseline Conditions:

- Water Treatment Plant and Lee Well off.
- Tanks at bottom of operating bands
 - Foss Farm Tank at 198.6 ft hydraulic grade line. Tank level 102'. (13 ft below overflow)
 - Beech Hill Tank at 305 ft hydraulic grade line (5 ft below overflow)
- Maximum day demands (1.4 MGD)
- Tech Drive PRV online, maintaining minimum 95 psi in HPZ and up to 50 psi in MPZ.

Additional Modeling Scenarios:

Alternate model scenarios are presented to estimate available fire flows in addition to the Baseline Conditions. The results of the following conditions are presented in **Table 4** below.

1. Baseline Conditions
2. Baseline Conditions with Lee Well on and Tech Drive PRV fully opened (Note this reflects addition of a SCADA controlled solenoid switch installed on the PRV. The solenoid would be activated at the same time the WTP is brought online in response to the fire flow).
3. Baseline Conditions with WTP online producing 1,250 gpm

Table 4. Model Results

	Pressure at Proposed Development under Existing Demands	Pressure at Proposed Development under Proposed Peak Demands	Available Fire Flow
1. Baseline Conditions	61 psi	57 psi	990 gpm
2. Baseline Conditions with Lee Well on and PRV fully open	-	-	1,120 gpm
3. Baseline Conditions with WTP Online at 1,250 gpm	-	-	1,100 gpm

Conclusions

- The water system can meet the increased demand requested by the proposed Riverwoods Phase II development.
- The additional peak demand of the proposed development is expected to have a minor effect on existing system pressures, with pressures at the proposed development only dropping by 4 psi at peak demands.
- Predicted water pressure of 57 to 61 psi at the proposed development is within the range of 35 psi to 80 psi recommended per 10 State Standards.
- For Baseline Conditions, the model predicts 990 gpm of available fire flow at the proposed hydrant, located at the end of the proposed water main extension, with 20 psi residual maintained in the distribution system. This represents the more conservative range for overnight conditions with the sources offline and the Foss Farm Tank level low. During fire flow conditions, the proposed development may require the system to operate at full capacity if the fire occurs at night (WTP is off and the Foss Farm Tank is low), until the WTP comes online.
- Depending on the model conditions, the available fire flow is between 990 gpm and 1,100 gpm. The model indicates available fire flow would increase to 1,120 gpm if the SCADA operated solenoid is installed on the Tech Drive PRV.

Recommendations

Based on the above, Underwood recommends the following:

- The Applicant should check data and repeat flow test at the hydrant at the back of the RiverWoods Phase I loop, which had unexpectedly low 750 gpm available fire flow per the Hampshire Fire Protection flow tests (**Attachment B**).
- At a minimum, the Applicant must provide a design for fire protection measures meeting the 1,000 gpm fire flow for a 2 hour duration required by NFPA 1 Section 18.4.5.3. Underwood recommends the design include 20% reserve capacity, so the Town's system is not at full capacity under fire flow conditions. The proposed design shall be stamped by a professional fire protection engineer licensed in the state of New Hampshire.
- The Town may want to consider a third party review of the proposed fire protection system design and required fire flows.
- As an alternative to private fire protection measures that would meet or exceed the 1,000 gpm minimum required fire flow, the Town should consider the merits of requiring improvements to the water system to provide the needed fire flow. Improvements by the Applicant would be considered recognition of the equity already offered in the existing system serving the site. This also relieves the site owner of the responsibility of maintaining the private on site fire protection system. The Town and Applicant could both benefit from this approach. Possible improvements may include the following:
 1. **Looping Improvements:** Creating a loop in the water system would increase available fire flows. Two looping scenarios that could be explored include:
 - Canney Road
 - Old Piscataqua Road
 2. **Tech Drive PRV Improvements:** Installation of a SCADA operated solenoid for the Tech Drive PRV would be used to fully open the PRV, allowing for increased flow from the high pressure zone while the WTP ramps up to capacity during a fire flow event. See **Attachment E** for an example solenoid switch to control the PRV ("Cla Val Pilot Actuator").

- If a private on site fire protection system is permitted in lieu of system improvements, provisions to ensure routine ongoing maintenance of the fire system should be considered which may include maintenance bonds and/or annual inspection reports.
- If the PRV Solenoid improvements at Tech Drive are pursued, the Town will need to develop and update standard operating procedures in coordination with the Fire Department and Water Treatment Plant.
- Proposed water main extension and hydrants on Stone Quarry Drive will be owned and operated by the UNH/Durham Water System after construction.
- Hydrants shall be per Town of Durham Standards.
- Applicant to submit backflow prevention compliant with Town backflow prevention requirements for Town review.
- Available Fire flow should be confirmed in field upon construction of water main extension

Very truly yours,
UNDERWOOD ENGINEERS, INC.



Benjamin T. Dreyer, P.E. (NH, ME)
Senior Project Manager

Lance Olsen

Lance T. Olsen
Project Engineer I

BTD

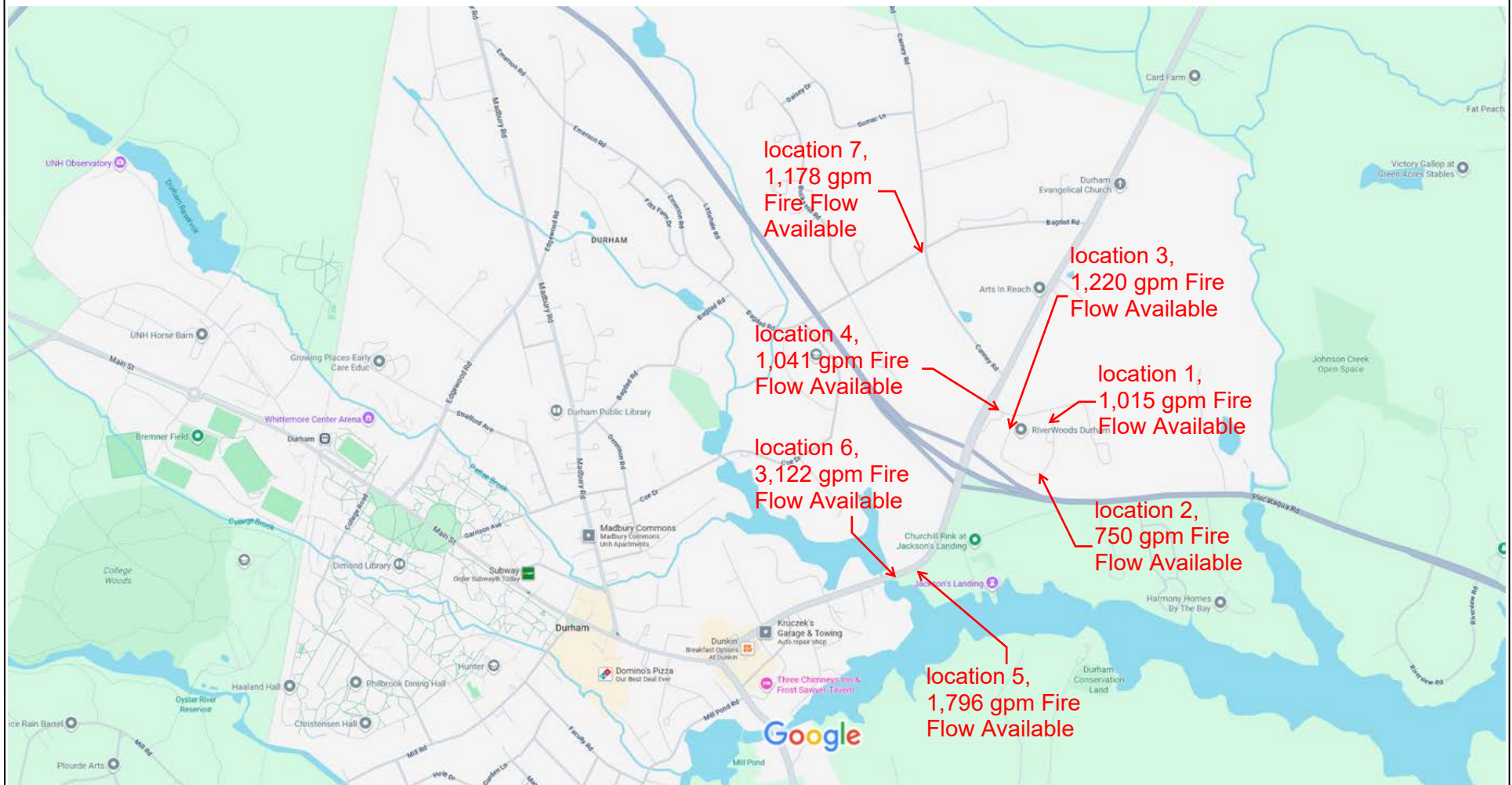
Encl.

CC: Kimberly Gaskell, RiverWoods – Durham (w. Encl)
Erik Saari, P.E., Altus Engineering (w. Encl)

Summary of Attachments

- Proposed Site and Utilities Plans by Altus Engineering
- Fire Flow locations and Hampshire Fire Protection Flow Test Report
- Water Modeling Notes
- Durham Water Model Map
- Example Solenoid Switch “Cla Val Pilot Actuator” – Cut Sheet

Attachment B
Flow Test Locations and Hampshire Fire
Protection Flow Test Report



Map data ©2025 Google 500 ft

Note:
Available fire flow rates shown are preliminary numbers from Hampshire Fire Protection in the field on the date of flow testing.
Preliminary available fire flow rates based on 20 psi residual at hydrant.

DATE
10/2025

PROJECT
3172

 **Underwood**
Engineers
25 Vaughan Mall, Portsmouth, NH 03801
Tel. 603-230-9898

Water System Model Review - Riverwoods
Durham Phase 2
July 30, 2025 Hydrant Flow Test Locations

Durham, New Hampshire

FIG.

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Report of Inspection / Test for Asset - Hydrant 1

QUESTIONS

Is hydrant accessible?	☒ Yes ☐ No ☐ NA	Have all non-self draining hydrants been pumped out?	☒ Yes ☐ No ☐ NA
Have self-draining dry barrels drained in at least 1 hour?	☒ Yes ☐ No ☐ NA	Is the hydrant free from cracks or leaks at outlets and on the top?	☒ Yes ☐ No ☐ NA
Are pumper and nozzle caps tight?	☒ Yes ☐ No ☐ NA	Does the operating nut turn with no difficulty?	☒ Yes ☐ No ☐ NA
Did the hydrant flow until clear (minimum of 1 minute)?	☒ Yes ☐ No ☐ NA	Does the hydrant completely shut off?	☒ Yes ☐ No ☐ NA
Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA
Hydrant free from corrosion detrimental to hydrant integrity?	☒ Yes ☐ No ☐ NA	Was fire hydrant left in service?	☒ Yes ☐ No ☐ NA

Hydrant Flow Test

Hydrant ID:	1	Hydrant Location:	By Carport 129
Hydrant Description:	2018 5.25 Mueller	Static Pressure	55
Residual Pressure	35	Pitot Pressure	20
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter-Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA
Has valve box control valve been operated through full range?	☒ Yes ☐ No ☐ NA	Is valve box free of debris for easy access to control valve?	☒ Yes ☐ No ☐ NA

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Static Hydrant

Hydrant ID:	N/A	Hydrant Location:	N/A
Hydrant Description:	N/A	Static Pressure	N/A
Residual Pressure	N/A		

Final Hydrant Flow Test

Flow at 20 psi residual pressure:	1015.15	Total Flow	750.40
-----------------------------------	---------	------------	--------

Report of Inspection / Test for Asset - Hydrant 2

QUESTIONS

Is hydrant accessible?	☒ Yes ☐ No ☐ NA	Have all non-self draining hydrants been pumped out?	☒ Yes ☐ No ☐ NA
Have self-draining dry barrels drained in at least 1 hour?	☒ Yes ☐ No ☐ NA	Is the hydrant free from cracks or leaks at outlets and on the top?	☒ Yes ☐ No ☐ NA
Are pumper and nozzle caps tight?	☒ Yes ☐ No ☐ NA	Does the operating nut turn with no difficulty?	☒ Yes ☐ No ☐ NA
Did the hydrant flow until clear (minimum of 1 minute)?	☒ Yes ☐ No ☐ NA	Does the hydrant completely shut off?	☒ Yes ☐ No ☐ NA
Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA
Was fire hydrant left in service?	☒ Yes ☐ No ☐ NA	Hydrant free from corrosion detrimental to hydrant integrity?	☒ Yes ☐ No ☐ NA

Hydrant Flow Test

Hydrant ID:	2	Hydrant Location:	in front of newfound lodge entrance
Hydrant Description:	2018 5.25 Mueller	Static Pressure	60

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Residual Pressure	35	Pitot Pressure	20
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter-Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA
Has valve box control valve been operated through full range?	☒ Yes ☐ No ☐ NA	Is valve box free of debris for easy access to control valve?	☒ Yes ☐ No ☐ NA

Static Hydrant

Hydrant ID:	N/A	Hydrant Location:	N/A
Hydrant Description:	N/A	Static Pressure	N/A
Residual Pressure	N/A		

Final Hydrant Flow Test

Flow at 20 psi residual pressure:	750.40	Total Flow	967.20
-----------------------------------	--------	------------	--------

Report of Inspection / Test for Asset - Hydrant 3

QUESTIONS

Is hydrant accessible?	☒ Yes ☐ No ☐ NA	Have all non-self draining hydrants been pumped out?	☒ Yes ☐ No ☐ NA
Have self-draining dry barrels drained in at least 1 hour?	☒ Yes ☐ No ☐ NA	Is the hydrant free from cracks or leaks at outlets and on the top?	☒ Yes ☐ No ☐ NA
Are pumper and nozzle caps tight?	☒ Yes ☐ No ☐ NA	Does the operating nut turn with no difficulty?	☒ Yes ☐ No ☐ NA
Did the hydrant flow until clear (minimum of 1 minute)?	☒ Yes ☐ No ☐ NA	Does the hydrant completely shut off?	☒ Yes ☐ No ☐ NA
Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Was fire hydrant left in service?

☒ Yes
☐ No
☐ NA

Hydrant free from corrosion detrimental to hydrant integrity?

☒ Yes
☐ No
☐ NA

Hydrant Flow Test

Hydrant ID:

3

Hydrant Location:

main
entrance
across
from
flagpole

Hydrant Description:

2018 5.25
Mueller

Static Pressure

60

Residual Pressure

40

Pitot Pressure

25

Orifice Size

2.5

Orifice Coefficient

0.9

Which direction does operating nut open?

Left /
Counter-
Clockwise

Has operating nut been operated through full range?

☒ Yes
☐ No
☐ NA

Has valve box control valve been operated through full range?

☒ Yes
☐ No
☐ NA

Is valve box free of debris for easy access to control valve?

☒ Yes
☐ No
☐ NA

Static Hydrant

Hydrant ID:

N/A

Hydrant Location:

N/A

Hydrant Description:

N/A

Static Pressure

N/A

Residual Pressure

N/A

Final Hydrant Flow Test

Flow at 20 psi residual pressure:

1219.84

Total Flow

838.97

Report of Inspection / Test for Asset - Hydrant 4

QUESTIONS

Is hydrant accessible?

☒ Yes
☐ No
☐ NA

Have all non-self draining hydrants been pumped out?

☒ Yes
☐ No
☐ NA

Have self-draining dry barrels drained in at least 1 hour?

☒ Yes
☐ No
☐ NA

Is the hydrant free from cracks or leaks at outlets and on the top?

☒ Yes
☐ No
☐ NA

Are pumper and nozzle caps tight?

☒ Yes
☐ No
☐ NA

Does the operating nut turn with no difficulty?

☒ Yes
☐ No
☐ NA

Did the hydrant flow until clear (minimum of 1 minute)?

☒ Yes
☐ No
☐ NA

Does the hydrant completely shut off?

☒ Yes
☐ No
☐ NA

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA
Was fire hydrant left in service?	☒ Yes ☐ No ☐ NA	Hydrant free from corrosion detrimental to hydrant integrity?	☒ Yes ☐ No ☐ NA

Hydrant Flow Test

Hydrant ID:	4	Hydrant Location:	Entrance of stone quarry drive dr
Hydrant Description:	2018 5.25 Mueller (Town)	Static Pressure	64
Residual Pressure	40	Pitot Pressure	20
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter-Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA
Has valve box control valve been operated through full range?	☒ Yes ☐ No ☐ NA	Is valve box free of debris for easy access to control valve?	☒ Yes ☐ No ☐ NA

Static Hydrant

Hydrant ID:	N/A	Hydrant Location:	N/A
Hydrant Description:	N/A	Static Pressure	N/A
Residual Pressure	N/A		

Final Hydrant Flow Test

Flow at 20 psi residual pressure:	1040.98	Total Flow	750.40
-----------------------------------	---------	------------	--------

Report of Inspection / Test for Asset - Hydrant 5

QUESTIONS

Is hydrant accessible?	☒ Yes ☐ No ☐ NA	Have all non-self draining hydrants been pumped out?	☒ Yes ☐ No ☐ NA
------------------------	---	--	---

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Have self-draining dry barrels drained in at least 1 hour?	☒ Yes ☐ No ☐ NA	Is the hydrant free from cracks or leaks at outlets and on the top?	☒ Yes ☐ No ☐ NA
Are pumper and nozzle caps tight?	☒ Yes ☐ No ☐ NA	Does the operating nut turn with no difficulty?	☒ Yes ☐ No ☐ NA
Did the hydrant flow until clear (minimum of 1 minute)?	☒ Yes ☐ No ☐ NA	Does the hydrant completely shut off?	☒ Yes ☐ No ☐ NA
Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA
Was fire hydrant left in service?	☒ Yes ☐ No ☐ NA	Hydrant free from corrosion detrimental to hydrant integrity?	☒ Yes ☐ No ☐ NA

Hydrant Flow Test

Hydrant ID:	5	Hydrant Location:	Town pump house
Hydrant Description:	Eddie 1960	Static Pressure	80
Residual Pressure	60	Pitot Pressure	35
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter-Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA
Has valve box control valve been operated through full range?	☒ Yes ☐ No ☐ NA	Is valve box free of debris for easy access to control valve?	☒ Yes ☐ No ☐ NA

Static Hydrant

Hydrant ID:	N/A	Hydrant Location:	N/A
Hydrant Description:	N/A	Static Pressure	N/A
Residual Pressure	N/A		

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Final Hydrant Flow Test

Flow at 20 psi residual pressure:	1796.62	Total Flow	992.68
-----------------------------------	---------	------------	--------

Report of Inspection / Test for Asset - Hydrant 6

QUESTIONS

Is hydrant accessible?	☒ Yes ☐ No ☐ NA	Have all non-self draining hydrants been pumped out?	☒ Yes ☐ No ☐ NA
Have self-draining dry barrels drained in at least 1 hour?	☒ Yes ☐ No ☐ NA	Is the hydrant free from cracks or leaks at outlets and on the top?	☒ Yes ☐ No ☐ NA
Are pumper and nozzle caps tight?	☒ Yes ☐ No ☐ NA	Does the operating nut turn with no difficulty?	☒ Yes ☐ No ☐ NA
Did the hydrant flow until clear (minimum of 1 minute)?	☒ Yes ☐ No ☐ NA	Does the hydrant completely shut off?	☒ Yes ☐ No ☐ NA
Is there no ice or water in the barrel?	☒ Yes ☐ No ☐ NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	☒ Yes ☐ No ☐ NA
Is exposed piping properly secured and free from leaks or physical damage?	☒ Yes ☐ No ☐ NA	Is the operating nut not worn, twisted or broken?	☒ Yes ☐ No ☐ NA
Is the road box and shutoff valve visible and accessible?	☒ Yes ☐ No ☐ NA	Have control valves been operated through complete range?	☒ Yes ☐ No ☐ NA
Hydrant free from corrosion detrimental to hydrant integrity?	☒ Yes ☐ No ☐ NA	Was fire hydrant left in service?	☒ Yes ☐ No ☐ NA

Hydrant Flow Test

Hydrant ID:	6	Hydrant Location:	Right of town pump house
Hydrant Description:	1999 Eddie	Static Pressure	80
Residual Pressure	70	Pitot Pressure	50
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter-Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Has valve box control valve been operated through full range?

☒ Yes
☐ No
☐ NA

Is valve box free of debris for easy access to control valve?

☒ Yes
☐ No
☐ NA

Static Hydrant

Hydrant ID: N/A

Hydrant Location: N/A

Hydrant Description: N/A

Static Pressure N/A

Residual Pressure N/A

Final Hydrant Flow Test

Flow at 20 psi residual pressure: 3122.21

Total Flow 1186.48

Report of Inspection / Test for Asset - Hydrant 7

QUESTIONS

Is hydrant accessible?

☒ Yes
☐ No
☐ NA

Have all non-self draining hydrants been pumped out?

☒ Yes
☐ No
☐ NA

Have self-draining dry barrels drained in at least 1 hour?

☒ Yes
☐ No
☐ NA

Is the hydrant free from cracks or leaks at outlets and on the top?

☒ Yes
☐ No
☐ NA

Are pumper and nozzle caps tight?

☒ Yes
☐ No
☐ NA

Does the operating nut turn with no difficulty?

☒ Yes
☐ No
☐ NA

Did the hydrant flow until clear (minimum of 1 minute)?

☒ Yes
☐ No
☐ NA

Does the hydrant completely shut off?

☒ Yes
☐ No
☐ NA

Is there no ice or water in the barrel?

☒ Yes
☐ No
☐ NA

Are hydrant caps, stems, outlets, and threads lubricated and in good condition?

☒ Yes
☐ No
☐ NA

Is exposed piping properly secured and free from leaks or physical damage?

☒ Yes
☐ No
☐ NA

Is the operating nut not worn, twisted or broken?

☒ Yes
☐ No
☐ NA

Is the road box and shutoff valve visible and accessible?

☒ Yes
☐ No
☐ NA

Have control valves been operated through complete range?

☒ Yes
☐ No
☐ NA

Hydrant free from corrosion detrimental to hydrant integrity?

☒ Yes
☐ No
☐ NA

Was fire hydrant left in service?

☒ Yes
☐ No
☐ NA

Hydrant Flow Test

Hydrant ID: 7

Hydrant Location: At intersection of bagdad rd

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Hydrant Description:	5 1/4" American darling	Static Pressure	50
Residual Pressure	34	Pitot Pressure	25
Orifice Size	2.5	Orifice Coefficient	0.9
Which direction does operating nut open?	Left / Counter- Clockwise	Has operating nut been operated through full range?	☒ Yes ☐ No ☐ NA
Has valve box control valve been operated through full range?	☒ Yes ☐ No ☐ NA	Is valve box free of debris for easy access to control valve?	☒ Yes ☐ No ☐ NA
Static Hydrant			
Hydrant ID:	N/A	Hydrant Location:	N/A
Hydrant Description:	N/A	Static Pressure	N/A
Residual Pressure	N/A		
Final Hydrant Flow Test			
Flow at 20 psi residual pressure:	1178.06	Total Flow	838.97

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Deficiencies - Hydrant 1

None

Deficiencies - Hydrant 2

None

Deficiencies - Hydrant 3

None

Deficiencies - Hydrant 4

None

Deficiencies - Hydrant 5

None

Deficiencies - Hydrant 6

None

Deficiencies - Hydrant 7

None

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

Stone Quarry Drive - NH 108
9098INS

Stone Quarry Dr
Durham NH 03824

Erik Saari

Print Date: 08-01-2025

Conducted by: Amanda Brooks
Salem Listed Agent #2166 IssDate 4-5-2024
expDate 4-5-2027

Hampshire Fire Protection Co., LLC
8 North Wentworth Avenue
Londonderry NH 03053
603-432-8221



Inspector Signature

I state that the information on this form is correct at the time and place of my inspection, and all equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

Inspector Name	Signature	Date Completed
Amanda Brooks Salem Listed Agent #2166 IssDate 4-5-2024 expDate 4-5-2027		2025-07-30

Client Signature

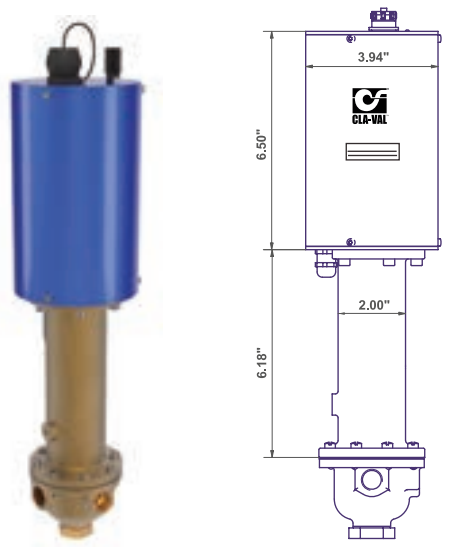
I state that the information on this form is correct at the time and place of my inspection, and all equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

Client Name	Signature	Date Completed
Erik		2025-07-30

Attachment E
PRV Pilot Actuator – Cut Sheet



— □ □ □ □ □ □ — □ □ □ □ □ □ □ □ , □ □ □ □ □ □ □ □ □ □ □ □ □ □ , □ , □ □ □ □ □ □ □ □ - , □ □ □ □



- □ □ □ □ □ □ □ □ □ □ □ □ □ . □ □ □ □ □ □ ,
- □ □ □ □ □ . □ □ □ □ □ □ □ □ - □ □ □ □ □ □ □ □ □ □ - □ □ □ □ - , □ □ □ □
- □ □ □ - □ □ □ □ □ □ □ □ - □ □ □ □ , □ □ □ □ □ □ ,
- □ □ □ □ □ □ □ □ □ □ □ , □ □ □ □ □ □ □ □ □ □ □ □ □ □ , □ □ □ □ □ □ □ □ - , □ □ □ □ □ □
- □ □ □ □ □ - □ □ □ □ □ □ □ □ . □ □ □ □ - □ □ □ □
- □ □ □ □ □ □ □ □ □ . □ □ □ □
- □ □ □ □ □ □ □ □ □ □ □ □ □ - □ □ □ □ □ □ □ □ □ □ □ □ □ □ ,
- □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

The Cla-Val Model CRD-34 and CRA-34 Electronic Actuated Pressure Reducing Pilot Controls provide remote set-point adjustment and accurate downstream pressure control on Cla-Val 390 Series Control Valves. Remote set-point command signals can be from any SCADA-type control system using an analog 4-20 mA signal, by contact closure for cc/ccw rotation or through Modbus RTU.

□ □ □ □ □ □ □ □ □ □ □ □ □ □ ,

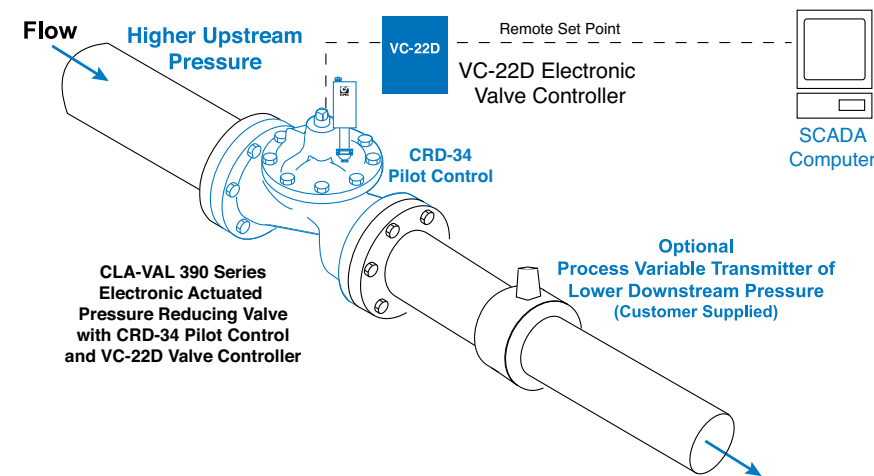
The CRD-34 and CRA-34 are installed on Cla-Val 390 Series valves that maintain downstream pressure and require this pressure to be changed from a remote location. It can be an effective solution for lowering costs associated with "confined space" requirements by eliminating the need for entry in valve structure for set-point adjustment. It is also ideal for pressure management, and can be programmed to minimum night time and optimum daytime pressures. Optional profiler can be used to create custom correlation between pressure and flow information. Flow information can also be provided from the main valve, see the Cla-Val Model X144 e-FlowMeter.

Additional pilot controls, hydraulic and/or electronic, are also available to perform multiple functions to fit exact system requirements.

The CRD-34 senses valve outlet pressure directly and the CRA-34 senses downstream pressure with remote hydraulic connection. Operating on 10 to 32 VDC and consuming very little power, they are an ideal control system for remote valve sites that may even be solar powered. Existing manually-set Cla-Val 90 Series Pressure Reducing control valves can be retrofitted with CRD-34 or CRA-34 to add remote set-point control of delivery pressure. Verification of downstream pressure may be sent to SCADA system from customer supplied pressure sensor attached to valve outlet.

The CRD-34 and CRA-34 consists of a hydraulic pilot and integral controller that accepts a remote set-point and positions the pilot to maintain a pressure at valve outlet within preset limits. Pressure settings are linear between these settings. Pressure settings are calibrated to the specific spring range of the control. Special USB connector cable and free downloadable software can be used to change this range if needed. Internal setting can also be changed through Modbus. Continuous internal monitoring of actuator position results in smooth transitions between pilot set-points with no backlash or dithering. Should power or control input fail, this pilot remains in automatic hydraulic control assuring system stability under all conditions.

□ □ □ □ □ □ □ □ □ □ □ □ □ □ ,



□

- □ □ □ □ □ □ □ □ □ □ □ □ □ - , □ □ □ □ □ □
- □
- □
- □





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: **November 17, 2025**

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: RECEIVE ANNUAL REPORT FROM THE PARKS & RECREATION COMMITTEE – CATHY LEACH, CHAIR

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Cathy Leach, Chair, Parks & Recreation Committee

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.*

Cathy Leach has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the Parks & Recreation Committee'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 Parks & Recreation Committee Chair, Cathy Leach, and hold question and answer session if desired.

DURHAM PARKS & RECREATION COMMITTEE

REPORT TO TOWN COUNCIL: November 17, 2025

The Community Needs Assessment and Visitor Use Management Study remains a primary focus for the committee in 2025 and into 2026. The study and community survey was conducted by the UNH Applied Recreation Research Collaborative (ARRC) and focuses on Jackson's Landing (JL), Woodridge Park (WP), and Durham Parks & Recreation (DPR) programming.

At our May meeting, the committee heard the final ARRC report from Dr. Michael Ferguson and Matthew Frye. At our June meeting, the committee accepted and endorsed the study with thanks to the ARRC staff, including UNH student researchers. The ARRC staff subsequently presented the final report to the Town Council on August 4.

The report provides technical data and specific managerial guidance that will be helpful for future planning by the Parks & Recreation Department, the committee, and the Town. This was an important and fruitful collaboration between the Town and UNH that included graduate student research experience.

The survey results underscore the importance of robust parks and recreation programming and events to the community. Survey respondents emphasized the value of recreation to physical and mental health benefits and multigenerational community-building, and expressed loyalty to DPR while indicating future needs and wants along with suggested improvements.

Based on information from the ARRC population survey, and upon recommendation of Rachel Gasowski, Parks & Recreation Director, the committee's current and future work centers around:

- Parks Upkeep & Maintenance for JL & WP
- Trail Connectivity for JL & WP
- Budget/CIP Planning

Current committee discussions and support are:

- Request for a park maintenance budget line in the DPR operating budget to support necessary safety and regular upkeep at JL and WP. Strengthen the current parks maintenance plan, including outlining departmental and other group responsibilities.
- Begin planning for a CIP roadmap for longer term items that were indicated through the ARRC study as desired items (e.g. skatepark, more/updated pickleball/tennis courts, community center, enclosed ice rink, etc.).
- Look at the possible creation of a revolving fund, as recommended in the ARRC report.
- Identify more immediate park updates that can be accomplished in the shorter term.

DURHAM PARKS & RECREATION COMMITTEE

REPORT TO TOWN COUNCIL: November 17, 2025 - Continued

- Investigate parks grants, fundraising opportunities, etc.
- Work with the Conservation Commission, the Land Stewardship Subcommittee (LSSC), and the Town Land Stewardship Coordinator for potential trail connectivity. The Parks & Rec committee will focus this activity on JL and WP. The Parks & Rec committee has member representation to the LSSC.

General Committee Support of DPR:

- Volunteer at Community Events
- Receive and advise on monthly activity reports from the DPR director
- Receive and advise on periodic updates from the Churchill Rink Manager
- Approved request from DPR Director to use committee funds for the purchase of a sturdy recycled plastic, ADA compliant picnic table for Jackson's Landing Playground.
- Provide advisory support for Director in budget & CIP planning.
- Discover Durham Trails program

Submitted by: Cathy Leach, Parks & Rec Committee Chair



TOWN OF DURHAM

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

AGENDA ITEM: **#11B**

DATE: **November 17, 2025**

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: RECEIVE ANNUAL REPORT FROM THE ENERGY COMMITTEE –
MICHAEL KLEIN, CHAIR

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Michael Klein, Chair, Energy Committee

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.*

Michael Klein has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the Energy Committee'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 Energy Committee Chair, Michael Klein, 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: **#11C** *TS*

DATE: **November 17, 2025**

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Town Administration
Darcy Freer, Assessor

AGENDA ITEM: **PRESENTATION REGARDING FINAL REVISED RESIDENTIAL,
COMMERCIAL, AND INDUSTRIAL PROPERTY TAX
ASSESSMENTS AS A RESULT OF THE 2025 STATISTICAL
REVALUATION.**

CC PREPARED BY: Darcy Freer, Assessor

PRESENTED BY: Darcy Freer, Assessor

AGENDA DESCRIPTION:

For tax year 2025, the Town of Durham in partnership with Whitney Consulting Group, LLC performed the 2025 statistical update of all property assessments in Durham based on real estate market activity over the past two years. Additionally, George Sansoucy, PE, LLC remains contracted to update the assessments of the utility properties.

In accordance with standards set forth by the State of NH Department of Revenue Administration and the NH Assessing Standards Board, the goal of this valuation update was to ensure that the Town's property tax burden is distributed fairly and equitably based on the properties fair market as of April 1, 2025.

The revaluation was comprised of the following:

- Hold a "start-up" meeting with municipality, DRA monitor to review contracts and timelines.

- Measure the exterior of all potential arms-length sale properties and if permitted by the taxpayers, inspect the interior of said properties.
- Mail Income and Expense Questionnaires to commercial and industrial property owners.
- Review, analyze, and test all qualified sales within past 2 years, prior to 4/1/25.
- Update all Vision CAMA system tables, including land, building, and depreciation.
- Comprehensive parcel-by-parcel desk review of all properties in Durham for consistency purposes.
- Mail preliminary revised assessments to taxpayers.
- Conduct informal hearings with taxpayers.
- Implement a public relations program designed to educate the Town Council and taxpayers on all phases of the statistical update.
- Submit a Uniform Standards of Appraisal Practice (USPAP) compliant report detailing the results from the full revaluation (PENDING).

LEGAL AUTHORITY:

ARTICLE 6. [Valuation and Taxation]: The public charges of government, or any part thereof, may be raised by taxation polls, estates and other classes of property, including franchises and property passing by will or inheritance; and **there shall be a valuation of the estates within the state taken anew once in every five years, at least, and as much oftener as the general court shall order.**

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The estimated cost for this project was \$36,750. The Town also incurred costs for the printing and mailing of requested information, preliminary and final value notifications.

SUGGESTED ACTION OR RECOMMENDATIONS:

Receive presentation from Assessor, Darcy Freer on the 2025 Statistical Reval and hold question and answer session if desired.

Town of Durham 2025 Statistical Revaluation

Town Council Presentation
November 17, 2025

Darcy Freer, Town Assessor



TOPICS

- Revaluation Process
- Informal Hearing Results and Statistics
- Market Analysis Results and Statistics
- Abatements, Appeals, and Resources

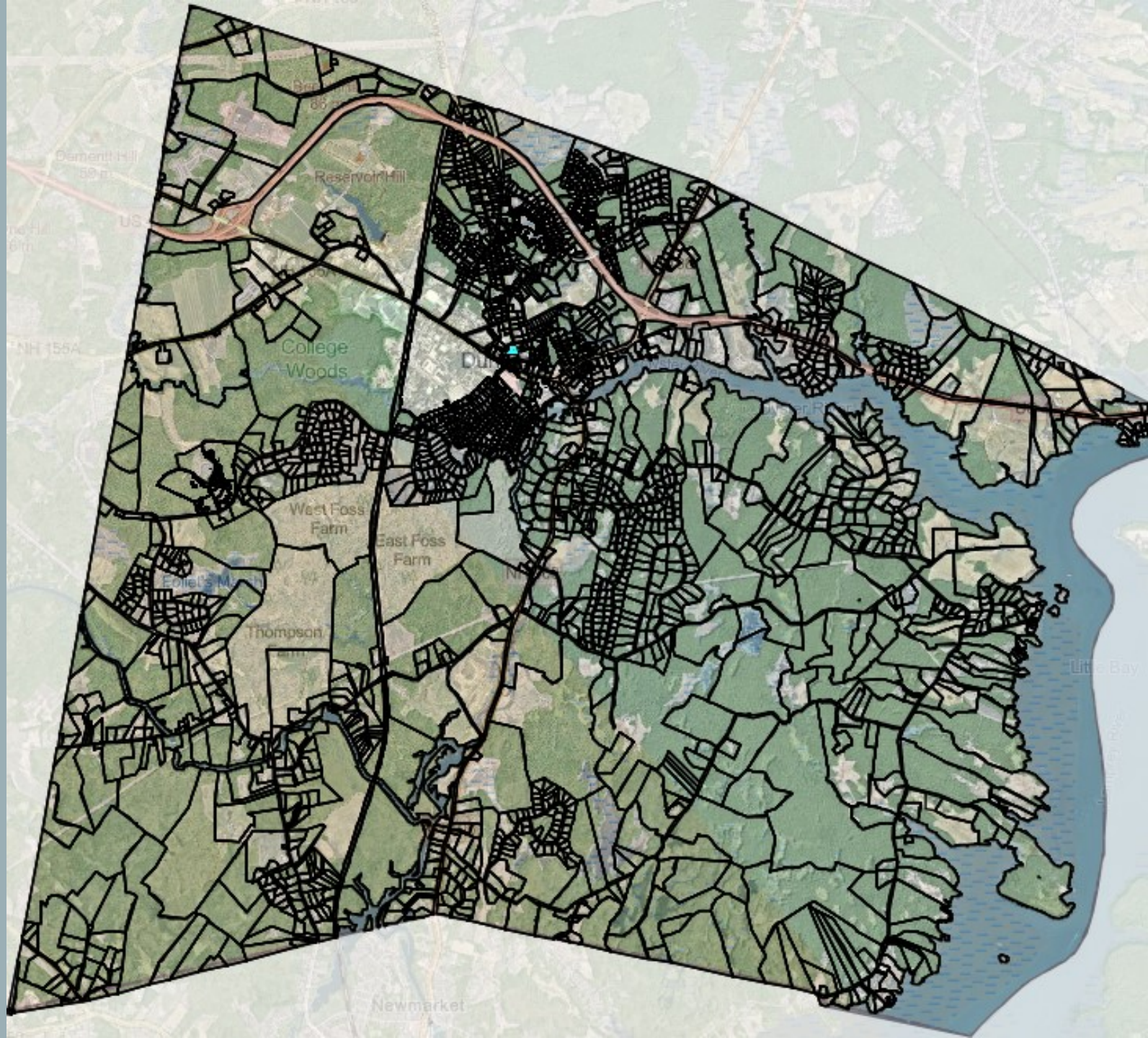
PURPOSE OF REVALUATION

The goal of the revaluation is to equalize property values, not to increase tax revenue.

The revaluation process is designed to adjust all property values back to current market value, set “values anew”, creating equity and a fair distribution of the tax burden.

REVALUATION PROCESS

- Town market data determines values
- Data collection and comprehensive analysis of market data from April 1, 2023 to April 1, 2025
- Determine land, building, and depreciation values
- Delineate neighborhoods
- Determine condo complex adjustments
- Determine relative income data, where appropriate
- Update all tables in Vision CAMA System to create a computer model based on market



APPROACHES TO VALUE

- 3 Major Approaches to value were all considered:
 - Sales Comparison Approach
 - Arms Length Transactions
 - Stratification and analysis of sales data
 - Cost Approach
 - Marshall & Swift Cost Estimator
 - Determine appropriate depreciation
 - Income Approach
 - Analysis of Income & Expense Questionnaires
 - Determine rental, expense, vacancy, and cap rates

INFORMAL HEARINGS

- Preliminary value notices were mailed in October to residential and commercial (non-student housing) property owners.
- Informal hearings occurred throughout October.
- Student housing commercial property owners were mailed final value notices the second week of November.



INFORMAL HEARING STATISTICS

- A total of 154 hearings were scheduled between October 15th and 31st, 2025.
- This represents 6.3% of the total properties.
- Information from the informal hearings was gathered, researched, and analyzed.
- As a result of broad scope changes made from the informal hearings a total of 215 final letters were mailed.

MARKET ANALYSIS & STATISTICS

- State of New Hampshire Assessment Review Standards
 - Median Ratio: 90% to 110%
 - Coefficient of Dispersion (COD): not greater than 20
 - Price Related Differential (PRD): 0.98 to 1.03



MARKET ANALYSIS & STATISTICS

- Median Ratio- ratio of assessed values to sale prices; represents the middle ratio when a set of ratios is arrayed in order of magnitude
- Coefficient of Dispersion (COD)- measure of assessment equity and uniformity within a group
- Price Related Differential (PRD)- measure of uniformity between low and high value properties

STATISTICAL RESULTS

TAX YEAR 2024

- Median Ratio: 82.5%
- COD: 13.8
- PRD: 1.06

TAX YEAR 2025

- Median Ratio: 97.2%
- COD: 9.14
- PRD: 1.01

STATISTICAL ANALYSIS: 2 YEARS OF SALES (4/1/2023 - 4/1/2025)

Group Summary by Municipality
DURHAM, NH

Municipality	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
DURHAM	106	0.9967	9.02	0.9918	\$640,000.00	\$638,300.00
	106	0.9967	9.02	0.9918	\$640,000.00	\$638,300.00

Group Summary by Land Neighborhood
DURHAM, NH

Land Neighborhood	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
	9	0.9971	15.79	1.0255	\$460,000.00	\$470,100.00
0	1	1.0018	0	1	\$317,533.00	\$318,100.00
40	10	1.0136	7.61	1.025	\$686,000.00	\$678,050.00
50	10	0.9983	4.92	1.0095	\$595,000.00	\$586,050.00
55	4	1.0487	6.24	0.9457	\$1,400,000.00	\$1,387,000.00
60	12	0.9512	8.74	1.0243	\$625,000.00	\$629,700.00
70	40	0.9701	9.7	1.004	\$664,500.00	\$648,700.00
80	10	1.0303	9.34	1.0069	\$750,000.00	\$769,800.00
85	10	1.0096	5.6	1.0053	\$600,000.00	\$588,500.00
	106	0.9967	9.02	0.9918	\$640,000.00	\$638,300.00

Group Summary by Style
DURHAM, NH

Style	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
01, Ranch	12	1.0125	7.17	1.0335	\$665,000.00	\$677,900.00
02, Split-Level	1	0.9287	0	1	\$600,000.00	\$557,200.00
03, Colonial	36	0.9614	9.1	1.005	\$737,500.00	\$720,350.00
04, Cape Cod	18	0.9811	5.39	1.0059	\$658,500.00	\$628,200.00
06, Conventional	1	1.0263	0	1	\$410,000.00	\$420,800.00
07, Modern/Contemp	6	1.0229	10.1	1.0229	\$705,000.00	\$727,150.00
08, Raised Ranch	7	0.9890	5.49	1.0026	\$565,000.00	\$561,000.00
081, Gambrel	2	0.9297	11.68	1.0099	\$415,000.00	\$382,000.00
082, Garrison	2	1.0790	5	1.0025	\$609,500.00	\$656,000.00
09, 2 Family	1	1.0867	0	1	\$520,000.00	\$565,100.00
105, Condex	5	1.0051	4.07	1.0026	\$325,000.00	\$383,900.00
16, Shop Center LO	1	1.1302	0	1	\$8,800,000.00	\$9,946,100.00
17, Store	1	1.0652	0	1	\$1,525,000.00	\$1,624,500.00
55, Condominium	7	0.9843	20.13	1.0214	\$530,000.00	\$496,100.00
60, Townhouse	1	1.0137	0	1	\$443,800.00	\$449,900.00
75, Student Housing	1	0.9016	0	1	\$1,275,000.00	\$1,149,500.00
80, Retail/Apts	1	1.0321	0	1	\$975,000.00	\$1,006,300.00
99, Vacant Land	3	0.6773	8.08	0.9695	\$500,000.00	\$331,200.00
	106	0.9967	9.02	0.9918	\$640,000.00	\$638,300.00

STATISTICAL ANALYSIS: 1 YEAR OF SALES (4/1/2024 - 4/1/2025)

Group Summary by Municipality
DURHAM, NH

Municipality	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
DURHAM	60	0.9715	9.14	1.008	\$636,250.00	\$630,100.00
	60	0.9715	9.14	1.008	\$636,250.00	\$630,100.00

Group Summary by Land Neighborhood
DURHAM, NH

Land Neighborhood	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
	6	0.9738	18.77	1.0227	\$530,000.00	\$474,450.00
40	4	0.9806	7.08	1.0442	\$690,966.50	\$708,700.00
50	5	1.0002	6.46	1.0051	\$480,000.00	\$524,700.00
55	1	0.9016	0	1	\$1,275,000.00	\$1,149,500.00
60	7	0.9434	6.27	1.0123	\$650,000.00	\$646,200.00
70	24	0.9581	8.79	1.007	\$640,000.00	\$629,300.00
80	7	1.0335	9.72	1.0004	\$740,000.00	\$749,300.00
85	6	0.9863	3.95	1.0018	\$631,500.00	\$602,700.00
	60	0.9715	9.14	1.008	\$636,250.00	\$630,100.00

Group Summary by Style
DURHAM, NH

Style	Count	Median A/S Ratio	COD	PRD	Median Sale Price	Median Appraised
01, Ranch	7	0.9989	6.99	1.0282	\$750,000.00	\$774,200.00
02, Split-Level	1	0.9287	0	1	\$600,000.00	\$557,200.00
03, Colonial	20	0.9461	9.41	1.0093	\$710,000.00	\$684,450.00
04, Cape Cod	12	0.9811	5.23	1.0081	\$619,500.00	\$598,050.00
06, Conventional	1	1.0263	0	1	\$410,000.00	\$420,800.00
07, Modern/Contemp	3	0.9709	12.75	1.0418	\$605,000.00	\$594,700.00
08, Raised Ranch	6	0.9792	2.91	0.9997	\$575,000.00	\$553,200.00
081, Gambrel	1	0.8211	0	1	\$450,000.00	\$369,500.00
082, Garrison	1	1.0250	0	1	\$640,000.00	\$656,000.00
105, Condex	1	0.9971	0	1	\$385,000.00	\$383,900.00
55, Condominium	5	0.9632	22.07	1.0144	\$530,000.00	\$496,100.00
75, Student Housing	1	0.9016	0	1	\$1,275,000.00	\$1,149,500.00
99, Vacant Land	1	0.6773	0	1	\$450,000.00	\$304,800.00
	60	0.9715	9.14	1.008	\$636,250.00	\$630,100.00



AVERAGE % CHANGE BY STRATA

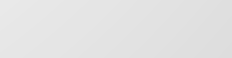
- Improved Residential: +19%
- Waterfront Residential: +31%
- Condominiums: +21%
- Residential Land: +53%
- Commercial:
 - Non-Student Housing: +12%
(includes utilities)
 - Student Housing: 0%
(includes mixed-use, fraternities, sororities)

RESIDENTIAL OLD VS. NEW PERCENT CHANGE

- Total Residential parcels:
 - 2,183
- Total parcels in each strata:
 - Residential - 1398
 - Res Access Apt - 246
 - Residential WF - 171
 - Res Access Apt WF - 41
 - Mobile Home - 1
 - Condo - 191
 - Res Multiple Hse - 13
 - Res Multiple Hse WF - 8
 - 2 Family - 12
 - 2 Fam Access Apt - 1
 - 2 Family WF - 3
 - 3 Family - 6
 - Residential Vacant* - 92

*Residential Vacant does not include parcels enrolled in current use or conservation.

Old to New % Change by Property Type

Property Type	% Change	Old Value	New Value
Residential	 19%	\$800,293,306	\$951,730,059
Res Access Apt	 18%	\$150,196,076	\$176,746,126
Residential WF	 32%	\$167,490,109	\$218,716,707
Res Access Apt WF	 31%	\$37,253,333	\$49,224,977
Mobile Home	 38%	\$322,000	\$445,300
Condo	 21%	\$84,977,900	\$102,636,300
Res Multiple Hse	 15%	\$13,445,260	\$15,403,216
Res Multiple Hse WF	 28%	\$13,254,051	\$17,087,018
2 Family	 12%	\$6,429,600	\$7,114,200
2 Fam Access Apt	 24%	\$554,900	\$689,300
2 Family WF	 17%	\$1,484,800	\$1,730,400
3 Family	 -5%	\$4,121,500	\$3,847,800
Residential Vacant	 53%	\$10,917,249	\$16,047,469

CURRENT LOWEST & HIGHEST RESIDENTIAL ASSESSED VALUE BY PROPERTY TYPE

Median Prior Residential Assessed Value

\$559,400

Median Residential Current Assessed Value

\$663,800

Median Residential Sale Price

\$670,000

Lowest and Highest Assessed Values by Property Type

Property Type	Lowest AV	Highest AV	Median AV
Residential*	\$271,500	\$2,558,184	\$654,950
Res Access Apt	\$417,200	\$2,080,500	\$684,750
Residential WF**	\$420,800	\$6,483,700	\$1,039,924
Res Access Apt WF**	\$483,400	\$2,174,100	\$1,185,745
Mobile Home	\$445,300	\$445,300	\$445,300
Condo	\$256,900	\$1,893,500	\$522,600
Res Multiple Hse	\$594,200	\$3,017,042	\$759,400
Res Multiple Hse WF	\$926,100	\$3,347,685	\$2,199,589
2 Family	\$408,100	\$780,900	\$582,650
2 Fam Access Apt	\$689,300	\$689,300	\$689,300
2 Family WF	\$565,100	\$585,800	\$579,500
3 Family	\$507,500	\$791,500	\$610,600
Residential Vacant	\$200	\$1,244,000	\$95,000

*Does not include property with building value partially in Lee

**Includes creeks/brooks and does not include island property with cabin

COMMERCIAL OLD VS. NEW PERCENT CHANGE

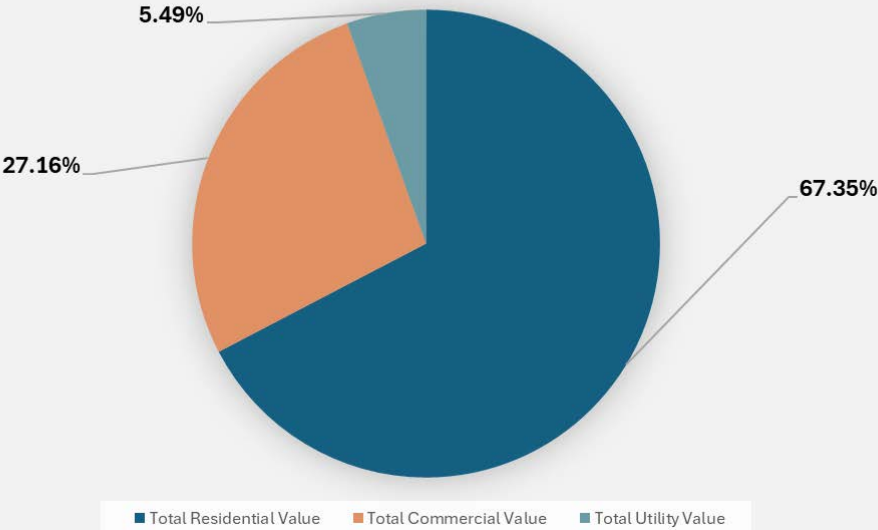
- Total Commercial parcels:
 - 139
- Total parcels in each strata:
 - Apartment Condo - 7
 - Assisted Living - 3
 - Bank - 2
 - Commercial - 4
 - Food Serv/Restaurant - 3
 - Gas/Serv Station - 4
 - Hotel/Motel/Inn - 4
 - Industrial - 16
 - Mixed Use - 15
 - Office - 5
 - Prof. Office - 4
 - Retail - 8
 - Student Housing* - 54
 - Utilities - 6
 - Commercial Vacant - 4

*Student Housing include fraternities & sororities, but not mixed use

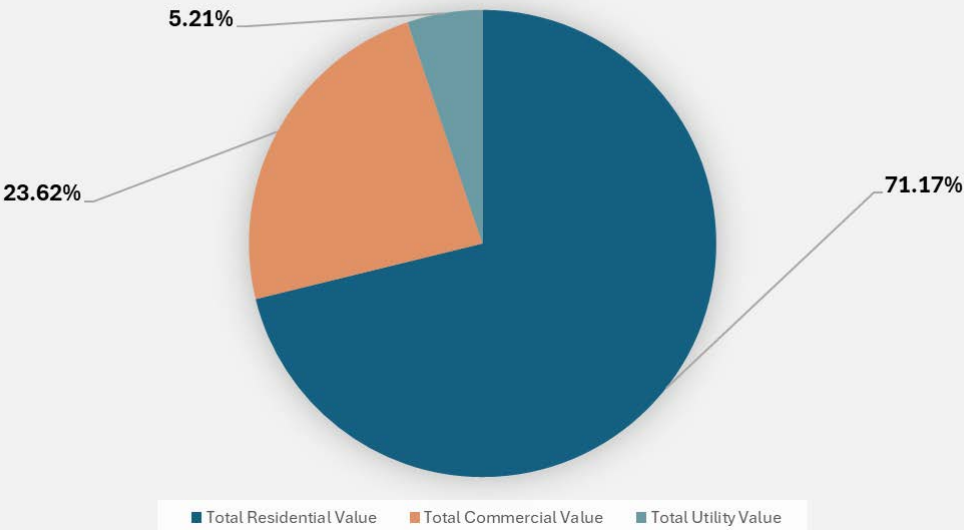
Old to New % Change by Property Type				
Property Type	% Change	Old Value	New Value	Median Value
Apartment Condo	11%	\$7,148,700	\$7,953,500	\$685,400
Assisted Living	7%	\$27,989,600	\$30,806,400	\$8,852,300
Bank	25%	\$2,290,600	\$2,807,100	\$1,403,550
Commercial	9%	\$4,951,470	\$4,972,367	\$916,284
Food Service/Restaurant	14%	\$3,189,100	\$3,687,300	\$1,391,200
Gas/Service Station	14%	\$4,648,900	\$5,470,300	\$1,135,750
Hotel/Motel/Inn	20%	\$12,643,408	\$15,035,427	\$3,106,550
Industrial	6%	\$37,292,322	\$47,776,663	\$440,450
Mixed Use	3%	\$106,363,900	\$109,138,400	\$3,721,500
Office	26%	\$5,883,500	\$7,379,900	\$1,437,600
Professional Office	21%	\$3,689,900	\$4,436,900	\$1,156,200
Retail	15%	\$14,658,400	\$16,954,500	\$972,150
Student Housing	0%	\$270,678,889	\$255,476,100	\$2,204,700
Utilities	11%	\$103,311,500	\$114,050,600	\$4,547,450
Commercial Vacant	-1%	\$1,223,787	\$1,244,954	\$323,550

TAX YEAR COMPARISON: TAXABLE VALUE

Tax Year 2024 Commercial vs. Residential % of Total Taxable Value



Tax Year 2025 Commercial vs. Residential % of Total Taxable Value



Tax Year 2024 Residential vs. Commercial

PROPERTY TYPE	VALUATION	% OF TOTAL
Residential	\$1,268,123,791	67.35%
Commercial	\$511,475,100	27.16%
Utilities	\$103,311,500	5.49%
Total	\$1,882,910,391	100%

Tax Year 2025 Residential vs. Commercial

PROPERTY TYPE	VALUATION	% OF TOTAL
Residential	\$1,557,881,601	71.17%
Commercial	\$516,959,294	23.62%
Utilities	\$114,050,600	5.21%
Total	\$2,188,891,495	100%

2025 EQUALIZATION STUDY

- The equalization study that will be finalized around February 2026, will look at sales from October 1, 2024 to September 30, 2025.
- This new equalization ratio will include 6 months of sales after the date of value (April 1, 2025).
- As such, we have reviewed sales which have occurred after the date of value. These were not included in our analysis.
- Sample of sales which have occurred after 4/1/2025:
 - 8 Meserve Rd - \$1,065,000
 - 2 Fitts Farm Rd - \$1,010,000
 - 26 Mathes Cove Rd - \$1,400,000
 - 5 Nobel K Peterson Dr - \$850,000
 - 2 Littlehale Rd - \$570,000
 - 96 Bagdad Rd - \$599,900
 - 30 Worthen Rd - \$550,000



TAX RATE & BILLS

- The New Hampshire Department of Revenue will set the tax rate later this month.
- An increase in assessment does not necessarily mean an increase to property tax bills.
- ***DO NOT*** apply last years tax rate to the new assessment.
- ***When overall property values increase, the tax rate typically decreases.***

WHAT IF I DISAGREE WITH THE NEW ASSESSMENT?

- Property owners who believe their final value does not reflect fair market value, may file an abatement request with the Town.
- This involves filing an application after the second tax bill is received and prior to March 1, 2026.
- If it is determined that the application has merit, an abatement recommendation will be presented to the Town Council.
- If a property owner is still dissatisfied after the decision of the Town Council, they may appeal to the Board of Tax and Land Appeals or Superior Court, but not both, prior to September 1, 2026.

REVALUATION RESOURCES

- All final values and detailed sales reports will be available in the Assessing office and on the Town's website once they are approved.
- All qualified sales used in the analysis are available in the Assessing office and on the Town's website.
- The USPAP (Uniform Standards of Professional Appraisal Practice) Manual will be forthcoming and available in the Assessing office and on the Town's website.
- The online database hosted by Vision Government Solutions will be updated after the final values are approved.
- www.ci.durham.nh.us/assessing



TOWN OF DURHAM

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

AGENDA ITEM: **# 12A**

DATE: November 17, 2025

COUNCIL COMMUNICATION

INITIATED BY: Police Captain John Lavoie

AGENDA ITEM: PUBLIC HEARING AND POSSIBLE ADOPTION OF ORDINANCE #2025-10 AMENDING CHAPTER 153, "VEHICLES & TRAFFIC," SECTION 153-28, "PERMITTED PARKING, DURHAM RESIDENT PARKING PERMITS," OF THE DURHAM TOWN CODE, TO EXPAND UPON THE EXPLANATION OF NEIGHBORHOOD PARKING PASSES.

CC PREPARED BY: Police Captain John Lavoie

PRESENTED BY: Police Captain John Lavoie

AGENDA DESCRIPTION:

Chapter 153 "Vehicles and Traffic," Section 153-28, "Permitted Parking, Durham Resident Parking Permits," of the Durham Town Code, describes resident parking permits in neighborhoods. Guest passes are mentioned, but were requested to be clarified by concerned citizens and Town staff.

After review of the chapter and section, new language was created to address the concerns and create new guidance on the issuance of guest passes, limiting the amount to be distributed and creating rules on what defines a guest and who they may be released to.

At the meeting of November 3, 2025 the Town Council scheduled a Public Hearing on this item for the meeting of Monday, November 17, 2025. A Public Hearing notice was published in *Foster's/Seacoast Online* on Thursday, November 6, 2025. The

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

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION #1:

The Durham Town Council does hereby OPEN the Public Hearing on Ordinance #2025-10 amending Chapter 153 "Vehicles and Traffic", Section 153-28, "Permitted Parking, Durham resident Parking Permits," of the Durham Town Code, to expand upon the explanation of neighborhood parking passes.

MOTION #2:

The Durham Town Council does hereby CLOSE the Public Hearing on Ordinance #2025-10 amending Chapter 153 "Vehicles and Traffic", Section 153-28, "Permitted Parking, Durham resident Parking Permits," of the Durham Town Code, to expand upon the explanation of neighborhood parking passes.

MOTION #3:

The Durham Town Council does hereby ADOPT Ordinance #2025-10 amending Chapter 153 "Vehicles and Traffic", Section 153-28, "Permitted Parking, Durham resident Parking Permits," of the Durham Town Code, to expand upon the explanation of neighborhood parking passes.

ORDINANCE #2025-10 OF DURHAM, NEW HAMPSHIRE

AMENDING CHAPTER 153, "VEHICLES & TRAFFIC," SECTION 153-28, "PERMITTED PARKING, DURHAM RESIDENT PARKING PERMITS," OF THE DURHAM TOWN CODE, TO EXPAND UPON THE EXPLANATION OF NEIGHBORHOOD PARKING PASSES

WHEREAS, Chapter 153, "Vehicles & Traffic," section 153-28, "Permitted Parking, Durham Resident Parking Permits" of the Durham Town Code addresses neighborhood, resident parking passes; and

WHEREAS, further clarification of the issuance of guest parking passes and rules was requested by citizens and Town staff; and

WHEREAS, on November 17, 2025 a duly posted and published Public Hearing was held by the Durham Town Council on the proposed ordinance change;

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 **ADOPT Ordinance #2025-10** and does hereby amend Chapter 153 "Vehicles and Traffic," Section 153-28 "Permitted Parking, Durham Resident Parking Permits," to expand upon the explanation of Neighborhood Parking Passes. Wording to be omitted is annotated with **strikeout** type. New wording is annotated with underscoring.

153-28. Permitted Parking, Durham ~~Resident~~ Neighborhood Parking Permits.

The locations denoted with an asterisk (*) in Schedule XVII are areas where permit parking is authorized. ~~The parking permit system within the Town of Durham will be regulated by the Durham Police Department with approval by the Town Administrator. Resident parking permits will be issued to all legally registered vehicles with addresses in the affected areas. Each residence with an address on the annotated roadways will be issued three (3) guest parking permits. Persons who fail to display a valid permit shall be in violation of the permit process.~~ Durham Neighborhood Parking Permits are available to vehicle owners with a physical residential address on Woodman Road, Bayview Road, Maple Street, Meadow Road, and in the Faculty Neighborhood Development. Each registered vehicle receives one resident sticker, and each property, not individual address, may receive up to two free guest passes. Guest passes are for

temporary visitors who do not reside at the property and are actively visiting the residence. Passes may not be sold, transferred, or used by regular commuters, high school/college students, or employees seeking on-street parking. Lost or stolen permits may be replaced, once, for a \$5.00 fee. All permits remain Town property and may be revoked for misuse at the discretion of the Police Chief or Administrator.

The locations denoted with two asterisks (**) in Schedule XVII allow parking with Oyster River High School parking permits which are issued by the Oyster River High School. The locations with three asterisks (***) are municipal parking lots that allow overnight parking with the purchase, or issuance, of a valid permit. Persons who fail to display a valid permit shall be in violation of the permit process

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

Joe Friedman, 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: **#12B**

DATE: November 17, 2025

COUNCIL COMMUNICATION

INITIATED BY: Planning Board

AGENDA ITEM: PUBLIC HEARING AND POSSIBLE ADOPTION OF ORDINANCE #2025-11 AMENDING CHAPTER 175, "ZONING," ARTICLE II, "DEFINITIONS," ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," ARTICLE XVIII.1, "ATTAINABLE HOUSING OVERLAY DISTRICT," ARTICLE XX, "STANDARDS FOR SPECIFIC USES," AND ARTICLE XXI, "OFF STREET PARKING," OF THE DURHAM TOWN CODE TO ALIGN THE ZONING ORDINANCE WITH RECENT CHANGES IN STATE LEGISLATION.

CC PREPARED BY: Michael Behrendt, Town Planner

PRESENTED BY: Michael Behrendt, Town Planner

AGENDA DESCRIPTION:

Background. The Planning Board has prepared the attached proposed amendments to the Zoning Ordinance in response to several recently enacted state laws affecting land use.

The Planning Board held a public hearing on the amendments on October 8, 2025 and voted to formally initiate the amendments that same evening. These are now presented to the Town Council for First Reading and to schedule a Public Hearing.

New state laws. Here is an overview below of the pertinent new state laws and the action required of the Town to comply with the legislation.

Other proposed amendments. Several related changes are included regarding parking (a separate new statute addresses parking but that affects the Site Plan Regulations), boarding houses and rooming houses, and one reference to the three-unrelated rule which was not removed earlier.

At the meeting of November 3, 2025 the Town Council scheduled a Public Hearing on this item for the meeting of Monday, November 17, 2025. A Public Hearing notice was published in *Foster's/Seacoast Online* on Thursday, November 6, 2025. The notice was also posted at the Town Hall and on the Town Website, as well as at the Durham Public Library and Department of Public Works.

HB 457 - Zoning restrictions on dwelling units.

ALL NEW BELOW

674:16 Grant of Power

VIII. In its exercise of the powers granted under this subdivision, the legislative body of a city, town, village district, or county in which there are located unincorporated towns or unorganized places shall not adopt any ordinance that restricts the number of occupants of any dwelling unit to less than 2 occupants per bedroom, and the governing body thereof shall not enforce any such ordinance. Such legislative body shall not adopt any ordinance based on the familial or non-familial relationships or marital status, occupation, employment status, or the educational status, including but not limited to scholastic enrollment or academic achievement at any level among the occupants of the dwelling unit, including but not limited to college students, and the governing body thereof shall not enforce any such ordinance. Nothing in this section shall prohibit the enforcement of the state building code or state fire code.

Effective Date: September 13, 2025

- ❖ Delete references to “Student Rental” in Definitions and in the Table of Uses

HB 577 - Modifying the definition of ADUs

ADDITIONS AND DELETIONS AS MARKED

674:71 Definition

- I. “Accessory dwelling unit” means a residential living unit that is ~~within or attached to~~ **located on a lot containing** a single-family dwelling [, and] that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation, on the same parcel of land as the principal dwelling unit it accompanies. *Accessory dwelling units may be constructed at the same time as the principal dwelling unit.*

II. *"Attached unit" means a unit that is within or physically connected to the principal dwelling unit, or completely contained within a preexisting detached structure.*

III. *"Detached unit" means a unit that is neither within nor physically connected to the principal dwelling unit, nor completely contained within a preexisting detached structure.*

674:73 Detached Accessory Dwelling Units. A municipality ~~is not required to but may~~ **shall** permit *one* detached accessory dwelling ~~units~~ **unit**. Detached accessory dwelling units shall comply with the requirements of, and any municipal ordinances or regulations adopted pursuant to, RSA 674:72, IV through IX. ~~If a municipality allows detached accessory dwelling units, it may require an increased lot size.~~

Effective Date. July 1, 2025

- ❖ Allow detached ADU's in all four residential zones (required only in zones where single family is allowed).

HB 631 - Multi-Family Residential Development on Commercially Zoned Land.

ALL NEW BELOW

674:77 Definitions. In this subdivision:

- I. "Commercially zoned land" means land zoned for such commercial activities as retail and office space.
- II. "Mixed-use" means a type of development that combines residential, commercial, cultural, institutional, or entertainment uses within a single building or development area.
- III. "Adaptive reuse" means the repurposing of existing buildings or structures in whole or in part for residential purposes.

674:78 Amendment to Zoning Regulations.

- I. Notwithstanding any provision to the contrary, municipalities shall allow multi-family residential development on commercially zoned land, provided that adequate infrastructure, including roads, water, and sewage systems, shall be available or provided to support the development.

- II. Nothing in this section shall be interpreted to prohibit municipalities from restricting residential development in zones where industrial and manufacturing uses are permitted which may result in impacts that are incompatible with residential use, such as air, noise, odor, or transportation impacts.
- III. A municipality may require all available ground floor space or a percentage thereof to be dedicated to retail or similar uses.
- IV. A municipality shall provide an exemption to any requirements regarding setbacks, height, or frontage of a building being converted to multi-family or mixed-use through adaptive reuse, provided that the building's floor area, height, and setbacks do not change.

Effective Date. This act shall take effect July 1, 2026.

- ❖ Allow multi-unit residential or mixed-use with residential by right in all of the Core Commercial and Research-Industry zones.

LEGAL AUTHORITY:

RSA 674:16, RSA 674:71 and 73, RSA 674: 77 and 78, RSA 675:2, and Section 175-14 of the Durham Zoning Ordinance

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION #1:

The Durham Town Council does hereby OPEN the Public Hearing on Ordinance #2025-11 Amending Chapter 175, "Zoning," Article II, "Definitions," Article XII.1, "Use and Dimensional Standards," Article XVIII.1, "Attainable Housing Overlay District," Article XX, "Standards for Specific Uses," and Article XXI, "Off Street Parking," of the Durham Town Code to align the Zoning Ordinance with recent changes in State legislation.

MOTION #2:

The Durham Town Council does hereby CLOSE the Public Hearing on Ordinance #2025-11 Amending Chapter 175, "Zoning," Article II, "Definitions," Article XII.1, "Use and Dimensional Standards," Article XVIII.1, "Attainable Housing Overlay District," Article XX, "Standards for Specific Uses," and Article XXI, "Off Street Parking," of the Durham Town Code to align the Zoning Ordinance with recent changes in State legislation.

MOTION #3:

The Durham Town Council does hereby ADOPT Ordinance #2025-11 Amending Chapter 175, "Zoning," Article II, "Definitions," Article XII.1, "Use and Dimensional Standards," Article XVIII.1, "Attainable Housing Overlay District," Article XX, "Standards for Specific Uses," and Article XXI, "Off Street Parking," of the Durham Town Code to align the Zoning Ordinance with recent changes in State legislation.

ORDINANCE #2025-11 OF DURHAM, NEW HAMPSHIRE

AN ORDINANCE AMENDING CHAPTER 175, "ZONING," ARTICLE II, "DEFINITIONS," ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," ARTICLE XVIII.1, "ATTAINABLE HOUSING OVERLAY DISTRICT," ARTICLE XX, "STANDARDS FOR SPECIFIC USES," AND ARTICLE XXI, "OFF STREET PARKING," OF THE DURHAM TOWN CODE TO ALIGN THE ZONING ORDINANCE WITH RECENT CHANGES IN STATE LEGISLATION.

WHEREAS, the New Hampshire State Legislature recently enacted several laws affecting land use, including RSA's 674:16, 674:71, 674:73, 674:77, and 674:78; and

WHEREAS, These new statutes require municipalities to adopt amendments to their Zoning Ordinances to comply with the new statutes, including changes affecting accessory dwelling units, student housing, familial relationships in dwelling units, and multi-unit housing in commercial zoning districts; and

WHEREAS, The Durham Planning Board prepared the following set of amendments to comply with the requirements, held a public hearing on the amendments on October 8, 2025 and voted to formally initiate the changes on October 8 2025; and

WHEREAS, Several other minor amendments related to those mandated by the new legislation are included in this set of amendments; and

WHEREAS, The Durham Town Council duly reviewed the proposed amendments and found them to be sufficient to come into compliance with state law; and

WHEREAS, The Durham Town Council held a duly noticed public hearing on November 17, 2025.

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 **ADOPT Ordinance #2025-11** and does hereby amend Chapter 175, "Zoning," Article II, "Definitions," Article XII.1, "Use and Dimensional Standards," Article XVIII.1, "Attainable Housing Overlay District," Article XX, "Standards for Specific Uses," and Article XXI, "Off Street Parking," of the Durham Town Code to align the Zoning Ordinance with recent changes in State legislation.

New text to be added shown like this

~~*Existing text to be deleted shown like this*~~

❖ **ARTICLE II – DEFINITIONS**

175-7. Definitions.

ACCESSORY DWELLING UNIT (ADU) – ATTACHED – A dwelling unit *that is* located in, or attached to, a single-family residence as an accessory use. A single-family residence with an accessory dwelling unit is considered a single-family residence (not a duplex residence). *See Article XX.*

ACCESSORY DWELLING UNIT (ADU) – DETACHED – A dwelling unit *that is: a)* not attached to a single-family residence; *b) not contained within a single-family residence; and c) not contained within a pre-existing detached structure.* A single-family residence with an accessory dwelling unit is considered a single-family residence (not a duplex residence). *See Article XX.*

~~**BOARDING HOUSE**—An owner-occupied residential building principally used, designed or adapted to provide living accommodations for not more than 10 occupants and having common cooking and dining facilities.~~

~~**ROOMING HOUSE**—See “Boarding House.”~~

~~**STUDENT RENTAL**—A student rental is a residential dwelling composed of one or more dwelling units on a single parcel that includes five or more full-time undergraduate college students, as identified according to the criteria of the U.S. Department of Education’s Office of Federal Student Aid. The threshold of five applies to the total number in dwelling units on a parcel (For example: a three-unit building with two full-time undergraduate college students in one unit and four in another would be classified as a student rental).~~

❖ **ARTICLE XII.1 – USE AND DIMENSIONAL STANDARDS****175-53. Table of Land Uses.**

CATEGORY OF USES	RESIDENTIAL ZONES				COMMERCIAL CORE ZONES						RESEARCH-INDUSTRY ZONES			
	Rural (R)	Residence A (RA)	Residence B (RB)	Residence C (RC)	Central Business 1	Central Business 2	Professional Office (PO)	Church Hill (CH)	Courthouse (C)	Coe's Corner (CC)	Office Research - Route 108 (OR)	Mixed Use and Office Research (MUDOR)	Office Research Light Industry (ORLI)	Durham Business Park (DBP)
III. RESIDENTIAL USES														
Principal Uses														
Residence, single-family	P	P	P	P	X	X	P	P	X	X	X	CU	CU	X
Residence, duplex	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Residence, multi-unit	X	X	X	X	X	X	P	P	P	X P	X P	X P	X P	X P
Student Rental	X	X	X	X	P	P	P	P	P	X	X	X	X	X
Uses Accessory To a Single-family Residential Use														
Accessory dwelling unit - attached (See Article XX)	P	P	P	P	X	X	P	P	X	X	X	P	P	X
Accessory dwelling unit - detached (See Article XX)	P	X P	X P	P	X	X	P	P	X	X	X	P	P	X
VII. COMMERCIAL & INDUSTRY USES														
Principal Uses														
Mixed Use with residential (office/retail down, multi-unit residential up) (See Note 1)	X	X	X	X	P	CU P	X	X	X	X	X	X	X	X

Notes

- For the use “Mixed use with residential (office/retail down, multi-unit residential up),” see the definition. The layout of uses within the building or lot may also be specified by zone in Article XII, including some flexibility allowed by conditional use in the Central Business District under Development Standards.

❖ **ARTICLE XVIII.1 - ATTAINABLE HOUSING OVERLAY DISTRICT**

K. Other Zoning Parameters. All other standards in the Zoning Ordinance shall apply to a project unless superseded by a specific provision in this overlay district. ~~The limitation allowing for a maximum of three unrelated occupants in a dwelling unit does not apply to any project developed through this overlay district.~~

❖ **ARTICLE XX – STANDARDS FOR SPECIFIC USES**

175-109. Compliance Required.

- C. *Accessory dwelling unit - attached and Accessory dwelling unit - detached.* Accessory dwelling unit - attached and accessory dwelling unit - detached shall conform to the following standards:
1. Only 1 accessory dwelling unit - attached or 1 accessory dwelling unit - detached shall be located on a lot with a single-family residence. The location of an accessory dwelling unit - attached and an accessory dwelling unit - detached in conjunction with 1 single-family residence shall not be permitted.
 2. An accessory dwelling unit - attached shall contain a minimum of 300 and a maximum of 850 square feet of floor space.
 3. An accessory dwelling unit - detached shall contain a minimum of 300 and a maximum of 850 square feet of floor space.
 4. ~~*The location and design of the accessory dwelling unit—attached or accessory dwelling unit—detached shall maintain the single-family character and appearance of the premises.*~~
 5. ~~*An interior door shall be provided between the single-family dwelling and the accessory dwelling unit—attached, but the door may be locked or not at the option of the property owner.*~~
 6. One parking space shall be provided for the accessory dwelling unit - attached or accessory dwelling unit - detached, in addition to parking required for the single-family dwelling. The parking space may be situated within a driveway along with other vehicles provided it is readily accessed. *The parking space may be established on site or off site but must be legally dedicated if the space is located off site.*
 7. The property owner shall make adequate provisions for water supply and sewage disposal for the accessory dwelling unit - attached or accessory dwelling unit - detached in accordance with RSA 485-A:38. However, systems for the accessory dwelling unit - attached or accessory dwelling unit - detached separate from those serving the single-family dwelling are not required.
 8. There are no additional requirements for lot size, frontage, space limitations, or other dimensional controls for an accessory dwelling unit - attached or accessory dwelling unit - detached beyond what would be required for a single-family residence without an accessory dwelling unit - attached or accessory dwelling unit - detached.
 9. *Attached accessory dwelling units shall have either an independent means of ingress and egress or ingress and egress through a common space shared with the single-family residence, at the option of the property owner.*
 10. *Existing structures on site may be converted to accessory dwelling units even if those existing structures do not conform with setback or lot coverage requirements.*

❖ **ARTICLE XXI - OFF-STREET PARKING**

175-111. General Requirements.

A. *Parking – General Provisions.*

1. ~~*There is no minimum parking requirement for single-family and duplex residences. However, a driveway must be provided for each lot.*~~ *A driveway accommodating at least one parking space must be provided for each lot serving a single-family or duplex residence. Otherwise there is no minimum parking requirement for single-family and duplex residences.*

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

Joe Friedman, 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: **# 12C**

DATE: **November 17, 2025**

COUNCIL COMMUNICATION

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

AGENDA ITEM: PUBLIC HEARING AND CONTINUED DELIBERATION ON THE
ADMINISTRATOR'S PROPOSED FY 2026 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 3, 2025, the Council received a presentation on the Administrator's proposed FY 2026 Operating, Capital, and Special Fund Budgets and the 2026-2035 Capital Improvement Plan. The proposed Budgets can be found online at <https://www.ci.durham.nh.us/businessoffice/proposed-2026-operating-budget> and the proposed Capital Improvement Plan can be found online at <https://www.ci.durham.nh.us/businessoffice/proposed-2026-2035-capital-improvements-program>. On November 10, 2025, the Council held a worksession on the budget and discussed the budget with the town's department heads.

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 2026 budget for Monday, November 17, 2025. A public hearing notice was published in the *Fosters Daily Democrat* on Sunday, November 2, 2025. 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 continue its interview session with the Department Heads and continue the discussion and deliberation on the proposed budgets and CIP.

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 2026 Operating, Capital, and Special Fund Budgets.

MOTION #2:

The Town Council does hereby CLOSE the Public Hearing on the Administrator’s proposed FY 2026 Operating, Capital, and Special Fund Budgets.