



## TOWN OF DURHAM

8 Newmarket Road  
Durham, NH 03824  
Tel: 603-868-5571  
Fax: 603-868-1858  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

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

**DURHAM TOWN COUNCIL**  
**MONDAY, JANUARY 12, 2026**  
**DURHAM TOWN HALL - COUNCIL CHAMBERS**  
**6:30 PM**

IAW RSA 91-A:2 I(b): Consultation with legal counsel regarding the T-Mobile Lease Agreement and an abatement for CDC New Hampshire LLC

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

**AGENDA**  
**DURHAM TOWN COUNCIL**  
**MONDAY, JANUARY 12, 2026**  
**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- Adoption of **Resolution #2026-01** Recognizing the Outstanding Work of the Durham Housing Task Force.
- VI. Approval of Minutes - December 8, 2025 & December 15, 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, Upon Recommendation of the Town Assessor and Administrator, Approve FY2026 Property Tax Abatements at the Local Level or for Outstanding Appeals Before the Board of Tax and Land Appeals (BTLA) For Tax Years 2023 and 2024, Totaling \$511,225.47?
  - B. Shall the Town Council Adopt **Resolution #2025-21** Approving a new Site Lease Agreement with T-Mobile Northeast LLC for 100 Durham Point Road and authorize the Administrator to make any final non-substantive language changes to the agreement and sign all relevant documents to bring the matter to fruition?
- X. Committee Appointments**
- A. Shall the Town Council, upon Recommendation of the Energy Committee Chair, appoint Christopher Smith, 24 Madbury Road, Apt. 1B, to a regular membership position on the Energy Committee with a term expiration of 4/27?
  - B. Shall the Town Council, upon Recommendation of the Planning Board Chair, appoint Emma Hollander, 7 Fairchild Drive, to an alternate membership position on the Planning Board with a term expiration of 4/29?
- XI. Presentation Items**  
Update on the Oyster River Cooperative School District's FY 2026/27 Budget Process  
– Dr. Robert Shaps, Superintendent
- XII. Unfinished Business**
- XIII. Councilor and Town Administrator Roundtable**
- XIV. New Business**  
Begin the Administrator's Annual Performance Evaluation Process for 2025 in accordance with the Employment Agreement between the Administrator and the Town of Durham.
- XV. Nonpublic Session (if required)**
- XVI. Adjourn (NLT 10:30 PM)**

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**(\*)** *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: #5**

**DATE: January 12, 2026**

### **COUNCIL COMMUNICATION**

**INITIATED BY:** Todd Selig, Administrator

**AGENDA ITEM:** **ADOPTION OF RESOLUTION #2026-01 RECOGNIZING THE  
OUTSTANDING WORK OF THE DURHAM HOUSING TASK FORCE.**

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

The former Durham Economic Development Committee created a housing committee in early 2020 to analyze the housing situation in Durham and to advocate for a supply of housing that meets the needs of the community. The committee's first meeting was on June 8, 2020.

The Economic Development Committee subsequently was sunsetted, and the Town Council re-established the Housing Committee as a Task Force on September 27, 2021. The Task Force was officially sunsetted in October of 2025.

The mission of the Durham Housing Task Force is to analyze the New Hampshire Seacoast regional housing inventory and to advocate for a balanced housing mix within the Durham community, providing a variety of choices that meet the economic, environmental, social, and physical needs of the community's current and future residents, including those of varying financial resources. The duties of the Housing Task Force were to:

- Assess the type, availability and cost of existing housing in Durham and in the Seacoast region;
- Assess and advise on whether the Town of Durham is in compliance with NH state statutes in providing a requisite number of workforce housing units and how potential or adopted legislation impacts housing in Durham;
- Assess available buildable lots in Durham under different Zoning scenarios;
- Track new housing starts including type and number of units;
- Analyze community demographics and trends;

- Assess the environmental, economic, and tax impacts of recommended zoning changes impacting housing;
- Understand the predicted impacts of climate change, including those outlined in the Climate Action Chapter of the Master Plan, in order to identify areas where housing development would be ill-advised;
- Conduct a housing needs assessment, including price point, type, and supply;
- Develop long-term strategies regarding housing;
  - Advocate for housing that is consistent with our existing commitment to the Global Covenant of Mayors for Climate and Energy – “evaluate zoning changes that allow for a broader variety of modestly sized, affordably priced energy efficient housing.”
  - Advocate for housing to accommodate households at all stages of the life cycle.
  - Advocate for housing designed to accommodate underserved households including identifying and incorporating state and federal incentives that enable its development.
- Identify state and federal incentives that enable appropriate development;
- Contribute to the update of the housing chapter of the Master Plan;
- Advise Town boards and committees regarding available housing and potential future housing needs for the Town of Durham;
- Inform relevant Town boards and committees on housing issues in the community;
- Review regional housing patterns in comparison to Durham and assess the contributions of Durham and other communities to regional housing needs over the past 15 years;
- Communicate with members of the community about housing in Durham;
- Focus on changes that serve to retain and enhance the semi-rural character, ethos, and vibe of Durham as a small quintessentially New England academic community that places a high value on:
  - education,
  - the environment,
  - history,
  - agricultural roots,
  - closeness to nature,
  - the principles of smart growth, and
  - diversity and equity
- Publish an annual report on the state of housing in Durham to be included in the Town Report

The Housing Task Force members spent significant time analyzing the housing components of downtown Durham. They completed all community outreach and data collection in 2024, evaluating the existing Durham Zoning for possible adjustments to encourage more housing. They made four distinct recommendations in zoning and

incentivizing which were presented to the Town Council. The suggestions were accepted by the council and taken on as a council initiative. To date three have passed and one still remains as pending

The town is indebted to each individual on the Housing Task Force and to Chair Sally Tobias for taking the time to evaluate Durham's need for housing and recommending concrete ideas on how to meet that need.

**The members of the Housing Task Force are as follows:**

Sally Tobias, Chair  
Al Howland, Citizen Rep  
Michael Mulhern, Citizen Rep  
Eileen E. Murphy, Citizen Rep  
Judith Spang, Citizen Rep  
Nick Taylor, Advisor  
Mimi Kell, Advisor  
Maeve Nolan, Advisor  
Emily Hamm, Advisor  
Heather Grant, Cncl Rep  
Paul Rasmussen, PB Rep

**Past members include:**

Tom Elliott, Citizen Rep  
Cathy Frierson, Citizen Rep  
Charlotte Hitchcock, Citizen Rep  
Chuck Hotchkiss, Cncl Rep

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby adopt Resolution #2026-01 Recognizing the outstanding work of the Durham Housing Task Force.*

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby adopt Resolution #2026-01 Recognizing the outstanding work of the Durham Housing Task Force.*

## **RESOLUTION #2026-01 OF DURHAM, NEW HAMPSHIRE**

### **RECOGNIZING THE OUTSTANDING WORK OF THE DURHAM HOUSING TASK FORCE**

**WHEREAS**, the former Durham Economic Development Committee established a Housing Committee and adopted a charter for the Housing Committee on November 19, 2019, and then a revised charter in March 2021; and

**WHEREAS**, the Durham Town Council changed the Housing Committee into an independent Housing Task Force with a new charge on April 17, 2023, recognized the existing members, and appointed new members, later updating the charge on November 6, 2023; and

**WHEREAS**, the Durham Housing Task Force worked diligently to address the numerous goals contained in the charge in accordance with the mission which included, "...providing a variety of choices that meet the economic, environmental, social, and physical needs of the community's current and future residents, including those of varying financial resources."; and

**WHEREAS**, the Task Force oversaw the production of a Durham Housing Needs Assessment completed in May 2024, conducted a wide-ranging outreach campaign to the Durham community to educate the public about housing issues and to hear from residents about housing concerns, and assisted in the production of the new Attainable Housing Overlay District; and

**WHEREAS**, the Task Force analyzed the Durham Zoning Ordinance and prepared extensive proposed amendments that would encourage the creation of significant new housing options, with the amendments to be presented to the Planning Board for consideration in 2026; and

**WHEREAS**, the task force was sunsetted on October 2, 2025, noting that it had made significant progress in addressing the issues in the charge, while recognizing that many housing-related challenges remain ; and

**WHEREAS**, the Workforce Housing Coalition of the Greater Seacoast presented its Municipal Leadership Award to the Town of Durham and the Durham Housing Task Force at the coalition's annual celebration on December 18, 2025.

**NOW, THEREFORE BE IT RESOLVED** that the Durham Town Council, the governing body of the Town of Durham, New Hampshire, hereby recognizes and expresses its great appreciation to the Durham Housing Task Force, its present and past members including Chair Sally Tobias, for their outstanding work in promoting housing opportunities in Durham for the benefit of present and future residents.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of January, 2026 by a majority vote of the Durham Town Council with \_\_\_\_ voting in favor, \_\_\_\_ voting against, and \_\_\_\_ abstaining.

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Joe Friedman  
Chair, Durham Town Council

***ATTEST:***

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Rachel Deane, Town Clerk-Tax Collector





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AGENDA ITEM: **#6**

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** APPROVE THE TOWN COUNCIL MEETING MINUTES FOR  
DECEMBER 8, 2025 AND DECEMBER 15, 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 December 8 and December 15, 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 December 8, 2025. (as presented /as amended)*

**MOTION #2:**

*The Durham Town Council does hereby approve the Town Council meeting minutes for December 15, 2025. (as presented /as amended)*



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AGENDA ITEM: **#9A** *TS*

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Darcy Freer, Assessor

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE TOWN ASSESSOR AND ADMINISTRATOR, APPROVE FY2026 PROPERTY TAX ABATEMENTS AT THE LOCAL LEVEL OR FOR OUTSTANDING APPEALS BEFORE THE BOARD OF TAX AND LAND APPEALS (BTLA) FOR TAX YEARS 2023 AND 2024, TOTALING \$511,225.47?

**CC PREPARED BY:** Darcy Freer, Assessor

**CC PRESENTED BY:** Todd Selig, Town Administrator  
Darcy Freer, Assessor

**AGENDA DESCRIPTION:**

Each year the Town receives requests for property tax abatements. The Assessor's Office reviews these requests and meets with the property owners or tax representatives who request a meeting. These meetings are held on an ongoing basis. Once these meetings conclude, the Assessor reviews the requests in more detail and formulates recommendations. If the taxpayer has appealed their assessment with the municipality and is dissatisfied with the decision of the Town, they may appeal the abatement to either the New Hampshire Board of Tax and Land Appeals (BTLA) or Superior Court, but not both. The following taxpayers have appealed to the BTLA.

In separate documents for the Council's review and information are abatement recommendations to settle local level abatements and BTLA appeals for the following property:

**1. CDC New Hampshire, LLC – 100 Clubhouse Street**

Recommendation: GRANT (for Tax Year(s) 2023 & 2024). At this time, the Assessor recommends granting the abatement request in the amount of \$511,225.47 including interest, calculated until January 30, 2026 to settle outstanding local level abatements and BTLA appeals. See attached BTLA Settlement Recommendation from the assessor outlining the reasons for granting this request.

**LEGAL AUTHORITY:**

RSA 76:16 describes the process for the apportionment, assessment, and abatement of property taxes.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

As part of the FY 2026 budget, the Town of Durham has appropriated \$1,105,000, through the undesignated fund balance, to be used for tax abatements/appeals related to student housing. To date, the Town has abated \$460,318.44 to taxpayers who have appealed their assessments with the municipality, to the Board of Tax and Land Appeals or Superior Court.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, Upon Recommendation of the Town Assessor and Administrator, Approve FY2026 Property Tax Abatements at the Local Level or for Outstanding Appeals Before the Board of Tax and Land Appeals (BTLA) For Tax Years 2023 and 2024, Totaling \$511,225.47.*



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AGENDA ITEM: **# 9B** *TS*

DATE: January 12, 2026

### COUNCIL COMMUNICATION

INITIATED BY: Todd Selig, Administrator

AGENDA ITEM: **SHALL THE TOWN COUNCIL ADOPT RESOLUTION #2025-21 APPROVING A NEW SITE LEASE AGREEMENT WITH T-MOBILE NORTHEAST LLC FOR 100 DURHAM POINT ROAD AND AUTHORIZE THE ADMINISTRATOR TO MAKE ANY FINAL NON-SUBSTANTIVE LANGUAGE CHANGES TO THE AGREEMENT AND SIGN ALL RELEVANT DOCUMENTS TO BRING THE MATTER TO FRUITION?**

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd Selig, Administrator

AGENDA DESCRIPTION:

On January 1, 1999 the Town signed a personal wireless facility site agreement with Sprint Spectrum L.P. to allow the placement of a personal wireless equipment and antenna on town property at 100 Durham Point Road. In 2020 Sprint and T-Mobile merged to form one company under the name T-Mobile. The lease agreement with Sprint expired on January 19, 2024, and T-Mobile has continued to operate at the location while a new lease was being drafted.

The new lease agreement with T-Mobile Northeast LLC include an initial term of five years. This initial term of five years shall automatically renew for three successive renewal terms of five years each, unless T-Mobile provides the Town of Durham with notice of intention not to renew not less than six months prior to the expiration of the current term.

**LEGAL AUTHORITY:**

Telecommunications Act of 1996

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

According to the new lease agreement, rent payments will be \$3,200 per month for a total of \$38,400 for the first year. Rent for each successive year following the first anniversary of the lease date shall be increased by an amount equal to 3% of the rent. Below is an approximate calculation of each years' rent.

Year	Monthly Rent	Yearly Rent
1	\$3,200.00	\$38,400.00
2	\$3,296.00	\$39,552.00
3	\$3,394.88	\$40,738.56
4	\$3,497.73	\$41,972.76
5	\$3,602.66	\$43,231.92

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Town Council does hereby Adopt Resolution #2025-21 Approving a new Site Lease Agreement with T-Mobile Northeast LLC for 100 Durham Point Road and authorizes the Administrator to make any final non-substantive language changes to the agreement and sign all relevant documents to bring the matter to fruition.*

## **RESOLUTION #2025-21 OF DURHAM, NEW HAMPSHIRE**

**A RESOLUTION TO APPROVE A NEW SITE LEASE AGREEMENT WITH T-MOBILE NORTHEAST LLC FOR 100 DURHAM POINT ROAD AND AUTHORIZING THE ADMINISTRATOR TO MAKE ANY FINAL NON-SUBSTANTIVE LANGUAGE CHANGES TO THE AGREEMENT AND SIGN ALL RELEVANT DOCUMENTS TO BRING THE MATTER TO FRUITION.**

**WHEREAS**, the Durham Town Council acts as the legislative and governing body of the Town of Durham and has charge and control over property owned by the Town; and

**WHEREAS**, the Telecommunications Act of 1996 states that a municipality may not exclude or act in a way that has the effect of excluding the provision of personal wireless services and the siting of wireless telecommunications facilities within the Town; and

**WHEREAS**, the Town Council has determined as a matter of public policy that there are important advantages to the siting of wireless telecommunications facilities on municipally owned land; and

**WHEREAS**, on January 1, 1999 the Town of Durham entered into a Site Agreement which leased land at 100 Durham Point Road to Sprint Spectrum L.P. for a personal wireless facility; and

**WHEREAS**, in 2020 T-Mobile and Sprint merged into one company ; and

**WHEREAS**, the lease agreement with Sprint expired on January 19, 2024 and T-Mobile has continued to operate on a month-to-month basis at the location under the terms of the prior lease; and

**WHEREAS**, the new lease will be with T-Mobile Northeast LLC with an initial term of five years; and

**WHEREAS**, the initial term of five years shall automatically renew for three successive renewal terms of five years each unless T-Mobile provides the Town of Durham with notice of intention not to renew not less than six months prior to the expiration of the current term.

**NOW, THEREFORE BE IT RESOLVED** that the Durham Town Council, the governing body of the Town of Durham, New Hampshire, hereby adopts **Resolution #2025-21** approving a new site lease agreement with T-Mobile Northeast LLC for 100 Durham Point Road and authorizing the Administrator to make any final non-substantive language changes to the agreement and sign all relevant documents to bring the matter to fruition.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of January, 2026 by majority vote of the Durham Town Council with \_\_\_\_\_ voting in favor, \_\_\_\_ voting against, and \_\_\_\_\_ abstaining.

---

Joe Friedman, Chair  
Durham Town Council

**ATTEST:**

---

Rachel Deane, Town Clerk-Tax Collector





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AGENDA ITEM: **#10A**

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Christopher Smith

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ENERGY COMMITTEE CHAIR, APPOINT CHRISTOPHER SMITH, 24 MADBURY ROAD, APT. 1B, TO A REGULAR MEMBERSHIP POSITION ON THE ENERGY COMMITTEE WITH A TERM EXPIRATION OF 4/27?

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's information and consideration is an application for board appointment submitted by Christopher Smith, requesting appointment as a member to the Energy Committee. His appointment will fill one of the two vacancies on the Committee.

Mr. Smith has attended one meeting of the Energy Committee and has spoken with Chair, Michael Klein. Attached for the Council's information is Chair Klein's endorsement of Mr. Smith's appointment.

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

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

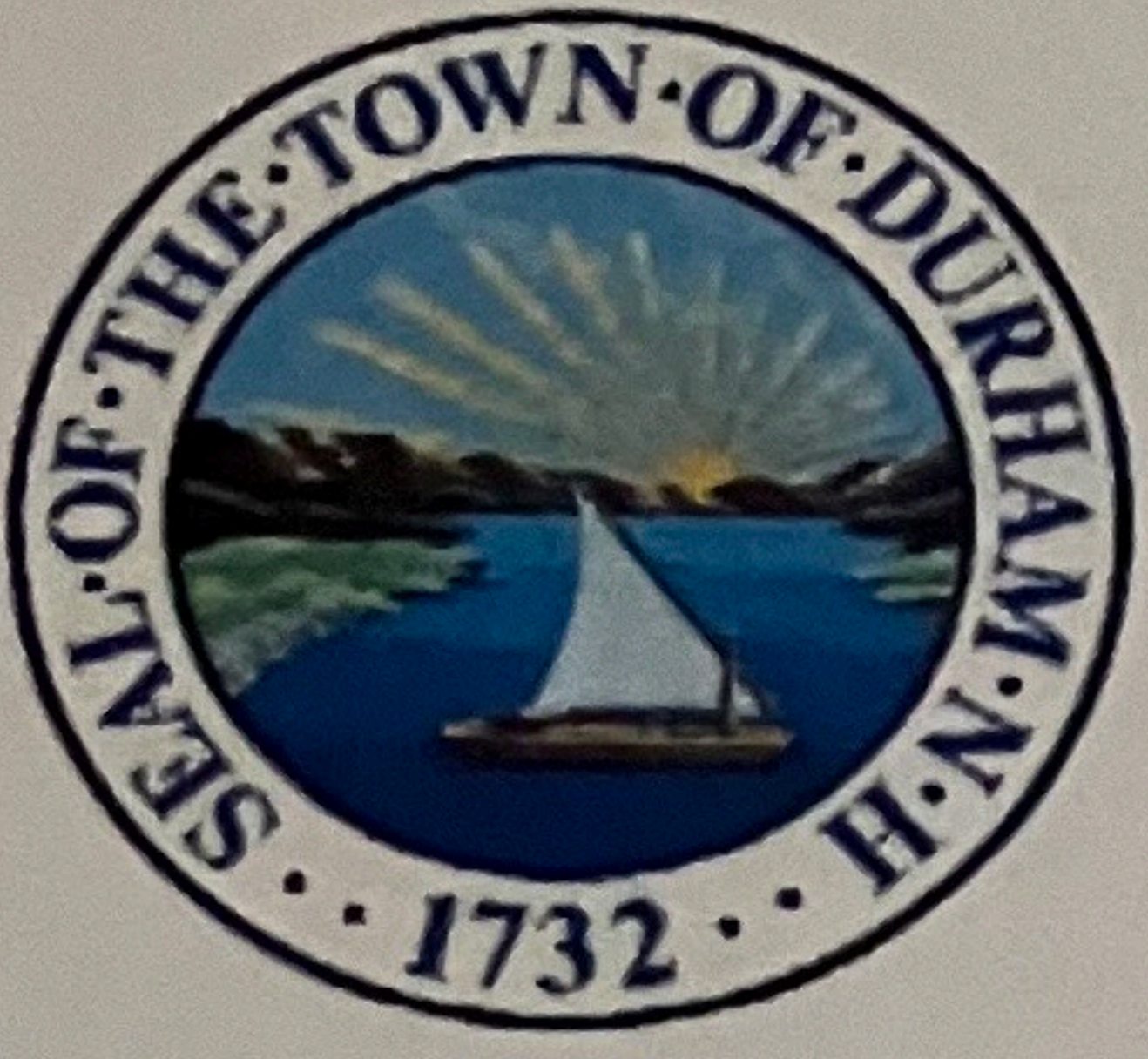
N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Energy Committee Chair, appoint Christopher Smith, 24 Madbury Road, Apt. 1B, to fill a Regular Membership position on the Energy Committee with a term expiration of 4/27.*





## Town of Durham

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[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)

### Application for Board Appointment

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

New appointment/regular member ☒  
Reappointment/regular member ☐

New appointment/alternate member ☐  
Reappointment/alternate member ☐

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

Applicant has:

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

Name: *Christopher Smith*

Date: *13 Dec 2025*

Address: *24 Madbury Rd, Apt 1B, Durham NH 03824*

E-Mail Address: *cmsmith193@gmail.com*

Telephone: *603-247-8609*

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

1. *Energy Committee*

2.

3.

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

(Over)



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

Always been interested in politics. I believe it's my job to contribute and to improve my community in a position that I am competent in.

Please provide brief background information about yourself:

Please provide brief background information about yourself:

Born in Beverly, MA. Family moved to NH when I was 7. Graduated ~~for~~ from Londonderry High. Joined the USAF. Studied physics at UNH.

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

Name: Adam Smith

Telephone: 603-361-1685

Name: Carmine Riccioli

Telephone: 352-292-6909

Name: Eric Gapp

Telephone: 612-414-2712



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



**From:** [Michael Klein](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Christopher Smith  
**Date:** Wednesday, December 17, 2025 3:04:57 PM

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

I did meet with him and do recommend him.

Thanks,  
Mike

Sent from my mobile. Please excuse any typos.

On Dec 17, 2025, at 2:41 PM, Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Michael,

I have received an application from Christopher Smith to become a member of the Energy Committee. Please email me whether you recommend this appointment.

Karen

*Karen Edwards*

Administrative Assistant  
Administrator's Office  
Town of Durham  
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She/her/hers



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AGENDA ITEM: **#10B**

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Christopher Smith

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE PLANNING BOARD CHAIR, APPOINT EMMA HOLLANDER, 7 FAIRCHILD DRIVE, TO AN ALTERNATE MEMBERSHIP POSITION ON THE PLANNING BOARD WITH A TERM EXPIRATION OF 4/29?

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's information and consideration is an application for board appointment submitted by Emma Hollander, requesting appointment as an alternate member to the Planning Board. Her appointment will fill one of the two alternate vacancies on the Board.

Ms. Hollander has attended one meeting of the Planning Board and has spoken with Chair, Paul Rasmussen. Attached for the Council's information is Chair Rasmussen's endorsement of Ms. Hollander's appointment.

Ms. Hollander has been invited to attend Monday night's meeting.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Planning Board Chair, appoint Emma Hollander, 7 Fairchild Drive, to fill an Alternate Membership position on the Planning Board with a term expiration of 4/29.*



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jberry@ci.durham.nh.us

### Application for Board Appointment

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

New appointment/regular member <input type="checkbox"/>	New appointment/alternate member <input checked="" type="checkbox"/>
Reappointment/regular member <input type="checkbox"/>	Reappointment/alternate member <input type="checkbox"/>

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

**Applicant has:**

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

---

Name: Emma Hollander

Date: 12/22/2025

Address: 7 Fairchild Dr, Durham, NH 03824

E-Mail Address: emma.giselle.hollander@gmail.com

Telephone: 508-250-6332

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

1. Planning Board

2.

3.

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

(Over)



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

I am interested in supporting the ongoing health of Durham as a town that works for and supports its residents by encouraging the diverse business and structural development necessary for a vibrant, thriving community.

Please provide brief background information about yourself:

I have lived in Durham for a little over 3 years, relocating here from Portland, Maine. My work background includes sales, marketing, and project management, and I am currently a medical advocacy program manager at a global veterinary diagnostics company.

I readily admit that I have no background in civil engineering or planning, but I am community-minded and believe in getting involved in the areas one cares about. I love and am fascinated by Durham, and look forward to learning as much as contributing to the Planning Board.

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

Name: **David Marcouillier** (husband, Ag. Comm. member) Telephone: **603-205-2914**

Name: **Curtis Register** (friend, Town Council member) Telephone: **919-525-4383**

Name: Telephone:



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

**From:** [paul.rasmussen](#)  
**To:** [Karen Edwards](#)  
**Subject:** Re: Emma Hollander  
**Date:** Friday, January 2, 2026 2:58:53 PM

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

For Town Council,  
I recommend Emma Hollander for an alternate seat on the Planning Board.  
Paul Rasmussen

On Fri, Jan 2, 2026, 10:33 Karen Edwards <[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)> wrote:

Paul,

Emma Hollander has applied for an alternate membership on the Planning Board. Please let me know if you recommend this appointment.

Karen

*Karen Edwards*

Administrative Assistant

Administrator's Office

Town of Durham

8 Newmarket Road

Durham, NH 03824

(603) 868-5571

[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

She/her/hers



## TOWN OF DURHAM

8 Newmarket Road  
Durham, NH 03824  
Tel: 603-868-5571  
Fax: 603-868-1858  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

AGENDA ITEM: **#11**

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Dr. Robert Shaps, Superintendent, ORCSD

**AGENDA ITEM:** UPDATE ON THE OYSTER RIVER COOPERATIVE SCHOOL  
DISTRICT'S FY 2026/27 BUDGET PROCESS – DR. ROBERT  
SHAPS, SUPERINTENDENT

**CC PREPARED BY:** Karen Edwards, Administrative Assistant

**PRESENTED BY:** Dr. Robert Shaps, Superintendent, ORCSD

**AGENDA DESCRIPTION:**

Dr. Shaps has been invited to attend Monday evening's Town Council meeting to provide the Council with an overview of the Oyster River Cooperative School District's proposed FY2026/27 budget process.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive presentation from Superintendent Robert Shaps regarding the ORCSD's proposed 2026/27 budget process and hold discussion, if desired.



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AGENDA ITEM: **#14**

DATE: January 12, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** **BEGIN THE ADMINISTRATOR'S ANNUAL PERFORMANCE EVALUATION PROCESS FOR 2025 IN ACCORDANCE WITH THE EMPLOYMENT AGREEMENT BETWEEN THE ADMINISTRATOR AND THE TOWN OF DURHAM**

**CC PREPARED BY:** Todd I. Selig, Administrator

**PRESENTED BY:** Todd I. Selig, Administrator

**AGENDA DESCRIPTION:**

Pursuant to Section 17 of Administrator Selig's Employment Agreement dated February 19, 2024 [which was specifically requested to be included in the Employment Agreement by Mr. Selig] with the Town:

*"Commencing in January 2025, and for each January thereafter, the Town Council shall review/evaluate Selig's performance in accord with the criteria provided to Selig by the Town the preceding April. The Town Council shall provide Selig with a written summary of this Annual Performance Evaluation and shall provide Selig with an opportunity to discuss this evaluation with the Town Council."*

Over each of the last many years of Mr. Selig's service, the Council has utilized varying approaches to fulfilling this contractual requirement. In 2012 the Council began utilizing a one-page evaluation form/matrix (**attached**) outlining key elements of importance and ranking the administrator's performance (on a scale of 1 to 5) for each of these elements, which included five categories: Ability to maintain or improve strong relationships, Financial oversight, Leadership, Initiative, and Other. Rankings included: 5=Excellent, 4=Very Good, 3=Good, 2=Acceptable, 1=Unacceptable.

Unless during its discussion on Monday evening the Council decides to use another evaluation process, Administrator Selig recommends using the same format as last year with the objective being to develop a consensus of the Council regarding the performance of the Administrator over the course of the previous year and to offer collective guidance (one voice to the extent possible) for the upcoming year.

Using this process, Council members will be provided with the matrix via email in Microsoft Word format on January 13, 2025. Councilors will then have until **Wednesday, January 21** to return their responses electronically to **Council Chair Joe Friedman**. Chair Friedman will then compile the responses for distribution to Councilors electronically in advance of the February 2<sup>nd</sup> Council meeting at which time the Council and Mr. Selig will discuss the results.

Attached for the Council's information is a timeline developed initially by Councilor Wayne Burton and approved by the Council in 2014, which illustrates the process that will be followed throughout the year relating to Administrator Selig's annual evaluation. Also attached is a "year-end wrap up" prepared by Mr. Selig.

In accordance with Mr. Selig's Employment Agreement, the term of his employment "*shall be for a period of seven (7) years (except as it may be modified as explained herein) commencing on January 01, 2024 and ending December 31, 2030.*" Mr. Selig's compensation is outlined in the Employment Agreement.

#### **LEGAL AUTHORITY:**

Article 4 "Administration of Government", Section 4.1 of the Durham Town Charter:

"The chief administrative officer of the town shall be the Town Administrator (hereinafter called the "Administrator"), who shall be a full-time regular employee of the Town. The Council shall appoint a person especially qualified by experience and training, who receives the votes of at least five (5) members of the Council, to be Administrator. The Administrator shall serve at the pleasure of the Council, which will fix the Administrator's salary and terms of employment."

Article 4 "Administration of Government", Section 4.3 of the Durham Town Charter:

"The Administrator may be reprimanded or removed for cause by the affirmative vote of at least six (6) members of the Council as herein provided. At least thirty (30) days before the proposed reprimand or removal of the Administrator, the Council shall adopt a resolution stating its intention to reprimand or remove him, the reasons therefor and an effective date. A copy of the resolution shall be served forthwith on the Administrator, who may, within ten (10) days, demand a public hearing, in which event the Administrator shall not be reprimanded or removed until such public hearing has been held. Upon or after passage of a resolution of intent to remove, the Council may suspend the Administrator from duty, but his pay shall continue until removal. In case of such suspension, the Council shall, by the affirmative vote of the Council, appoint an Acting Administrator to serve at the pleasure of the Council for not more than ninety (90) days. The action of the Council in removing the Administrator shall be final."

In addition to the above Charter provision, Section 14 of the Employment Agreement also addresses termination of the Administrator, as follows:

**14. Termination.**

- A. **By the Town with Cause.** This Agreement may be terminated by the Town for cause, in accord with the provisions of Section 4.3 of the Town Charter, if Selig willfully breaches or habitually neglects the duties to be performed under Paragraph 2 of this Agreement; engages in dishonest conduct; or for the conviction of any crime for which the punishment involves incarceration.
- B. In the event Selig's employment is terminated pursuant to subparagraph A, Selig shall be entitled to his base salary compensation earned prior to the date of termination (minus all appropriate federal, state and authorized withholdings), as provided for in Paragraph 4 of this Agreement, computed pro rata up to and including the date of termination, as well as any other benefits to which he may be entitled as a matter of law.
- C. **By Selig.** This Agreement may be terminated by Selig, without cause, by giving eight (8) months' notice to the Town, unless a shorter notice is mutually agreed to by Selig and the Council, which shall not be unreasonably withheld.
- D. **By the Town without Cause.** In the event that this Agreement is terminated by the Town for reasons other than those outlined in subparagraph A above, the Town shall be responsible for the payment to Selig of one (1) full year's base salary (minus all appropriate federal, state and authorized withholdings) plus all benefits (or their monetary equivalent) accrued during that one (1) year period regardless of the length of the remaining term of this Agreement.

Article II, "Administrative Organization", Section 4-4 of the Administrative Code":

"The chief administrative officer of the town shall be the Town Administrator ("Administrator"), who shall be appointed by the Council based upon his training and experience. The Administrator shall serve at the pleasure of the Council, who will also establish his compensation and terms of employment."

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

Begin discussion concerning Administrator Selig's 2025 annual performance evaluation.

# ANNUAL EVALUATION OF TODD SELIG 2025

1 = Unacceptable      2 = Acceptable      3 = Good      4 = Very Good      5 = Excellent

	1	2	3	4	5	N/A
Ability to maintain or improve strong relationships with:						
• Town Council (responsiveness to concerns)						
• External entities such as UNH, town businesses, etc.						
• Town department heads and staff						
• Town committees and boards						
• Serves citizens effectively and efficiently						
Financial oversight:						
• Financial performance of the Town						
• Fiscal responsibility						
• Budget (process, preparation, dissemination)						
• Budget (creation of budget within Council guidelines)						
• Accomplishment of meaningful modifications in the economic relationship with UNH						
Leadership:						
• Provides clear guidance to the Council on all issues						
• Provides effective management of town staff and departments						
• Improves the performance of town staff, when needed. When necessary, has removed individuals who have failed to perform consistent with their job description and/or compensation						
• Competency in human resource area with new hires during his administration						
• Provides leadership and support to town committees and boards as necessary.						
Initiative:						
• Proposes appropriate initiatives/strategic direction to the Council						
• Is timely in follow up reports to Council initiatives						
• Accomplishment of Council's goals and objectives						
• Ability to be a visionary for future community planning						
Other:						
• Appropriately challenges the status quo						
• Willingness to challenge and support his convictions						
• Appropriate allocation of time and energies, including delegating non-essential tasks						

Provide additional written evaluation below or separately if you wish. **Evaluation forms are due to Joe Friedman not later than WEDNESDAY, JANUARY 21, 2026.**



# Town of Durham

## Town Administrator Performance Evaluation Process

