



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, APRIL 20, 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
- VI. Approval of Minutes – April 6, 2026
- 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*)
Shall the Town Council Approve the 2nd 2026 Warrant for Water and Sewer Totaling \$746,155.32 commit the bills for charges to the Tax Collector for collection, and authorize the Administrator to sign said warrant on its behalf?
- X. Citizen Committee Appointments
 - A. Shall the Town Council, upon recommendation of the Energy Committee Chair, appoint Harrison Potter, 5 Meader Lane, to a regular membership position on the Energy Committee with a term expiration of 4/29?

B. Shall the Town Council, upon recommendation of the Zoning Board Chair, appoint Micah Warnock, 45 Woodman Road, to an unexpired alternate membership position with a term expiration of 4/28 and appoint Joseph Warzin, 102 Madbury Road to an unexpired regular membership position with a term expiration of 4/27?

XI. Presentation Items

Quarterly Financial Report through 3/31/26 - Gail Jablonski, Business Manager

XII. Unfinished Business

- A. **Public Hearing and Possible Adoption of Ordinance #2026-04** Amending Chapter 175 "Zoning," Article II, "Definitions," and Article XII.1, "Use and Dimensional Standards," Section 175-53, "Table of Uses," of the Town Code to permit electric vehicle charging stations as an accessory use in all zoning districts and as a principal use in all commercial zoning districts.
- B. Discussion of draft 2026/2027 Town Council goals
- C. Continued Discussion of the priorities for future Planning Board amendments to the Zoning Ordinance
- D. Continued Discussion regarding Council Appointments to Boards/ Commissions/ Committees.

XIII. Councilor and Town Administrator Roundtable

XIV. New Business

Discussion and possible endorsement of recommendation by Councilor Carden Welsh to add back design standards for allowing a fifth story in portions of the CB-1 Zoning District.

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: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR APRIL 6, 2026.**

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's review and approval are the minutes for the meeting held on April 6, 2026. Please call or email Karen Edwards with any grammatical/spelling changes prior to the meeting. Discussion at Monday evening's meeting should be limited only to substantive changes.

LEGAL AUTHORITY:

RSA 91-A:2 (II) specifies what must be contained in minutes of public meetings:

"Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the public meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of anybody or agency, or any subordinate body thereof, without exception."

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby approve the Town Council meeting minutes for April 6, 2026. (as presented /as amended)



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

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: April Talon, Town Engineer

AGENDA ITEM: SHALL THE TOWN COUNCIL APPROVE THE 2ND 2026 WARRANT FOR WATER AND SEWER TOTALING \$746,155.32 COMMIT THE BILLS FOR CHARGES TO THE TAX COLLECTOR FOR COLLECTION, AND AUTHORIZE THE ADMINISTRATOR TO SIGN SAID WARRANT ON ITS BEHALF?

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

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

Attached for the Council's approval is the 2nd 2026 Warrant for Water and Sewer totaling \$746,155.32 in accordance with RSA 38:22 II (a) which states: "A municipality may commit bills for charges to the Tax Collector with a warrant signed by the appropriate municipal officials requiring the Tax Collector to collect them." The commitment list is available for viewing in the Town Clerk-Tax Collector's Office and will be available for viewing once the warrant is approved Monday evening.

Water and/or sewer bills are issued quarterly and are based on meter readings which are taken at the beginning of each quarter (on or about January 1, April 1, July 1 and October 1). Bills are calculated on the actual cubic foot (CF) of water used for each account. The Durham Public Works Water Division obtains the necessary readings using an automatic meter reading system and software which collects meter data including account numbers and water meter readings. This information is uploaded into the Town's utility billing software to generate the warrant. Some accounts are water only as is the case for irrigation meters or for properties that have

a septic system. Some accounts are sewer only if they have a residential well.

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

The attached charts compare the actual water and sewer usage and fees for 2021 through 2025 and the first three months of 2026 compared to the budget.

LEGAL AUTHORITY:

RSA 38:22 II (a)

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The warrant details are as follows:

	Water	\$ 373,457.88
Lee Waterline Extension	Water	\$ 20,148.87
	Sewer	\$ <u>352,548.57</u>
	Total	\$ 746,155.32

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

REMINDER THIS BILL USES THE 2026 RATES:

Water = \$11.25/100 CF
Water Lee = \$12.94/ 100CF
Sewer = \$11.08 / 100CF

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby approve the 2nd 2026 Warrant for Water and Sewer totaling \$746,155.32, commits the bills for charges to the Tax Collector for collection, and authorizes the Administrator to sign said warrant on its behalf.

2026 ESTIMATED VS ACTUAL USAGE
Jan 1 , 2026 - March 31, 2026

YEARLY COMPARISONS	ESTIMATED WATER			ACTUAL WATER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2021	14,853,460	\$ 7.74	\$ 1,149,658	14,427,696	\$ 7.74	\$ 1,116,704	(425,764)	(\$32,954)	97%
2022	14,304,304	\$ 8.43	\$ 1,205,853	14,231,786	\$ 8.43	\$ 1,199,740	(72,518)	(\$6,113)	99%
2023	14,447,347	\$ 10.42	\$ 1,505,414	14,656,024	\$ 10.42	\$ 1,527,158	208,677	\$21,744	101%
2024	14,519,584	\$ 10.61	\$ 1,540,528	13,786,766	\$ 10.61	\$ 1,462,776	(732,818)	(\$77,752)	95%
2025	14,067,407	\$ 10.92	\$ 1,536,161	13,398,992	\$ 10.92	\$ 1,463,170	(668,415)	(\$72,991)	95%
2026	3,516,852	\$ 11.25	\$ 395,646	3,319,626	\$ 11.25	\$ 373,458	(197,226)	(\$22,188)	94%

Estimated Water for the 1st Q is calculated as 14,067,407 divided by 4

YEARLY COMPARISONS	ESTIMATED SEWER			ACTUAL SEWER			VARIANCE		
	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	Cubic Feet (cf)	Rates per 100 cubic feet	cf/100 * Rate	CF Estimate vs. Actual	\$ Estimate vs. Actual	% Estimated to Actual
2021	13,713,549	\$ 8.97	\$ 1,230,105	13,653,420	\$ 8.97	\$ 1,224,712	(60,129)	(\$5,393)	100%
2022	13,516,701	\$ 8.98	\$ 1,213,800	13,347,445	\$ 8.98	\$ 1,198,601	(169,256)	(\$15,199)	99%
2023	13,651,868	\$ 9.57	\$ 1,306,484	13,815,025	\$ 9.57	\$ 1,322,098	163,157	\$15,614	101%
2024	13,720,127	\$ 10.31	\$ 1,414,545	13,053,263	\$ 10.31	\$ 1,345,791	(666,864)	(\$68,754)	95%
2025	13,057,634	\$ 10.66	\$ 1,391,944	12,551,894	\$ 10.66	\$ 1,338,032	(505,740)	(\$53,912)	96%
2026	3,296,031	\$ 11.08	\$ 365,200	3,181,846	\$ 11.08	\$ 352,549	(114,185)	(\$12,652)	97%

Estimated Sewer for the 1st Q is calculated as 13,184,122 divided by 4

1st QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)	2026 (total cubic feet)
Water	3,241,246	3,442,141	3,409,428	3,656,574	3,330,501	3,081,326	3,319,626
Water - Lee Extension				63,233	59,073	80,746	155,710
Sewer	3,095,327	3,286,030	3,292,580	3,514,853	3,211,829	2,936,841	3,181,846

2nd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)	2026 (total cubic feet)
Water	3,186,882	3,689,323	3,502,992	3,657,659	3,230,432	3,241,654	
Water - Lee Extension				64,104	132,537	169,468	
Sewer	2,862,096	3,455,094	3,298,425	3,320,712	3,069,167	3,079,671	

3rd QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)	2026 (total cubic feet)
Water	3,817,406	3,412,971	3,680,587	3,549,077	3,558,118	3,661,113	
Water - Lee Extension			24,319	68,979	220,485	479,048	
Sewer	3,449,128	3,205,142	3,305,110	3,336,952	3,286,742	3,289,322	

4th QUARTER ACTUALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)	2026 (total cubic feet)
Water	3,618,243	3,883,261	3,638,779	3,792,715	3,667,715	3,414,899	
Water - Lee Extension			47,374	89,193	80,280	142,682	
Sewer	3,436,605	3,707,154	3,451,330	3,642,509	3,485,525	3,246,060	

YEARLY TOTALS	2020 (total cubic feet)	2021 (total cubic feet)	2022 (total cubic feet)	2023 (total cubic feet)	2024 (total cubic feet)	2025 (total cubic feet)	2026 (total cubic feet)
Water	13,863,777	14,427,696	14,231,786	14,656,025	13,786,766	13,398,992	
Water - Lee Extension			71,693	285,509	492,375	871,944	
Sewer	12,843,156	13,653,420	13,347,445	13,815,026	13,053,263	12,551,894	

2026 BUDGETED VS ACTUAL EXPENDITURES

January 1 , 2026 - March 31, 2026

FUNDS	Budgeted Ending 3/31/26	Actual Ending 3/31/26	Under (Over) 2026	Percent as of 3/31/25
Water	\$395,646	\$373,458	\$22,188	88.0%
Sewer	\$365,200	\$352,549	\$12,652	90.0%
Water - Lee Extension		\$20,149		

STATE OF NEW HAMPSHIRE
WATER/SEWER – 2nd WARRANT 2026

STRAFFORD SS

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

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

Seven Hundred & Forty-Six Thousand, One Hundred & Fifty-Five and Thirty-Two Cents
(\$746,155.32)

	Water \$ 373,457.88
Lee Waterline Extension Water \$	20,148.87
Sewer \$	<u>352,548.57</u>
Total \$	746,155.32

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

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

As attested by the Town Clerk-Tax Collector, the list on the following pages is a correct list of the assessment of the 2nd billing of 2026 computed from the 1st quarter water and sewer readings of 2026.

ATTEST: _____
Rachel Deane, Town Clerk-Tax Collector

Given under our hands and seal at Durham this 21st day of April, 2026.

Todd I. Selig, Administrator
Per Town Council vote on 4/20/2026



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AGENDA ITEM: **#10A**

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Harrison Potter

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ENERGY COMMITTEE CHAIR, APPOINT HARRISON POTTER, 5 MEADER LANE, TO A REGULAR MEMBERSHIP POSITION ON THE ENERGY COMMITTEE 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 Harrison Potter, requesting appointment as a member to the Energy Committee. His appointment will fill the last vacancy on the Committee.

Mr. Potter has attended one meeting of the Energy Committee and has spoken with former Chair, Michael Klein. Attached for the Council's information is current Chair Matthias Dean Carpentier's endorsement of Mr. Potter's appointment.

Mr. Potter 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 Harrison Potter, 5 Meader Lane, to fill a Regular Membership position on the Energy Committee with a term expiration of 4/29.



Town of Durham

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

Application for Board Appointment

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

New appointment/regular member New appointment/alternate member
Reappointment/regular member Reappointment/alternate member

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

Applicant has:

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

Name: Harrison Potter

Date: 4/10/2026

Address: 5 Meader Lane, Durham NH

E-Mail Address: harrison.m.potter@gmail.com

Telephone: 603-714-8765

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:

I am writing to express my enthusiastic interest in joining the Town Energy Committee. With a professional background in product leadership and strategic planning, I have extensive experience coordinating diverse stakeholders to move projects from the conceptual phase to successful execution. Having spent significant time exploring the intersections of environmental science and practical infrastructure as both an educator and citizen, I am eager to contribute my analytical skills and collaborative mindset to ensure our community remains a leader in sustainable development and fiscal responsibility.

Please provide brief background information about yourself:

I am a born and raised New Hampshire native who spent time living in other places before settling down in Durham with my wife - I couldn't stay away forever! I work as a Product Manager for a company helping the construction industry with digital transformation and project management, and have previously worked as a physics and physical science high school educator. In my free time I love games of all types, hiking and biking, cooking, and traveling. I would love to get more involved in helping the town where I can.

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

Name: Curtis Register Telephone: 919-525-4383

Name: Stasia Levin Telephone: 860-707-6452

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.

HARRISON “HARRY” POTTER

Dynamic leader with 10+ years in management and education, skilled in communication, collaboration, and strategic execution. Proven ability to build stakeholder partnerships, drive cross-functional alignment, and apply data-driven insights to deliver measurable business results and exceptional customer experiences.

WORK EXPERIENCE

Solutions Enablement Manager

Bluebeam, Inc. (Oct 2024 - Present)

- Owned and overhauled the company's Go-To-Market (GTM) system, leading 15+ product launches and earning recognition from Product, Operations, and Support leadership for uniting stakeholders across 16 departments and maintaining proactive, transparent communication on product updates and release timelines.
- Relaunched the sales enablement platform (Mindtickle), collaborating cross-functionally to increase content assets by 200%, improve seller access speed by 60%, and boost platform satisfaction by 20%.
- Implemented AI-driven integrations and automations in Mindtickle to streamline asset intake, enhance content organization, and strengthen sales team learning and accountability.
- Planned and executed enterprise-level events - including Sales Kickoff, Bluebeam Live!, and Unbound - to drive adoption of sales methodologies, product knowledge, and operational alignment.
- Partnered with SiteDocs and GoCanvas to modernize and standardize enablement programs, reducing partner onboarding time by up to 30% and improving scalability and time-to-market efficiency.
- Built cross-brand alliances with Nemetschek Group companies (ALLPLAN, Graphisoft, RISA, Vectorworks) to enhance information flow, minimize silos, and promote shared strategic objectives.
- Collaborated with Product Managers to deliver company-wide communication on the value, impact, and functionality of major releases - including Org Admin Pro, Revu, Web, Mobile, Webstore, Studio, and Integrations - ensuring stakeholder alignment and adoption success.

Training Manager

Bluebeam, Inc. (Oct 2022 - Oct 2024)

- Managed and coached a diverse remote training team, delivering outstanding customer experiences through active listening, emotional intelligence, and performance accountability.
- Developed and advanced talent, supporting multiple internal and external promotions and guiding smooth role transitions during periods of organizational change.
- Planned and executed major product launch training events, driving company-wide adoption and enablement for 100+ participants through deep product expertise and stakeholder collaboration.
- Led six cross-functional initiatives to streamline consulting engagements, mentor new managers, facilitate team summits, and enhance customer onboarding processes.
- Launched new live training programs and optimized operations to expand reach by 6x while maintaining efficiency; increased Net Promoter Score (NPS) from 61 to 70 (+9) through data-driven improvements and operational excellence.

Senior Software Trainer

Bluebeam, Inc. (Nov 2019 - Oct 2022)

- Designed and delivered 200+ standardized and 25+ customized software training programs to enhance user adoption, workflow efficiency, and client satisfaction.
- Partnered with Marketing and Product teams to support brand presence at industry events (World of Concrete, New York Build, Innovate Pasadena) and virtual webinars reaching 2,000+ participants.
- Acted as a product evangelist, driving customer engagement, improving product utilization rates, and coordinating six successful software releases across four departments.
- Led internal enablement initiatives, including onboarding 10 new team members, developing 12 training modules, and representing Bluebeam at five national showcases to promote company solutions.

DETAILS

(603)-714-8765

harrison.m.potter@gmail.com

New Hampshire

EDUCATION

Tufts University (May 2014)

Bachelor of Arts - *Summa Cum Laude*

SKILLS

- Bluebeam Software
- Platform Roadmapping and Prioritization
- Project Management
- User Research
- Go-To-Market Strategy and Execution
- Cyclical Iteration for Rapid Insights
- Confluence/Jira
- Cross-Functional Leadership
- Customer Behavior Analysis

CERTIFICATIONS

- Scrum Level 1
- 2 MIT Sloan Business School Leadership and Management Certificates
- Bluebeam Certified Instructor
- Bluebeam Certified Professional
- Miro Enterprise Advocate
- LifeLab Manager Certified
- Pendo Essentials for Web

From: [Matthias dean-carpentier](#)
To: [Karen Edwards](#)
Cc: [Michael Klein](#)
Subject: Re: FW: Harrison Potter
Date: Thursday, April 16, 2026 9:43:01 AM

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

Hi Karen,

I recommend Harrison Potter. Thank you for following up with me.

Cheers,
Matthias

On Tue, Apr 14, 2026 at 8:48 AM Karen Edwards <kedwards@ci.durham.nh.us> wrote:

Matthias,

Michael let me know that you are now the chair of the Energy Committee. Please see below the request by Harrison Potter to be a member of the Energy Committee. Please send me a recommendation for him.

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

She/her/hers



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AGENDA ITEM: **#10B**

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Micah Warnock & Joseph Warzin

AGENDA ITEM: SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ZONING BOARD CHAIR, APPOINT MICAH WARNOCK, 45 WOODMAN ROAD, TO AN UNEXPIRED ALTERNATE MEMBERSHIP POSITION WITH A TERM EXPIRATION OF 4/28 AND APPOINT JOSEPH WARZIN, 102 MADBURY ROAD TO AN UNEXPIRED REGULAR MEMBERSHIP POSITION 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 are requests from Micah Warnock and Joseph Warzin to switch positions on the Zoning Board of Adjustment. Mr. Warnock will become the alternate member and Mr. Warzin will become the regular member. This change has been endorsed by Zoning Board Chair, Neil Niman.

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 Zoning Board Chair, appoint Micah Warnock, 45 Woodman Road, to an unexpired alternate membership position with a term expiration of 4/28 and appoint Joseph Warzin, 102 Madbury Road to an unexpired regular membership position with a term expiration of 4/27.

From: [Micah Warnock](#)
To: [Karen Edwards](#)
Cc: [Joe Warzin](#)
Subject: Re: Changing positions on the ZBA
Date: Thursday, April 16, 2026 7:27:06 AM

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

Hi Karen,

Yes, this is Joe and I have discussed what I want. Just make sure Joe confirms as well.

Micah

On Wed, Apr 15, 2026 at 4:49 PM Karen Edwards <kedwards@ci.durham.nh.us> wrote:

Micah & Joe,

Neil Niman told me that you would like to change positions on the ZBA so that Micah is the alternate and Joe is the regular member. I need something from you both stating that this is what you want to do before I can get it on a Council agenda.

Karen

Karen Edwards

Administrative Assistant

Administrator's Office

Town of Durham

8 Newmarket Road

Durham, NH 03824

(603) 868-5571

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She/her/hers

From: [Joe Warzin](#)
To: [Karen Edwards](#)
Cc: [Micah Warnock](#)
Subject: Re: Changing positions on the ZBA
Date: Thursday, April 16, 2026 8:17:20 AM

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

Karen,

Yes, this is what we would like. Thanks.

Regards,
Joe Warzin

On Wed, Apr 15, 2026, 16:49 Karen Edwards <kedwards@ci.durham.nh.us> wrote:

Micah & Joe,

Neil Niman told me that you would like to change positions on the ZBA so that Micah is the alternate and Joe is the regular member. I need something from you both stating that this is what you want to do before I can get it on a Council agenda.

Karen

Karen Edwards

Administrative Assistant

Administrator's Office

Town of Durham

[8 Newmarket Road](#)

Durham, NH 03824

(603) 868-5571

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She/her/hers

From: [Neil Niman](#)
To: [Karen Edwards](#)
Subject: Re: ZBA election
Date: Wednesday, April 15, 2026 4:52:16 PM

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.

Yes

On Wed, Apr 15, 2026, 4:47 PM Karen Edwards <kedwards@ci.durham.nh.us> wrote:

Thanks! I will need a request from both Micah and Joe to change their positions. I will reach out to them and get it on a Town Council agenda.

Do you recommend this change?

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

She/her/hers

From: Neil Niman <neil.niman@gmail.com>
Sent: Wednesday, April 15, 2026 4:45 PM
To: Karen Edwards <kedwards@ci.durham.nh.us>; Tracey Cutler <tcutler@ci.durham.nh.us>
Subject: ZBA election

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.

Karen-

We elected our officers for the coming year last night. I will remain as Chair. Mark Morong will be Vice-Chair, and James Bubar will be secretary.

Micah would like to move down to the alternate position and Joe Warzin would like to become a full member. I assume this is something that must be voted on by the Council? If so, can you place it on their agenda?

-Neil



TOWN OF DURHAM

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

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Gail Jablonski, Business Manager

AGENDA ITEM: QUARTERLY FINANCIAL REPORT THROUGH MARCH 31, 2026

CC PREPARED BY: Gail Jablonski, Business Manager

PRESENTED BY: Gail Jablonski, Business Manager

AGENDA DESCRIPTION:

In compliance with section 5.6 of the Durham Town Charter attached for your review and consideration is a financial report for 2026 through March 31, 2026. General Fund information is broken down by function which may be helpful for your analysis and for the purpose of discussion at the Town Council Meeting. Revenue and expense reports for all other funds are presented in summary format. You will note on the attached report the last column indicates the Percent Collected/Expended as of 03/31/25 for year-to-year comparison purposes.

LEGAL AUTHORITY:

Durham Town Charter Section 5.6

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

The Town's expenditures as of March 31, 2026 show a total expenditure of \$5,358,976 or 24.2% of the total approved budget amount of \$22,122,325. To compare, the amount expended as of March 31, 2025 was 21.3%.

The Town Council contingency account has been used for two unforeseen events at the Library and we are awaiting an invoice for a third event at the Town Offices.

After the payment for these events the balance remaining in the contingency account will be \$16,757.

\$ 8,243	Revision Energy - Repair of the solar panels at the Library
\$ 7,900	Pine State Elevator - Repair of the elevator at the Library
\$17,100	Arakelien Plumbing - Replacement of the boiler system at the Town Offices

The MIS budget is showing expenditure of 40% for the first quarter due to the payment of maintenance contracts/agreements with software companies.

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action is required. This report is presented as information to keep the Council informed on the Town's financial position.

2026 Budget/Estimated General Fund January 1 - March 31, 2026					
PROPERTY TAXES/ABATEMENTS/CREDITS	Estimated Revenue 2026	Revenues Ending 03/31/26	Revenues (Under) Over 2026	Percent Collected 03/31/26	Percent Collected 03/31/25
Property Taxes	\$12,847,225	\$0	(\$12,847,225)	0.0%	0.0%
Payment in Lieu of Taxes	\$1,008,000	\$0	(\$1,008,000)	0.0%	0.0%
Veteran Service Credits	(\$158,000)	\$0	\$158,000	0.0%	0.0%
Abatements	(\$1,640,000)	(\$971,544)	\$668,456	59.2%	12.1%
Fund Balance (covering abatements listed above)	\$1,640,000	\$0	(\$1,640,000)	0.0%	0.0%
REVENUES	Estimated Revenue 2026	Revenues Ending 03/31/26	Revenues (Under) Over 2026	Percent Collected 03/31/26	Percent Collected 03/31/25
Interest and Penalties on Delinquent Taxes	\$40,000	\$23,595	(\$16,405)	59.0%	32.7%
Permit Fees	\$1,646,435	\$460,321	(\$1,186,114)	28.0%	22.8%
State/Federal Revenues	\$1,745,000	\$7,096	(\$1,737,904)	0.4%	3.2%
Intergovernmental Revenues (ORCSD-SRO)	\$109,050	\$0	(\$109,050)	0.0%	50.0%
UNH - Shared Services, School, Fire & Debt Service	\$3,223,140	\$960,187	(\$2,262,953)	29.8%	29.2%
Departmental Income	\$413,100	\$221,512	(\$191,588)	53.6%	71.0%
Fire and Police Special Details	\$138,000	\$24,734	(\$113,266)	17.9%	16.8%
Miscellaneous Revenue	\$301,350	\$58,595	(\$242,755)	19.4%	11.6%
Transfer in - Other Funds	\$809,025	\$0	(\$809,025)	0.0%	0.0%
Total General Fund Revenues	\$8,425,100	\$1,756,040	(\$6,669,060)	20.8%	26.4%
EXPENDITURES	Council Budget 2026	Expended Through 03/31/26	Expenditures (Under) Over 2026	Percent Expended 03/31/26	Percent Expended 03/31/25
GENERAL GOVERNMENT					
Town Council	\$87,250	\$31,557	(\$55,693)	36.2%	17.2%
Town Treasurer	\$6,030	\$1,227	(\$4,803)	20.3%	20.7%
Town Administrator	\$452,870	\$126,736	(\$326,134)	28.0%	24.1%
Elections	\$29,130	\$4,560	(\$24,570)	15.7%	36.2%
Tax Collector/Town Clerk	\$322,850	\$71,596	(\$251,254)	22.2%	23.2%
Accounting	\$607,740	\$131,833	(\$475,907)	21.7%	22.7%
Assessing	\$287,560	\$58,996	(\$228,564)	20.5%	19.4%
Legal - Attorney Fees	\$80,000	\$19,882	(\$60,118)	24.9%	9.2%
Planning	\$243,830	\$56,345	(\$187,485)	23.1%	22.6%
Boards/Commissions/Committees	\$54,270	\$3,914	(\$50,356)	7.2%	10.2%
DCAT	\$99,750	\$16,009	(\$83,741)	16.0%	19.5%
GIS	\$127,530	\$28,812	(\$98,718)	22.6%	23.00%
MIS	\$598,780	\$239,766	(\$359,014)	40.0%	37.0%
Building Inspection	\$191,000	\$29,036	(\$161,964)	15.2%	21.6%
Emergency Management	\$1,000	\$0	(\$1,000)	0.0%	0.0%
Other General Government	\$531,400	\$110,866	(\$420,534)	20.9%	26.7%
General Government Total	\$3,720,990	\$931,135	(\$2,789,855)	25.0%	24.6%
PUBLIC SAFETY					
Police Department	\$4,100,790	\$906,362	(\$3,194,428)	22.1%	22.2%
Police Department Special Details	\$78,100	\$12,695	(\$65,405)	16.3%	14.8%
Fire Department	\$5,845,350	\$1,375,273	(\$4,470,077)	23.5%	22.5%
Fire Department Special Details	\$38,460	\$8,294	(\$30,166)	21.6%	17.7%
Communication Center	\$34,500	\$21,325	(\$13,175)	61.8%	54.6%
Ambulance Services	\$158,340	\$0	(\$158,340)	0.0%	0.0%
Public Safety Total	\$10,255,540	\$2,323,949	(\$7,931,591)	22.7%	22.1%

EXPENDITURES	Council Budget 2026	Expended Through 03/31/26	Expenditures (Under) Over 2026	Percent Expended 03/31/26	Percent Expended 03/31/25
PUBLIC WORKS					
Administration	\$427,370	\$113,349	(\$314,021)	26.5%	26.7%
Engineer	\$216,710	\$36,672	(\$180,038)	16.9%	15.4%
Stormwater Permitting	\$3,500	\$0	(\$3,500)	0.0%	131.0%
Town Buildings	\$347,620	\$84,573	(\$263,047)	24.3%	19.8%
Town Cemeteries & Trusted Graveyards	\$11,090	\$0	(\$11,090)	0.0%	0.3%
Wagon Hill & Parks & Grounds Maintenance	\$234,230	\$31,717	(\$202,513)	13.5%	16.0%
Equipment Maintenance	\$283,100	\$87,093	(\$196,007)	30.8%	25.0%
Roadway Maintenance	\$204,810	\$5,107	(\$199,703)	2.5%	5.5%
Drainage & Vegetation	\$143,990	\$4,582	(\$139,408)	3.2%	7.8%
Snow Removal	\$349,210	\$266,033	(\$83,177)	76.2%	44.4%
Traffic Control	\$153,820	\$21,435	(\$132,385)	13.9%	11.6%
Bridges & Dams	\$249,750	\$33,928	(\$215,822)	13.6%	13.3%
Public Works Use of Donations	\$0	\$0	\$0	0.0%	0.0%
Public Works Total	\$2,625,200	\$684,489	(\$1,940,711)	26.1%	21.1%
SANITATION					
Solid Waste Administration	\$217,990	\$63,614	(\$154,376)	29.2%	27.2%
Rolloff Vehicle Operation	\$72,310	\$1,334	(\$70,976)	1.8%	12.9%
Curbside Collection	\$298,185	\$44,973	(\$253,212)	15.1%	19.5%
Litter Removal	\$27,780	\$1,275	(\$26,505)	4.6%	13.8%
Recycling	\$227,050	\$33,735	(\$193,315)	14.9%	13.2%
Solid Waste Management Facility (SWMF)	\$165,820	\$43,051	(\$122,769)	26.0%	12.7%
Sanitation Total	\$1,009,135	\$187,982	(\$821,153)	18.6%	18.5%
HEALTH & WELFARE					
Health Inspector	\$150	\$0	(\$150)	0.0%	0.0%
Social Service Agencies	\$14,175	\$14,175	\$0	100.0%	100.0%
Direct Assistance (Welfare)	\$40,000	\$5,307	(\$34,693)	13.3%	10.7%
Health & Welfare Total	\$54,325	\$19,482	(\$34,843)	35.9%	30.1%
CULTURE & RECREATION					
Parks & Recreation Department	\$554,695	\$110,715	(\$443,980)	20.0%	17.4%
Parks & Recreation Committee	\$1,500	\$0	(\$1,500)	0.0%	0.0%
Memorial Day	\$500	\$0	(\$500)	0.0%	0.0%
Conservation	\$93,110	\$12,029	(\$81,081)	12.9%	10.0%
Culture & Recreation Total	\$649,805	\$122,744	(\$527,061)	18.9%	16.5%
DEBT SERVICE					
Principal	\$1,813,030	\$794,120	(\$1,018,910)	43.8%	63.2%
Interest	\$607,055	\$295,075	(\$311,980)	48.6%	50.2%
Debt Service Charges	\$1,000	\$0	(\$1,000)	0.0%	0.0%
Debt Service Total	\$2,421,085	\$1,089,195	(\$1,331,890)	45.0%	60.6%
TRANSFERS					
Transfer to Library	\$647,245	\$0	(\$647,245)	0.0%	0.0%
Transfer to Capital Project Fund	\$699,000	\$0	(\$699,000)	0.0%	0.0%
Transfer to Capital Reserve Fund	\$40,000	\$0	(\$40,000)	0.0%	0.0%
Transfers Total	\$1,386,245	\$0	(\$1,386,245)	0.0%	0.0%
TOTAL GENERAL FUND EXPENDITURES	\$22,122,325	\$5,358,976	(\$16,763,349)	24.2%	21.3%

**2026 Budget/Estimated Other Funds Summary
January 1 - March 31, 2026**

Water Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$1,794,960	\$392,112	(\$1,402,848)	21.8%	27.3%
Expenses	\$1,794,960	\$485,196	(\$1,309,764)	27.0%	12.5%
Sewer Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$3,462,062	\$885,237	(\$2,576,826)	25.6%	26.0%
Expenses	\$3,462,062	\$1,114,158	(\$2,347,904)	32.2%	30.9%
Parking Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$575,000	\$161,913	(\$413,087)	28.2%	28.4%
Expenses	\$365,275	\$80,674	(\$284,601)	22.1%	22.7%
Depot Road Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$189,000	\$9,713	(\$179,287)	5.1%	8.9%
Expenses	\$32,000	\$394	(\$31,606)	1.2%	0.2%
Churchill Rink Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$412,500	\$106,189	(\$306,311)	25.7%	17.0%
Expenses	\$412,500	\$95,472	(\$317,028)	23.1%	18.8%
Library Fund	Estimated 2026	Ending 03/31/26	Under (Over) 2026	Percent as of 03/31/26	Percent as of 03/31/25
Revenues	\$666,495	\$0	(\$666,495)	0.0%	0.0%
Expenses	\$666,495	\$155,892	(\$510,603)	23.4%	22.9%



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AGENDA ITEM: **#12A**

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Planning Board

AGENDA ITEM: PUBLIC HEARING AND POSSIBLE ADOPTION OF ORDINANCE #2026-04 AMENDING CHAPTER 175 "ZONING," ARTICLE II, "DEFINITIONS," AND ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," SECTION 175-53, "TABLE OF USES," OF THE TOWN CODE TO PERMIT ELECTRIC VEHICLE CHARGING STATIONS AS AN ACCESSORY USE IN ALL ZONING DISTRICTS AND AS A PRINCIPAL USE IN ALL COMMERCIAL ZONING DISTRICTS.

CC PREPARED BY: Michael Behrendt, Town Planner

PRESENTED BY: Michael Behrendt, Town Planner
Paul Rasmussen, Planning Board Chair

AGENDA DESCRIPTION:

The Durham Energy Committee prepared a draft set of amendments for the Site Plan Regulations to create requirements for electric vehicle charging facilities based on the type and level of development. The committee presented the proposal to the Planning Board for consideration. After much discussion, it was the consensus of the board to not move forward with creating these types of requirements due to changes in technology and in the market, the complexity of administering the proposed regulations, concern about discouraging development, and confidence that the private market will provide these facilities if there is sufficient demand.

However, the Planning Board determined that the Zoning Ordinance should be amended to specify where Electric Vehicle Charging Stations, both as an accessory use and a principal use, should be permitted since there is no reference now to this use in

the ordinance. We have seen a fair number of stations developed as an accessory use – installation of a few stations in parking lots serving residents in multi-unit residential projects and serving customers and employees in commercial projects, as well as the Town’s installations at a few locations.

We have not yet seen any installation as a principal use, either by adding a few chargers in an existing gas station or as a separate commercial facility offering only electric vehicle charging. But we expect to see this kind of development soon and it should be encouraged consistent with the Town’s Climate Action Plan. There would be site plan review for such a project.

The Planning Board held a public hearing on the proposed amendment on March 11. One member of the public spoke in favor of the proposal. No other comments were received. The board then voted 7-0 to formally initiate the amendment.

At their meeting on April 6, 2026, the Town Council scheduled a Public Hearing on this item for their meeting of Monday, April 20, 2026. A Public Hearing notice was published in *Foster’s/Seacoast Online* on Thursday, April 9, 2026. The notice was also posted at the Town Hall and on the Town Website, as well as at the Durham Public Library and Department of Public Works.

LEGAL AUTHORITY:

RSA 672:1, 674:16, RSA 675:2, and Section 175-14 of the Durham Zoning Ordinance

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION #1:

The Durham Town Council does hereby OPEN the Public Hearing on Ordinance #2026-04 Amending Chapter 175 “Zoning,” Article II, “Definitions,” and Article XII.1, “Use and Dimensional Standards,” Section 175-53, “Table of Uses,” of the Town Code to permit electric vehicle charging stations as an accessory use in all zoning districts and as a principal use in all commercial zoning districts.

MOTION #2:

The Durham Town Council does hereby CLOSE the Public Hearing on Ordinance #2026-04 Amending Chapter 175 “Zoning,” Article II, “Definitions,” and Article XII.1, “Use and Dimensional Standards,” Section 175-53, “Table of Uses,” of the Town Code

to permit electric vehicle charging stations as an accessory use in all zoning districts and as a principal use in all commercial zoning districts.

MOTION #3:

The Durham Town Council does hereby ADOPT Ordinance #2026-04 Amending Chapter 175 “Zoning,” Article II, “Definitions,” and Article XII.1, “Use and Dimensional Standards,” Section 175-53, “Table of Uses,” of the Town Code to permit electric vehicle charging stations as an accessory use in all zoning districts and as a principal use in all commercial zoning districts.

ORDINANCE #2026-04 OF DURHAM, NEW HAMPSHIRE

AMENDING CHAPTER 175, "ZONING," ARTICLE II, "DEFINITIONS," AND ARTICLE XII.1, "USE AND DIMENSIONAL STANDARDS," SECTION 175-53, "TABLE OF USES," OF THE DURHAM TOWN CODE TO PERMIT ELECTRIC VEHICLE CHARGING STATIONS AS AN ACCESSORY USE IN ALL ZONING DISTRICTS AND AS A PRINCIPAL USE IN ALL COMMERCIAL ZONING DISTRICTS.

WHEREAS, The use of electric vehicles has grown tremendously over the past decade in the United States and in Durham; and

WHEREAS, The introduction of electric vehicle charging stations is growing in various settings to meet the demand – on public sites, as an accessory use in parking lots serving both residential and commercial projects, and as an accessory use serving countless single-family houses; and

WHEREAS, We expect to see charging stations established as commercial ventures in similar fashion to the traditional gas station; and

WHEREAS, There are no references to electric vehicles nor electric vehicle charging stations in the Zoning Ordinance and therefore it is uncertain where electric vehicle charging stations, especially as a principal use, might be allowed; and

WHEREAS, While electric vehicle stations are at this point a common accessory use it would be beneficial to make this explicit in the ordinance. The ordinance should specify where electric vehicle stations as a principal use would be allowed; and

WHEREAS; Given the importance of providing easy access to charging in order to encourage the growth of electric vehicles, pursuant to the Town's Climate Action Plan, it is appropriate to allow electric vehicle charging stations as a principal use, by right in all commercial zoning districts and as a special exception in all residential zoning districts; and

WHEREAS, The Durham Planning Board and Town Council each held duly noticed public hearings on this proposal.

PASSED AND ADOPTED by the Town Council of the Town of Durham, New Hampshire this 20th day of April, 2026 by affirmative votes _____; negative votes _____; and _____ abstentions _____.

Joe Friedman, Chair
Durham Town Council

ATTEST:

Rachel Deane, Town Clerk-Tax Collector



TOWN OF DURHAM

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

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: DISCUSSION OF DRAFT 2026/2027 TOWN COUNCIL GOALS

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

At the April 6, 2026 Town Council meeting, Council members began discussing the development of goals for the upcoming year.

Council members were asked to submit any suggested changes to the Administrator's office for incorporation into the draft 2026/2027 goals, which will be further discussed at Monday night's meeting. In addition, Administrator Selig asked each of the town department heads and the chairs of all boards, commissions and committees to send him suggested goals that they are working toward in the coming year.

Attached for the Council's information is lists of goals from department heads and from boards, commissions and committees. Also attached is an Excel spreadsheet list of proposed goals from the four councilors who sent me their proposals. Heather Grant's proposal was to keep Goal 3(b&c), keep Goal 7 and add a goal to reduce town budgets with 2/3 year plan to have zero property tax increases by creating savings to counter increases in bond commitments.

In addition, the Administrator recommends the Council consider the following goal ideas for inclusion in 2026/2027:

- The Council and Administrator, working together, will strive to hold the municipal tax rate at the 2025 level plus inflation (CPI-U for Boston-

Cambridge-Newton, MA-NH), and continue to make an effort to control spending, enhance revenues, broaden the tax base, and explore innovative ways to stabilize or reduce the municipal tax rate in future years.

- Work to revitalize Durham’s commercial core and neighborhoods in ways that protect their character, enhance our sense of community, better provide for the needs of our residents and businesses, strengthen the fiscal health of town and university, and align with the Master Plan.
- Encourage all Town boards, committees, commissions, and Durham’s legislative delegation to become familiar with and leverage their efforts with the Council goals, actively collaborate and communicate with each other, and communicate with the community at large.
- Complete the removal of the historic, head of tide Mill Pond Dam on the Oyster River.
- Complete all budgeted phases of the Madbury Road Complete Streets project.
- Complete Phase II of the shoreline restoration project at Wagon Hill Farm.
- Following completion of a spring 2026 downtown parking survey, revisit downtown parking strategy as needed to optimize effectiveness.
- Ensure orderly, fair and efficient elections in 2026 & 2027 given numerous changes in state statutes.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal motion is required. Continue discussion and working toward adopting a final list of Council goals for 2026/2027.

Jim Lawson	Darrell Ford	Mike Lehrman	Emily Friedrichs
Goal 1 - Facilitate optimal functioning of Town government through continuous improvements, new efficiencies, waste reduction, and regional collaboration.	Goal 1 - Pursue long-term economic strength and resiliency	Goal 1. Incorporate in this year's goals some elements of "SMART" goals. (Specific, Measurable, Achievable, Relevant and Time-bound.	Goal 1 & 2 - Optimize Town operations and prepare for future needs and risks
A. As shown in the updated Fiscal Forecast and Bond Payment Schedule, it is anticipated Bond and Interest payments in 2027 will decrease approximately \$227K from 2026. It is also anticipated that the valuation of the Town will increase \$15.9M to \$2.198B. As such, the Town Council goal is a 2027 budget that holds the municipal tax rate at the 2026 level of \$5.89 or less.	A. Approve a 2027 town budget equal to the 2026 town budget plus the rate of inflation for 2026 using the Boston-Cambridge-Newton CPI-U.	a. Craft goals that are more Specific and Measurable or otherwise quantifiable in some manner. Include some time-bound or time ranges for achievement.	A. Pursue options for merging services with UNH and neighboring towns.
B. Continuously assess and eliminate both cybersecurity and fraud risks using technology and robust internal procedures.	B. The Council, Administrator, local Boards, and Departments will work collaboratively to broaden and diversify Durham's tax base as the primary strategy for maintaining a stable municipal tax rate. This includes promoting taxable business development in the commercial core, guided by smart growth principles and at key locations such as Technology Drive and Stone Quarry Drive.	b. Craft at least three goals with such elements. WHY? To help the Council hold itself accountable and allow more objective measure of achievement.	B. Gather budget information from other NH towns of comparable off-campus population to use for comparative analysis
	It also involves partnering with UNH on economic development projects like The Edge at West End and potentially 66 Main Street. At the same time, we will continue to manage spending and reserve levels prudently, increase non-tax revenues and external grant funding where possible, and make the strategic personnel and capital investments necessary to support the ongoing delivery of high-quality services for residents and businesses.		C. Modernize the budget packet (highlight as key information projected future tax rates for at least the next 5 years; include an introductory breakdown of property tax bill components to improve residents' understanding; remove budget information that has not been referred to in the last 3 years
	C. Establish an ad hoc Economic Development Committee		D. Develop a budget that is program-based (allocates resources to specific services or strategic goals, focusing on outcomes and enabling transparent, service-oriented decision-making) instead of an item-based/line-item budget
			E. Pursue ways to better communicate anticipated budget impacts between Strafford County, ORCSD, and the Town

<p>Goal 2 - Plan and take the necessary steps to protect public health and safety and provide ongoing service given the impacts of climate change and weather, infectious disease outbreaks, or decline in the economy.</p>	<p>Goal 2 - Pursue long-term quality of life in Durham intended to strengthen the community</p>	<p>Goal 2. In collaboration with the Administrator develop a 5-year projection of town operating and capital expenses, revenues and resultant tax levy that will result, assuming no significant change in services provided. It will be formulated, documented and explained sufficiently so that an average resident would be able to understand the overall outlook, impact and primary drivers. Complete by June 30. Make it available to the public.</p>	
<p>A. Assess the need and prioritize the fire station improvements in collaboration with UNH that were not addressed prior to March 31, 2026, and updated the Capital Improvement Plan accordingly.</p>	<p>A. Proactively anticipate, monitor and respond to changes in federal and state laws and policies, particularly those that may affect human rights or the well-being of residents, students, and employees, through coordinated action with UNH and other relevant partners.</p>	<p>a. Operating and capital expense factors included in the projection will at a minimum include; planned/ expected capital expenditures, wage and benefit cost increases tied to contractual agreements, future P & I debt service schedules, wage market inflation projections and inflation assumptions for purchased goods and services.</p>	
	<p>B. Support the recreational, educational, and social needs of residents through Parks & Recreation, Durham Public Library, and programming for all ages including the celebration of Durham’s rich history.</p>	<p>b. Tax levy projections should include and document assumptions on changes in tax base assessed values for all major property classes as well as assumed additions to or deletions from the tax base.</p>	
	<p>C. Continue to develop and adopt ordinance and policy changes that increase the availability of a full range of housing options.</p>	<p>c. At the same time seek and provide whatever information is available from the county and school district regarding their projected financial expenses and tax levy impacts and make those public also. WHY? Provide a tool for the Council for tax levy projections and understand long term impacts of budget decisions. Also, provides the public a common understanding of the likely future trajectory of the town portion of property taxes and future tax levy.</p>	
		<p>In so doing facilitate greater resident understanding of the towns financial system and what drives property taxes to enable and encourage greater resident engagement in a meaningful fashion.</p>	
<p>Goal 3 - Pursue long-term economic strength and resiliency by anticipating the community’s, the region’s, and the nation’s economic characteristics and opportunities.</p>	<p>Goal 3 - Pursue long-term environmental sustainability and resiliency</p>	<p>Goal 3. Collaborating with the Administrator incorporate in the Council goals a target range for the growth of operating and capital expenses for the coming budget cycle. The goal is to establish the budget target prior to the Administrator initiating budget discussions with town department heads. Accomplish by XXX date.</p>	<p>Goal 3. Pursue long-term economic strength and resiliency, anticipating the community’s, the region’s, and the nation’s economic characteristics, <u>threats</u>, and opportunities.</p>

<p>A. The Council, Administrator, local Boards, and Departments will work collaboratively to broaden and diversify Durham’s tax base as the primary strategy for maintaining a stable municipal tax rate. This includes promoting taxable business development in the commercial core and in other commercial zones, guided by smart growth principles consistent with the Master Plan.</p>	<p>A. Support pedestrian, public and active transportation alternatives to the automobile</p>	<p>a. The goals should be as specific as possible regarding what aspects of the operating budget should be focal points and what constraints might apply. (As an example, the goal might stipulate that any proposed staffing reductions should be based on attrition or retirement and not on any reduction in force.)</p>	<p>A. Increase non-tax revenues and external grant funding where possible, make strategic personnel and capital investments, and sustain prudent reserve levels</p>
<p>B. Partner and support UNH on development projects at The Edge at West End and potentially within the Commercial Core.</p>	<p>B. Encourage and enable local and residential food production, preservation, and storage, and protect existing farming businesses and infrastructure, through policies that aid in or remove barriers to local food production and consumption to include ordinances/resolutions, development, and the expansion of community gardens.</p>	<p>b. A potential goal might be that 2026-27 expenses not exceed 2025-26 actual projected expenses by more than 1% or exceed 2024-25 actual expenses by 2%.</p>	<p>B. Establish Wagon Hill to be self-sustaining by 2028, similar to Church Hill Rink</p>
<p>C. Manage spending and reserve levels prudently, increase non-tax revenues and external grant funding where possible, and make the strategic personnel and capital decisions necessary to provide for the ongoing cost-effective delivery of high-quality services. Continue to develop and adopt ordinance and policy changes that increase the availability of a full range of housing options while protecting the integrity and character of Durham traditional neighborhoods and assessing the impacts on the municipal water and wastewater infrastructure.</p>	<p>C. Align long-range capital improvement planning (CIP) with the 2024 Durham Multi-hazard Climate Mitigation Plan and the 2023 Climate Adaptation Chapter of the Master Plan.</p>	<p>c. The council should also establish with the Administrator any specific format changes that might be desirable for the budget documents to facilitate comparison to past performance and present year-to-date performance at the 6 month and later periods.</p>	<p>C. Enable affordable housing options in Durham that maintain neighborhood character while being mindful of the impact of property valuations</p>
<p>D. Respond to federal or state economic policy changes that impact the Town, acting swiftly to protect essential operations and community services. The Council may issue statements or resolutions as needed.</p>			<p>D. Prioritize redevelopment of diverse housing types where underutilized student housing currently exists, given the confluence of favorable factors like owners interested in redevelopment, pre-existing infrastructure for high density use, tax base potential, and general consensus</p>
<p>Goal 4 - Pursue long-term environmental sustainability and resiliency, considering the existing and predicted impacts of climate change on drinking water, wastewater, stormwater, agriculture, food, society, transportation, ecology, solid waste, and the economy.</p>	<p>Goal 4 - Lead efforts to promote inter-municipality awareness and collaboration on issues of mutual interest and concern.</p>	<p>Goal 4. The Council and Administrator will collaborate and identify educational opportunities for the Council that would help the Council more effectively execute its responsibilities and implement at least four educational sessions/ year at the rate of one per quarter.</p>	<p>Goal 4. Pursue long-term environmental sustainability and resiliency, taking into account existing and predicted impacts of climate change in multiple areas including drinking water, wastewater, stormwater, agriculture, food, society, transportation, ecology, solid waste, and economy</p>

A. Work toward continued Town-wide reductions in solid waste generation.	A. Establish working relationships with municipal officials in surrounding communities to foster a timely and collaborative regional network.	a. Educational sessions will consist of at least a 45-minute presentation, preferably conducted by professionals external to the town itself. Allowance will be made for discussion of the material promptly after presentation.	A. Engage committees, departments, and most importantly the broader community in implementing the 2025-2030 Climate Action Plan
B. Support pedestrian, public and active transportation alternatives to the automobile, and continue taking steps to address downtown multi-modal transportation options.	B. Oppose state attempts to undermine local authority and control through vocal, visible, collaborative opposition.	b. Education sessions should be scheduled before or outside regular Council meetings to avoid regular Council business intruding on educational time. WHY? The town and Council benefit from having a diverse mix of Councilors with different life and career experiences. As such there are, and will be, technical and/or business areas of town operations that some or all members will not be familiar with and it should be beneficial for the town to provide education and discussion opportunities on some of those matters. Board development is typically considered an element of strategic importance in business.	
		(Examples, budget processes best practices, wage and benefit practices and labor contracts, how to conduct a master plan or pursue economic development, how to benchmark departmental operations.)	
C. Encourage and enable local and residential food production, preservation, and storage, while protecting existing farming businesses and infrastructure, through policies that reduce or remove barriers to local food production and consumption by using ordinances/resolutions, development, and the expansion of community gardens.			
D. Engage town committees, departments and the broader community in the implementation of the 2025–2030 Climate Action Plan.			
E. Improve the accuracy of the greenhouse gas (GHG) inventory by tracking electric vehicle registrations and heat pump installations in collaboration with the Town Clerk and Assessor Offices.			
F. Align long-range capital improvement planning (CIP) with the 2024 Durham Multi-hazard Climate Mitigation Plan and the 2023 Climate Adaptation Chapter of the Master Plan.			
Goal 5 - Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner.	Goal 5 - Continue cooperative and collaborative efforts with UNH to enhance mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire’s flagship state university.	Goal 5. The Council will seek to establish regular meaningful communication channels between itself and the school board. Consider inviting the other school district towns to participate.	Goal 5. Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner

<p>A. Proactively anticipate, monitor and respond to changes in federal and state laws and policies, particularly those that may affect human rights or the well-being of residents, students, and employees, through coordinated action with UNH and other relevant partners. When necessary, express clear and timely concerns to safeguard the safety and rights of the entire Durham community.</p>		<p>a. The town council and school board are each charged with responsibility for directing critical services for residents and tax payors and each relies primarily on property taxes to fund the services. While the council and school board are separate and independent entities, common sense and reason might suggest that the two entities, each composed of elected representatives and bound to town residents, would establish and maintain regular professional communication on topics of common interest. Such topics might include future strategic plans, opportunities to pursue objectives of common interest, the scope and timing of future major capital expenses, and not least, their overlapping impact on tax payors total tax levy.</p>	<p>A. Proactively anticipate, monitor and respond to changes in federal and state laws and policies, particularly those that may affect human rights or the well-being of residents, students, and employees, through coordinated action with UNH, surrounding towns, and other relevant partners. When necessary, express clear and timely concerns to safeguard the safety and rights of the entire Durham community.</p>
<p>B. Make all Town operations inclusive of non-binary options.</p>		<p>b. The goal would be to invite and encourage the school board to participate in a quarterly, in-person, update process. The respective chairpersons of the council and school board could attend one of the other entities regular meetings and provide a 15-minute oral update and entertain questions. WHY? As the two entities responsible for serving overlapping publics it should at a minimum demonstrate to the public that their elected officials are attempting to maximize the efficiency and effectiveness of their services.</p>	<p>B. Make all Town operations inclusive of non-binary options.</p>
<p>C. Support recreational, educational, and social opportunities for residents through Parks & Recreation and the Durham Public Library.</p>		<p>Would it be reasonable and appropriate if a towns police and fire departments never communicated?</p>	<p>C. Strive for residents to feel heard and respected and for healthy debate at public meetings</p>
<p>Goal 6 - Continue cooperative and collaborative efforts with UNH to enhance the intellectual, cultural, environmental, social, and economic opportunities for residents and visitors associated with hosting New Hampshire's flagship state university.</p>		<p>Goal 6. The Town council will actively pursue improving engagement between the council and town residents on public policy matters. The council will schedule and dedicate at least five, forty-five-minute agenda periods over the year to explore potential means to improve public engagement. The council will seek outside resources for consultation on this topic. Following an exploration of the issue the council, before year end, will establish future goals to operationalize new practices to improve engagement.</p>	<p>Goal 6. Continue cooperative and collaborative efforts with UNH to enhance mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire's flagship state university</p>
<p>A. Continue collaborating with the UNH administration and on decisions and planning that affect the town, local businesses, and residents.</p>		<p>WHY? In general, public trust in government entities has been declining for a variety of reasons. Local government, while probably held in higher regard than state and federal governments, are subject to many of the same challenges.</p>	<p>A. Collaborate with UNH and businesses in support of a vibrant downtown given changing university demographics</p>

<p>B. Encourage UNH to actively promote the university’s athletic, cultural, social, health and fitness, recreational, and educational programs to Durham residents.</p>		<p>The town repeatedly speaks of itself as being an inclusive and welcoming community and yet other than meeting the minimum state standards of holding public hearings to receive one-way comments on public issues the council does not conduct much other outreach to engage the public in education or discussion on issues facing the community. (NOTE is made that the Administrator does voluntarily create and provide a significant weekly town update although the depth of readership and understanding is unknown.)</p>	
<p>C. Endeavor to establish Durham as an epicenter of off-campus volunteerism and research by UNH students, faculty, and staff.</p>		<p>The ultimate goal is to increase resident awareness and understanding of how the town operates and by so doing, encourage more participation by a wider set of the public in town decision making. As it stands there are perhaps 1-200 residents who typically engage with town committees and processes out of approximately 7,000 permanent residents and that is hardly a representative sample.</p>	
<p>Goal 7 - Lead efforts to promote inter-municipality awareness and collaboration on issues of mutual interest and concern.</p>		<p>Goal 7. The council will continue to pursue development of more “affordable” market rate housing that will fit comfortably in existing neighborhoods, preferably those areas with town water and sewer.</p>	
<p>A. Establish working relationships with municipal officials in surrounding communities to foster a timely and collaborative regional network.</p>		<p>a. The council in conjunction with the Planning Board will review all zoning and regulatory ordinances that inhibit the ability to develop such housing which is sometimes referred to as the “missing middle” and consider amendments to expand opportunities. The review process may consider overlay districts and should encompass all residential areas with public water and sewer. Conclude review and revisions by February 1, 2027. Early in the review process the council and Planning Board should consider the potential of retaining the services of an external recognized zoning consultant to provide a preliminary review of ordinances to help identify ordinances for review and prioritize focal areas.</p>	

<p>B. Oppose state attempts to undermine local authority and control through vocal, visible, collaborative opposition.</p>		<p>b. The council in conjunction with the Planning Board will review all core and commercial areas where mixed use and/or multi-family housing may be developed for zoning and regulatory impacts that may impede development of more “affordable” market rate housing. The council will consider amendments to expand opportunity for development and conclude review and revision by February 1, 2027.</p>	
		<p>Goal 8. The Council will consider conducting a wholistic review and prioritization of environmental initiatives undertaken by the various town committees. They should consider utilizing resources available through UNH to assist in a review.</p>	
		<p>WHY? The Council has sought to pursue long-term environmental sustainability goals on numerous fronts through several separate committee functions. Those include reducing solid waste generation, participating in the Global Covenant of Mayors Climate Action Plan and inventorying greenhouse gas emissions, Energy Committee conservation and electrification initiatives, Conservation Commission water and land protection initiatives and pursuing environmentally sound agricultural initiatives to name some.</p>	
		<p>While each of the separate initiatives may be worthy, there appears to be little coordination or strategic consideration of which initiatives might yield the most benefit at the least financial or other consequential cost. It does not appear that there has been consideration of any prioritization of other environmental impacts that have not been pursued by the individual committees. (This is a less specific goal but included to stimulate some consideration.)</p>	

DEPARTMENT GOAL DEVELOPMENT PROCESS FOR 2026/2027

(IDEAS SUBMITTED TO ADMINISTRATOR PENDING FINALIZATION OF TOWN COUNCIL GOALS)

Assessing

- **Continuation of updating/reorganizing all Credit and Exemption Files**
 - o To include mailing of Veteran Re-Certification letters in 2026 and requalification of all Elderly and Disabled Exemptions in 2027.
 - o The goal of this project is to assist the Department in passing its 5-year Assessment Review, conducted by the Department of Revenue Administration in 2028.
- **Effectively inspecting, researching, evaluating, and responding to abatement requests stemming from the 2025 Statistical Revaluation**
 - o The goal being to ensure fairness/equity across all properties and to mitigate the number of appeals before BTLA or Superior Court.
- **Review and inspect all properties that had building permits issued and all properties that have sold.** This includes approximately 200 retroactive permits that historically have never been a part of the building permit inspection process. These permits include all subcategories- electrical, mechanical, plumbing.
 - o To bridge the gap between past practice and current practice, I will be going back to sub permits issued from 4/1/2024.
 - o A hurdle with this is the lack of a fully working vehicle, that is consistently available. Currently, there is one Town vehicle available for mostly Audrey Cline and myself to share. Previously, we had three vehicles available. Additionally, the current vehicle does have repairs that are necessary.
- **Research and potentially revise the income and asset thresholds for the Elderly and Disabled Exemptions**
 - o The goal of this is to examine if our current limits still fall closely in line with surrounding communities.
 - o This endeavor will help support those who qualify for the exemptions, with relief on their tax bills.

Code Enforcement/Building Inspector

1. Evaluate whether Rental Housing Ordinance inspectional/tracking via the GIS data management system is possible/viable, and if so, pursue.
2. Creating and testing Durham specific documents for the administration of Chapter 17 of the International Building Code *Special Inspection* Program.
3. Finding/identifying a software program that allows for electronic submittal and/or only (particularly) payment of land use department fees on-line or even only right at the counter.
4. Coordinate construction inspection for new construction, to include Riverwoods Phase 2, in part-time capacity.
5. Continue to monitor trash, parking, and zoning violations within downtown core and neighborhoods given downsized staffing availability.

Fire Department

1. Cost Recovery and Revenue: Expand Beyond Traditional Mutual Aid (Strategic Plan-Aligned)

DFD will pursue structured collaboration and formal service agreements beyond traditional mutual aid to recover costs or generate revenue where appropriate, while establishing clear guardrails to protect Durham's coverage and service levels.

2. Use Science and Data to Drive Efficiency and Budget Discipline (Strategic Plan Initiative #3)

DFD will strengthen data quality and reporting within First Due RMS, standardize and automate internal workflows for training and purchasing, and use analytics to support operational and budget decisions. The Department will also advance community risk-reduction tools, including a scalable self-inspection framework and preplans for high-hazard occupancies.

3. Training, Readiness, and Regional Interoperability (Strategic Plan Initiative #6)

DFD will maintain a comprehensive training program that supports readiness, continuous education, and succession planning, while expanding regional interoperability through joint training. The Department will continue prioritizing

member health and safety through cancer prevention, behavioral health resilience, and physical fitness.

4. Facilities: Maintain Operational Reliability Now; Advance a Sustainable Station Path (Strategic Plan Initiative #7)

DFD will complete priority stop-gap facility improvements to improve reliability, safety, and continuity of operations, while continuing to advance a long-term station strategy, including coordination with UNH and evaluation of feasible future sites and adaptive reuse options.

5. Staffing, Succession, and Service Reliability (Strategic Plan-Supported)

DFD will stabilize leadership and shift supervision through hiring and promotions, strengthen the student/call firefighter pipeline, and evaluate staffing and overtime drivers using service-demand data to inform budget deliberations and service reliability decisions.

6. Plans, Preparedness, and Policy (Consultant and Intern Workflow Management)

DFD will manage consultant and intern efforts to update and integrate required plans and policies, including the 2027 Strategic Plan update, Incident Action Plan integration, Safety Management System progress, and Town preparedness plans (EOP/COOP), ensuring products are usable for operations, training, and real events.

7. Internal Communication, Project Execution, and Culture (Strategic Plan Initiatives #4 and #5)

DFD will strengthen internal communication and project follow-through across shifts, improve operational visibility through appropriate tracking and reporting systems, and continue supporting an inclusive culture with clear expectations and accountability.

8. Regional Collaboration. Work with Madbury, Newmarket, and potentially other area communities to evaluate the potential for shared or re-architected service delivery models that can improve efficiency and lower cost drivers for Durham.

Library

1 We are looking forward to working with you and the Council to restore the \$18,000 that was cut from the book budget this year and to formulate a stable budget. Cutting the book budget by 50% severely impacts the amount of reading materials available to Durham residents who have come to expect the newest publications to land on the library bookshelves in a timely fashion. I'm sure you are aware that the Trustees

were able to launch a very successful campaign to restore the book budget this year. It was a testament to the many library patrons who stepped up to save the book budget! However, going forward we don't realistically expect that patrons will continue to contribute to the Annual Appeal at this level. As you know, the Trustees already contribute \$20,000 towards the operating budget and to add an additional \$18,000 is not sustainable.

2 Our second priority is to mitigate the sound barriers in the Oyster River Room. The air handler for the HVAC system is located adjacent to the Oyster River Room and the noise it produces is an impediment to anyone with low hearing. We have received complaint after complaint about the loud noise caused by the air handler. Short of moving the air handler, we are exploring ways to dampen the noise so patrons can hear speakers and each other more clearly. This has been an on-going struggle for many years, with no clear solution.

3 Later on this year the library will be conducting a needs assessment survey and will prioritize services according to the outcome of the survey. We will share this with you and the Council after the responses have been compiled.

Parks & Recreation

1. Creation of a DPR donation fund that allows DPR to request and receive donations. Donations could be for a particular project, or for broader uses within DPR. Given the current budget situation, this is an important step for DPR to potentially bring in revenue that can stay within and be used by the department.

2. Parks Maintenance Plan. We are requesting support from Town staff and/or the Council in facilitating agreement among Town departments that annual and necessary upkeep and maintenance will occur. DPR has a current maintenance plan, and a goal of the strategic plan is to codify that further. It should include a baseline yet fluid task list that is reviewed annually. Department limitations are understood and will be part of the conversation, but there needs to be better agreement that parks maintenance is important and imperative to maintain safe and enjoyable parks for our residents.

3. Recognition of DPR limitations on facilities. The committee would like Town staff and the Council to understand the lack of facilities available for DPR use and the impact that has on the ability to offer more extensive programming. Currently, DPR is fortunate to have space (some at no cost) from the schools, the library, UNH, and the

very limited space in the DPR building. As these groups increase their own usage of their own facilities, available space and times for DPR has become more limited. This is not a sustainable model – with budgets as they are, these groups may need to begin charging for usage, and/or availability will lessen.

4. Expansion of Partnerships to Enhance Programming. Explore and develop new partnerships that will support expanded program and event opportunities. DPR will continue to evaluate existing programs and events to identify areas where additional offerings are needed, as well as areas where participation has declined and programming may need to be reduced or discontinued. There is also interest in expanding downtown events; however, this presents challenges, including limited downtown business presence, inconsistent business participation, logistical impacts such as Main Street closures, and staffing constraints among Town departments that support event operations.

5. Parks and Playground Updates and Improvements. In addition to the Parks Maintenance Plan, DPR is working to identify and prioritize needed park improvements, including replacement of aging playground structures and ground surfacing. These updates will focus on enhancing multi-age play features at each park and increasing inclusive and accessible play opportunities throughout the community.

Police

- 1. Accreditation Maintenance and Compliance:** Ensuring accountability, transparency, and best practices, maintain accreditation standards through CALEA, to include continued policy review, training compliance, and annual reporting.
- 2. Community Engagement and trust-building initiatives:** Continue to expand community policing events, including public outreach and awareness and partnerships with the local community groups. Examples; End 68 Hours of Hunger, Skate with a Cop, events and activities coordinated with Town events – Durham Day, Frost Fest, etc.
- 3. Training and Professional Development:** Enhance training for officers at all levels by continuing in areas of de-escalation, mental health response, and leadership development. Continue with a strong training program for newer officers to build skills and best practices to support risk management as well as service delivery quality. Assist officers with career planning goals to prioritize succession planning.
- 4. Traffic Safety and Enforcement Strategies:** Continue to address on going

traffic safety concerns through targeted enforcement, directed patrol coordination, public education and using data driven deployment strategies. To remain fiscally efficient, continue to and expand applications for highway traffic safety money for equipment and patrol hours.

5. **Strong partnerships with UNH:** Continue to present and interact with UNH classes of various disciplines. Enhance relationship with UNH Homeland Security Studies to cultivate internships, project assistance, and ultimately cost effective recruitment for employment purposes.
6. **Technology related enhancements:** Evaluate and implement technology upgrades and funding sources (outside of budget) to improve operational efficiency for records management system (eCrash, eCitation, J-ONE compliance), and data analytic capabilities – projects with UNH Homeland Security professors and students and other outside partners.
7. **Increased officer presence during daytime downtown:** As resources allow, having an officer downtown interfacing with local business owners, residents, university students, etc.
8. **Development of parking proposal for out-of-town residents at Wagon Hill Farm:** At the request of the Administrator, provide framework for a viable approach for consideration by Town Council.

Town Clerk/Tax Collector

1. Election Education and Training

Continue strengthening election preparedness through ongoing training for staff and election officials, with a focus on consistency, accuracy, and compliance with state requirements. Expanding voter education efforts will also help improve the overall voting experience and reduce confusion at the polls.

2. Maintain High-Quality Customer Service Across Core Functions

Ensure continued delivery of friendly, professional, and efficient service in all areas, including motor vehicle registrations, vital records, and tax and water/sewer collections. Small process improvements will be implemented where possible to improve customer flow.

3. Promote Justice of the Peace (JP) Services

Increase awareness and use of JP services as a way to provide added value to residents while helping offset rising operational costs due to inflation and increased state requirements. This may include more proactive communication and outreach.

4. Responsible Staffing and Overtime Management

Continue careful and strategic use of overtime to ensure service levels are maintained during peak periods while remaining mindful of budget constraints. Cross-training staff where possible will help improve flexibility and coverage.

5. Adapt to Emerging Needs and State Mandates

Monitor and respond proactively to changes in state laws (there will be many coming in), reporting requirements, and technology updates to ensure compliance while minimizing disruption to services.

BOARDS/COMMISSIONS/COMMITTEE GOAL IDEAS FOR 2026/2027

SUBMITTED AT REQUEST OF ADMINISTRATOR

Agricultural Commission

- Refresh the Agricultural Commission's mission statement to capture the community's interest in backyard food production through workshops and hands-on opportunities. Topics include beekeeping, animal husbandry, raising chickens for meat and eggs, foraging, food preservation and storage, fermentation, garden planning, seed banking, seed swapping, composting, fruit tree and bush pruning. (we've held the raising chickens workshop, the workshop on fruit tree pruning is Saturday, March 28th, the seed starting workshop is April 4th, and I'll host a workshop on raising sheep for fiber in partnership with Seacoast Eat Local's Harvesting Knowledge series on June 6th)
- Leverage the resource that is UNH Broadly and COLSA and Cooperative Extension specifically via collaboration. (We did this just recently with the Raising Chickens in Your Backyard workshop which was led by Katrina McKay, UNH Livestock Specialist. 15 people attended the workshop)
- Organizing the 13th Annual Farm Day on August 15th.

Conservation Commission

- Completion of the Wetland and Shoreland Overlay District ordinance. We are currently addressing the questions and concerns raised by the public and hope to have a revised version available later this year.
- Public communications/visibility about what the Conservation Commission does for the town related to environmental and land use protection.

Land Stewardship Subcommittee

1. **Town-wide Herbicide Application Policy** In preparation for our recent Roundtable discussion, I did some research into herbicide use on public lands, in particular the use of glyphosate. My conclusion is that the evidence for the safety of the chemical is not based on solid, respected scientific research. There have been numerous independent studies that indicate potential risk of cancer,

hormone imbalances, and immunological impacts. I refer you to the letter from Gale Carey (attached) which was read at the Roundtable, in which she advocates for the adoption of the Precautionary Principle. I believe Durham should look seriously at this approach to managing the use of toxic chemicals on our public areas, as has been adopted by Portsmouth and to some degree, Dover. As the leader in the Seacoast in conserving and protecting land, we can expand our environmental leadership in this area as well.

2. Partnership and Outreach With respect to our preserved public lands, Durham is not an island. Although we do occasionally partner with local organizations (SRPC for example), there are many other conservation organizations and conservation commissions with which we could partner and network, given the time and resources. These partnerships could inform our stewardship plans and allow us to profit from expertise and ideas that we may not have on our own. This idea would need to be fleshed out - this is the overall concept.

Parks & Recreation Committee

1. Creation of a DPR donation fund that allows DPR to request and receive donations.

Donations could be for a particular project, or for broader uses within DPR. Given the current budget situation, this is an important step for DPR to potentially bring in revenue that can stay within and be used by the department.

Rachel has met with Deb Ahlstrom, and another meeting will be or is scheduled with Deb, Gail, Rachel, and two committee members, Al Howland and Matt Swiesz, to better understand how to move this forward. The goal is to have an efficient and 'easy' way for donations to come in externally and for the revenue to be used internally by DPR. We request from Town staff and/or the Council clarity and support in getting the donation fund accomplished and in place as soon as possible.

2. Parks Maintenance Plan. We are requesting support from Town staff and/or the Council in facilitating agreement among Town departments that annual and necessary upkeep and maintenance will occur. DPR has a current maintenance plan, and a goal of the strategic plan is to codify that further. It should include a baseline yet fluid task list that is reviewed annually. Department limitations are understood and will be part of

the conversation, but there needs to be better agreement that parks maintenance is important and imperative to maintain safe and enjoyable parks for our residents.

3. Recognition of DPR limitations on facilities. The committee would like Town staff and the Council to understand the lack of facilities available for DPR use and the impact that has on the ability to offer more extensive programming. Currently, DPR is fortunate to have space (some at no cost) from the schools, the library, UNH, and the very limited space in the DPR building. As these groups increase their own usage of their own facilities, available space and times for DPR has become more limited. This is not a sustainable model - with budgets as they are, these groups may need to begin charging for usage, and/or availability will lessen.

From a long-term efficiency and sustainable perspective, considering future projects that incorporate more recreational space, preferably within close proximity to each other, will benefit the community in many ways, including a town-wide gathering space.

The rink renovation project, that includes community and DPR space, is an example of how the facility issue can be improved.

4. Continued support of the 2027 CIP placeholder funding for resurfacing the Woodridge courts, the shade structure, etc.

Planning Board

First, perhaps Councilors could be a little more informed by the representative of key elements of the changes under discussion and provide feedback to the representative so the initial product can be modified before it is initiated by the Planning Board. And in those cases where the Planning Board disagrees, it can better present the case as to why there is a difference of opinion.

The second area would be to assist me in setting the zoning priorities of the Board. All of the potential zoning changes align with one Council goal or another and so I have often let a Planning Board majority determine the selection of the next amendment. Knowing which amendments the Council considers most important would be of great value.

Potential rezoning efforts include:

1. Housing Task Force(HTF) suggestions. The HTF suggested various Table of Dimensions and Table of Uses changes for encouraging in-fill throughout the

town. The Planning Board currently feels that this effort should include adding a new high-density residential zone. Many other municipalities use this method to control in-fill activities. It would be a zone that is similar to RA in uses but would allow four units by right, but nothing higher.

2. Some on the Planning Board think that the Commercial Core zones could have their boundaries reviewed and updated to better align with a new high-density residential zone. This would best be accomplished simultaneously with the above.
3. The Conservation Subdivisions have long been on our To Do list, but I personally do not see the same gain for Durham with these that I do with center of town in-fill. One multi-unit building can serve the same number of housing units as one subdivision project without clearing new lands.
4. Wetland and Shoreland Overlay District rewrite. This is currently in the Conservation Commission's hands again, but when it comes back where does it fall among Durham's priorities.
5. The Edge PUD.
6. Architectural Standards. What is the right balance of developer's choice vs Town control? Is the Town Council comfortable with Durham having the most restrictive standards in the state? I'm worried we make ourselves a target for another "unfair zoning practices" law.
7. Other downtown revitalization efforts, when identified.



TOWN OF DURHAM

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

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Todd I. Selig, Administrator

AGENDA ITEM: CONTINUED DISCUSSION OF THE PRIORITIES FOR FUTURE
PLANNING BOARD AMENDMENTS TO THE ZONING ORDINANCE.

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Todd I. Selig, Administrator

AGENDA DESCRIPTION:

At the April 6, 2026 meeting, the Council began discussing which Zoning Ordinance amendments the Planning Board should put the most effort into for 2026. This discussion was initiated by Chair Paul Rasmussen, as he would like to see more collaboration between the Council and Planning Board prior to the Planning Board's adoption of an ordinance amendment. Tonight's discussion is a continuation of this topic.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal motion is required at this time. Continue to discuss and determine the process for advising the Planning Board on the priority of zoning amendments and which amendments are most important.

From Darrell Ford:

It seemed to me that council members were close to a consensus on zoning priorities, at least as far as the council is concerned. I believe we should put these priorities in writing so the councilors can discuss and approve them at the next meeting. I have attempted to do this below. It is understood that the Planning Board will act on these priorities as they see fit. I have placed the priorities as I gleaned from our discussion of April 6. If I've got it wrong, please feel free to revise as needed.

1. Complete review and update of the architectural standards.

Reasoning: There is imminent development in the business core and these updated standards need to be in place prior to new development.

2. The Edge PUD.

Reasoning: This development has the potential to provide needed revenue to the town and thus needs to be moved along as quickly as possible. It is understood that this effort is currently on hold, but as soon as it comes back to the Planning Board, it should be moved to the top of the priority list.

3. Commercial core zones and adjacent should have the boundaries reviewed and updated to better align with a new high density residential zones.

Reasoning: Affordable housing has been identified as a significant need in the community. One way of meeting this need is to increase the supply of housing units. The best location for this increase as identified by the housing task force is infill in the areas serviced by town water and sewer.

4. Conservation subdivisions.

Reasoning: This zoning has needed updating for some time but will not give the same benefit as developed area infill, thus it should have a lower priority.

5. Wetland and Shoreland Overlay (WSOD) zoning update.

Reasoning: Although this update was identified two years ago and has been worked on since, Durham currently has adequate, although somewhat confusing, wetland and Shoreland ordinances that are in place while a careful rewrite takes place. The council feels that this rewrite has merit but it can wait for other priorities to be addressed.



TOWN OF DURHAM

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

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

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Chair Joe Friedman

AGENDA ITEM: CONTINUED DISCUSSION REGARDING COUNCIL APPOINTMENTS
TO BOARDS/ COMMISSIONS/COMMITTEES.

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Chair Joe Friedman

AGENDA DESCRIPTION:

Since the meeting of the Council when appointments were made to Boards, Commissions and Committees for Council Representatives, some additional information has come up, specifically regarding the idea of re-forming of an Economic Development Committee. Due to the new information, Council Chair Joe Friedman wanted to reassess who was a representative on each committee to see if any changes need to be made.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

Reassess whether some changes in Council Representatives need to be made and make a motion to make those changes.

COUNCILOR APPOINTMENTS FOR TOWN BOARDS & COMMITTEES - 2026

<u>Committee</u>	<u># of Council Reps.</u>	COUNCILOR APPOINTMENTS	<u>Meeting Nights & Times</u>
Agricultural Commission	1 rep.	J. Lawson	2 nd Monday of each mo./7:00 PM/Council Chambers
Cemetery Committee	3 reps.	D. Ford E. Friedrichs C. Register	As needed
Conservation Commission	1 rep.	D. Ford	4 th Monday of each mo./7:00 PM /Council Chambers
Energy Committee	1 rep.	J. Lawson	1 st Tuesday of each mo./7:00 PM/Council Chambers
Historic Dist./Heritage Commission	1 rep.	C. Welsh	1 st Thursday of each mo./7:00 PM/Council Chambers
Human Rights Commission	1 rep.	R. Vogt	As needed
Integrated Waste Management	1 rep.	C. Register	1 st & 3 rd Wednesday of each mo./8:00 AM/Council Chambers
Land Stewardship Subcommittee	1 rep.	R. Vogt	2 nd Wednesday of each mo./8:30 AM/Council Chambers
Parks & Recreation	1 rep.	J. Friedman	4 th Tuesday of each mo./7:00 PM/Council Chambers
Planning Board	1 reg rep. 1 alt. rep.	H. Grant M. Lehrman	2 nd and 4 th Wednesday of each mo./7:00 PM



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AGENDA ITEM: **#14** *TS*

DATE: April 20, 2026

COUNCIL COMMUNICATION

INITIATED BY: Councilor Carden Welsh

AGENDA ITEM: DISCUSSION AND POSSIBLE ENDORSEMENT OF RECOMMENDATION BY COUNCILOR CARDEN WELSH TO ADD BACK DESIGN STANDARDS FOR ALLOWING A FIFTH STORY IN PORTIONS OF THE CB-1 ZONING DISTRICT.

CC PREPARED BY: Karen Edwards, Administrative Assistant

PRESENTED BY: Councilor Carden Welsh

AGENDA DESCRIPTION:

In an email to Planner Michael Behrendt, Councilor Carden Welsh noted that a few years ago the council looked at the standards governing a fifth story in the Central Business Zoning District. He remembered Jim Lawson did some calculations, and he believed there was also some input from Doug Bencks as to how this could be done, while retaining a small-town feel and human scale. Standards governing five story buildings were then added to the ordinance, specifically in Section 175-42, B.6.

These standards were removed when the ordinance changed to a four-story limit downtown. Now that the Planning Board is considering five stories for part of the downtown, Carden believes these standards should be added back in their prior form. The Planning Board will be discussing the five-story limit at their meeting on April 22, so Carden would like the Council to consider endorsing some language at their April 20 meeting.

Attached are four examples created by Carden, showing Section 175-42, B.6.

- First (Exhibit 1) shows the ordinance prior to the adoption of the four-story limitation.

- Second (Exhibit 2) shows the ordinance after adoption of the four-story limitation.
- Third (Exhibit 3) shows the adjustments that need to be made to bring the former standards back into the ordinance.
- And fourth (Exhibit 4) shows how the ordinance would read following the return of the standards.

LEGAL AUTHORITY:

N/A

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council hereby endorses the recommendation of Councilor Carden Welsh to add back design standards for allowing a fifth story in portions of the CB-1 Zoning District.

From: Carden Welsh <cnwelsh@me.com>
Date: Tuesday, April 14, 2026 at 8:53 AM
To: Michael Behrendt <mbehrendt@ci.durham.nh.us>
Cc: Todd Selig <tselig@ci.durham.nh.us>
Subject: Five Stories

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.

Hi Michael,

I did not realize that you were sending my note out broadly, so it was a bit rough and there can be confusion with the exhibits. I have cleaned it up so could you please resend this version to all who received the prior one?

Thanks,

Carden

As I recall, a few years ago the council looked at the standards governing a fifth story in the CBD. I remember Jim doing some calculations and I believe there was some input from Doug Bencks as to how this could be done, while retaining a small-town feel and human

scale. Standards governing five story buildings were then added to our ordinances in Section 175-42, B.6.

Unfortunately, these standards were removed when we went to a four-story limit downtown, as they were no longer valid. Now that it appears that we will be moving to five stories for part of the downtown, I believe these standards should be added back to in their prior form. If we do it now, the planning board can consider them, as I understand they will be discussing the five-story limit at their meeting on April 22.

I have attached four pages, from Section 175-42, C.6. for your consideration.

First (Exhibit 1) shows our ordinance prior to the adoption of the four-story limitation.

Second (Exhibit 2) shows the ordinance after adoption of the four-story limitation.

Third (Exhibit 3) shows the adjustments that need to be made to bring the former standards back into our ordinances.

And fourth (Exhibit 4) shows how the ordinance would read following the return of the standards.

Thank you for your consideration. Let me know how we should best discuss this at our council meeting on the 20th.

Best,

Carden

Exhibit 1

Ordinance Prior to Adoption of 4 Stories Across CB-1 (Feb 2026)

6. **Maximum number of stories** – The maximum number of permitted stories is 4 except as restricted in sections 8 and 9 below. However, the maximum number of permitted stories in the remainder of the district outside of the area covered in sections 8 and 9 below, may be increased to 5 stories subject to all of the following provisions:
 - a. Adding a story is permitted by conditional use.
 - b. The provisions regarding percentage of office/retail use apply.
 - c. The additional fifth story must be set back from the first floor as follows:
 - i. by at least 10 feet where any side of the building faces a public street;
 - ii. by at least 20 feet where any side of the building faces Main Street; and
 - iii. by at least 25 feet where any side of the building faces an adjacent lot (not separated by a street) situated in the section of the Central Business District that is restricted to 3 stories (Section 175-42 B. 8. and 9., or as those subsections may be renumbered in the future).

The setback in i. and ii., above, also applies where they may be any intervening street or road that has never been built but which appears on an approved plat or other Town plan.

- d. The Planning Board must determine that the additional story will not have an adverse impact upon the streetscape, giving particular consideration to scale and mass (See Architectural Regulations for guidance).
- e. Building height. When an additional story is incorporated under this section the maximum building height is 60 feet.

Exhibit 2

Ordinance Following Adoption of Four Stories Downtown for All of CB-1 (Feb 2026)

6. Maximum number of stories – The maximum number of permitted stories is 4.

Exhibit 3

Suggested Changes to Make Initial Ordinance Compatible with the Change to Five Stories

6. Maximum number of stories – The maximum number of permitted stories is 4 except as ~~restricted in sections 8 and 9 below~~ **permitted in the 175-54 Table of Dimensions**. However, the maximum number of permitted stories in the remainder of the district outside of the area covered ~~in sections 8 and 9 below~~ **by 4 stories**, may be increased to 5 stories subject to all of the following provisions:
 - a. ~~Adding a story is permitted by conditional use.~~
 - b. ~~The provisions regarding percentage of office/retail use apply.~~
 - c. The additional fifth story must be set back from the first floor as follows:
 - i. by at least 10 feet where any side of the building faces a public street;
 - ii. by at least 20 feet where any side of the building faces Main Street; and
 - iii. by at least 25 feet where any side of the building faces an adjacent lot (not separated by a street) situated in the section of the Central Business District that is restricted to ~~3 4~~ stories. ~~(Section 175-42 B. 8. and 9., or as those subsections may be renumbered in the future).~~

The setback in i. and ii., above, also applies where they may be any intervening street or road that has never been built but which appears on an approved plat or other Town plan.

 - d. The Planning Board must determine that the additional story will not have an adverse impact upon the streetscape, giving particular consideration to scale and mass (See Architectural Regulations for guidance).
 - e. Building height. When an additional story is incorporated under this section the maximum building height is 60 feet.

Exhibit 4

Ordinance Revised to Restore Original Standards for Five Stories

6. **Maximum number of stories** – The maximum number of permitted stories is 4- **except as permitted in the 175-54 Table of Dimensions**. However, the maximum number of permitted stories in the remainder of the district outside of the area covered **by 4 stories**, may be increased to 5 stories subject to all of the following provisions:

c. The additional fifth story must be set back from the first floor as follows:

- i. by at least 10 feet where any side of the building faces a public street;**
- ii. by at least 20 feet where any side of the building faces Main Street; and**
- iii. by at least 25 feet where any side of the building faces an adjacent lot (not separated by a street) situated in the section of the Central Business District that is restricted to 4 stories.**

The setback in i. and ii., above, also applies where they may be any intervening street or road that has never been built but which appears on an approved plat or other Town plan.

- d. The Planning Board must determine that the additional story will not have an adverse impact upon the streetscape, giving particular consideration to scale and mass (See Architectural Regulations for guidance).**
- e. Building height. When an additional story is incorporated under this section the maximum building height is 60 feet.**

From: [Todd Selig](#)
To: [Karen Edwards](#)
Subject: FW: *Re: Potential Five Story Ordinance - email copied to Carden Welsh
Date: Wednesday, April 15, 2026 5:05:10 PM
Attachments: [5 Story Setback Perspectives.pdf](#)

Dear Karen,

Please include this email and Jim's attachments to accompany Carden's communication on the 5-story height issue.

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

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From: Jim Lawson <jlawson@ci.durham.nh.us>
Date: Wednesday, April 15, 2026 at 3:43 PM
To: Todd Selig <tselig@ci.durham.nh.us>, Michael Behrendt <mbehrendt@ci.durham.nh.us>, external forward for cwelsh <cnwelsh@me.com>
Subject: RE: *Re: Potential Five Story Ordinance - email copied to Carden Welsh

Todd and Michael,

Attached are the perspectives that I created when we were originally discussing 5 stories and the desirability of a 5th story setback. They might help the conversation at the council and planning board.

Thanks,
Jim

From: Todd Selig <tselig@ci.durham.nh.us>
Sent: Tuesday, April 14, 2026 8:50 AM
To: Michael Behrendt <mbehrendt@ci.durham.nh.us>; external forward for cwelsh <cnwelsh@me.com>
Subject: *Re: Potential Five Story Ordinance - email copied to Carden Welsh

Thank you, Michael. Carden and I spoke yesterday and we're going to potentially include this as an agenda item for the Council to consider on April 20th in order to provide the Planning

Board some guidance.

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

From: Michael Behrendt <mbehrendt@ci.durham.nh.us>

Date: Monday, April 13, 2026 at 2:23 PM

To: external forward for cwelsh <cnwelsh@me.com>, Todd Selig <tselig@ci.durham.nh.us>

Subject: RE: Potential Five Story Ordinance

Hi Carden,

You raise a good point. There were particular required setbacks for the 5th story when it was allowed by conditional use. Now that it would be allowed again by right, do the Planning Board and Town Council want to re-incorporate those same standards or some variation on them?

I will pass on your email and the attachments to the Planning Board for their consideration at the public hearing next Wednesday.

Michael Behrendt

Durham Town Planner

8 Newmarket Road

Durham, NH 03824

(603) 868-8064

From: Carden Welsh <cnwelsh@me.com>

Sent: Monday, April 13, 2026 2:08 PM

To: Todd Selig <tselig@ci.durham.nh.us>; Michael Behrendt <mbehrendt@ci.durham.nh.us>

Subject: Potential Five Story Ordinance

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.

Hi Todd and Michael,

As I recall, a few years ago the council looked at the standards governing a fifth story in the CBD. I remember Jim doing some calculations and I believe there was some input from Doug Bencks as to how this could be done, while retaining a small-town feel and human scale. Standards governing five story buildings were then added to our ordinances in Section 175-42, B.6.

Unfortunately, these standards were removed when we went to a four-story limit downtown, as they were no longer valid. Now that it appears that we will be moving to five stories for part of the downtown, I believe these standards should be added back in their prior form. If we do it now, the planning board can consider them, as I understand they will be discussing the five-story limit at their meeting on April 22.

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First is our ordinance prior to the adoption of the four-story limitation.

Second is the ordinance after adoption of the four-story limitation.

Third is the adjustments that need to be made to bring the former standards back into our ordinances.

And fourth is how the ordinance would read following the return of the standards.

Thank you for your consideration. Let me know how we should best discuss this at our council meeting on the 20th.

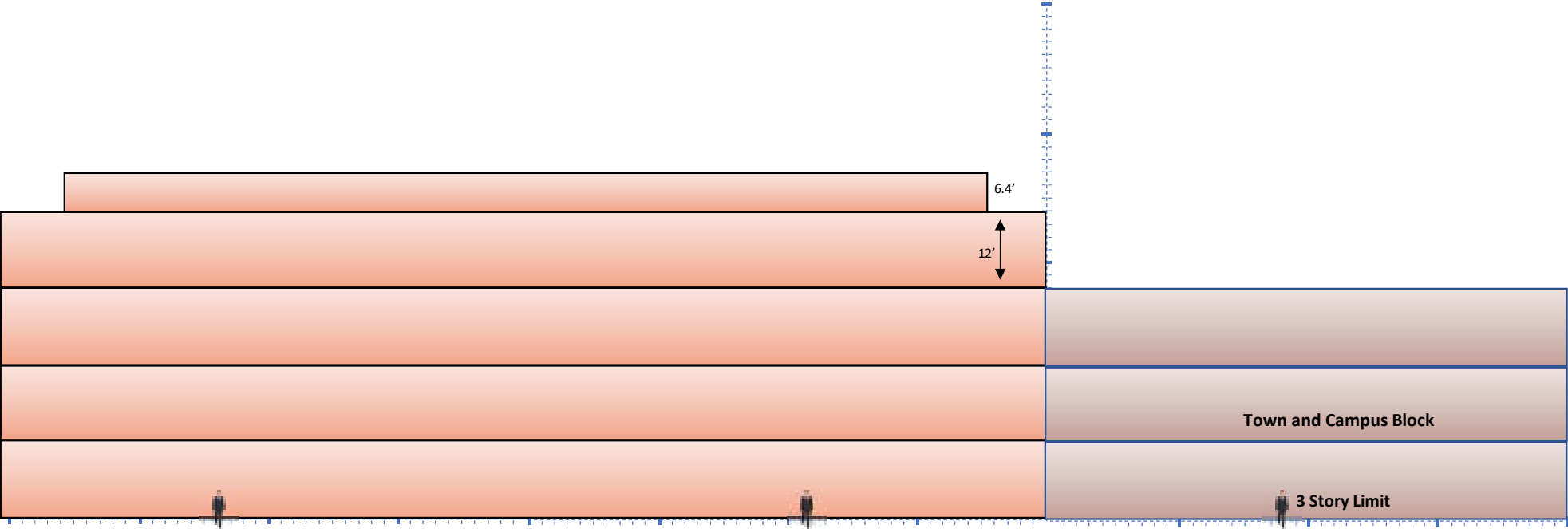
Best,

Carden

FRONT PERSPECTIVE AT 75 FEET

Original Proposed 5th Story Setback

- Stories: 5
- Story Height: 12'
- Fifth Story Front Setback: 10'
- Fifth Story Side Setback: 10'
- Viewed From: 70' from the front (Sidewalk across Main Street)
- Viewed by: 6' Person on Plane of Building
- Fifth Floor Visible Below Roof: 6.4'



FRONT PERSPECTIVE AT 75 FEET

Revised Setback – 20'

Stories: 5

Story Height: 12'

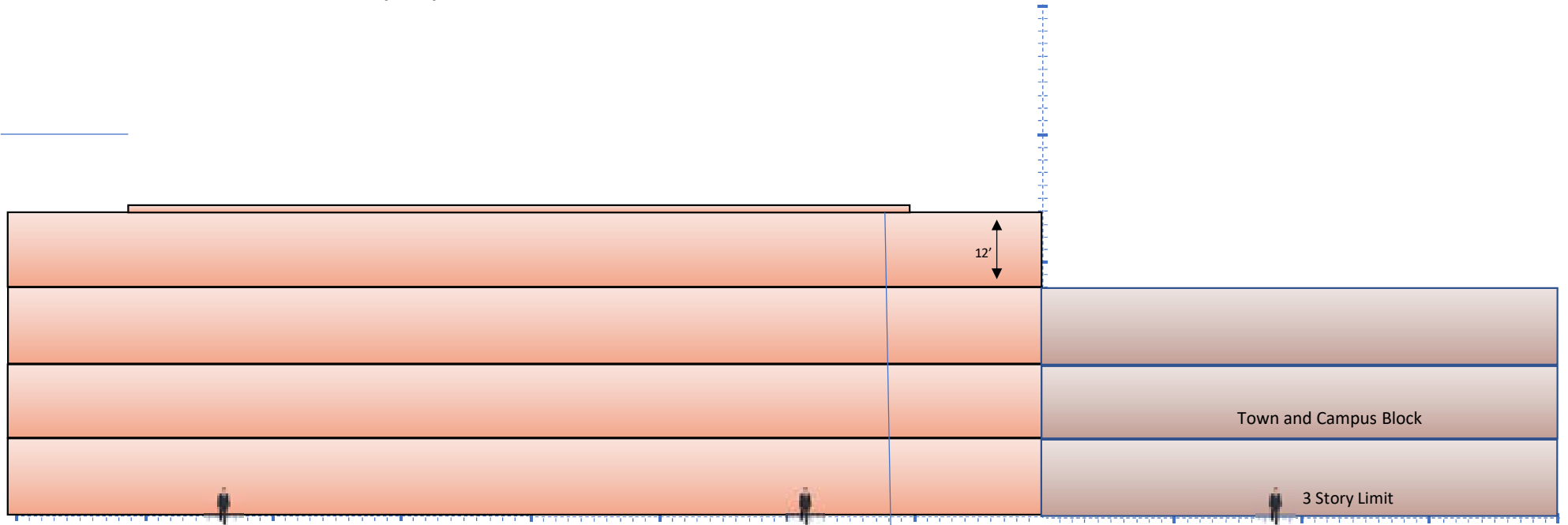
Fifth Story Front Setback: 20'

Fifth Story Side Setback: 20'

Viewed From: 75' from the front (Sidewalk Across Main Street)

Viewed by: 6' Person on Plane of Building

Fifth Floor Visible Below Roof: .8' (9.6")



FRONT PERSPECTIVE AT 75 FEET

Revised Setback – 25'

Stories: 5

Story Height: 12'

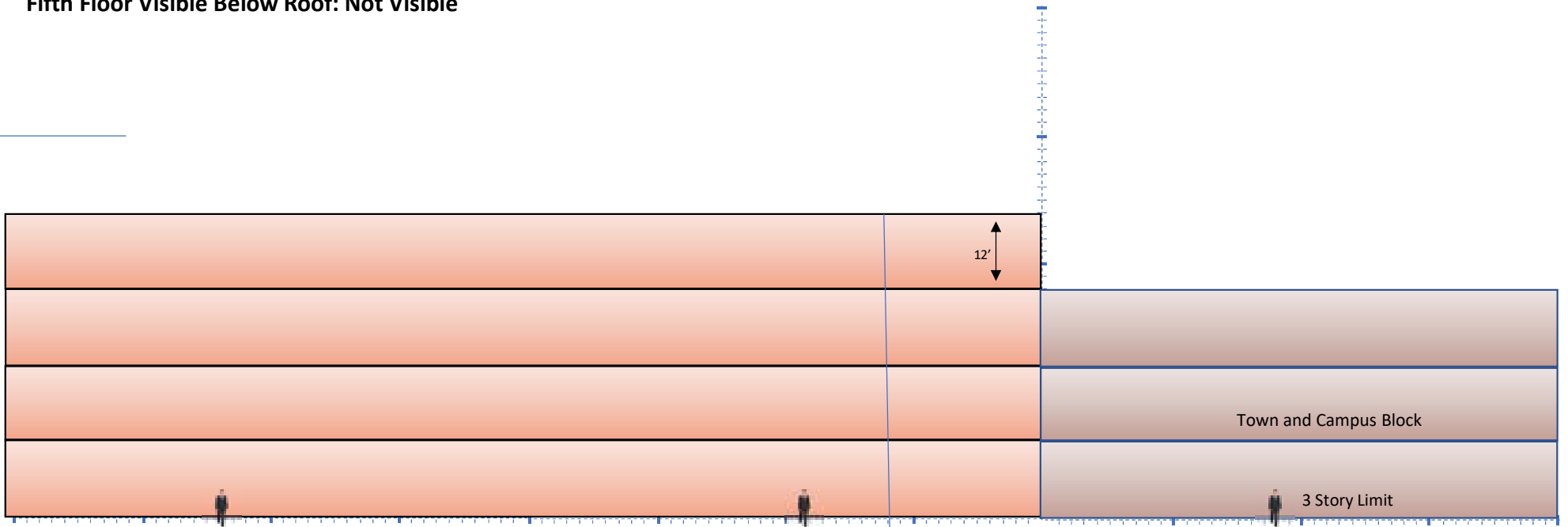
Fifth Story Front Setback: 25'

Fifth Story Side Setback: 25'

Viewed From: 75' from the front (Sidewalk Across Main Street)

Viewed by: 6' Person on Plane of Building

Fifth Floor Visible Below Roof: Not Visible



CORNER PERSPECTIVE AT 250 FEET

Original Proposed 5th Story Setback

Stories: 5

Story Height: 12'

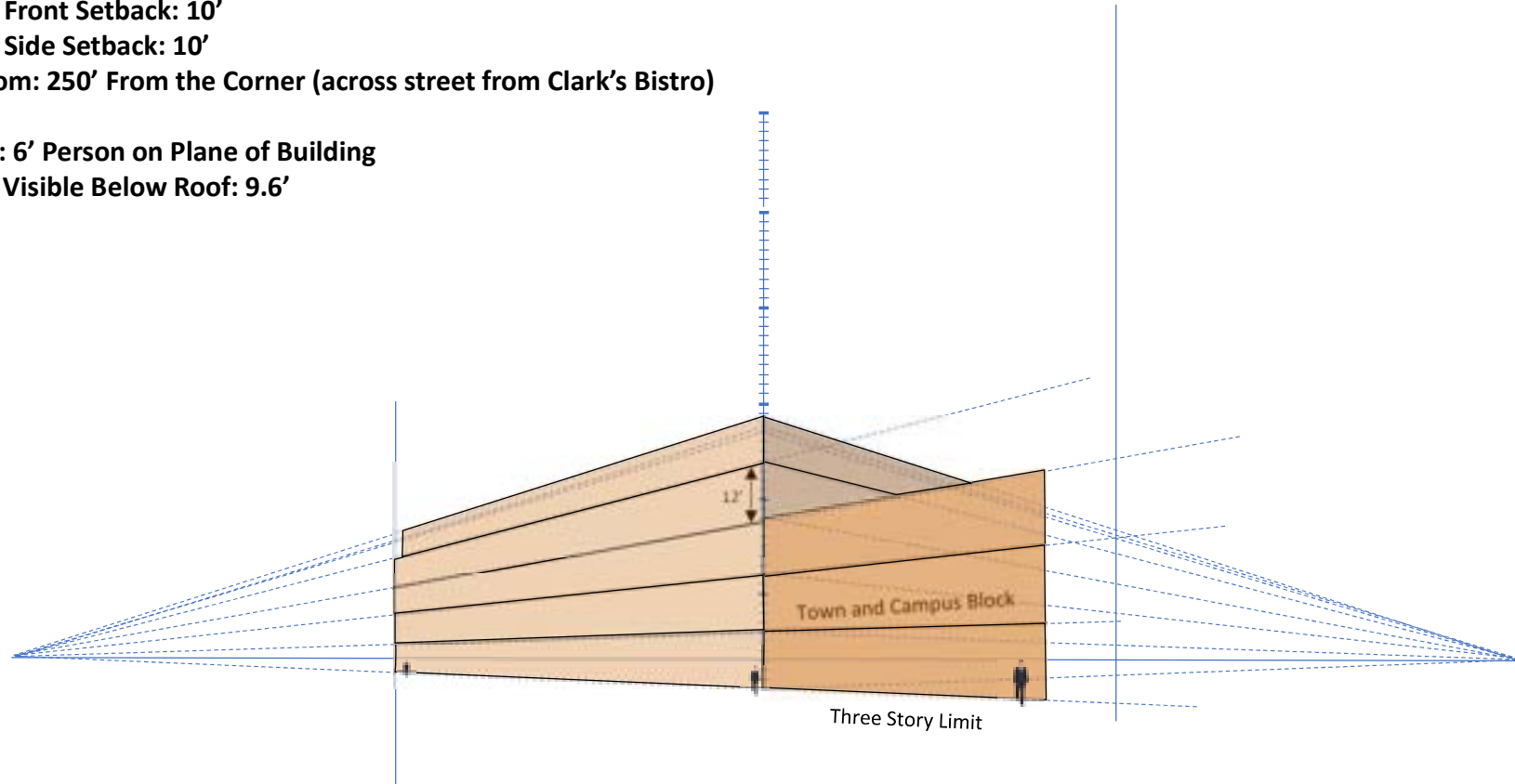
Fifth Story Front Setback: 10'

Fifth Story Side Setback: 10'

Viewed From: 250' From the Corner (across street from Clark's Bistro)

Viewed by: 6' Person on Plane of Building

Fifth Floor Visible Below Roof: 9.6'



CORNER PERSPECTIVE AT 250 FEET

Revised Setback – 20'

Stories: 5

Story Height: 12'

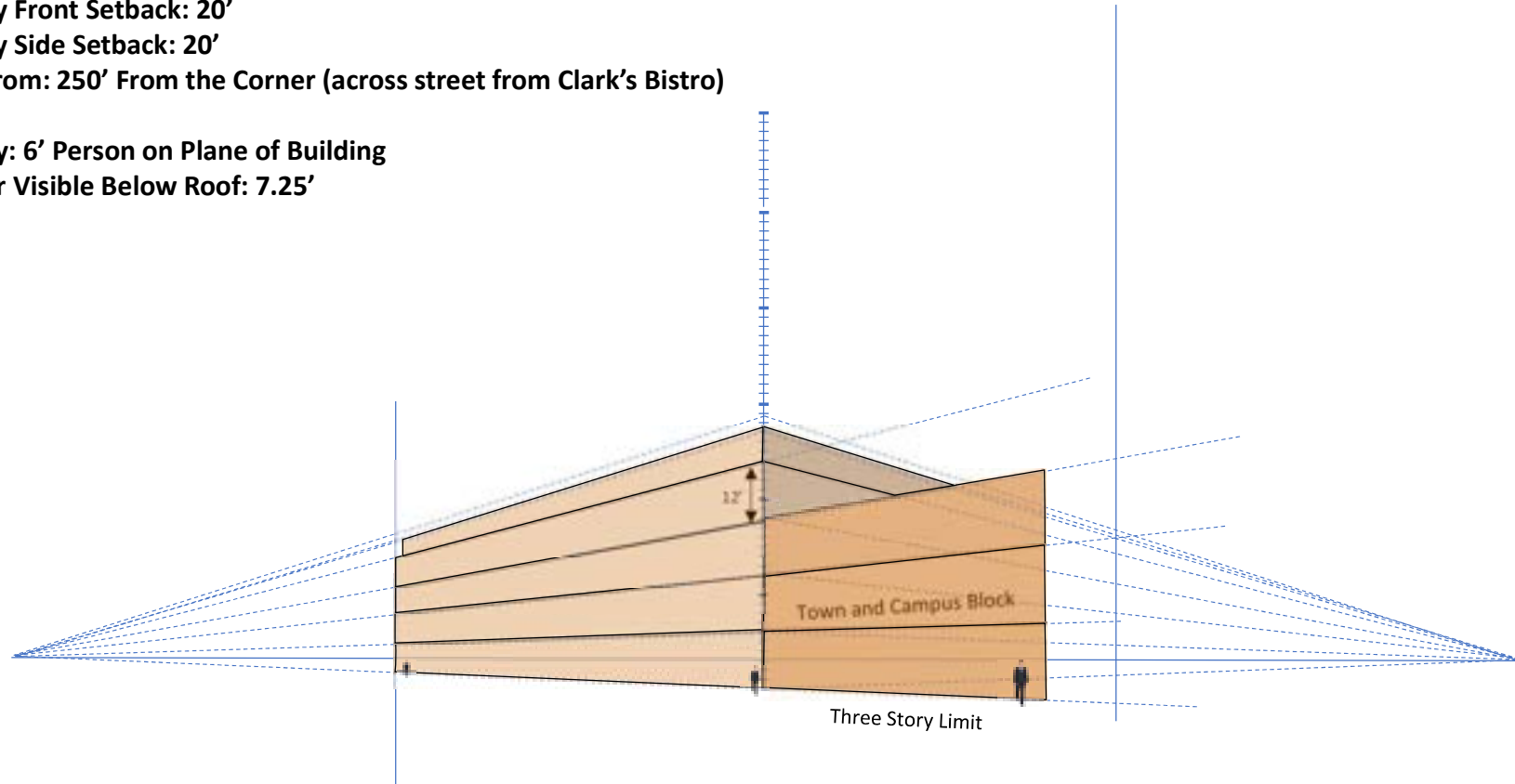
Fifth Story Front Setback: 20'

Fifth Story Side Setback: 20'

Viewed From: 250' From the Corner (across street from Clark's Bistro)

Viewed by: 6' Person on Plane of Building

Fifth Floor Visible Below Roof: 7.25'



CORNER PERSPECTIVE AT 250 FEET

Revised Setback – 25'

Stories: 5
Story Height: 12'
Fifth Story Front Setback: 25'
Fifth Story Side Setback: 25'
Viewed From: 250' From the corner (across street from Clark's Bistro)

Viewed by: 6' Person on Plane of Building
Fifth Floor Visible Below Roof: 6.1'

