

**STATUS OF TOWN COUNCIL GOALS FOR 2016/17**  
**(ADOPTED ON MAY 23, 2016)**  
**As of 12/31/16**

**STANDARDS OF PERFORMANCE**

- **Embrace openness in the conduct of public business while conducting Town affairs in a manner that is just and best demonstrates a genuine respect for different ideas, opinions, and perspectives.**

<b>Task/Project</b>	<b>Description</b>	<b>Status</b>
Inform Councilors of Right to Know Law rules regarding email use and electronic communications shortly following March election.	Orientation email sent to Council by April 1 <sup>st</sup> with goal of low incidence of inadvertent RSA 91-A violations by Council.	Orientation email sent to Council week of March 7th.  <b>COMPLETE</b>
Orientation session for new Town Councilors.	Inform newly elected Councilors of expectations, procedures, and protocols of being a member of the board.	Administrator conducted orientation March 21, 2016.  <b>COMPLETE</b>
Orientation session for new board chairs/vice chairs.	Familiarize the leadership of all Town boards with good basic information regarding meeting protocol, the Right to Know Law, communication between boards, and Council goals.	Orientation held June 27, 2016.  <b>COMPLETE</b>
Orientation session for Town Boards/citizens on Right to Know Law from NHMA.	It is essential that boards and citizens alike have a firm grasp of the essentials of the Right to Know Law. To this end, we annually endeavor to schedule an attorney from NHMA to conduct said forum. The program is also broadcast on DCAT and we invite the ORCSD to participate as well.	Orientation likely to take place in spring 2017 – probably in April. NHMA no longer provides this service and we have been unable to coordinate their holding a regional forum in Durham as we did last year. We are planning to have Durham’s legal counsel provide this information to the community instead.  <b>Ongoing.</b>
Production/creation of weekly “Friday Updates” & experimentation with various forms of social media	Weekly distribution of “Friday Updates” e-newsletter each Friday afternoon. Purpose is to keep Councilors and also other board members as well as citizens and staff informed relative to happenings in and around Durham.	The process is working smoothly. <i>We have plateaued at about 3,200 active “Friday Updates” subscribers.</i> At this time we are experimenting with different ways material can be rebroadcast on Facebook, Twitter, etc. to help educate and engage citizens through new communication

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	<p>Durham has also bolstered its Twitter and Facebook presence this year in order to meet the demands of residents' changing preferences for information distribution.</p>	<p>mediums.</p> <p>As of 10/12/16 we have 667 Twitter followers (up from 626 in June 2016). Facebook over the last 28 days (September 16 – today) has had a reach of: 11,119.</p> <p><b>Ongoing.</b></p>
<p>Maintenance of a Durham web site that is fresh, useful, informative, and easily accessible.</p>	<p>Utilize municipal website as critical information portal to inform residents and serve as a resource for them so they may productively engage on issues of interest.</p> <p>We also endeavor to make the web site a reservoir of historical data that can be of use to boards/committees/commissions over time.</p>	<p>The web site underwent an \$8,000 redesign and was given a soft launch on 10/7/16. It's now fully operational.</p> <p>Craig Stevens in IT/DCAT has been working to digitize the Town Code to put on the web site. As of 9/30/16, the Town Code is completely digitized and available for viewing on our website.</p> <p><b>COMPLETE</b></p>
<p>Durham Community Access Television (DCAT) to air more robust array of Durham public meetings, spins off a separate school channel, transitions DCAT studio to new Town Hall, brings Durham Public Library studio on line. Includes an expansion of original DCAT programming.</p>	<p>Tasks outlined intended to inform and engage residents in local affairs in meaningful and value added ways.</p>	<p>This was major undertaking for 2015 and we have done well meeting the goal.</p> <p>Expanded programming taking place for DCC, EDC, and committees on request.</p> <p>Other programs have included: Single Stream Recycling Orientation for community, Eversource Seacoast Reliability public forums, Eversource tour of proposed Seacoast Reliability Project route, the Eversource SEC public hearing at the ORHS on July 14, 2016 from 6-8 PM.</p> <p>Mary Ellen Humphrey and Craig Stevens also have been interviewing business's that would like to be highlighted in our "Spotlight, In the Biz" segment and have begun to conduct and air interviews/shows. The Juicery and Young's Restaurant have been filmed, and a new set of three pieces are being produces explaining the rationale for additions/renovations to the Durham Police Department.</p>

	<b>COMPLETE</b>
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- **Encourage all town boards, committees, and commissions to align their efforts with the Council goals and to collaborate and communicate more frequently with each other and with the community at large.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
Email approved Town Council goals to all boards/ commissions, post on line, discussion during board orientations, distribute to departments, and broadcast in the "Friday Updates." Provide as part of new committee chair/vice-chair orientation.	<p>It is important to educate all boards relative to the most current Council goals to align efforts.</p> <p>Through this effort we hope to ensure board/staff alignment with Council goals.</p>	<p>Goals list has been sent to all boards/committees/departments and was also discussed during board chair/vice Chair orientation this summer.</p> <p>Large list of updated goals are posted in Council chambers for easy viewing by public/boards.</p> <p><b>COMPLETE</b></p>
Councilors assigned to boards provide update at each Council/board meeting as needs require.	<p>During Council Roundtable, update TC on board activities and vice versa. Administrator endeavors to do same.</p> <p>We hope to achieve few surprises for Council, boards, staff, etc. and the alignment of efforts toward shared Council goals.</p>	<p>This is now standard practice for the Council.</p> <p><b>COMPLETE</b></p>

- **Ensure that the town staff and resources secured by the town provide exemplary expertise, guidance, and support to town boards, commissions and committees.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
Assist the MPAC and Planning Board as part of the Master Plan Update Process.	Forward looking to 2017.	<p>Initial 10 Chapters of Master Plan Update were adopted by Planning Board in November 2015 and won the Plan of the Year Award from the NH Assoc. of State planners.</p> <p>Future Land Use Chapter, time/budget permitting, to be addressed in 2017.</p> <p><b>Ongoing.</b></p>

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<p>Assist Trustees of Trust Funds (TTTF) with property management/management of funds.</p>	<p>Durham Public Works Director Mike Lynch meets regularly with the TTTF to address the maintenance and upkeep of trusted graveyards, parks, and other issues as required. Business Mgr. Gail Jablonski advises the board on fiscal issues as requested.</p>	<p>Both the DPW Director and the Business Mgr. meet with TTTF as needed. Evaluating invasive issues at the Doe Farm. The TTTF have provided additional information regarding investment collateralization.</p> <p><b>COMPLETE</b></p>
<p>Planner provides regular guidance to Planning Board/HDC.</p>	<p>Routine guidance with respect to applications/matters before the PB and HDC.</p>	<p>The Planner endeavors to provide his very best guidance to both the Planning Board and Historic District Commission with respect to applications.</p> <p><b>COMPLETE</b></p>
<p>Departments contribute opinions to respective boards.</p>	<p>How a project impacts an individual department is critical for future planning.</p>	<p>The various departments must offer projections of impact upon budget, workload and personnel areas so that the community can evaluate a proposal with all the facts.</p> <p>The importance of the police department's input on the placement of student housing has been demonstrated as it pertains to calls for service, fire department on various deficiencies within rental housing, etc.</p> <p><b>Ongoing.</b></p>
<p>EDC Director to provide guidance to Economic Development Committee and other boards/committees as necessary in pursuit of economic goals.</p>	<p>Routine guidance with respect to matters before the various town boards.</p>	<p>In addition to providing guidance, the EDC Director has been working to coordinate meetings this year, develop agendas, and has been serving as the de facto chair as no members have been able to take on this position over the last several months.</p> <p>A major focus has been the 66 Main St./ATO project in conjunction with UNH. Unfortunately, this project, while taking months of time and effort, has yet to materialize. Work continues and UNH and Durham are now regrouping in terms of how to next proceed.</p> <p><b>COMPLETE</b></p>
<p>Administrator to provide guidance to Town Boards/citizens as needed.</p>	<p>Miscellaneous matters arise over the course of the year that requires the attention of the Administrator.</p>	<p>Mr. Selig has worked to provide guidance/feedback/intervention on an as needed basis. The <i>Eversource Seacoast Reliability Project</i>, development downtown, traffic/parking issues, <i>historic murals at the post office depicting</i></p>

		<p><i>Native American imagery</i>, etc. are all recent/ongoing examples.</p> <p><b>Ongoing.</b></p>
<p>The Zoning Administrator provides guidance to the ZBA and other Town Boards/citizens as needed.</p>	<p>In addition to regular attendance at ZBA meetings, the Zoning Administrator provides guidance to the ZBA, enforces various approvals of Town boards, and provides guidance to citizens/contractors on an as needed basis.</p>	<p>Audrey Cline has settled in well to her now position and is working to provide guidance as necessary. She has just reached her 1 year anniversary. She did a very beneficial overview for the Planning Board on the code process and followed up with the Council concerning the same presentation at Council request on August 1, 2016.</p> <p><b>COMPLETE</b></p>

## KEY OBJECTIVES

- Pursue long-term economic and environmental sustainability and resiliency, anticipating the community's and the region's future needs through a framework that formally integrates the consideration of multiple elements including society, ecology, economics, transportation, agriculture, recreation, food and drinking water, climate, and energy resources.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
<p>Spruce Hole Well project to be bid out, awarded, and constructed for summer 2016 operation.</p>	<p>This project will ensure Durham/UNH have adequate water supply for many, many years to come.</p>	<p>The project is now operational while still under warranty and to date has been working well.</p> <p><b>COMPLETE</b></p>
<p>Installation of large 640 kW DC solar array at Durham's Packers Falls Gravel Pit in Lee for summer 2016 operation.</p>	<p>ReVision/Durham received a \$500,000 grant from the NHPUC in summer 2015 to build a 640 kW solar array at the Durham pit in Lee on Packers Falls Road.</p> <p>Considerable time was put into this project by the Energy Committee, Admin. Selig, DPW, and Town Councilors. The Town of Lee approved a PILOT with the Town of Durham and the Town Council approved the project to proceed in late-fall 2015. Construction took place in early 2016.</p>	<p>The project is installed, permitted, and a grand opening was held in July 2016. The Energy Committee is working at this time to assist with showing production information in an easily understandable format.</p> <p><b>COMPLETE</b></p>
<p>Hold at least one meeting of the Durham Human</p>	<p>The Human Rights Commission provides a venue to</p>	<p>We held an additional meeting of the commission</p>

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<p>Rights Commission in 2016.</p>	<p>ensure there is conscious ongoing local discussion regarding Durham and efforts that can be made to ensure all people are welcome in every way.</p> <p>Human Rights Campaign Municipal Survey undertaken again in 2015. Durham had the top ranking in Durham. The Commission met on January 20, 2016 to discuss results of the 2015 survey and to discuss the merits of Resolution 2016-01 which was ultimately adopted by the Council on February 1, 2016.</p>	<p>this fall following receipt of the Municipal Equity Index results for Durham in 2016. <i>Most recently, an issue has arisen regarding the historic mural set at the Durham Post Office. To this end, HRC Chair Kitty Marple and I plan to travel to Franklin, NH on 1/10/17 to meet with the NH Commission on Native American Affairs.</i></p> <p><b>Ongoing.</b></p>
<p>Evaluation and possible preservation/easement of Emery Farm/Hills' South parcel (40 +/- acres) adjacent to WHF on Oyster River.</p> <p>Thompson Parcel (40 +/- acres) preservation effort off Wednesday Hill Road on Lamprey River.</p> <p>Powder Major parcel (195 +/- acres) in Durham, Lee, and Madbury.</p>	<p>The DCC has allocated funds for Emery Farm contingent upon receipt by the Forest Society of Federal grant funds which are still outstanding.</p> <p>The Town worked with the Southeast Land Trust for the preservation of the Thompson Parcel. <b><i>The project came to closing in spring 2016.</i></b></p>	<p>The Powder Major project was approved by the Town Council in July 2016. As of 1/5/17, the Forest Society was contacted by Mr. Selig and indicated it is still actively raising funding for the project. <b>Ongoing.</b></p> <p>Thompson has been conserved. <b>COMPLETE</b></p> <p>Emery Farm is still in the fund accumulation mode by the Forest Society. <b>Ongoing.</b></p>
<p>Support the Durham Farmers Market organized by the Seacoast Growers Assn. to promote local agriculture.</p>	<p>The Farmers Market again operated at Jackson's Landing in 2016.</p> <p>The Agricultural Commission and the Parks &amp; Rec. Dept. (and Administrator's Office) worked with the Seacoast Growers Assn.</p>	<p>Feedback regarding the Jackson's Landing site was mixed, but we have to date been unable to locate a viable downtown location as an alternative. The Agricultural Commission will continue to evaluate this issue. The Town Council received a report from the Seacoast Growers in October 2016.</p> <p>Given there is no alternative site at the present time, this item is considered <b>COMPLETE</b></p>
<p>Make Durham more pedestrian and bicycle friendly.</p>	<p>The entire downtown loop has been restriped/reconfigured in accordance with recommendations from the RSG/ALTUS Engineering report dating to 2014 to make it more bicycling and pedestrian friendly. The Council held additional discussions in spring 2016 regarding the downtown Ped./Bike plan and a few modifications were made in conjunction with recommendations from Transportation Engineer Dirk Grotenhuis which</p>	<p><i>Additional effort must be devoted longer term to making areas outside the downtown core more pedestrian friendly.</i></p> <p>For this purpose of this matrix and envisioned short-term projects, this item is considered <b>COMPLETE.</b></p>

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	<p>are being applied at this time to the downtown loop which is presently being fully resurfaced.</p> <p>Additional improvements to roadways leading to downtown Durham have also been addressed as real estate/funding has allowed. 45 "share the road" signs with wooden posts were erected through the downtown area and nearby neighborhoods, as were roadway markings in 2015/2016.</p> <p>Includes bike lanes, sharrows, transition turning areas, and Share the Road signage. Funds were included as part of the FY 2016 budget to support two coats of line striping in key locations annually.</p>	
<p>Use of "Pay and Display" parking kiosks throughout the downtown core to make better use of full array of parking options available there through pricing.</p>	<p>New kiosks are in place and working effectively.</p> <p>The initiative is intended to support local businesses and make parking more available for residents who choose to shop in downtown Durham.</p>	<p>There is ongoing monitoring of parking taking place. Parking adjustments have been made as to attempt to move out squatters. Monitor technology advances that will make parking simpler for users and diminish need for added personnel to enforce.</p> <p>Chief Kurz plans to schedule a parking summit in winter 2017 as we are receiving more and more expressions of concern from new businesses that insufficient parking exists for business permit parking and for customers.</p> <p>In terms of modifications in the near term, this item is considered <b>COMPLETE</b>.</p>
<p>Enhance array of programming for Parks &amp; Recreation Department.</p>	<p>Rachel Gasowski has settled in nicely in her second year of service as Durham's Parks and Recreation Director. She has enhanced existing programming to include additional high quality summer camp offerings, some well done community events, worked to increase cooperation with ORYA, and more.</p>	<p>An ever expanding array of events/programs/activities have been planned/accomplished.</p> <p>For the purposes of this one-year tracking report, this item is considered <b>COMPLETE</b>.</p>
<p>Other energy-related projects.</p>	<p>Many of these projects are being undertaken by the Energy Committee with support from DPW and the Administrator's Office.</p>	<p>Active projects include:</p> <ul style="list-style-type: none"> <li>Ongoing monitoring of new Electric Vehicle (EV) Charging Station in the Pettee Brook Lot. <b>Ongoing.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• EPA Portfolio Manager implementation in 2016 to audit the energy use of our municipal buildings. <b>Ongoing.</b></li> <li>• Housing Survey in support of the Master Plan goal to conduct an annual survey on rotating topics, a survey was released in early-2016 dealing with housing and building efficiency in Durham. Findings presented to Council in spring 2016. <b>COMPLETE</b></li> <li>• Pursued and received a \$2,500 grant in 2015 for Durham to analyze solar property tax policy in NH with regard to assessing commercial solar arrays and community solar farms. Work ongoing using grant funding. <b>Ongoing.</b></li> <li>• Serve as the coordinating host to the Seacoast Energy Hub organized by the Local Energy Solutions Work Group to bring regional energy committees together for knowledge sharing and coordinated action on Climate Change issues. <b>Ongoing.</b></li> <li>• Held an electric drive event at WHF to coincide with Durham Day. <b>COMPLETE</b></li> <li>• Work on transition of Durham overhead street lights to LED technology (a project of DPW). Approved as part of FY 2017 budget to be <b>COMPLETED</b> in summer.</li> </ul>
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- **Continue cooperative and collaborative efforts with UNH to enhance mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire’s state university. Negotiate equitable agreements for the delivery of services and provision of infrastructure used by both the Town and UNH and develop long-term policies that reduce the burden on the Town and clarify town-gown land ownership.**

Task/Project	Description	Status
Potential redevelopment of 66 Main Street in conjunction with UNH.	The redevelopment may include a hotel, Barnes & Noble College Bookstore, restaurant, commercial space, structured parking to support the development and the downtown core, and more.	Durham and UNH executed an MOU for the redevelopment of this property and a great deal of effort has been going into this collaborative project.



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	<p>The Town-owned triangular shaped parking lot on Pettee Brook Lane would potentially be integrated as part of the redevelopment, as well as the Hetzel and Alexander Hall sites on the UNH campus.</p>	<p>Durham/UNH broke off discussions with Fairmont Properties and are now regrouping in terms of how to proceed with the project. This has been a significant time investment for UNH and Durham which so far has not come to fruition.</p> <p>UNH will put out a new RFP in winter/spring 2017.</p> <p><u>Note:</u> This has been a significant initiative and holds promise for a positive Town/Gown partnerships moving forward.</p> <p><b>Ongoing.</b></p>
<p>In furtherance of the Town Council's endorsement of the proposal for UNH to construct a new Outdoor Pool, support UNH in its efforts to design, include the public, and construct a new \$5.5 +/- million, 15,000-16,000 sq. ft. outdoor pool for the 2016 swim season.</p>	<p>In support of recreational opportunities for Durham residents.</p>	<p>Following numerous permitting delays, construction on the new UNH Outdoor Pool commenced in 2015. At 14,355 sq. ft., the heated, +/- \$5.5 million structure paid for fully by UNH will be one of the largest outdoor pools in New Hampshire. The new facility opened to great fanfare and unsurpassed attendance on August 19, 2016.</p> <p>The Council approved a \$30,000 max subsidy for Durham residents purchasing pool passes providing them with a 20% discount off of the purchase price.</p> <p><b>COMPLETE</b></p>
<p>Work with UNH to achieve equitable agreements on a variety of subjects.</p>	<p>Durham and UNH negotiation teams met extensively in 2015/early 2016 to discuss and ultimately agree upon a variety of topics which were subsequently approved by the Town and UNH in spring 2016 as follows: Agreement to renegotiate the Municipal Services (Omnibus) Agreement which expires 12/31/28; MOU on Long-Range Planning Coordination and Communication; Fire Protection Services Agreement; Jacksons Landing Boat Launch Agreement; MOU on University Outdoor Swimming Pool; The School Agreement; Transfer of Real Property Agreement (transferring ownership of the "Tot Lot" and Oyster River Park to Durham); and the Water and Wastewater System Agreement.</p>	<p>The Town and UNH teams are currently evaluating/gathering data relative to the "Omnibus Agreement" which expires 12/31/18. <b>Ongoing.</b></p> <p>For the purposes of the initial goal of replacing agreements that expired 12/31/15, this is considered <b>COMPLETE</b>.</p>

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- **Having expanded the tax base through student housing construction, focus on revitalizing Durham’s commercial core in ways that enhance the sense of community and better provide for the needs of our residents, while maintaining our small town character, rural pastoral gateways, and cultural history.**

Task/Project	Description	Status
Support efforts of Economic Development Director.	The position to date has supported desirable investment in Durham, filling present and future vacant commercial space, encouraging existing businesses to invest in their properties, and advising the EDC, staff, various committees, and Durham property owners on misc. matters.	<p>Mary Ellen Humphrey has been extraordinarily effective in helping to move forward numerous initiatives this year. Examples include:</p> <ul style="list-style-type: none"> <li>• Durham Business Park has been approved for redevelopment by the Planning Board. The Harmony Homes project is now under active construction. <b>Ongoing.</b></li> <li>• Efforts under way to redevelop ATO site in partnership with UNH. <b>Ongoing.</b></li> <li>• Support downtown owners in helping to fill commercial and office space. <b>Ongoing.</b></li> <li>• The evaluation of the feasibility of working with UNH to create a new business incubation center in Durham. <b>Ongoing.</b></li> <li>• Working with the owner of Young Drive to potentially redevelop that site as over 55 housing. <b>Ongoing.</b></li> <li>• Redevelopment of former Town Office site at 15 Newmarket Road (now under active construction) for project. <b>Ongoing.</b></li> <li>• Work with owner of Mill Plaza to encourage a development mix and layout that is of benefit to the Town, owner, and existing businesses. <b>Ongoing.</b></li> <li>• Work with UNH as part of their long-term thinking relative to moving research activities and external partner organizations/companies into off campus taxable development downtown, on Technology Drive, etc. <b>Ongoing.</b></li> </ul>
Successfully manage extensive new development within downtown core and	Several significant construction projects were ongoing in 2015 including: Henderson, Orion,	A significant and time consuming undertaking.

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elsewhere in town.	Golden Goose, Peak (landscaping), Christie, and Pauly's Pockets. Departments worked on punch lists to close out the remaining items related to these projects in summer 2016.	<b>COMPLETE</b>
Revisiting Zoning ordinance within Historic Overlay District to update and make adjustments as needed.	Council initiated ZO change was discussed before the board with a public hearing scheduled for July 18, 2016. It was adopted.	<b>COMPLETE</b>

• **Regain and enhance the integrity of Durham's traditional family neighborhoods.**

<b>Task/Project</b>	<b>Description</b>	<b>Status</b>
Utilization of Disorderly House Ordinance as needed with problem properties.	DPD used this tool with success on Young Drive in spring 2014. It is more often than not threatened and use has not been necessary. A useful tool to have in the proverbial tool belt.	<b>COMPLETE</b>
Housing Standards Ordinance implementation	The DFD has been active in implementing the annual inspection program for rental properties.	<p>The cyclical 3-yr inspection program is behind schedule due to additional time devoted to follow up on numerous health/safety issues/violations identified in rental units. In this respect, the program has been a tremendous success in making rental housing stock safer across Durham.</p> <p>I expect the process will become more streamlined as the dept. enters the next 3-yr period as many violations have now been corrected.</p> <p>The DFD is working with legal counsel at this time to communicate with those landlords who for whatever reason have chosen not to comply with allowing access for inspection/re-inspection.</p> <p><b>Ongoing.</b></p>
Respond to rental housing complaints, noise issues, trash, and behavior problems through the Code Enforcement Office, Fire Dept., and now as well through the new Problem Oriented Policing (POP) Officer funded in part through a U.S. Department of Justice grant.	The POP Officer has enabled the Town to be much more proactive in addressing problem properties in concert with the Code Office and the DFD. The Code Officer has utilized District Court to address violations in an effort to more expeditiously address zoning concerns.	<p>The POP officer position has been incredibly effective. We plan to recommend maintaining the position moving forward. It is funded for FY 2017.</p> <p><b>COMPLETE</b></p>

• **Finalize police station expansion design and project approval by Town Council or by referendum, as appropriate.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
Finalize design for addition/renovations at the Durham Police Department at its current 86 Dover Road location.	The DPD is in need of expansion to adequately meet the needs of the Town. Durham engaged the services of Schoonmaker Architects involving local Durham architects Bill Schoonmaker and Walter Rous to design and price the project along with Bauen Construction. Est. pricing is approx. \$1.96 million. The DPD has been developing information to educate voters for a 2017 referendum vote requiring 2/3 passage.	Council has approved project to be placed before voters as part of a 2017 referendum item in March.  Several public hearings are scheduled for January/February 2017 leading to the annual vote in March.  <b>Ongoing.</b>

• **Select site and finalize design for a new fire station.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
Identify a definitive site and finalize a design with associated pricing for a new fire station to serve the needs of Durham and UNH.	With the Agreement for Fire Protection Services between Durham and UNH signed in April 2016 for another ten years, the parties are now in a position to resolve the longstanding outstanding issue of where to place a future fire station.	Chief Landry has developed a list of potential fire station locations that needs to be evaluated by Durham/UNH officials. <b>Ongoing.</b>

• **Develop a plan and assess the merits of pursuing initiatives for new or existing public facilities to meet the present and future needs of the community to include, among others:**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
1. Shoreline stabilization and trail plans for Wagon Hill Farm that consider the Stewardship Plan for the property.	Shoreline erosion is occurring along the water at WHF.	DPW has obtained a \$20,000 grant and a \$28,332 grant from NHDES with a match from Durham to move ahead with assessment of existing conditions for shoreline as part of a collaborative project involving Durham, NHDES, and UNH researchers.

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		Data to be collected summer and fall 2016 and into 2017. We would anticipate allocating approx.. \$170,000 that may be paid to NHDES from the Eversource Seacoast Reliability Project to help support wetland mitigation within the watershed, as well as use of the L. Brown Trust for 2017 as proposed in the FY 2016 budget. <b>Ongoing.</b>
2. Dam/culvert deficiencies and water quality at the Littlehale Pond.	Ownership of dam has been evaluated and because it is integral to Bagdad Road, it is the Town's.	DPW has evaluated the issue and recommends removing the dam. The Town is proceeding in this direction. <b>Ongoing.</b>
3. Restoration of the Mill Pond.	The pond is in need of dredging (and/or a long-term plan), invasive control, and algae control.	DPW has been tasked with developing a plan to address the Mill Pond for Council discussion and approval and to establish estimated pricing for planning purposes in anticipation of a 2017 capital project. Several Councilors expressed an interest in helping to review RFP's that were received to select a consultant. Similarly, April Talon will take a look at work that needs to be accomplished relative to repairs to the dam so that potential economies of scale and synergies can be considered between the two projects. Councilors Rotner, Lawson, Howland, and Bennett will provide an update to the Council on 1/9/17. <b>Ongoing.</b>
4. Integrated or stand-alone wastewater/stormwater permits through the US EPA. Development of draft joint Durham/UNH Integrated Water/Wastewater Plan in conjunction with the US EPA to show possible paths to address wastewater and stormwater EPA requirements and to address the health of the Great Bay Estuary and Lamprey/Oyster River watersheds and evaluate the merits of such versus the traditional regulated approach.	<p>After many revisions, the final VHB document was received in late summer 2014. Subsequent meetings with the EPA led to a limited, focused approach through the summer 2016 to include monitoring the PILOT 4 Stage Bardenpho process at the Durham WWTP, and implementation of a \$67,000 +/- USEPA technical assistance grant Durham applied for and received with EPA subcontractor, Tetrattech, to develop a nutrient loading system for Durham's consideration.</p> <p>MS-4 Regulations are not scheduled to be issued until fall 2016.</p> <p>Overall approach and recalculated total pricing will need to take place once we have more information in hand.</p>	<p>Note: This will likely be an area where it will prove difficult to provide accurate long-range cost projections until we have a better understanding of the appropriate course of action for Durham/UNH to take in addressing permit compliance issues.</p> <p>We anticipate that the EPA will issue an MS-4 to Durham/UNH in January 2017. Durham/UNH and the EPA have exchanged early drafts of integrated permit ideas/language for discussion purposes. An integrated permit of this kind would potentially be one, if not the first, of its kind in the nation.</p> <p>The Council desires to be engaged earlier than later as part of these discussions and we plan to engage them.</p>

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		<b>Ongoing.</b>
5. Additional green space and/or public space or facilities that could be utilized for public events, activities, or programming such as art exhibitions, musical events, a Farmers' Market, or a community center in order to further enhance the lives of Durham residents. With this in mind, efforts will begin in order to realize unique opportunities if and when they appear.	There had been some limited community discussions amongst interested citizens of creating a "string of pearls" connecting the Milne Sanctuary via a bridge to the Renner parcel thereby allowing for pedestrian access around the Mill Pond.	Discussion regarding this idea, and in particular the potential acquisition of the Renner Parcel on Newmarket Road, involved Town Councilor Diana Carroll, interested resident Beth Olshansky, resident Dennis Meadows, and Mr. Selig. It appears as though discussions have broken off at the present time.  No further work is proceeding on this so for the purposes of this report, it is deemed <b>COMPLETE</b>
6. Conduct an updated report of the conditions and significance of the barn and farmhouse at Wagon Hill Farm.	Since the Town purchased Wagon Hill Farm in 1989, the barn and farmhouse have received minor, mostly cosmetic, repairs. In order to preserve and retain these historical assets, an updated assessment is necessary.	Mike Lynch reviewed the condition of the barn in summer 2016 to obtain pricing on necessary repairs and funds were approved as part of the FY 2017 capital budget to effectuate the repairs. Funds would simply rebuild the barn and stabilize it (eliminating water leakage, for example) for as yet unidentified future uses beyond dry storage for the Town which is in short supply.  <b>Ongoing.</b>
7. Continue to evaluate the optimal management structure of Churchill Rink and consider long-term plans for possible capital improvements to include enclosing bleachers, enclosing the entire structure, bathroom improvements, office for Parks & Recreation, and improvements to optimize the facility for summer use by P&R.	New – used -- ice making equipment was installed at the rink in summer 2015 following a \$120,000 total project upgrade to antiquated ice making machinery.	We have successfully transitioned to an in-house management structure for the 2016-17 seasons. <b>COMPLETE</b>  The Parks & Rec. Committee and Rachel Gasowski will be evaluating potential facility improvements along with DPW in 2017 for longer-term implementation. <b>Ongoing.</b>  As of 10/11/16, there was ice on the rink and the facility has operated well to date this winter.  <b>COMPLETE</b>
8. CIP PROJECT UPDATE: Replace DPW Recycling Building at Raymond A.	The existing building has numerous code deficiencies and was funded for replacement in	DPW did not have time to address this issue in 2014 or 2015 and pricing in 2016 exceeded budget

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LaRoche Sr. Transfer Station & Recycling Center.	2014 at a cost of \$100,000 through LT Debt.	allocations. DPW is revised the estimate with additional funding approved as part of the FY 2017 capital budget. To be undertaken in 2017.  <b>Ongoing.</b>
9. CIP PROJECT UPDATE: Longmarsh Road Culvert Replacement.	This project was approved by the Town Council in two phases: \$51,000 for engineering in 2012 and \$765,000 in 2014 for construction, pending the successful award of 75% matching grant funds. DPW was notified in 2016 that we had received a full grant from FEMA.	Funding awarded from FEMA, approved by G&C, but now working through flood plain issues with Newmarket, NHDES, FEMA, and NHHSEM.  <b>Ongoing.</b>
10. Develop a plan for the stewardship of conserved town parcels of land.	Over the years Durham has acquired land or easements to protect open space, however, the community has not provided for the ongoing management of these parcels. Invasive plant proliferation, lack of proper trail development/maintenance, lack of follow through on carrying out the recommendations within stewardship plans, etc. are all issues that should be addressed.	Develop a plan for the ongoing stewardship and upkeep of conservation lands.  The Conservation Commission, Ag. Commission, Rec. Committee, and Stewardship Subcommittee all support the establishment of a new position to address this identified deficiency. Funding in the amount of \$36,000 approved as part of FY 2017 budget for this purpose. Admin. Selig and the Stewardship Subcommittee will work through details in the coming months.  <b>Ongoing.</b>

- **Provide the resources so the Planning Board may complete the Future Land Use Chapter of the Master Plan by the end of calendar year 2018.**

<u>Task/Project</u>	<u>Description</u>	<u>Status</u>
Master Plan Update	Provide the resources so the Planning Board may complete the Future Land Use Chapter of the Master Plan by the end of calendar year 2018.	In November 2015, the Planning Board adopted the first 10 chapters.  The Future Land Use Chapter is now in development coordinated by a new Land Use Chapter (“LUC”) subcommittee established by the Planning Board.  <b>Ongoing.</b>

- **Strengthen the community and enhance its social capital by supporting an array of recreational, artistic, and educational opportunities; celebrating and sustaining Durham’s history and natural setting; and developing initiatives that promote public transportation options, including safe walking and biking.**

<b>Task/Project</b>	<b>Description</b>	<b>Status</b>
Durham Parks & Recreation has initiated an exciting array of programs and collaborative opportunities by itself as well as with the ORCSD and other partners.	Programs have included a variety of activities for all ages and interests to expose and introduce residents to Durham’s amazing array of natural and recreational resources.	While there is more work to do and improvements to make for the future, overall, desired goals for the year are coming along well. P&R hopes to expand programming in FY 2017 and an additional \$15,000 in funding as part of the FY 2017 approved budget, including the provision of a leased transport van for enhanced programming..  For the purposes of the report, the item is considered <b>COMPLETE</b> .
Stewardship plans are being developed by Ellen Snyder for a number of properties in Durham.	Through the development of these plans, we hope to better manager our various Durham lands.	Ellen Snyder has met with DCC and Mike Lynch and continues to work on the development of stewardship plans for town properties. This spring (2016), she undertook the development of a plan for the Thompson Forest which is now <b>COMPLETE</b> .
Egg Hunt, Memorial Day, Durham Day, Annual Tree Lighting community-wide events.	The Parks & Rec. Department organized a very successful Egg Hunt and Memorial Day Parade (despite the rain!). Durham Day was held on 9/17/16 and the Spooktacular Day and Annual Tree Lighting too place in the fall and winter, respectively.	<b>COMPLETE</b>
Madbury Road Chicane Pilot Program.	The Town installed two sets of chicanes along Madbury Road in May/June 2016 to address complaints of speeding from residents.	While speed monitoring during the PILOT program demonstrated that the chicanes resulted in a 60-70% reduction in vehicles exceeding the speed limit range, the application was not popular with the majority of residents who provided feedback. The data has been logged and when Madbury Road is to be resurfaced in the future, the Town will evaluate this application as part of an engineered solution. <b>COMPLETE</b>

- **Task the administrator with developing a budget for 2017 that holds General Fund expenses at current levels except for contractual increases *including wages and benefits and a cost of living adjustment for non-unionized personnel.***



**Develop a Capital Fund budget using increases in revenue projected and any increase in the tax rate if necessary. Specific itemized expenses for initiatives or projects that exceed this budgetary threshold but are deemed by the Administrator to increase efficiencies over time, are consistent with other Council goals, or are important for the general welfare of the community as part of the proposed budget shall be highlighted and include itemized rationale, as well as offsetting revenue as appropriate, for the Council's discussion and consideration as part of the annual budget process.**

Task/Project	Description	Status
Develop and approve a budget for FY 2017 that is consistent with the Council's fiscal goal (see above).	Departments have been acquainted with the Council's budgetary goal.	<p>The Town Council goals in 2016 tasked the Administrator with developing a budget for 2017 that held General Fund expenses at current levels except for contractual increases, including wages and benefits and a cost of living adjustment for non-unionized personnel. I am pleased to report that we were able to fulfill this directive, leaving the projected municipal-only portion of the tax rate at \$8.48 for the third consecutive year.</p> <p><b>COMPLETE</b></p>
Maintain Aa2 Moody's bond rating from prior 2013 and 2015 bond issues.	Maintain Durham's stable financial position through prudent planning, conservative projections, adequate fund balance, and sound financial practices.	<p>The Business Office will be moving forward with a debt issue later in the year for 2016 taking advantage of our Aa2 rating.</p> <p><b>COMPLETE</b></p>
Maintain a healthy unassigned fund balance.	The unassigned fund balance for 12/31/14 was \$830,304, however, the Town had yet to dispose of the former Town Office site.	<p>The FY 2015 audit has been received.</p> <p>\$ 830,304 2014 Unassigned Fund Balance \$1,881,066 2015 Unassigned Fund Balance</p> <p>The Policy reads "The Town shall work toward maintaining an unassigned fund balance of at least 5% to 8% of the general fund's annual budget, including Town, School and County appropriations."</p> <p>2015 total appropriations were \$28,741,250.00</p> <p>5% to 8% would be \$1,437,062.50 to \$2,299,300. Our current balance of \$1,881,066 is 6.5%.</p>

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		<b>COMPLETE.</b>
Defend utility appraisals (PSNH, Fairpoint, Unitol) dating to 2013 statistical update-related abatement requests.	Utility appeals ongoing.	The assessing office and legal counsel have been busy in this area. The class action litigation will likely extend to 2017/18. The NH Supreme Court heard testimony on the case on 1/5/17.  <b>Ongoing.</b>
Negotiation of successor Collective Bargaining Agreements with AFSCME, DPFFA, and Police unit.	AFSCME and DPFFA agreements were ratified in spring 2016.	A Tentative Agreement was reached with the Police Unit in December 2016. Scheduled for ratification by the Town Council on 1/9/17.  <b>COMPLETE</b>
Engage with Eversource relative to route and impact of Seacoast Reliability Project.	Discussions with Eversource and UNH have been ongoing concerning this project since early 2015. Efforts have been made to mitigate the visual impact of new lines/poles in Durham to include burying the line as it crosses Main Street in the vicinity of the Durham/UNH RR Station.  The project will potentially add upwards of \$35 million to Durham's tax base and make the Durham Point Road distribution system more resilient during times of severe weather.  Mike Lynch is also explored the creation of a pedestrian path as part of the project within the utility ROW for Durham residents. The path concept did not work out.	Every 2 to 4 week meetings had been ongoing for over 18 months involving more than 30 meetings. Positive progress was made. Eversource formally filed with the NH SEC in the first quarter 2016. UNH has been an outstanding partner in working on behalf of the host community as part of this set of discussions with Eversource. Per Council request on 12/5/16, the Town moved forward and secured the services of an independent third party expert to vet the proposed crossing of Little Bay utilizing controversial Jet Plow technology at a projected cost of between \$50,000 - \$100,000.  <b>Ongoing.</b>

- **Identify and address the needs of our citizens to ensure they are well-served by the Town.**

<b>Task/Project</b>	<b>Description</b>	<b>Status</b>
Surveys	The Durham Police Dept. will undertake it's every three year survey on police satisfaction within the community commencing fall 2016.	The Energy Committee provided a report out to the Town Council on its housing survey this spring 2016. <b>COMPLETE</b>

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	Survey by Energy Committee on three topics: Transportation, Housing, and Renewable Energy. The Energy Committee will target Housing this winter/spring.	Police survey is being tabulated now and is scheduled for presentation to the Council in early 2017.  <b>Ongoing.</b>
Availability of the Administrator and departments to meet with and discuss issues of interest/ concern with residents on an as needed basis.	We strive to be accessible to residents who have concerns they would like to discuss.	Staff is extraordinarily accessible to citizens and committee members.  While and ongoing issue, for the purposes of this report, this can be considered <b>COMPLETE</b> .
Council Public Comment Period	The Town Council regularly receives feedback from residents at meetings about items of interest/concern. The Council did adopt a policy dealing with public comments that might be of a disorderly, obscene, or violent nature in spring 2016.	While an ongoing issue, for the purposes of this report, this can be considered <b>COMPLETE</b> .

- **When developing new regulations or assessing the benefits of existing codes that could be simplified or eliminated altogether, endeavor to make living in Durham less complex and less burdensome for our residents.**

<b>Task/Project</b>	<b>Description</b>	<b>Status</b>
Administrator works to facilitate resolution of citizen concerns on an as needed basis.	This is often time consuming but an important part of being a responsive community to citizen concerns.	While an ongoing issue, for the purposes of this report, this can be considered <b>COMPLETE</b> .
Evaluate regulations to eliminate burdensome elements when practical/possible.	To date, we have not identified regulations that should be eliminated to make the process less burdensome. Concerning the development process, feedback from residents is regularly to the contrary – they desire additional safeguards/regulation.	Admin. Selig keeps this goal in mind on an <b>Ongoing</b> basis.
Update/Revise Fire Protection Ordinance to relieve small development size under 5,000 sq. ft. within downtown core of the need to sprinkler renovations/improvements. (Proposed Ord. 2016-05)	This initiative is also intended to eliminate redundant verbiage, provide accurate code citations, adjust the fire lane list to reflect what is actually in existence, adjust the sprinkler ordinance to provide a balance between the needs of the business community and the level of desired fire safety in the downtown area, etc.	The Council discussed this proposal with the Deputy Chief for Fire Prevention on May 9, 2016. The proposal has been reworked based on public and Council feedback to return to the Council later this year.  As of December 2016, the Fire Department was reviewing the finishing touches that Town

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		<p>Councilor Jim Lawson assisted with to align the ordinance with the formatting of the rest of the Town Code. The proposed changes include:</p> <ul style="list-style-type: none"> <li>• Reformatting of the fire prevention code section so each section mirrors the same layout and so the entire chapter matches the formatting of the rest of the Town Code,</li> <li>• Adding language to support fee schedule items already in place and being exercised,</li> <li>• Adjusting the zoning references to the designations being used today without expanding the areas that they encompassed under historical zoning references,</li> <li>• Added an exemption for businesses under 5,000 sq. ft. that otherwise would need to be protected with a sprinkler system</li> <li>• We are hoping to have this final review completed by the end of next week with the hopes of being on a near-future Town Council agenda.</li> </ul> <p>The recent resignation of the Deputy Chief for Fire Prevention has slowed this process. <b>Ongoing.</b></p>
<p>Complete multi-year negotiation process between Durham Fire Department and McGregor Memorial EMS relative to the seamless provision of Emergency Transport and EMS services.</p>	<p>Discussions have been ongoing for approximately 5 years.</p>	<p>After much discussion involving Durham Fire, UNH, and McGregor, a new contract was executed on 7/12/16.</p> <p><b>COMPLETE</b></p>
<p>Action on Ord. 2016-06 allowing for the keeping of goats as an accessory use to single and two-family residences subject to various restrictions.</p>	<p>Based upon the recommendation of the Ag. Commission, the Council adopted this initiative.</p>	<p><b>COMPLETE</b></p>

**NOTE THAT THE ORDER OF THE GOALS DOES NOT IMPLY PRIORITY.**