



## TOWN OF DURHAM

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

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

## **AGENDA**

**DURHAM TOWN COUNCIL**  
MONDAY, MAY 18, 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 – May 4, 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*)
  - A. Shall the Durham Town Council authorize the Administrator to sign the Town of Durham’s first half 2026 Property Tax Warrant and direct the Tax Collector to collect partial payment of property taxes assessed on April 1, 2026 in the amount of \$20,486,670?
  - B. Shall the Town Council, upon recommendation of the Administrator, review and re-adopt the Town’s Investment Policy as required by New Hampshire Revised Statutes Annotated (RSA) 41:9?

- C. Shall the Town Council Schedule a Public Hearing for Monday, June 1, 2026, on **Resolution #2026-07** to Accept and Expend Unanticipated Grant Funds Totaling Up To \$25,000 From FY23 Federal Emergency Management Agency Assistance to Firefighters Grant To Be Used as Reimbursement to the Town of Durham for Tuition and Overtime Wages Paid to Fire Department Personnel to Attend Blue Card Incident Command Training Program?
- X. Citizen Committee Appointments**  
Shall the Town Council, upon recommendation of the Agricultural Commission Chair, appoint Samantha Register, 6 Rocky Lane, to an unexpired regular membership position on the Agricultural Commission with a term expiration of 4/29?
- XI. Presentation Items**  
A. Receive annual report on the Historic District Commission/Heritage Commission activities and projects - Larry Brickner-Wood, Chair  
B. Receive annual report on the Zoning Board activities and projects - Neil Niman, Chair
- XII. Unfinished Business**  
Continued Discussion and Possible Adoption of Town Council Goals for FY 2026/27.
- XIII. Councilor and Town Administrator Roundtable**
- XIV. New Business**
- XV. Nonpublic Session (if required)**
- XVI. Adjourn (NLT 10:30 PM)**

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



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**AGENDA ITEM: #6**  
**DATE: May 18, 2026**

### **COUNCIL COMMUNICATION**

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** **APPROVE THE TOWN COUNCIL MEETING MINUTES FOR MAY 4, 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 May 4, 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 May 4, 2026. (as presented/as amended)*



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AGENDA ITEM: **#9A**

DATE: May 18, 2026

## COUNCIL COMMUNICATION

**INITIATED BY:** Rachel Deane, Town Clerk-Tax Collector  
Darcy Freer, Assessor

**AGENDA ITEM:** SHALL THE DURHAM TOWN COUNCIL AUTHORIZE THE ADMINISTRATOR TO SIGN THE TOWN OF DURHAM'S FIRST HALF 2026 PROPERTY TAX WARRANT AND DIRECT THE TAX COLLECTOR TO COLLECT PARTIAL PAYMENT OF PROPERTY TAXES ASSESSED ON APRIL 1, 2026 IN THE AMOUNT OF \$20,486,670?

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

**PRESENTED BY:** Todd Selig, Administrator

**AGENDA DESCRIPTION:**

Attached for the Council's review is a draft tax warrant authorizing the Town Clerk-Tax Collector to collect partial payment of property taxes assessed on April 1, 2026 in the amount of \$20,486,670. The tax warrant and a complete list of assessed properties and amounts due for the first half of 2026 property tax billing are available in the Town Clerk-Tax Collector's office.

**LEGAL AUTHORITY:**

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

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

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby authorize the Administrator to sign the Town of Durham's first half 2026 Tax Warrant and directs the Town Clerk-Tax Collector to collect partial payment of property taxes assessed on April 1, 2026 in the amount of \$20,486,670.*

**TAX COLLECTOR'S WARRANT  
STATE OF NEW HAMPSHIRE**

Strafford ss

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

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

**Twenty Million, Four Hundred Eighty Six Thousand,  
Six Hundred Seventy Dollars and Zero Cents**

**(\$20,486,670)**

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

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

As attested by the Town Clerk/Tax Collector, the list on the following pages is a  
correct list of the assessment of the County, Town, Precinct, Highway and School  
Taxes for the year 2026 upon the ratable estates in said Durham and all taxes  
assessed on the real estate in said Town of persons and corporations not  
residents therein as made by us, the Council of said Durham.

**ATTEST:** \_\_\_\_\_  
Rachel Deane, Town Clerk-Tax Collector

Given under our hands and seal at Durham this 19<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Todd I. Selig, Administrator  
Per vote of the Durham Town Council on 5/18/2026



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AGENDA ITEM: **#9B**

DATE: May 18, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Gail Jablonski, Business Manager

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE ADMINISTRATOR, REVIEW AND RE-ADOPT THE TOWN'S INVESTMENT POLICY AS REQUIRED BY NEW HAMPSHIRE REVISED STATUTES ANNOTATED (RSA) 41:9?

**CC PREPARED BY:** Gail Jablonski, Business Manager

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

**AGENDA DESCRIPTION:**

In May of 2010 the Town Council approved an Investment Policy (copy attached) for the Town of Durham. RSA 41:9, VII states that "The governing body shall **annually review** and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies."

The adoption of financial policies is a good, sound business practice that fosters confidence in the fiscal operations of the municipality. Financial policies help to provide consistency, stability, and continuity in the financial operations of the Town. Written policies also provide a framework to guide and education both newly elected officials in carrying out their fiduciary responsibilities and newly appointed staff in the conduct of their financial duties. The ability to rely on well-defined financial policies helps to resolve conflicts and avoid allegations of bias or favoritism.

The town currently has a Tri-Party Collateral Agreement with Citizens Bank, N.A. and the Bank of New York Mellon and receives monthly statements with collateralized deposit information.

**LEGAL AUTHORITY:**

**New Hampshire Revised Statutes Annotated (RSA) 41:9(VIII):** “The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.”

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon Recommendation of the Administrator, review and re-adopt the Town's Investment Policy as Required by New Hampshire Revised Statutes Annotated (RSA) 41:9.*

**TOWN OF DURHAM, NH**  
**INVESTMENT POLICY**

**I. SCOPE**

This investment policy establishes a framework for the safe and prudent investment of public funds. It applies to all financial assets in the custody of the town treasurer of the Town of Durham, NH. These funds are accounted for in the Town's annual financial report and include the following:

- ❑ General Fund
- ❑ Special Revenue Funds
- ❑ Capital Project Funds
- ❑ Forfeiture/Seizure Funds
- ❑ Any new fund created by the Town Council unless specifically exempted by the articles of its creation.

**II. OBJECTIVES**

The primary objective of the Town of Durham's Investment Policy is to set forth appropriate investment activities that provide for, first and foremost, the safety of principal, as well as sufficient liquidity to support operations while generating a reasonable investment yield.

The specific investment policy objectives are as follows:

- ❑ To ensure the preservation of capital and the protection of investment principal;
- ❑ To maintain sufficient liquidity to meet operating requirements;
- ❑ To satisfy all legal requirements;
- ❑ To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

**III. DELEGATION OF AUTHORITY**

In accordance with Chapter 41:29 Duties of Elected and Appointed Town Treasurers of the Revised Statutes Annotated (RSA), of the State of New Hampshire, the responsibility for conducting investment transactions resides with the Town Treasurer, *except in the instance of capital reserve funds or trust funds, when the responsibility for conducting investment transactions reside with the Trustees of the Trust Funds in accordance with RSA 35:9.*

No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

**IV. PRUDENCE**

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment,

## TOWN OF DURHAM INVESTMENT POLICY

considering the probable safety of their capital as well as the probable income to be derived.

The Town recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary non-liquidity. The Treasurer is expected to display prudence in the selection of investments in a way to minimize default risk.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### **V. INTERNAL CONTROLS**

The internal controls for the Town of Durham shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

In accordance with RSA 41:6 Bonds, Town Treasurers shall be bonded by position under a blanket bond from a surety company authorized to do business in the state.

All depository accounts of the Town must be held in the name of the Town. All income payable to the Town and all revenue received by the Town shall be forwarded to the Town Treasurer.

### **VI. INVESTMENT INSTRUMENTS**

The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 6:45 Public Deposit Investment Pool or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in the public deposit investment pool established pursuant to RSA 6:45 or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

## **VII. SAFEKEEPING AND COLLATERALIZATION**

In accordance with RSA 41:29 V, the treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA Section 383-B:3-301(e) shall be eligible to be pledged as collateral. As an alternative to the option of collateralization for excess funds provided above, the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

- (1) The funds are initially invested through a federally insured bank authorized to accept deposits under RSA Section 6:8, I and I-a, selected by the treasurer.
- (2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
- (3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.
- (4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.
- (5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

The banking institution shall provide the Town Treasurer with at least quarterly reports of the Town's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutes Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

- 1) In writing;
- 2) Approved by the Board of Directors of the depository or its loan committee;
- 3) Lists no specific pledged securities; and
- 4) Has been, continuously, from the time of its execution, an official record of the depository institution.

## **VIII. POLICY REVIEW**

This policy shall be reviewed at least annually by the Council, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Council reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

Adopted by the Durham Town Council on May 3, 2010

Reviewed and Re-Adopted by the Durham Town Council on May 16, 2011.

Reviewed and Re-Adopted by the Durham Town Council on June 4, 2012.

## TOWN OF DURHAM INVESTMENT POLICY

Reviewed and Re-Adopted by the Durham Town Council on June 17, 2013.  
Reviewed and Re-Adopted by the Durham Town Council on May 19, 2014.  
Reviewed and Re-Adopted by the Durham Town Council on November 16, 2015.  
Reviewed and Re-Adopted by the Durham Town Council on March 20, 2017.  
Reviewed and Re-Adopted by the Durham Town Council on March 5, 2018.  
Reviewed and Re-Adopted by the Durham Town Council on March 4, 2019.  
Reviewed and Re-Adopted by the Durham Town Council on March 2, 2020.  
Reviewed and Re-Adopted by the Durham Town Council on March 15, 2021.  
Reviewed and Re-Adopted by the Durham Town Council on March 21, 2022.  
Reviewed and Re-Adopted by the Durham Town Council on March 20, 2023.  
Reviewed and Re-Adopted by the Durham Town Council on April 1, 2024.  
Revised and Re-Adopted by the Durham Town Council on May 19, 2025.  
Reviewed and Re-Adopted by the Durham Town Council on May 18, 2026.

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Todd I. Selig  
Town Administrator

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Date



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AGENDA ITEM: **#9C**

DATE: May 18, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** David F. Emanuel, Fire Chief

**AGENDA ITEM:** SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR MONDAY, JUNE 1, 2026, ON RESOLUTION 2026-07 TO ACCEPT AND EXPEND UNANTICIPATED GRANT FUNDS TOTALING UP TO \$25,000 FROM FY23 FEDERAL EMERGENCY MANAGEMENT AGENCY ASSISTANCE TO FIREFIGHTERS GRANT TO BE USED AS REIMBURSEMENT TO THE TOWN OF DURHAM FOR TUITION AND OVERTIME WAGES PAID TO FIRE DEPARTMENT PERSONNEL TO ATTEND BLUE CARD INCIDENT COMMAND TRAINING PROGRAM?

**CC PREPARED BY:** David F. Emanuel, Fire Chief  
Kelley Fowler, Fire Department Administrative Assistant

**PRESENTED BY:** David F. Emanuel, Fire Chief

**AGENDA DESCRIPTION:**

The Durham Fire Department is a member of the Seacoast Fire Chief Officers' Mutual Aid District (SCFOMAD). SCFOMAD applied for and was awarded a FY23 Assistance to Firefighters Grant (AFG) EMW-2023-FG-08235 from the Federal Emergency Management Agency (FEMA) to support mutual aid district members in attending the Blue Card Incident Command Training & Certification Program. The Blue Card Incident Command Training Program is a combination of online and classroom instruction which defines best standard command practices and trains fire department members to make better fireground decisions, potentially eliminating dangerous mistakes that cause injury, death, and unnecessary fire losses.

The FY23 FEMA AFG awarded to SCFOMAD allows municipalities to receive reimbursement to cover the cost of course tuition and personnel overtime and/or backfill. Backfill is overtime paid to fire department personnel to cover a duty shift for

another member who is on-duty and receiving straight time to attend the training. The grant for this program does not allow for payment of fringe benefits.

On April 24, 2026, the Durham Fire Department submitted an initial reimbursement request to the City of Portsmouth as manager of the grant program, in the amount of \$14,391.63 for tuition costs and overtime for department personnel who have completed the program and anticipates submitting a supplemental request in an amount up to \$10,000 for personnel still in the process of completing the program. The amount that each municipality is ultimately awarded depends upon how many departments in the mutual aid district apply for reimbursement funding and the amount requested. The Durham Fire Department is waiting to learn the amount of the reimbursement funding allocation that the Town of Durham will be awarded.

At this time, it is recommended that the Town Council schedule a Public Hearing for Monday, June 1, 2026, to accept and authorize the expenditure of FY23 FEMA AFG funds awarded to SCFOMAD, in an amount of up to \$25,000.

A public hearing notice will be published in *Foster's Daily Democrat* and notices will also be posted on the public bulletin board located outside of the Town Hall, as well as at the Durham Public Library and the Department of Public Works.

**LEGAL AUTHORITY:**

New Hampshire Revised Statutes Annotated (RSA) 31:95-b authorizes the Town Council to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year if they first adopt an article authorizing this authority indefinitely until specific rescission of such authority. On July 12, 1999, the Town Council adopted Resolution #99-19 granting this authority to the Town Council.

RSA 31:95 III. (a) states that: **“For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a public hearing on the action to be taken.** Notice of the time, place and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.”

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

The Town of Durham may be awarded funds of up to \$25,000 from the FY23 FEMA AFG awarded to the Seacoast Chief Fire Officers Mutual Aid District to be used as

reimbursement to the Town of Durham to cover the cost of tuition and overtime costs for fire department personnel to attend Blue Card Incident Command Program training.

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby Schedule a Public Hearing for Monday, June 1, 2026, on Resolution 2026-07 to Accept and Expend Unanticipated Grant Funds Totaling Up To \$25,000 From FY23 Federal Emergency Management Agency Assistance to Firefighters Grant To Be Used as Reimbursement to the Town of Durham for Tuition and Overtime Wages Paid to Fire Department Personnel to Attend Blue Card Incident Command Training Program.*

## **RESOLUTION #2026-07 OF DURHAM, NEW HAMPSHIRE**

### **AUTHORIZING THE ACCEPTANCE AND EXPENDITURE IN AN AMOUNT UP TO \$25,000 FROM A FY23 FEDERAL EMERGENCY MANAGEMENT AGENCY ASSISTANCE TO FIREFIGHTERS GRANT AS REIMBURSEMENT TO THE TOWN OF DURHAM FOR TUITION AND OVERTIME COSTS FOR FIRE DEPARTMENT PERSONNEL TO ATTEND BLUE CARD INCIDENT COMMAND TRAINING**

**WHEREAS**, the Durham Fire Department is a member of the Seacoast Chief Fire Officers Mutual Aid District (SCFOMAD); and

**WHEREAS**, SCFOMAD applied for and was awarded FY23 Assistance to Firefighters Grant (AFG) EMW-2023-FG-08235 from the Federal Emergency Management Agency (FEMA) to support mutual aid district members in attending the Blue Card Incident Command Training & Certification Program. The Blue Card Incident Command Training Program is a combination of online and classroom instruction which defines best standard command practices and trains fire department members to make better fireground decisions, potentially eliminating dangerous mistakes that cause injury, death, and unnecessary fire losses; and

**WHEREAS**, the FY23 FEMA AFG awarded to SCFOMAD allows municipalities to receive reimbursement to cover the cost of course tuition and personnel overtime and/or backfill for the Blue Card Incident Command Training Program; and

**WHEREAS**, the amount that each municipality is ultimately awarded depends upon how many departments in the mutual aid district apply for reimbursement funding and how many department members complete the program. The request for reimbursement is on a first-come, first-served basis; and

**WHEREAS**, seven (7) Durham fire department personnel have completed the program to date, and several other members are in the process of completing the program; and

**WHEREAS**, on April 24, 2026, the Durham Fire Department submitted an initial reimbursement request to the City of Portsmouth as the manager of the grant

program, in the amount of \$14,391.63 for tuition costs and overtime for personnel that have completed the program, and anticipates submitting a supplemental request in an amount up to \$10,000 for personnel still in the process of completing the program; and

**WHEREAS**, on July 12, 1999, the Durham Town Council approved Resolution #99-19 adopting the provisions of RSA 31:95-b authorizing the Town Council to apply for, accept, and expend unanticipated funds from a federal, state, or other governmental unit or a private source which becomes available during the Fiscal Year; and

**WHEREAS**, Council approval is required for the acceptance and expenditure of these funds; and

**WHEREAS**, RSA 31:95-b III(a) requires that a Public Hearing be held on unanticipated funds in excess of \$10,000; and

**WHEREAS**, in accordance with RSA 31:95-b, a duly posted Public Hearing was held by the Durham Town Council on Monday, June 1, 2026, for acceptance of unanticipated FEMA AFG funding in an amount up to \$25,000 for tuition costs and overtime for fire department members to attend Blue Card Incident Command Training,

**NOW, THEREFORE, BE IT RESOLVED**, that the Durham Town Council, the governing and legislative body of the Town of Durham, New Hampshire does hereby adopt **Resolution #2026-07** authorizing the acceptance and expenditure of up to \$25,000 in FY23 Assistance to Firefighters Grant funds from the Federal Emergency Management Agency as reimbursement to the Town of Durham to cover the cost of tuition and overtime costs for fire department personnel to attend Blue Card Incident Command Program training.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of **June, 2026** by a majority vote of the Durham Town Council with \_\_\_ voting in favor, \_\_\_ voting against, and abstaining.

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Joe Friedman, Chair  
Durham Town Council

*ATTEST:*

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Rachel Deane, Town Clerk-Tax Collector



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AGENDA ITEM: **#10**

DATE: May 18, 2026

### COUNCIL COMMUNICATION

**INITIATED BY:** Samantha Register

**AGENDA ITEM:** SHALL THE TOWN COUNCIL, UPON RECOMMENDATION OF THE AGRICULTURAL COMMISSION CHAIR, APPOINT SAMANTHA REGISTER, 6 ROCKY LANE, TO AN UNEXPIRED REGULAR MEMBERSHIP POSITION ON THE AGRICULTURAL COMMISSION 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 Samantha Register, requesting appointment as a member to the Agricultural Commission. Her appointment will fill the last regular member vacancy on the Commission. There is still one alternate member vacancy.

Ms. Register has attended one meeting of the Agricultural Commission and has spoken with Chair, Theresa Walker. Attached for the Council's information is current Chair Walker's endorsement of Ms. Register's appointment.

Ms. Register is not able to attend Monday night's meeting.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

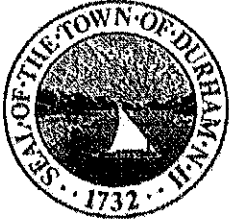
**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby, upon recommendation of the Agricultural Commission Chair, Appoint Samantha Register, 6 Rocky Lane, to an unexpired Regular Membership position on the Agricultural Commission with a term expiration of 4/29.*



## Town of Durham

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Fax 603/868-1858  
[kedwards@ci.durham.nh.us](mailto:kedwards@ci.durham.nh.us)

### Application for Board Appointment

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

New appointment/regular member       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: *Samantha Register*      Date: *4/17/26*

Address: *6 Rocky Ln Durham, NH 03824*

E-Mail Address: *Samantha.c.register@gmail.com*

Telephone: *+1 914 - 844 - 0048*

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. *Ag Comm*
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)



**From:** [Theresa Walker](#)  
**To:** [Samantha](#)  
**Cc:** [Karen Edwards](#)  
**Subject:** Re: Application for Board Appointment\_AgComm\_Samantha Register  
**Date:** Friday, April 17, 2026 2:37:51 PM

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

Hi Karen, I am grateful to Samantha for requesting appointment to the Ag Comm. She's joined us for workshops and will make a great addition. Thank you, Theresa

> On Apr 17, 2026, at 2:22 PM, Samantha <samantha.c.register@gmail.com> wrote:  
>  
> Afternoon Ladies! Sharing my completed application for the AgComm board.  
>  
> Warm regards,  
> Samantha  
>  
>  
> <Application for Board Appointment\_AgComm\_Samantha Register.pdf>  
>  
> Sent from my iPhone, please excuse my brevity



## TOWN OF DURHAM

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

AGENDA ITEM: **#11A**  
DATE: **May 18, 2026**

### COUNCIL COMMUNICATION

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

**AGENDA ITEM:** RECEIVE ANNUAL REPORT FROM THE HISTORIC DISTRICT COMMISSION/HERITAGE COMMISSION –LARRY BRICKNER-WOOD, CHAIR

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

**PRESENTED BY:** Larry Brickner-Wood, Chair, HDC/HC

**AGENDA DESCRIPTION:**

Section 11.1 (I) of the Durham Town Charter used to require that the Town Council meet annually with all Chairpersons of standing Town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activities for the coming year. At the March 10, 2020 Town Election, Charter amendment (Article 16 on the ballot) was adopted which amended the language within this section to now read:

- I. On an annual basis, Chairs of the Town of Durham committees will be provided the opportunity to present to the Town Council any significant actions or projects taken by their respective committee. This report can be in the form of a written summary or a formal presentation. No action is required if there is nothing of significance to report, although the Town Council can ask for a presentation if there is interest.*

Larry Brickner-Wood has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the commission's current activities.

**LEGAL AUTHORITY:**

Section 11.1 (I) of the Durham Town Charter.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive presentation from HDC/HC Chair, Larry Brickner-Wood, and hold question and answer session if desired.



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AGENDA ITEM: **#11B**  
DATE: May 18, 2026

### COUNCIL COMMUNICATION

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

**AGENDA ITEM:** RECEIVE ANNUAL REPORT FROM THE ZONING BOARD OF ADJUSTMENT – NEIL NIMAN, CHAIR

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

**PRESENTED BY:** Neil Niman, Chair, ZBA

**AGENDA DESCRIPTION:**

Section 11.1 (I) of the Durham Town Charter used to require that the Town Council meet annually with all Chairpersons of standing Town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activities for the coming year. At the March 10, 2020 Town Election, Charter amendment (Article 16 on the ballot) was adopted which amended the language within this section to now read:

- I. *On an annual basis, Chairs of the Town of Durham committees will be provided the opportunity to present to the Town Council any significant actions or projects taken by their respective committee. This report can be in the form of a written summary or a formal presentation. No action is required if there is nothing of significance to report, although the Town Council can ask for a presentation if there is interest.*

Neil Niman has been invited to attend Monday night's Town Council meeting to provide a brief update to Council members regarding the ZBA's current activities.

**LEGAL AUTHORITY:**

Section 11.1 (I) of the Durham Town Charter.

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

No formal action required. Receive presentation from ZBA Chair, Neil Niman, and hold question and answer session if desired.



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

DATE: **May 18, 2026**

### COUNCIL COMMUNICATION

**INITIATED BY:** Durham Town Council

**AGENDA ITEM:** CONTINUED DISCUSSION AND POSSIBLE ADOPTION OF TOWN COUNCIL GOALS FOR FY 2026/27

**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 process for the development of goals for the upcoming year. At the April 20, 2026 Town Council meeting, the Council was presented with documents with Department Head goals, Boards/Commissions/Committee goals and proposed Council goals from individual Councilors.

At the May 4, 2026 meeting, Administrator Selig has worked to streamline what the Council discussed into a document that captured Councilor suggestions to date while improving clarity and readability eliminating duplication. For this meeting he has refined the goals again based on the discussion at the May 4 meeting.

**LEGAL AUTHORITY:**

N/A

**LEGAL OPINION:**

N/A

**FINANCIAL DETAILS:**

N/A

**SUGGESTED ACTION OR RECOMMENDATIONS:**

**MOTION:**

*The Durham Town Council does hereby adopt the Council goals for FY 2026/27.*

Town Council Goals 2026-2027  
Revised Working Draft – 5/14/26  
(Based on 5/4/26 Town Council Discussion)

**Mission**

To provide ongoing stewardship for the Durham community including effective and efficient municipal services.

**Core Values**

Excellence, Honesty, Integrity, Justice, Resilience, Respect, Transparency

**Purpose and Use of Council Goals**

Town Council Goals are intended to reflect the consensus of the Council regarding what it should strive to accomplish over the course of its one-year session. Some goals are continuous from year to year and provide ongoing general direction, while others are more specific and respond to evolving or emerging needs of the community and its residents.

Although the goals are adopted by the Council, responsibility for achieving them is, by the nature of the Town Charter and organizational structure, shared with the Administrator, departments, and committees. The goals also provide a framework for the Council to review its progress over the year and to hold itself accountable to the public, and, insofar as certain objectives are a shared responsibility with the Administration, they may also serve as one measure of assessing the Administration's effectiveness.

**Goal 1 - Facilitate optimal functioning of Town government through continuous improvement, new efficiencies, waste reduction, and regional collaboration.**

- A. Assess and mitigate both cybersecurity and fraud risks using technology and robust internal procedures.
- B. Seek to identify educational opportunities for the Council that will help it more effectively carry out its responsibilities, and draw on appropriate internal and external resources to provide these educational programs.
- C. Encourage all Town boards, committees, commissions, and Durham's legislative delegation to become familiar with and align their efforts with the Council goals, actively collaborate and communicate with each other, and communicate with the community at large.
- D. Ensure orderly and fair elections in 2026 and 2027, considering recent state law changes, by proactively assessing the Town's readiness to comply with state and federal election requirements and determining what public education is needed to explain any new requirements or procedures.

**Goal 2 - Pursue long-term economic strength and resiliency, anticipating the community's, the region's, and the nation's economic characteristics, challenges, and opportunities.**

- A. The Council, Administrator, local Boards, and Departments will work collaboratively to broaden and diversify Durham's tax base over the long-term in order to maintain 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.
- B. The FY2027 budget goal is to both hold the municipal tax rate at the FY2026 rate of \$5.89 and to keep total expenses *excluding* principal payments, interest payments, overlays and exemptions at \$20.2M or less. The \$20.2M expense goal may be exceeded if there is unexpected offsetting revenue for the matching expense as occurs, for example, when the town is awarded a state or federal grant for a project.
- C. Partner and support UNH on development projects at The Edge at West End and potentially within the Commercial Core.
- D. 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 within the available budget appropriation.
- E. Gather budget and relevant information from other New Hampshire towns of comparable population and complexity to use for comparative analysis.
- F. Modernize the budget packet, highlighting projected future municipal tax rates for at least the next five years, including an understandable explanation of the overall outlook, impact, and primary drivers; an introductory breakdown of property tax bill components and other high-level data; and projected Town, School, and County tax rate implications based on available information, to improve resident understanding of programs provided for dollars expended. Consider using formats such as Portsmouth, New Hampshire's "Popular Annual Financial Report" as inspiration for future budget presentations.
- G. Increase connection and collaboration between the Town and local businesses to help foster a supportive and beneficial atmosphere to increase the desirability and viability of downtown Durham.
- H. Work to revitalize Durham's commercial core and neighborhoods in ways that protect their character, enhance the sense of community, better provide for the needs of

residents and businesses, strengthen the fiscal health of the Town and UNH, and align with the Master Plan.

**Goal 3- Pursue long-term environmental sustainability and resiliency, considering existing and predicted impacts of climate change on drinking water, wastewater, stormwater, agriculture, food, society, transportation, ecology, solid waste, and economy.**

- A. Work toward continued Town-wide reductions in solid waste generation.
- B. Support pedestrian, public, and transportation alternatives to the automobile, and continue taking steps to address downtown multi-modal transportation options.
- 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, consumption, and promote the expansion of community gardens.
- D. Encourage Town committees, departments, and especially the broader community to pursue strategies that support the Town's 2025–2030 Climate Action Plan, and, in collaboration with the Town Clerk, Assessing, and Building Department offices, systematically track local trends in electric vehicle registrations, heat pump installations, and similar measures within the built environment.
- E. Complete removal of the historic head-of-tide Mill Pond Dam on the Oyster River to address structural deficiencies and restore water quality and aquatic habitat.
- F. Complete budgeted phases of the Madbury Road Complete Streets project following water/wastewater line replacement work in order to restore base roadway structure, foster speed calming, walkability, bikeability, and mass transit.
- G. Complete Phase II of the shoreline restoration project at Wagon Hill Farm to counter the impacts of climate change and preserve the property for enjoyment by future generations.

**Goal 4 - Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner.**

- A. Continue to develop and adopt ordinance and policy changes that increase the availability of a full range of appropriately located housing options, recognizing that housing type, density, and location directly affect the municipal tax base, demands on water and wastewater infrastructure, and ultimately what residents pay in property taxes. Prioritize market-rate and other housing that fits within existing neighborhoods served by Town water and wastewater, preferably in or near the commercial core, in ways that are consistent with the Master Plan and that protect the integrity and

character of Durham's traditional neighborhoods, while reviewing and adjusting zoning and regulations that unnecessarily inhibit such development.

- B. Make all Town operations inclusive of non-binary options.
- C. Support the recreational, educational, and social needs of residents through Parks and Recreation, Durham Public Library, and related programming including the celebration of Durham's rich history.
- D. Strive for residents, board members, and staff to feel heard and respected and for healthy debate at public meetings.
- E. Enhance residents' understanding of Town government through active communication, outreach, and education about Town operations, so that community members are informed and prepared to engage in public decision-making, including through additional communication tools, possible topical public forums, and online surveys as necessary to gather input on Town matters.

**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.**

- A. Encourage the UNH administration to collaborate with Durham's Administrator on decisions and planning that affect the university, the town, local businesses, and residents.
- B. Encourage UNH to actively promote the university's athletic, cultural, social, health and fitness, recreational, and educational programs to Durham residents.
- C. Endeavor to establish Durham as an epicenter of off-campus volunteerism and research by UNH students, faculty, and staff.
- D. Collaborate with UNH and businesses in support of a vibrant downtown given changing university demographics.
- E. Coordinate with UNH for the long-term future location of the Durham Fire Station and prioritize short term fire station improvements within the Capital Improvement Plan (CIP).

**Goal 6- Lead efforts to promote inter-governmental awareness and collaboration on issues of mutual interest and concern.**

- A. Establish working relationships with neighboring municipal officials to foster a timely and collaborative regional network.

- B. Establish regular, meaningful communication between the Town of Durham, the Oyster River Cooperative School District, and Strafford County to discuss future strategic plans, objectives of common interest, the scope and timing of major capital projects, and their combined impact on taxpayers' total tax bill. At a minimum, invite the ORCSD Superintendent and School Board Chair to attend 2–3 Council meetings per year and the County Administrator and County Commission Chair to attend 1–2 times per year, with at least one meeting in each case specifically focused on budget preparation and projections.
  
- C. Proactively prepare for an active and coordinated response to both potential and approved federal and state legal, policy, or economic actions that materially impact the Town, particularly those affecting human rights or the well-being of community members and employees. Work swiftly, in collaboration with the Town's legislative delegation, UNH, and other relevant partners, to protect essential operations, community services, and the safety and rights of the Durham community, and to oppose efforts that undermine local authority and control. When appropriate, issue clear and timely statements or resolutions to articulate the Town's position and concerns.

Note: The numerical order of the goals does not imply priority.

Comparison of FY2027 Fiscal Forecast Budget and FY2027 Budget Goal

	FY26 Budget	FY 27 Fiscal		FY27 Budget Goal	Change From FY26
		Forecast	Change From FY26		
Total Expenses Excluding Principal, Interest, Overlays and Exemptions (i.e. Town Departments)	19,702,240	20,486,939	4.0%	20,194,796	2.5%
Total Bond Principal and Interest	2,420,085	2,192,900	-9.4%	2,192,900	-9.4%
Overlay	1,640,000	125,000	-92.4%	125,000	-92.4%
Credits and Exemptions	158,000	158,000	0.0%	158,000	0.0%
Expenses, Overlays and Exemptions	23,920,325	22,962,839	-4.0%	22,670,696	-5.2%
Less Non-Property Tax Revenue	(11,073,100)	(9,724,906)	-12.2%	(9,724,906)	-12.2%
Property Taxes to Be Raised	12,847,225	13,237,933	3.0%	12,945,790	0.8%
Projected Valuation (\$,000)	2,182,785	2,198,699	0.73%	2,198,699	0.73%
Projected Tax Rate	5.89	6.02	2.3%	5.89	0.0%