



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, DECEMBER 1, 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 10, 2025 & November 17, 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 authorize the Administrator to sign the Town of Durham's second half 2025 Property Tax Warrant and direct the Tax Collector to collect payment of property taxes assessed on April 1, 2025 in the amount of \$21,802,472?
 - B. Shall the Town Council Approve and Sign the Warrant for the Town Election to be held on March 10, 2026?
 - C. Shall the Town Council reschedule the second meeting in March 2026 from March 16 to March 23 due to the Islamic holiday Laylat al Qadr falling on March 16?

- D. Shall the Town Council Approve 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) as recommended by the UNH/Durham Water/Wastewater/Stormwater Committee?

X. Committee Appointments

XI. Presentation Items

- A. Receive annual report on the Agricultural Commission activities and projects – Theresa Walker, Chair
- B. Receive annual report on the Trustees of the Trust Fund activities and projects – Ted Howard, Chair
- C. Presentation by UNH Students Elizabeth DelGiudice, Jordan Stanley, Reese Levesque and Josephine Ginivisian on the results of the Composting Challenge.
- D. Presentation by UNH Student Sadie Dyer on the progress of creating a Sustainability Newsletter.

XII. Unfinished Business

Continued Discussion and Deliberation of the Administrator's proposed FY 2026 Operating, Capital, and Special Fund Budgets, and the 2026-2035 Capital Improvement Plan.

XIII. Councilor and Town Administrator Roundtable

XIV. New Business

XV. Nonpublic Session (if required)

XVI. Adjourn (NLT 10:30 PM)

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



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AGENDA ITEM: #6

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR
NOVEMBER 10, 2025 AND NOVEMBER 17, 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 meetings held on November 10, 2025 and November 17, 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 #1:

The Durham Town Council does hereby approve the Town Council meeting minutes for November 10, 2025. (as presented/as amended).

MOTION #2:

The Durham Town Council does hereby approve the Town Council meeting minutes for November 17, 2025. (as presented/as amended).



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AGENDA ITEM: **#9A**

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Rachel Deane, Town Clerk-Tax Collector

AGENDA ITEM: SHALL THE TOWN COUNCIL AUTHORIZE THE ADMINISTRATOR TO SIGN THE TOWN OF DURHAM'S SECOND HALF 2025 TAX WARRANT AND DIRECT THE TOWN CLERK-TAX COLLECTOR TO COLLECT PAYMENT OF PROPERTY TAXES ASSESSED ON APRIL 1, 2025 IN THE AMOUNT OF \$21,802,472?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Rachel Deane, Town Clerk-Tax Collector
Todd Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's review is a draft tax warrant authorizing the Town Clerk-Tax Collector to collect payment of property taxes assessed on April 1, 2025 in the amount of \$21,802,472.

LEGAL AUTHORITY:

RSA 76:15-b allows the Town Council, by majority vote, the ability to adopt the provisions of RSA 76:15-a Semi-Annual Collection of Taxes.

RSA 41:35 outlines the duties for the collector of taxes.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby authorize the Administrator to sign the Town of Durham's second half 2025 Tax Warrant and directs the Tax Collector to collect payment of property taxes assessed on April 1, 2025 in the amount of \$21,802,472.

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Strafford ss

TO Rachel Deane, Collector of Taxes, for the Town of Durham in said
County

In the name of said State, you are directed to collect the taxes in the list herewith
committed to you, amount in all the sum of

**Twenty-One Million, Eight Hundred Two Thousand,
Four Hundred Seventy-Two Dollars and Zero Cents**

(\$21,802,472)

with interest at eight percent (8%) beginning thirty (30) days from the mailing of
the tax bills.

And we further order you to pay all monies collected, to the Treasurer of said
Town at least on a weekly basis when receipts exceed \$1,500.00, or more often
when directed by the Commissioner of Revenue Administration.

As attested by the Town Clerk/Tax Collector, the list on the following pages is a
correct list of the assessment of the County, Town, Precinct, Highway and School
Taxes for the year 2025 upon the ratable estates in said Durham and all taxes
assessed on the real estate in said Town of persons and corporations not
residents therein as made by us, the Council of said Durham.

ATTEST: _____
Rachel Deane, Town Clerk-Tax Collector

Given under our hands and seal at Durham this 2nd day of December, 2025.

Todd I. Selig, Administrator
Per vote of the Durham Town Council on 12/1/2025



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AGENDA ITEM: **#9B**
DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: SHALL THE TOWN COUNCIL APPROVE AND SIGN THE WARRANT FOR THE TOWN ELECTION TO BE HELD ON MARCH 10, 2026?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

The Town election will be held on Tuesday, March 10, 2026, at the Oyster River High School Multipurpose Room. Polling hours are from 7:00 AM to 7:00 PM.

The Durham Town Council is required to post an Election Warrant for each town election conducted at least fourteen (14) days prior to the election, not including the day of posting and the day of the election. One copy of the Warrant is to be posted at the election site and one copy is to be posted in one other public place.

Attached is a copy of the Warrant for Council's review. An original of the Town Election Warrant will be present at Monday night's meeting for the Council to sign once it is officially approved so that it can be properly posted and published in the 2025 Annual Town Report.

LEGAL AUTHORITY:

RSA 39:5 and RSA 669:2 outline the procedure for the preparation and posting of election warrants.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Town Council does hereby approve and signs the Warrant for the Town Election to be held on March 10, 2025; copies of which will be posted at the polling place, the Town Hall, and the Durham Public Library.

ELECTION, TUESDAY, MARCH 10, 2026

To the inhabitants of the Town of Durham, the County of Strafford, New Hampshire.

You are hereby notified to meet at the Oyster River High School, Multipurpose Room, located on Coe Drive in said Durham, New Hampshire, on Tuesday, the 10th day of March 2026 (the polls will be open between the hours of 7:00 AM and 7:00 PM) to act upon the following subjects:

ARTICLE 1:

To bring in your votes for three (3) Councilors (3-year terms); one (1) Councilor (2-year term); two (2) Durham Public Library Board of Trustees (3-year terms); one (1) Moderator (2-year term); one (1) Supervisor of the Checklist (6-year term); one (1) Town Clerk/Tax Collector (3-year term); one (1) Town Treasurer (3-year term); and one (1) Trustee of the Trust Fund (3-year term)

Given under our hands and seal this 1st day of DECEMBER in the year of TWO THOUSAND AND TWENTY-FIVE (2025)

Joe Friedman, Chair

Emily Friedrichs

Sally Needell, Chair Pro Tem

Heather Grant

Wayne Burton

Curtis Register

Darrell Ford

Robin Vogt

Carden Welsh

COUNCILORS OF DURHAM



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AGENDA ITEM: **#9C** *TS*

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: SHALL THE TOWN COUNCIL RESCHEDULE THE SECOND MEETING IN MARCH 2026 FROM MARCH 16 TO MARCH 23 DUE TO THE ISLAMIC HOLIDAY LAYLAT AL QADR FALLING ON MARCH 16?

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd Selig, Administrator

AGENDA DESCRIPTION:

On March 17, 2025 the Town Council approved Resolution #2025-04 establishing the Town Council meeting dates through the end of March 2026. The second meeting in March was scheduled for March 16, 2026.

On August 15, 2022 the Town Council approved Resolution #2022-07 establishing a policy for not scheduling meetings on certain holidays. One of those holidays was the Islamic holiday of Laylat al-Qadr.

It has been discovered that Laylat al-Qadr falls on March 16 in 2026. Therefore, it is recommended that the Council reschedule their second meeting in March to the fourth Monday in March, which is March 23.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby reschedule the second meeting in March 2026 from March 16 to March 23 due to the Islamic holiday Laylat al Qadr falling on March 16.



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AGENDA ITEM: **#9D** *TS*

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Public Works Department

AGENDA ITEM: SHALL THE TOWN COUNCIL APPROVE 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) AS RECOMMENDED BY THE UNH/DURHAM WATER/WASTEWATER/STORMWATER COMMITTEE?

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 Town's water consultant, Underwood Engineers modeled 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, was reviewed by the UNH/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 was held on November 24, 2025 at 8:30am and the Durham Public Works Office, 100 Stone Quarry Drive Durham NH 03824. No one from the public attended the public hearing. The Committee recommends that the Town Council approve the application.

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 does hereby Approve 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) as recommended by the UNH/Durham Water/Wastewater/Stormwater Committee.



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

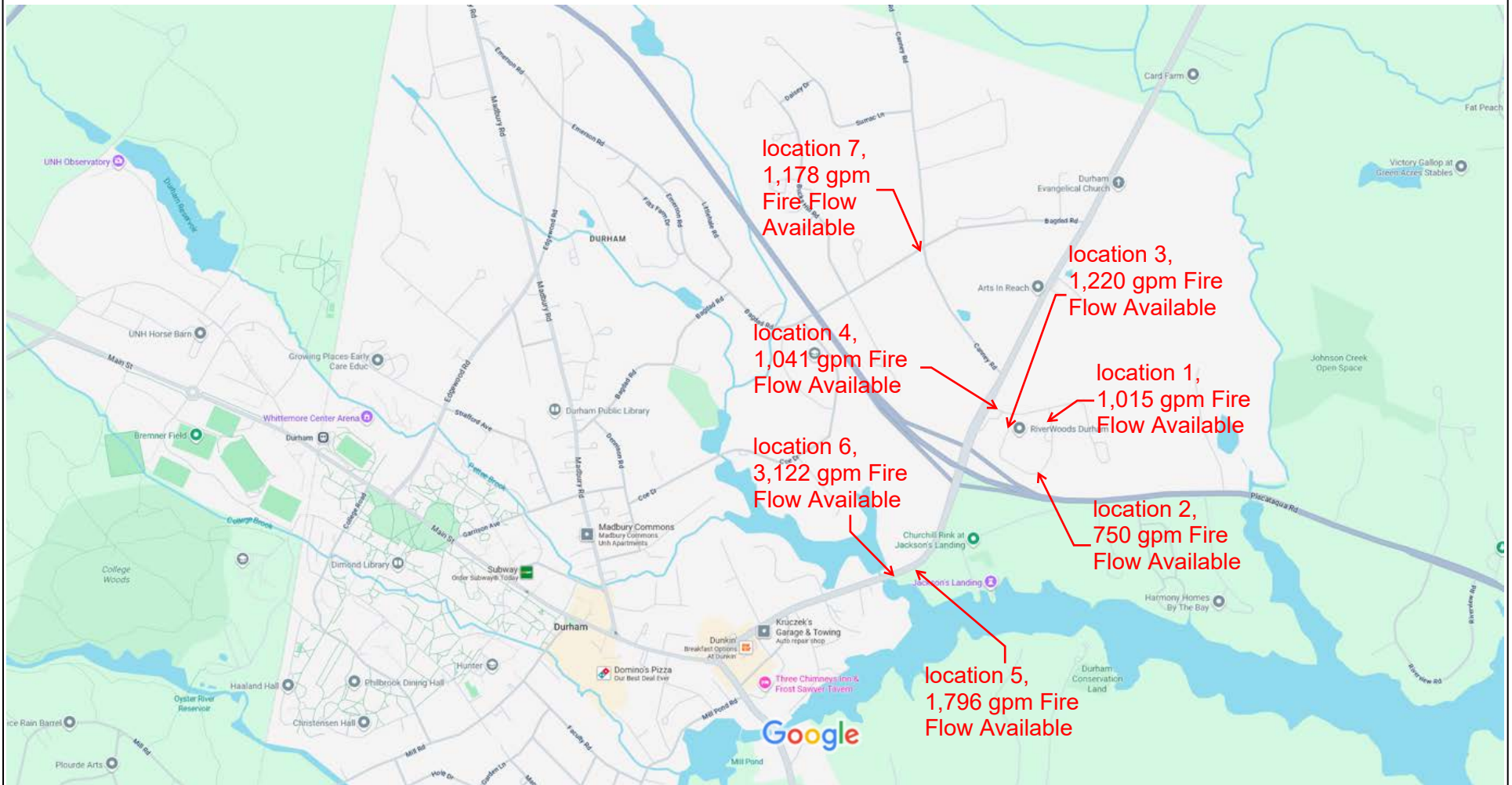
Encl.

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

Report of Inspection / Test

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Property

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expDate 4-5-2027

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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
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Report of Inspection / Test for Asset - Hydrant 2

QUESTIONS

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

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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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has valve box control valve been operated through full range?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is valve box free of debris for easy access to control valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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
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Report of Inspection / Test for Asset - Hydrant 3

QUESTIONS

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

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

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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

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Is there no ice or water in the barrel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Are hydrant caps, stems, outlets, and threads lubricated and in good condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is exposed piping properly secured and free from leaks or physical damage?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is the operating nut not worn, twisted or broken?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Is the road box and shutoff valve visible and accessible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Have control valves been operated through complete range?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Was fire hydrant left in service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Hydrant free from corrosion detrimental to hydrant integrity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has valve box control valve been operated through full range?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is valve box free of debris for easy access to control valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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
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Report of Inspection / Test for Asset - Hydrant 5

QUESTIONS

Is hydrant accessible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Have all non-self draining hydrants been pumped out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
------------------------	---	--	---

Report of Inspection / Test

Annual NFPA 25

07-31-2025

Property

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9098INS

Stone Quarry Dr
Durham NH 03824

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603-432-8221



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

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9098INS

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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
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Report of Inspection / Test for Asset - Hydrant 6

QUESTIONS

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

Report of Inspection / Test

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Property

Stone Quarry Drive - NH 108
9098INS

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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

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07-31-2025

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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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has valve box control valve been operated through full range?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Is valve box free of debris for easy access to control valve?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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

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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

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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

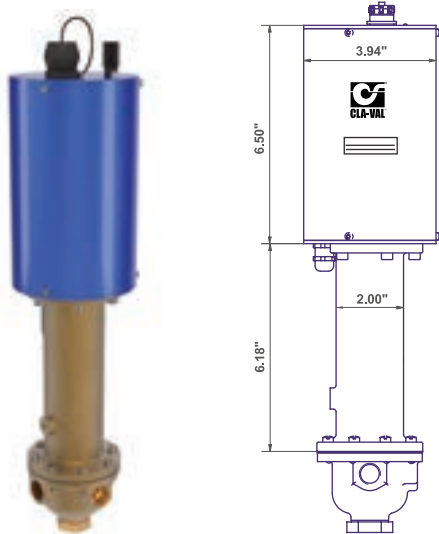
I state that the information on this form is correct at the time and place of my inspection, and all equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

Client Name	Signature	Date Completed
Erik		2025-07-30

Attachment E
PRV Pilot Actuator – Cut Sheet



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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.

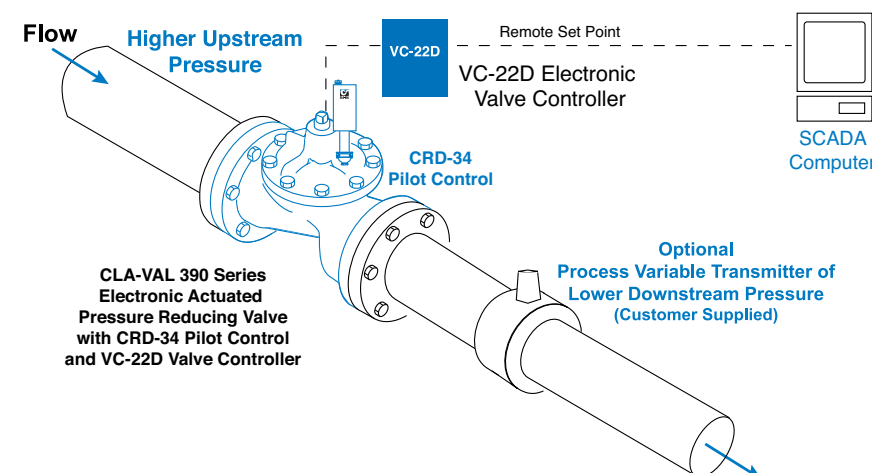
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The Cla-Val Model CRD-34 and CRA-34 Electronic Actuated Pressure Reducing Pilot Controls provide remote set-point adjustment and accurate downstream pressure control on Cla-Val 390 Series Control Valves. Remote set-point command signals can be from 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 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.

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1. Catalog No. CRD-34 (Direct Sensing) or CRA-34 (Remote Sensing)

The Electronic Actuated Pressure Reducing Pilot Control shall have an integral hydraulic pilot and electronic controller contained in a IP-68 rated submersible enclosure to provide interface between remote telemetry and valve set-point control. It will compare a remote analog command signal with an internal position sensor signal and adjust the hydraulic pilot control spring mechanism to a new set-point position. Remote analog signal input shall be isolated and reverse polarity protected. 4-20 mA actuator position feedback output shall be supplied standard. A second command control input shall be from dry-contact switch closure for clockwise or counter clockwise actuator rotation. Assembly shall be factory calibrated to the spring range listed below.

If power fails, the control pilot valve shall continue to control main valve to last set-point command. If the Remote Set-Point signal is lost the actuator shall be programmable to go to either the 4mA, Last, or 20mA command set-point. No mechanical adjustments shall be necessary to the actuator. The low and high position range adjustment shall be accomplished only with valve manufacturer's components and instructions to be supplied in a separate kit. The assembly shall be supplied with 30 feet of cable.

The Electronic Actuated Pressure Reducing Pilot Control shall be Cla-Val Model CRD-34 or CRA-34, manufactured by Cla-Val, Newport Beach, CA.

1. Catalog No. CRD-34 (Direct Sensing) or CRA-34 (Remote Sensing)

2 to 30 psi

15 to 75 psi

20 to 105 psi

40 to 140 psi

1/2" NPT

Water: to 176°F / 80°C

Pilot Control: Low Lead Bronze

Trim: Stainless Steel Type 303

Rubber: Buna-N® Synthetic Rubber

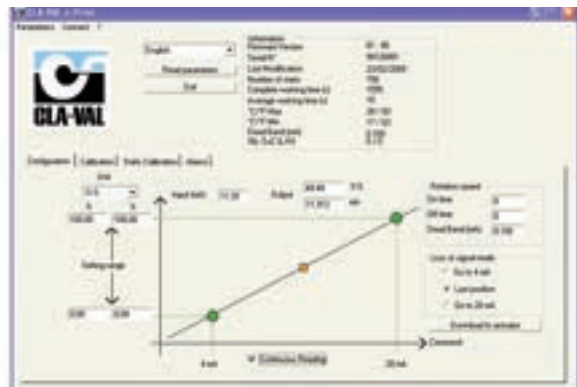
Available with optional Stainless Steel or Monel materials at additional cost. Consult factory for details.

Available with remote sensing control (specify Model # CRA-34)

Total Shipping Weight: 8 Lbs.

Re-ranging software - free download from www.cla-val.com.

Ranging software makes it easy to set low (4mA) and high (20mA) set-point limits.



USB connection cable required when changing range parameters or restoring range parameters after servicing pilot control subassembly.

1. Catalog No. CRD-34 (Direct Sensing) or CRA-34 (Remote Sensing)

12 to 24 VDC

12 Watts Max at 230 psi

No Load draw: 30 mA

4-20mA, analog signal (isolated and reverse-polarity protected)
 2x Dry contact closure (CW/CCW)
 Modbus RTU

20 mA

Dry-contact closure (High/Low) or Modbus

Adjustable On/Off time, max 16 rpm

LED Indicator

Actuator will remain in last commanded position.

Programmable - 4 mA, Last, or 20 mA

Single, 30 feet of permanently attached cable with color-coded power supply and signal wires

Environmental Protection Class: IP-68 (Temporary submersible)

Ambient Temperature: 15° to 150° F (-10° to 65° C)

Enclosure and Bracket:

Anodized Aluminum

Coupling Assembly:

Stainless Steel

Gear Train:

Stainless Steel, permanently lubricated

1. Catalog No. CRD-34 (Direct Sensing) or CRA-34 (Remote Sensing)

2. Materials - Pilot Control - Wetted Parts



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: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: RECEIVE ANNUAL REPORT ON THE AGRICULTURAL COMMISSION
ACTIVITIES AND PROJECTS – THERESA WALKER, CHAIR

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Theresa Walker, Chair, Trustees of the Trust Fund

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.*

Theresa Walker has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the Agricultural Commission'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 Agricultural Commission Chair, Theresa Walker, and hold question and answer session if desired.



TOWN OF DURHAM

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Durham, NH 03824
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Fax: 603-868-1858
www.ci.durham.nh.us

AGENDA ITEM: **#11B**

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: RECEIVE ANNUAL REPORT ON THE TRUSTEES OF THE TRUST FUND
ACTIVITIES AND PROJECTS – TED HOWARD, CHAIR

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Ted Howard, Chair, Trustees of the Trust Fund

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.*

Ted Howard has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the Trustees of the Trust Fund'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 Trustees of the Trust Fund Chair, Ted Howard, and hold question and answer session if desired.



TOWN OF DURHAM

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Durham, NH 03824

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AGENDA ITEM: **#11C**

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: UNH Sustainability Capstone Group and IWMAC

AGENDA ITEM: PRESENTATION BY UNH STUDENTS ELIZABETH DELGIUDICE, JORDAN STANLEY, REESE LEVESQUE AND JOSEPHINE GINIVISIAN ON THE RESULTS OF THE COMPOSTING CHALLENGE.

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: UNH Students Elizabeth DelGiudice, Jordan Stanley, Reese Levesque and Josephine Ginivisian

AGENDA DESCRIPTION:

On September 15 the UNH students from the UNH Sustainability Capstone Group, who were working with the Integrated Waste Management Advisory Committee (IWMAC), presented their proposal for a composting challenge specifically for Town Councilors and Town Staff who lived in Durham. This evening the UNH students will present the results from this composting challenge.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

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



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AGENDA ITEM: **#11D** *TS*

DATE: December 1, 2025

COUNCIL COMMUNICATION

INITIATED BY: UNH Student Sadie Dyer and IWMAC

AGENDA ITEM: **PRESENTATION BY UNH STUDENT SADIE DYER ON THE
PROGRESS OF CREATING A SUSTAINABILITY NEWSLETTER.**

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: UNH Student Sadie Dyer

AGENDA DESCRIPTION:

The Integrated Waste Management Advisory Committee (IWMAC) is interested in creating a Sustainability Newsletter and sending it out to via email to interested residents similar to how the Friday Updates are sent out. The Committee has been working with UNH student Sadie Dyer on the creation of this newsletter, and she will update the Council on the progress that has been made. The Committee is working with the Administrator's Office on coordinating this effort.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

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



TOWN OF DURHAM

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

AGENDA ITEM: **#12** *TS*

DATE: December 1, 2025

COUNCIL COMMUNICATION

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

AGENDA ITEM: CONTINUED DISCUSSION AND DELIBERATION OF THE
ADMINISTRATOR'S PROPOSED FY 2026 OPERATING, CAPITAL,
AND SPECIAL FUND BUDGETS, AND THE 2026-2035 CAPITAL
IMPROVEMENT PLAN.

CC PREPARED BY: Karen Edwards, Administrative Assistant

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

AGENDA DESCRIPTION:

The Council held a public hearing on the 2026 Budgets at their meeting of November 17, 2025. The Council will continue with its deliberation at this meeting. The Council will also need to decide if they would like to hold an additional meeting on the budget on December 8, which was approved for this purpose, or if budget decisions can be finalized on December 1.

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:

No formal action required. Continue deliberation on the proposed FY 2026 Operating, Capital and Special Fund Budgets, and the 2026-2035 Capital Improvement Plan received from the Administrator and Business Manager and hold question and answer session as needed.

Todd Selig

Monday, November 24, 2025 at 5:03:23 PM Eastern Standard Time

Subject: updated budget table
Date: Monday, November 24, 2025 at 4:54:41 PM Eastern Standard Time
From: Todd Selig
To: Todd Selig
CC: Gail Jablonski
Attachments: 11.24.2025 2025 Approved vs 2026 TA Proposed[66].pdf

Dear Members of the Council,

Sally Needell and a resident brought to our attention that there was a calculation error in one of the budget comparison charts. Gail has sent over the updated revision that is attached.

In addition, you may find of general interest that the benefit cost percentage on an employee's total wages and benefits differs based on the applicable health/dental options and NHRS rates but on average a Fire Employee's benefit cost is 45%, Police is 40%, and all other employees are 35% of the total cost.

Todd

Todd I. Selig, Administrator
Town of Durham, NH
8 Newmarket Rd., Durham, NH 03824 USA
Office: 603.868.5571 | Mobile: 603.817.0720
www.ci.durham.nh.us | tselig@ci.durham.nh.us

BUDGET COMPARISONS

11/24/2023

ACCOUNT DESCRIPTIONS			2026 Council Approved Compared to 2026 Administrator Proposal		
	Approved Town Council 2025	Proposed Department Head 2026	Proposed Administrator 2026	TOTAL \$ Increase/ Decrease	TOTAL % Increase/ Decrease
Town Council	\$ 87,250	\$ 162,250	\$ 137,250	\$ 50,000	57.31%
Town Treasurer	\$ 6,030	\$ 6,030	\$ 6,030	\$ -	0.00%
Town Administrator	\$ 450,500	\$ 467,050	\$ 460,370	\$ 9,870	2.19%
Elections	\$ 14,050	\$ 34,130	\$ 34,130	\$ 20,080	142.92%
Tax Collector/Town Clerk	\$ 311,390	\$ 320,250	\$ 322,850	\$ 11,460	3.68%
Business Department (Accounting)	\$ 563,300	\$ 603,400	\$ 607,740	\$ 44,440	7.89%
Assessing	\$ 299,175	\$ 286,150	\$ 287,710	\$ (11,465)	-3.83%
Legal Fees	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.00%
Planning	\$ 241,900	\$ 243,600	\$ 244,830	\$ 2,930	1.21%
Planning Board	\$ 23,700	\$ 23,580	\$ 22,380	\$ (1,320)	-5.57%
Zoning Board	\$ 4,950	\$ 4,770	\$ 4,770	\$ (180)	-3.64%
Historic District Commission	\$ 10,800	\$ 11,720	\$ 10,420	\$ (380)	-3.52%
Joint Loss Management Committee	\$ 500	\$ 500	\$ 500	\$ -	0.00%
Strafford Regional Planning Commission	\$ 13,000	\$ 13,700	\$ 13,700	\$ 700	5.38%
Other General Government	\$ 372,100	\$ 427,900	\$ 482,700	\$ 110,600	29.72%
DCAT (Durham Cable Access Television)	\$ 161,488	\$ 163,670	\$ 107,850	\$ (53,638)	-33.21%
GIS (Geographic Information Systems)	\$ 124,410	\$ 128,050	\$ 127,780	\$ 3,370	2.71%
MIS (Information Technology)	\$ 598,770	\$ 580,490	\$ 598,780	\$ 10	0.00%
Energy Committee	\$ 2,000	\$ 2,000	\$ 500	\$ (1,500)	-75.00%
Police Department	\$ 3,898,855	\$ 4,169,070	\$ 4,160,060	\$ 261,205	6.70%
Police Department - Special Details (Revenue Offset)	\$ 72,300	\$ 78,100	\$ 78,100	\$ 5,800	8.02%
Ambulance Services	\$ 153,600	\$ 158,340	\$ 158,340	\$ 4,740	3.09%
Fire Department	\$ 5,437,350	\$ 6,099,470	\$ 5,923,590	\$ 486,240	8.94%
Fire Department - Special Details (Revenue Offset)	\$ 38,700	\$ 38,460	\$ 38,460	\$ (240)	-0.62%
Building Inspection/Code Enforcement/Zoning	\$ 226,600	\$ 192,460	\$ 191,700	\$ (34,900)	-15.40%
Emergency Management	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Communication Center	\$ 40,400	\$ 40,400	\$ 34,500	\$ (5,900)	-14.60%
Public Works Department	\$ 3,579,485	\$ 3,683,840	\$ 3,713,040	\$ 133,555	3.73%
Integrated Waste Management Committee	\$ 2,500	\$ 7,500	\$ 7,500	\$ 5,000	200.00%
Health Officer	\$ 150	\$ 150	\$ 150	\$ -	0.00%

BUDGET COMPARISONS

11/24/2025

ACCOUNT DESCRIPTIONS	Approved Town Council 2025	Proposed Department Head 2026	Proposed Administrator 2026	TOTAL \$ Increase/ Decrease	TOTAL % Increase/ Decrease
Outside Social Agencies	\$ 13,925	\$ 26,563	\$ 14,175	\$ 250	1.80%
Direct Assistance (Welfare)	\$ 50,000	\$ 50,000	\$ 40,000	\$ (10,000)	-20.00%
Recreation Department	\$ 565,385	\$ 565,505	\$ 550,695	\$ (14,690)	-2.60%
Parks & Recreation Committee	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Memorial Day	\$ 500	\$ 500	\$ 500	\$ -	0.00%
Conservation	\$ 68,150	\$ 107,800	\$ 93,110	\$ 24,960	36.63%
Agricultural Commission	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Principal - Debt Payments	\$ 1,314,480	\$ 1,769,320	\$ 1,813,030	\$ 498,550	37.93%
Interest - Debt Payments	\$ 298,300	\$ 573,835	\$ 607,055	\$ 308,755	103.50%
Debt Service charges	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%
Transfer to Library Operating Budget	\$ 635,683	\$ 661,970	\$ 666,040	\$ 30,357	4.78%
Transfer to Capital Improvements Program	\$ 2,915,225	\$ 881,710	\$ 729,000	\$ (2,186,225)	-74.99%
Transfer to Capital Reserve	\$ 45,000	\$ 70,000	\$ 70,000	\$ 25,000	55.56%
TOTAL GENERAL FUND	\$ 22,731,901	\$ 22,744,235	\$ 22,449,335	\$ (282,566)	-1.24%

Carden Welsh's Suggested Reductions in Budget

Proposed 11-17-2025

Fire	<div>Whereas</div> <div>Reduce budgeted overtime for Fire Suppression to \$400,000, which is consistent with this year's run rate and reflects the full-time addition of two FF's.</div> <div>Savings</div> <div>\$100,000</div> <div>Comment</div> <div>Current budgeted recommendation is \$500,000 - Previously recommended reduction to \$475,000 for a savings of \$25,000.</div>
Police	<div>Whereas</div> <div>Reduce police education and training to \$40,000, still the highest amount ever.</div> <div>Savings</div> <div>\$9,000</div> <div>Comment</div> <div>Current budgeted recommendation is \$49,000 - Previously recommended reduction to \$44,000 for a savings of \$5,000.</div>
Fire	<div>Whereas</div> <div>Reduce fire overtime for training and safety to \$44,000, still the highest (given this year's run rate) ever spent by a wide margin.</div> <div>Savings</div> <div>\$40,200</div> <div>Comment</div> <div>Current budgeted recommendation is \$84,200 - Previously recommended reduction to \$80,200 for a savings of \$4,000.</div>
CC	<div>Whereas</div> <div>Maintain Land Stewardship Coordinator as a part-time position for a budget of \$47,000.</div> <div>Savings</div> <div>\$30,000 in 2026 and potentially \$40,000 in 2027</div> <div>Comment</div> <div>– This is really up to Council. We’ve discussed pro’s and con’s pretty thoroughly.</div>
DPW	<div>Whereas</div> <div>Reduce FT wages for grounds maintenance to \$70,000; would still be highest ever.</div> <div>Savings</div> <div>\$8,800</div> <div>Comment</div> <div>Current budgeted recommendation is \$78,800. Unless we cut workforce, an infeasible suggestion as FT wages are merely allocated across departments.</div>

Response:		
Police	Whereas Additional police part-time employee starts in September, not July. Savings \$8,000 Comment Originally proposed for July 1, 2026 hiring at a cost of \$17,500 - Previously recommended delaying hiring till September 1st for a savings of \$6,190. Response: I concur, recommend delay hiring until September 1, 2026 will result in a savings of \$6,190.	Reduce by \$6,190
IWMAC	Whereas Accept IWMAC's rapid and thoughtful response to the Town's difficult budget situation, delaying the proposed education program. Savings \$7,500 Comment Current budgeted recommendation is \$7,500 - Previously recommended reduction to \$2,500 for a savings of \$5,000. Response: IWMAC is requesting \$2,500 remain in their budget for other educational and promotional materials. It should be retained.	Reduce by \$5,000
Police	Whereas Do not directly fund the police department dog - although they can fund it if they find other room in their budget. Savings \$5,000 Comment Current budgeted recommendation is \$5,000. Response: Do not recommend as explained by Chief Kelley. The remainder of the budget is warranted.	
Moderator	Whereas Remove \$3,000 from moderator, to be allocated as desired. The remaining \$15,000 budget will still be highest ever. Savings \$3,000 Comment Current budgeted recommendation is \$17,000. Response: NOTE: This decrease will defer the purchase of new voting booths until 2027. It just kicks the can down the road. By Replacing several booths annually, we dollar cost average, which is a preferable solution.	
DPW	Whereas Remove \$2,000 from the library cleaning allocation, run rate is \$22K this year and that would bring it to \$24,000 for next year. Savings \$2,000 Comment Current budgeted recommendation is \$26,000. Do not recommend as previously outlined. Response:	
Recreation	Whereas Remove \$1,000 from the rec professional development line.	

	Savings	\$1,000	
	Comment	Current budgeted recommendation is \$2,650.	
		Response: Do not recommend. This covers two staff attending educational sessions.	
TC/TC	Whereas	Remove \$1,000 from the contracted services line of the town clerk, due to savings on the processing of payments.	No Change Recommended.
	Savings	\$1,000	
	Comment	Current budgeted recommendation is \$18,900 - Previously reviewed and not recommended for reduction. The Town Clerk-Tax Collector’s Office advises against reducing the budget for contracted services. In 2024, the Town expended \$20,123.92 in actual contracted services. While some savings were achieved by ending our relationship with Lighthouse Payments, we anticipate increased costs associated with our Loomis armored car service. Loomis fees for liability coverage rise annually in proportion to the tax warrant amount, as they are calculated based on a percentage of total deposits.	
Planning	Question:	Remove \$1,000 from planning department, from a combination of travel, cell phone or professional development.	
	Savings	\$1,000	
	Comment	Current budgeted recommendation for Travel Reimbursement is \$2,500 - previously recommended decreasing to \$1,700 for an \$800 savings.	
		Response:	

Subject: *FW: Questions on budget - following up with Heather Grant
Date: Friday, November 14, 2025 at 3:25:45 PM Eastern Standard Time
From: Todd Selig
To: Heather Grant
CC: Gail Jablonski, Richard Reine, April Talon, Deborah Ahlstrom
BCC: Durham Town Council

Dear Heather,

Below are responses to your questions with detail in red.

Pg 61 – Town Council “Contingency” \$125K

While \$125,000 has traditionally been budgeted, I’m recommending \$100,000 for FY 2025. This is an increase from the \$50,000 Council allocation last year, which proved insufficient, but remains below the traditional \$125,000 level of funding given current fiscal constraints. The typical \$125,000 contingency amount represents a sum that is less than half of one percent of the total budget. If not utilized, it washes into the undesignated fund balance, helping to slowing increase that balance over time consistent with our fund balance policy.

Pg 81 – Other Government “Wage Contingency” \$108K

This amount covers anticipated collective bargaining adjustments related to the DPMMA and AFSCME agreements still under negotiation, as well as an allowance for market-based pay adjustments for non-union employees.

Pg 15 – Transfer from Water Fund \$78K

Represents a 5% reimbursement for the proportional share of personnel costs for the Administrator’s Office, Business Office, IT Department and Town Clerk/Tax Collector’s Office attributable to time spent on Water Department operations. There is a similar 15% allocation for wastewater.

Pg 46 – Joint Loss Management Committee \$500

The New Hampshire Department of Labor requires all public employers to maintain a Joint Loss Management (Safety) Committee composed of both employee and management representatives. The committee reviews workplace safety policies, evaluates injuries, inspects each workplace annually, and makes recommendations. Durham’s committee was reactivated within the past year and is currently updating safety-related documentation. Hard copies are needed for plans in each facility in employee break rooms, etc.

Pg 150 – Water assessments differ between \$1,706,711 and \$1,582,336

The Water Fund Fiscal Forecast found on Page 148 shows the calculations used for determining the amount of Town assessments needed to meet the expenditure needs. The \$1,706,711 was based on the Dept. Head's proposal. The Town Administrator's proposal includes use of fund balance which has brought down the amount needed to be raised by water assessments.

Pg 170 – Use of PREP data and specific Town actions

The Piscataqua Region Estuaries Partnership (PREP) uses these funds, along with contributions from other communities within the watershed, to collect and analyze water quality data for the Great Bay Estuary, especially nitrogen levels relevant to Durham's EPA wastewater permit. The results inform both local and regional water quality management and regulatory compliance strategies.

Cornerstone – \$12,390

This was a new outside agency funding request for FY 2026. The Administrator did not recommend inclusion, and it remains budgeted at \$0 in the current proposal.

Todd

Todd I. Selig, Administrator
Town of Durham, NH
Office: 603.868.5571 | Mobile: 603.817.0720
www.ci.durham.nh.us | tselig@ci.durham.nh.us

From: Heather Grant <hgrant@ci.durham.nh.us>

Date: Thursday, November 13, 2025 at 4:32 PM

To: Todd Selig <tselig@ci.durham.nh.us>, Gail Jablonski <gjablonski@ci.durham.nh.us>

Subject: Questions on budget

Please take a look at questions:

Pg 61 Town Council "contingency " \$125K?

Pg81 Other Government "wage contingency \$108K

Pg15 transfer from Water fund \$78k , where is this from and where is it going

Pg 46, what is Joint Loss mgmt, why in now for \$500, not a lot of money, just wondering

Pg 150, why water assessments differ between \$1706711and \$1582336

Pg 170 what do we do with this data, specific town actions ?

-cornerstone, why add now? \$12,390

I may have more later

Thank Heather

Get [Outlook for iOS](#)

Todd Selig

Monday, November 17, 2025 at 9:22:16 AM Eastern Standard Time

Subject: RE: General obligation bonds
Date: Monday, November 17, 2025 at 9:07:01 AM Eastern Standard Time
From: Gail Jablonski
To: Darrell Ford
CC: Todd Selig
Attachments: 2025 Bond.docx

Good Morning Darrell -

In July of 2025 we bonded the attached list of projects for the various funds. The first principal and interest payments will be coming due in 2026.

Gail

-----Original Message-----

From: Darrell Ford <dford@ci.durham.nh.us>
Sent: Monday, November 17, 2025 8:25 AM
To: Gail Jablonski <gjablonski@ci.durham.nh.us>
Cc: Todd Selig <tselig@ci.durham.nh.us>
Subject: General obligation bonds

Hi Gail. Just a point of education for me. Why did the general obligation bonds for the general fund, water fund and wastewater fund take such large increases for 2025? Thanks.

Darrell

Sent from my iPhone

PROJECT NUMBER	DESCRIPTION	2025 BOND REQUESTED
	GENERAL FUND	
1	Fire Station Upgrade	\$ 143,000
2	GIS Program	\$ 33,300
3	Wagon Hill Farmhouse Restoration/Design	\$ 24,000
4	GIS Program	\$ 25,000
5	Oyster River Dam (Mill Pond)	\$ 125,000
6	Rplc2001 Int'l Truck-Rescue 1	\$ 950,000
7	Wagon Hill Farmhouse Restoration	\$ 437,500
8	Madbury Roadway, Sidewalk, Drainage	\$ 600,000
9	Dump Truck Replacement	\$ 259,000
10	Pickup Truck with Plow Replacement	\$ 53,500
10A	Roadway Sweeper Replacement	\$ 4,900
11	Sidewalk Improvement Program 2024	\$ 91,000
12	Madbury Roadway, Sidewalk, Drainage	\$ 2,286,000
13	Madbury Roadway, Sidewalk, Drainage	\$ 2,120,900
		\$ 7,153,100
	WATER FUND	
14	Madbury Rd Waterline Replacement	\$ 1,775,000
15	Madbury Rd Waterline Replacement	\$ 1,980,000
16	Madbury Rd Waterline Replacement	\$ 219,400
		\$ 3,974,400
	WASTEWATER FUND	
17	WWTP Phase III 2014	\$ 57,300
18	Collection System Upgrade 2023 (Town Only)	\$ 17,500
19	WWTP Major Components Rehabilitation	\$ 2,000,000
20	Madbury Road Sewer Main Replacement	\$ 1,025,000
		\$ 3,099,800

Department

No Change Recommended.

UPDATED
11/18/25

Council

Question: Can Council stipend be reduced from \$1,500 to something lower?

Response: Amount is set by Town Charter. Councilors can donate back to the Town and some have over the years.

P/Z/A

Question: Can we close the PZA office one day per week?

No Change Recommended

Response: The Planning, Zoning, and Assessing staff do not recommend closing the office one day per week, as doing so would create unnecessary burdens both for staff and the public. Because there is currently no online permitting system for building, planning, or assessing applications, contractors and residents rely heavily on in-person access for time-sensitive matters such as permits, certificates of occupancy, and property inquiries. Closing the office would frustrate applicants, delay responses, and cause people to turn to the Administrator's Office for assistance, increasing Karen Edwards' workload. While uninterrupted time could be useful for some project work, such as veterans' recertifications and current use file reviews, the assessing and permitting workload is already significant, with even minor permits requiring substantial administrative effort. Staff agree it is more effective to maintain full office hours and use an intern to provide flexible support, particularly during vacations or low-traffic periods, rather than restrict customer access by closing the office. Further, the NH Dept. of Revenue has notified Durham that a review of procedures/protocols has noted some deficiencies and we were planning on the intern assisting with those projects as there's not time otherwise allotted. Many towns in fact have more than one support person for the three departments in Durham.

P/Z/A

Question: Can we move the off-site storage to in-house?

No Change Recommended.

Response: RSA 33-A:3 and 33-A:5-a require that many municipal records be stored permanently in specified hard copy and specialized media formats, but the Town does not have adequate space to retain hardcopies of these records on-site. Currently, around 50 boxes of old Planning and Zoning Board materials must be kept in a secure, climate-controlled environment, which is unavailable at any other Town-owned Durham location, resulting in off-site storage requirements. Past decisions as part of cost cutting efforts during the design process for the current Town Hall to limit storage capacity have contributed to ongoing storage challenges. Had the additional storage area envisioned under the current Council chambers been constructed as originally designed to meet the Town's needs, we would not today be in this pickle.

P/Z/A

Question: How much have we paid our current intern this year in the PZA Office?

No Change Recommended.

Response: Our current part-time, temporary paid UNH intern has worked 387 hours in the PZA Office since June 1st earning \$7,740. Time ramps up and down given vacation & class schedules, etc. We have to date selected our next intern for the upcoming spring semester working up to 16 hrs./wk.

Planning

Question: A few of the line items seem high.

Cut by \$800.

Response: For Travel and Mileage & Professional Development combined there should be at least \$3,000 to cover daily mileage and travel, hotel, and registration for the national planning conference and the New England Planning Conference, and a few other daily conferences and workshops during the year. For memberships, \$800 is the appropriate figure for membership in the American Planning Association and the Congress for the New Urbanism. These expenditures are important for ongoing professional development.

T/C/T

Question: Can the Town Clerk contracted services line (page 59, line 34) be reduced?

No Change Recommended.

The Town Clerk-Tax Collector's Office advises against reducing the budget for contracted services. In 2024, the Town expended \$20,123.92 in actual contracted services. While some savings were achieved by ending our relationship with Lighthouse Payments, we anticipate increased costs associated with our Loomis armored car service. Loomis fees for liability coverage rise annually in proportion to the tax warrant amount, as they are calculated based on a percentage of total deposits.

Recreation **Question: What happens if we move Woodridge tennis/pickle ball courts capital project out one year?**

No Change Recommended.

The playing surface will continue to age/deteriorate, but most importantly the large crack within the playing area on court 2 will potentially get worse and require more resources to fix. The crack on court 2 is a safety concern and that concern would increase if the crack continues to get larger/worse. The Woodridge tennis courts were last resurfaced back in July of 2015. It is recommended that tennis/pickleball courts get resurfaced every 4-8 years (depending on climate/location/usage).

Recreation **Question: Does recreation revenue at \$300,000 look solid for 2026 or can we go higher?**

No Change Recommended.

I do not feel we can go higher on projected revenue for 2026: **Revenue Projections**

Youth School Year Programs	\$120,000.00
Adult Programs	\$ 60,000.00
Community Programs/Events	\$ 5,000.00
Summer Camps	\$110,000.00
Miscellaneous	\$ 5,000.00
TOTAL	\$300,000.00

IT **Question: Why has software support (page 84, line 197) increased so much - doubled in last few years?**

No Change Recommended.

Three main drivers:

* Switching to Microsoft 365 G5 licenses from Office 365 G3 Licenses (~\$50k difference)

Response: * Surprise increases in VMware licensing by enforcing VMware Cloud Foundation computer core minimums(~\$17k difference). This was potentially going to be charged to contingency but some op changes with other contracted allowed us to cover cost within budget.

* Continual contracted product support license increases YoY (Example since BY2020, Munismart support has increased \$12k[49%], Vision support and hosting has increased \$6.7k[76%])

Library/DPW **Question: Can we reduce the cleaning schedule by one day per week at the Library building (page 110, line 753)?**

No Change Recommended.

The Library is dedicated to supporting the Town's cost-saving initiatives and is willing to assume additional responsibilities, such as trash removal and breaking down boxes, where feasible. However, with approximately 68,000 annual visits, the Library's restrooms experience significant use, making daily cleaning a necessary custodial standard for public health and patron satisfaction. Library staff are neither trained nor insured to perform specialized restroom sanitation, and reducing service from five to four days per week would likely result in unclean or under-supplied facilities, especially during peak times.

DPW	<p>Question: Can we reduce the cleaning schedule at Wagon Hill Farmhouse (page 120, line 700)?</p> <p>Response: The budget development assumption was cleaning 5-days per week beginning January 2026 at a projected cost of \$75 per event such that the additional four restrooms would be open to the general public when WHF is open for public use. Based on Council feedback, recommend cutting reducing to cleaning 1-day per week. This will reduce budget from \$19,440 to \$3,888, a savings of \$15,552.</p>	Reduce by \$15,552.
DPW	<p>Question: Curbside & Recycling Collection - Update budget to reflect contracting out beginning July 1st.</p> <p>Response: DPW has updated Solid Waste Budget for all accounts to reflect the Casella proposal. This represents a savings of \$41,237.97 compared to the current proposed FY 2026 budget reflecting a 6 month conversion to contracted out curbside collection beginning July 1, 2026. The change also incorporates an increase in recycling processing costs of approximately \$14K due to continued deterioration in recycling markets driving our processing costs up.</p>	Reduce by \$41,237.
DPW	<p>Question: Mr. Fox Composting - the cost and benefit of the program (page 138, line 927 \$6,400/year)?</p> <p>Response: The foodwaste composting dropoff at the transfer station is used frequently with weekly pickups by Mr. Fox of the 7 toter carts. The carts are not weighed but an estimated weight of 28 tons per year of foodwaste is calculated based on the observed volume collected each week. This is only an estimate based on frequency of use and guidance provided by the EPA of 3.8-4 pounds per gallon of food waste. The service is in line with the Town Council Goal No. 4 (A) which states "Work toward continued Town-wide reductions in solid waste generation per resident through full implementation of a volume-based collection system. The break even for this item, based on disposing it as solid waste is 68.8 tons. The estimated cost per ton for this service based on projected volumes is \$228/ton compared to \$93/ton of Solid Waste.</p>	No Change Recommended.
DPW	<p>Question: Wagon Hill Farmhouse - can we show an income statement for rental/usage?</p> <p>Response: Members of the BCH advisory group which includes Carolyn Singer, Janet Mackie, Nancy Sandberg and Charlotte Hitchcock have developed the attached proforma indicating costs and revenues for the Bickford Chesley House operation. It's noted that the cleaning costs are budgeted at \$2,600 annually based on 1 day per week cleaning at \$50. Costs have increased since the pro-forma was developed over a year ago.</p>	See Attached pro-forma.
Police	<p>Question: Are we comfortable moving the sidearm replacements to 2027?</p> <p>Response: Yes, we can hold off until 2027.</p>	No Change Recommended.
Police	<p>Question: Can the CALEA person start September 1st?</p> <p>Response: Affirmative, DPD can wait until September to hire this position if necessary. Reduce budget by \$6,200.</p>	Reduce by \$6,200.
Police	<p>Question: Can we reduce Educ, Train & Seminars (page 98, line 397)? \$9,000 cut proposed</p> <p>Response: Recommend reducing this line by \$5,000. By delaying the firearms replacement for 2026, we would eliminate the additional training hours to assimilate to the new firearms. Keeping in mind that the New Hampshire Police Standards and Training Academy now mandates 24-hours of training for each certified officer, up from 16. DPD also made part of its training program additional training hours for Bias, Use of Force, Ethics, and Deescalation.</p>	Reduce by \$5,000
Police	<p>Question: Can we reduce fuel/oil for vehicles (page 100, line 414)? \$5,000 cut proposed</p> <p>Response: DPD did an average of the last three years of fuel consumption and averaged 8790 gallons. The United States Energy Information Information Administration (EAI), which is government run and forecasts fuel prices, estimates that gasoline will be around \$3.00 per gallon for 2026. Of course that is just an estimate. At that point, DPD would spend \$26, 372 next year for gas, where only \$25,000 is budgeted, so it may be important to note that it is highly likely DPD will over spend that line if it</p>	No Change Recommended.

is reduced.

Police

Question: Can we eliminate the Comfort Animal Expense (page 101, line 423)?

No Change Recommended.

Response: Chief Kelley would NOT recommend eliminating the Comfort Animal Expense. In the short time Jett and handler C.J.Young have been together, they have participated in numerous community get togethers, and have visited the schools. While Jett is still undergoing training, (at no cost to the town) he will be fully trained soon. To get this program off the ground, Officer Young has spent thousands of dollars of his own money. \$5,000 is less than the total cost of this program, with the remaining costs be paid by Officer Young and/or donations.

Police

Question: Can we eliminate the cable TV (page 100, line 420 Miscellaneous \$250) What exactly is it used for?

No Change Recommended.

Response: Chief Kelley does not recommend canceling the cable. The station has three televisions throughout the building that are used for training and staff watch while on their meal breaks. The cable is offered at a rate considerably less than the charge on the open market.

Police/IT/Fire

Question: What is the cost savings for reducing the number of copper lines at various depts?

Currently Evaluating.

Response: We believe we'll be able to cancel numerous special service lines, approx. 17 circuits spread over 9 accounts. In recent months, the cost of copper lines has tripled as the local exchange carrier continues to phase them out. We estimate a savings of \$4040/mo. with total annual savings of \$48k spread over three budget line items and three depts. There may be slightly less savings as some circuits are shared with the Fire Department whose budget is funded 50% by UNH, and in addition it is unclear when the change will go into effect and whether we'll detect an unanticipated consequence that requires additional funds for a solution.

IWMAC

Question: Recommends reducing by \$5,000 and postponing compost pilot program (page 45, line 375).

Reduce by \$5,000

Response: Affirmative - Eliminate \$5,000.

Fire

Question: Can we reduce Fire Admin Educ. Train & Seminars based on run rate (page 66, line 449)?

Reduce by \$2,000

Response: Educ, Train, & Seminars - Fire Admin (budget line 701-09-000) has been artificially low because the funding has been redirected into wages for the past two years. The line is intended to support 3 staff members. Chief Emanuel can support reduction of \$2000 for a remaining total of \$3800 per the Council request.

Fire

Question: Can we reduce Suppression OT (page 75, line 473)?

Reduce by \$25,000.

Response: OT Wages (budget line 702-01-030) were expended as follows: FY 22 \$509,080, FY 23 \$559,720, FY24 \$592,701, with a three-year average of \$553,834. The fire department does not have a full year of data from the addition of two six-person shifts but anticipates that dropping down to a five-person shift during off-peak periods could realize additional OT savings. Chief Emanuel can support reduction of an additional \$25K for a remaining total of \$475K, with the assumption that the department will staff at least two six-person shifts. Additional OT savings may be created by upstaffing the remaining two 5-person shifts by adding an additional firefighter to each.

Fire

Question: Can we reduce Train & Safety OT (page 77, line 527)?

Reduce by \$4,000.

OT Wages -Training and Safety (budget line 704-01-030) has been artificially low for the past three years due to staff limitations and redirection of funds into OT wages for the past two years. In FY25 the department anticipates expending approximately \$65K in training and safety OT wages.

Response: The minimum level of firefighter and emergency medical services training has increased and the current labor pool does not have these skills. New employees require additional advanced life support and technical rescue training to service our community. Chief Emanuel recommends a reduction of \$4K in the training OT wages line resulting in a total of \$80,200.

Fire

Question: Can we reduce Training & Safety Contracted Services (page 77, line 538)?

No Change Recommended.

Contracted Services -Training and Safety (budget line 704-36-000) has been artificially low for the past three years due to staff limitations and redirection of funds into OT wages for the past two years. In 2025, the department contracted with several vendors to deliver training for total of \$37K. In addition, the department was able to utilize the NH Fire Academy facility and their mobile props 3 times for a cost savings in contractor services. Chief Emanuel does not recommend a reduction of training funding.

General

New Issue: Increase of funding required due to anticipated additional retirement in 2026.

Increase FY 26 Budget by approx. \$40,000. Still evaluating.

It has come to our attention that an additional retirement is possible in 2026 resulting in an increase to the FY 2026 budget to cover end of service costs.

TC/TC

Question: Can we increase revenues in the Town Clerk's Office by increasing fees for JP weddings?

Increase Revenue Projection for FY26 by \$2,500.

Response: The Town Clerk-Tax Collector's Office believes we can increase fees charged for JP wedding services to increase revenues by \$2,000 - \$3,000/yr.

BICKFORD-CHESLEY HOUSE, HISTORIC ELL, and NEW BARN — Management Plan

12/2/2024

Mission Statement:

To open the Bickford-Chesley House, Historic Ell, and New Barn for public use.

The mission of the Bickford-Chesley House Gallery, on the building's first floor, is to use short-term changing exhibits to promote meaningful community engagement that enriches the lives of residents by inspiring curiosity, creativity, and learning through different experiences with history, climate change, the environment, conservation, and the arts.

The Historic Ell will function as the fully ADA compliant entrance to the facility, access to new restrooms, and a small meeting area.

The New Barn will provide space for public events, meetings, and other activities. Importantly, the New Barn can provide rental space for private events and meetings that generate revenue.

Selected Land Stewardship Committee Wagon Hill Farm Public Survey Comments (2022):

It would be great to fix the house and barn for public access.

Wagon Hill is a wonderful town asset that the town should actively manage to make sure it continues to be an asset.

It seems the house could be used for something. It adds to the character of the farm. Wagon Hill, the marquee property, should be turned into a park, facility upgrades made, and events planned to cater to broader interests than gardeners and dog walkers who seem to perceive it as their semi-private waterfront preserve.

I would like to see more development for families to recreate in a variety of ways.

Giving short shrift to the history of the site, aren't you?

Wagon Hill should not be a dog park for out-of-town residents. The environment is suffering, it's disrupting to other patrons and natural wildlife (bird watching) and it's costing citizens money to repair trails, parking, and cleanup for the increased dog walking (out of town) residents. This is a historic, environmental property that should be respected as such.

Place to pick up hard copies of maps including directions to these locations. It would be great to have a welcome to Durham packet too.

If planning is being done on renovations to the house or barn, using the spaces for potential recreation use should be considered.

Wagon Hill Orchards should be pruned to support community cider presses and community engagement. I am happy to do so!

Significance:

The Bickford-Chesley House at Wagon Hill Farm is situated on one of the last remaining large intact historic parcels of open land in Durham. Natural resources on the site of Wagon Hill Farm include the Oyster River, open fields, forestland, and salt marshes. Cultural resources include archaeological sites, the foundation site of the 17th-century Davis Garrison House, the boat landing and wharf on the Oyster River, the Davis burial ground (1685-1795), frontage on the First New Hampshire Turnpike (opened 1803), orchards, remains of a barn and cider mill, and Chesley's Grove (site of 1920s Durham Day picnics revived in the 1970s). The land was farmed continuously from the 1650s-1950s, and the land remains in essentially the same form as at the end of the 18th century.

From an architectural history perspective, the Bickford-Chesley House is significant for its Federal and Greek Revival style design and timber frame construction. The house is an important example of local building practices (James Garvin PhD, former State Architectural Historian). The house has common features of Federal period house types, as well as unusual variations: double kitchens, back entry stair hall, and the tall added gable roof. The placement and layout of the house are typical of the early 1800s with its orientation facing the new turnpike road, rather than facing south.

Background:

In 2017, the original post and beam barn with its six cow stanchions attached to the Bickford-Chesley House, was lost. This was a tragic circumstance in that an important and rare historic resource was lost.

Recognizing the need to prevent further damage to the structure, as well as inappropriate repairs, Nancy Sandberg, Curator of the Durham Historic Association encouraged the town to seek the services of Aaron Sturgis, owner of Preservation Timber Framing, a company specializing in historic timber framed buildings. The intent of this assessment was to determine the extent of damage to the building's undercarriage and frame, to understand needed remediation.

Aaron Sturgis completed an assessment of the framing in January 2020, and summarized his observations:

Poor choices, neglect, and delay have almost ruined the Wagon Hill farmhouse [Bickford-Chesley House]. You have lost the barn, you have lost the first-floor frame [sills], you will lose the rest of the house if no action is taken.

The Sturgis Report focused on the extent of the structural damage to the timber framing caused by water infiltration. The limited focus of this report was not sufficient for detailed planning for reuse and rehabilitation of the entire facility.

On February 6, 2020, the Bickford-Chesley House and land was listed on the New Hampshire State Register of Historic Places due to its value to the State as an important historical resource.

See Appendix 1: the State Register Nomination

Durham's 2015 Master Plan goals recognize the need to preserve the town's historic assets which include the Bickford-Chesley House. Consequently, the **Bickford-Chesley House Advisory Committee** was established to address its rehabilitation.

The Committee's goal was to ensure that the building's deteriorating conditions would be repaired: exterior drainage, exterior woodwork, clapboards, historic masonry, interior plaster, rear porch, roof, and exterior painting. Further, it was important to ensure all work would be performed in accordance with the United States Secretary of the Interior's Preservation Standards.

The Committee took steps to identify and document the Bickford-Chesley House through a full Planning Study. The Durham Town Council on March 1, 2021 voted to submit an application for a New Hampshire Land and Community Heritage Investment Program (LCHIP) Planning Grant. When the grant money was awarded, Steven Mallory was selected to prepare it. Steven is an architectural conservator whose work has included restoration at George Washington's Mount Vernon Estate and Gardens (Alexandria, VA), and who is currently the Manager of Historic Structures and Landscapes, at the Peabody Essex Museum (Salem, MA).

See Appendix 2: Historic Building Conditions Assessment Prepared by Steven C. Mallory

After Steven Mallory's recommendations were received, the Town Council on June 5, 2023 unanimously approved the application for a Historic Resource Grant for rehabilitation work, also from LCHIP.

In December 2023, LCHIP awarded \$286,600 which was matched by a \$20,000 Moose Plate Grant. The Town Council approved \$400,000 in the 2024 Capital Improvement Plan (CIP).

Construction costs were initially provided by Stephen Bedard of Bedard Preservation and Restoration who had been hired to implement the LCHIP grant. As work was to begin in 2024, however, Bedard told the Town he would be unable to sign the contract due to a severe shortage of skilled workers in the preservation trades.

The Committee, along with Administrator Todd Selig and Rich Reine, Director of Public Works, were now tasked with finding a replacement for Bedard. Committee members Charlotte Hitchcock and Carolyn Singer met with Brian Hart, the Executive Director of the Southeast Land Trust (SELT). Mr. Hart and SELT had recently rehabilitated an historic 18th-century farmhouse and had worked with, and recommended, Milestone Construction.

Subsequently, Rich Reine interviewed Milestone and together they updated the cost of the Bickford-Chesley House project.

Milestone has been involved with a number of historic preservation projects including SELT's headquarters, Burley Farms/John Prescott Chase Farmhouse (Epping), the North Church (Portsmouth), the Concord Theatre (Concord), NH Institute of Art (Manchester), and the Folsom Tavern (Exeter). Milestone's work in restoring the Charles Tilton Mansion at the Tilton School was recently featured in an article by the National Trust for Historic Preservation.

Planned Uses of the Bickford-Chesley House:

Due to the lack of available public spaces in the community, the Committee determined the Bickford-Chesley House could be successfully adapted for the following uses:

Bickford-Chesley House Gallery:

The first floor of the Bickford-Chesley House will be a changing exhibit gallery space with each exhibit developed by area residents or community groups. Importantly, exhibit topics can be augmented with a host of educational programming: lectures, workshops, children's activities, etc. presented in the New Barn.

Why a Community Exhibit Space?**To provide:**

- Public space with flexible scheduling.
- Presentations on topics of interest.
- Place-based learning opportunities for children and adults.
- Place for community engagement.
- Opportunities for building community.

Range of topics may include:**History and Pre-history:**

Archaeology, Abenaki lifeways, early European settlement, history of agriculture (in Durham and New Hampshire); foodways, transportation (First New Hampshire Turnpike as well as use of gundalows for transporting goods), taverns, etc. – any topic of historic or cultural significance from the Pre-contact period to the present.

History exhibits provide a tangible way:

- For community members to connect with the past.
- To learn about significant events, cultures, and individuals through tangible artifacts.
- To foster a deeper understanding of the present by illuminating the past.
- To spark curiosity about our collective heritage.

Contemporary Art:

The Bickford-Chesley House Gallery will provide visual artists and craftspeople with the opportunity to showcase their work.

- Art can help people feel a sense of belonging and pride in their community.
- Locally made art can help people understand and empathize with each other.
- Art can enrich communities and improve the quality of life for residents.
- Art can promote environmental awareness.

Conservation/Environment:

Major habitats at Wagon Hill Farm include meadows, mudflats, salt marsh, woodlands, orchards, and fields. These habitats support 162 bird, fish, and plant species (23 of which are threatened or endangered). The fields provide habitat for nesting bobolinks and migrating monarch butterflies, while double-crested cormorant, herring gull, common tern, great blue heron, and in winter many ducks, geese, and loons are often seen on or over the water. Importantly, Wagon Hill Farm also provides habitat for endangered New England Cottontail rabbits.

Exhibits focusing on the environment:

- Can show how climate change is impacting the local environment.
- Help people understand how their decisions and actions affect the environment; including the Living Shoreline Project, and other ongoing environmental projects on site or in Durham.
- Build knowledge necessary to address complex environmental issues.
- Help people understand how they can take action to keep the environment healthy and sustainable for the future.

Initially, the planning and scheduling of exhibits will be managed by the Bickford-Chesley Advisory Committee although we expect this responsibility will be expanded to include other community members.

To help individuals and groups mount exhibits, an Exhibit Toolkit will be provided as well as assistance from the Bickford-Chesley House Advisory Committee.

See Appendix 3: Sample Community Exhibit Guidelines

The Caretaker's Apartment:

Key to the execution of this plan is completion and occupancy of a Caretaker's Apartment on the Second Floor of the Bickford-Chesley House. A resident tenant can perform simple duties such as insuring the property is locked, security/alarms are activated, and the gate is closed. It is expected the Caretaker will also ensure the New Barn is opened/closed as appropriate. Rental income is important to sustaining the operations of this town building.

See Appendix 4: Sample Rental Agreement for a Tenant-Occupied Historic House

See Appendix 5: Operating Budget for Bickford-Chesley House & New Barn

Historic Ell Meeting Area:

This is the connecting Ell between the New Barn and historic Bickford-Chesley House – labeled "Meeting/Kitchen" on schematic design proposal. 11/22/2024.)

Important features:

- Access to new Restrooms.
- Accessible entrance to the Gallery area.
- Can be open when Bickford-Chesley House and New Barn are locked.
- Available for small meetings year-round.

The New Barn:

Public programming space is limited in Durham. The Wagon Hill Farm's New Barn will provide the opportunity for children and adults to engage in educational and recreational activities.

Brochure racks in the barn (when it is open) can also provide information about the town's shops, restaurants, and hotels – as well as other walking trails in Durham.

Clearly, potential income generated by New Barn rentals is a priority for exploration as a revenue source for Durham.

See Appendix 6: Sample - The Lawrence Barn, Hollis, NH

Geographic Markets & Income Potential:

In addition to community use, the New Barn has potential for rental income for public or private events by organizations in Durham and surrounding towns.

Primary Market

- Durham

Secondary Markets

- Madbury
- Lee
- Other surrounding communities.

Potential Activities:

- Birthday parties for children – themed based: history, wildlife, etc.
- Children's events such as Fairy House Tour in the Spring
- Birthday Parties – children and adults simple rental – no programming
- Bridal Showers
- Baby Showers
- Celebrations of Life
- Class Reunions
- Small Weddings
- Non-profit auctions
- Programs and Workshops
- Special Events.

Bickford Chesley House Advisory Committee:

Nancy Sandberg:

Nancy is a past president of the Durham Historic Association and currently serves as Museum Curator. She served on the Wentworth-Coolidge House Commission for 13 years. Nancy is a consultant in 17th, 18th and 19th century furnishings and worked with Dr. James Garvin, former NH State Architectural Historian, on interpreting the Wentworth-Coolidge Mansion. Nancy served on the Durham Conservation Commission for 3 years, and the Durham Historic District Commission for 9 years. She co-authored the Historic Resources Chapter of the 2015 Durham Master Plan.

Nancy is well known for her role in helping to create Save Our Shores (SOS) in 1973 to prevent Greek shipping magnate Aristotle Onassis from establishing the world's largest oil refinery in Durham. If built, the refinery would have produced 400,000 barrels a day.

Janet Mackie:

Janet is Vice President of the Durham Historic Association. She is a consultant in historical research and genealogy. She authored the Historic Resources Chapter of the 2015 Durham Master Plan, provided the images and prepared the maps. During the Seacoast Reliability Application Process, Janet surveyed and documented the historic resources in the Eversource utility easement. She testified to the impact the project would have on local historic resources.

Janet heads up the effort, with a group known as Save Our Stones, to maintain the town's 90 private historic burial grounds. The group preserves gravestones from the early 1600s to the present day.

Janet is Durham's foremost authority on local history and holds degrees in finance and law.

Charlotte Hitchcock:

Charlotte has Master's degrees in both Architecture and Mathematics. She worked as an Architect and Architectural Historian in Connecticut, and taught mathematics at the high school level. Charlotte worked with the Connecticut Trust for Historic Preservation, documenting the state's more than 8,000 historic barns and preparing 100 State Register Nominations for Historic Barns. She moved to Riverwoods Durham in 2019.

Charlotte is listed as an Architectural History Consultant with the New Hampshire Division of Historical Resources and serves on the Durham Historic District Commission/Heritage Commission as its Vice Chair.

Carolyn Singer:

Carolyn worked in the museum profession for more than 30 years, serving in the positions of Curator, Educator and Executive Director. She holds a MA in Early American History, has attended the Seminar for Historical Administration at Colonial Williamsburg, and was one of 35 participants (selected from the United States, Europe and Australia) to attend the Getty Leadership Institute (GLI — now at Claremont Graduate University). Carolyn serves on the Durham Historic District Commission/Heritage Commission.

Carolyn has secured scholarship support for underrepresented students to attend UNH Tech Camp; she and her husband started the FIRST Robotics Competition Team at the Oyster River High School and Co-Hosted the FIRST Lego League Seacoast Qualifying Tournament when it was held at UNH.

The Bickford-Chesley House Advisory Committee is grateful for the assistance and support provided by Larry Brickner-Wood, Chair, Durham Historic District/Heritage Commission; Rich Reine, Director of Public Works; and Todd Selig, Town Administrator.

THE BICKFORD-CHESLEY HOUSE & THE NEW BARN - OPERATING BUDGET

	Actual 2023	Actual 9/30/24	Estimated 12/31/24	Budget 2024	Budget 2025	Budget 2026
Revenue						
Apartment(1)	0	0	0	0	0	24,000
Programs(2)	0	0	0	0	0	100
New Barn Rental(3)	0	0	0	0	0	100
Total Revenue	0	0	0	0	0	24,200
Expenditure						
Electricity(4)	742	450	600	800	850	2,000
HVAC(5)	2,237	1,149	2,500	3,250	3,250	4,000
HVAC Maintenance	122	0	200	200	200	500
Water(6)	0	0	0	0	0	1,200
Portable Toilets(7)	3,720	2,790	3,720	3,720	3,720	0
Fire Extinguisher Inspection	125	125	125	125	125	125
Fire + MD Alarm Inspection	300	300	300	300	300	300
Fire + MD Alarm Monitoring	500	500	500	500	500	500
Maintenance	457	257	1,200	1,200	1,200	1,200
Pest Control(8)	0	0	0	0	0	1,200
Cleaning(9)	0	0	0	0	0	2,600
Total Expenditure	8,203	5,571	9,145	10,095	10,145	13,625
Net Profit/Loss	(8,203)	(5,571)	(9,145)	(10,095)	(10,145)	10,575

(1) \$2,000/month or more; reference 2024 HUD Fair Market Rent for 2 BR Apartment in the Portsmouth-Rochester HMFA = \$2,003 including utilities on 40% of units in area.

(2) and (3) place-holders during first year phase-in period for these revenue sources

(4) for the 3 meters at WHF servicing Bickford-Chesley House incl. New Barn + Community Garden + Streetlights
2026 Budget for meter serving Bickford-Chesley House + New Barn

(5) for 650 gallons #2 heating oil for uninsulated Bickford-Chesley house at 50°. No Heat in New Barn and No A/C
2026 Budget for cost to run heat pump providing insulated BCH + insulated NB with Heat at 70° and A/C at 68°

(6) water supply is currently the house well

2026 Budget for Portsmouth Water to supply Bickford-Chesley House and New Barn incl. sprinklers, 4 toilets

(7) cost for 2 Portable Toilets @ \$155 each per month for 12 months at parking lot

2026 Budget for no Portable Toilets as 4 toilets are available when the Historic Ell and New Barn are open

(8) pest control at \$100 per month = \$1,200 per year

(9) cleaning once a week for 12 months at \$50 per day (allBCH + NB rentals require a cleaning deposit)