



TOWN OF DURHAM  
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**2023-2024 Town Council Goals \***  
**(Approved May 15, 2023)**  
**Progress Report as of December 31, 2023**

**Mission**

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

**Core Values**

Excellence, Integrity, Justice, Resilience, Respect, Transparency

**Goals**

Note: These goals are intended to convey a **1- to 5-year** time horizon and assume but do not list all baseline activities.

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

- a. Take steps as necessary to ensure Durham's IT infrastructure remains secure from cybersecurity threats, technology obsolescence, and other challenges. [IT, Business Office, Administration]

**IT:** Pre-plan meetings started with JumpCloud Engineering team. Plan started on teamwork.com with an 11-phase approach to final. SLCGP has shipped 200 Yubikey devices on-route to Durham. **Next Steps:** Continue progress on JumpCloud implementation schedule. Consider MFA options now that keys are inbound.

**Admin:** IT has pursued several grants to help support this work; to date NH has not had sufficient funding but indicates Durham may have a good chance as part of the next round.

- b. Research whether consistent municipal financial & permitting software across all departments is possible. [Business Office, PZA Office, Fire, Public Works]

**DPW:** No additional progress for this quarter.

**Fire:** The fire department is in the process of migrating reporting and permitting software platforms at the time of this report. **Next Steps:** Continue to work with vendor to explore and/or develop the interface.

**Business Office:** Budgeting Module Software package included as part of 2024 CIP.

- c. Evaluate updating procurement guidelines to determine whether increasing purchasing thresholds due to inflation & establishing exceptions for restoration/repairs of important historic properties to ensure proper historical workmanship would be appropriate. [Business Office, DPW]

**Business & Admin:** Continuing to review and establish new limits. Likely to recommend updating to reflect CPI changes since the last adoption.

**DPW:** Business office reviewing proposal and will make recommendations.

d. Complete update to the Fire Department's strategic plan by end of 2023. [Fire]

**Fire:** The Fire Department's Strategic Plan was completed on December 28, 2023 and has been posted on the department's website. Complete!

e. Complete facility improvements at Fire Department within newly occupied space by end of 2023. [Fire/UNH]

**Fire:** The fire chief continues to work with UNH facilities to achieve inspections and approvals. **Next Steps:** In process. Obtain occupancy permit for decon room. Demolish legacy laundry area and install SCBA compressor. Install interior and exterior sign packages. Follow up on emergency power for administrative suite.

f. Although unsuccessful in 2022, pursue Federal FEMA Assistance to Firefighters Grant in amount of \$515,480 for replacement of 2011 SCBA equipment in 2023/24. [Fire]

**Fire:** The Town of Durham was not selected to proceed with the FEMA grant award process for 2022 or 2023. This is disappointing despite the good work of staff at the department. **Next Steps:** Identify next round of grant applications for future opportunities.

g. Evaluate potential opportunities for shared municipal services with surrounding communities and external entities as opportunities arise. [All Depts./Committees]

**IT:** Have heard nothing back on MCDP or Rochester. **Next Steps:** Follow-up with Andy and perhaps offer to host a MCDP joint class.

**Fire:** Awaiting MRI report results from Madbury.

**DPW:** Working with UNH Engineering Department to identify summer interns for stormwater, water, and wastewater projects. **Next Steps:** interviewed a candidate for possible hire during summer to support stormwater and water programs. Decision Pending.

h. Completion of Land and Mobile Radio upgrade for public safety services [12/31/23] and emergency generator installation project for Durham's critical infrastructure [6/30/24]. [IT, Police, Fire, DPW, Administration]

**IT:** System Acceptance signed. Housekeeping items and TVSS items still need to be closed out. Project functionally complete. Still working on event monitoring and site specific installs. **Next Steps:** Close out remaining items and sign final acceptance.

**Fire:** Land Mobile Radio (LMR) project has been completed and accepted.

**DPW:** Project Nearing Substantial completion for Police and Fire.

**Police:** Nearly complete.

**Admin:** This has been an all-hands-on-deck effort and we are almost at the finish line. Must find a way to address outdated DPW radios that do not meet standards for new system. 2-Way Radio is evaluating. Great work all around!

i. Ongoing compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) at Durham Police Department in preparation for 2025 reaccreditation process. [Police]

**Police:** In process for 2024 compliance review. All staff members are providing proofs to Captain and Administrative Assistants.

j. Complete Comcast/Xfinity cable franchise renewal process. [IT/DCAT/Administration]

**IT:** Dated Breezeline commitments connecting the DCAT control room with the DPW facility on Stone Quarry Drive are at long last being implemented after intervention by Admin. Selig and the Town's attorney in November 2023.

**Admin:** Comcast/Xfinity cable franchise negotiations are ongoing. The Town's ascertainment period has been held, compliance survey completed, and following a delay due to some longtime Comcast staff turnover, our attorney, Kate Miller at DTC Lawyers, is working to consolidate the existing franchise & amendments into an updated format to begin to discuss with Comcast. The existing franchise extends to June 2025 so there is plenty of time to work through what is always a very slow and relatively unsatisfying (though important!) process.

k. Ensure optimal working environment for staff members. [Administration/Business Office]

**Admin:** Completed. Evaluating through collective bargaining process whether modifications are needed within contracts across divisions to attract and retain the modern workforce. Has included a re-visit of vacation accruals based on length of service, reimbursement for bona-fide educational expenses toward advanced degrees or certifications, wages, etc. **Next steps:** Completed collective bargaining including negotiations, tentative agreements, and ratification votes for both Durham Professional Municipal Management Association (6/23) and AFSCME Public Works (3/23). **Note:** We will commence bargaining with the Durham Police Officers Association in 2024 to work toward a successor bargaining agreement there. In addition, the firefighters have flagged a concern regarding wage scales there due to fairly dramatic changes within the labor market in this unusual period of high inflation and a tightening demand amongst municipalities for public safety positions.

l. Annual orientation for new Town Councilors [Administration – Completed 4/3/23]

**Admin:** Completed 4/3/23.

m. Annual orientation for new board/committee officers in fall 2023 (if needed) [Administration]

**Admin:** Completed. Determined not needed as most officers are continuing from last year. To the extent useful, will provide one-on-one guidance to new chairpersons.

n. Annual forum on Right-to-Know Law for committee members and Durham community scheduled for May 25, 2023. [Administration]

**Admin:** Completed - May 25, 2023.

o. Replacement of 2011 aerial bucket truck totaling \$135,000 in 2023. [DPW]

**DPW:** In the process of bidding now (Winter 2023/24) that dealers have updated pricing - pricing was not available in 2023 when DPW initially attempted to bid.

p. Replacement of 1998 Landini sidewalk snow tractor totaling \$195,000 in 2023. [DPW]

**DPW:** Purchase and Delivery of New Prinoth Complete - Unit now ready for service. **Next Steps:** Install of New Radio in unit.

q. Replacement of 2008 International combination vacuum/jet rodder truck totaling \$520,000 in 2023. [DPW]

**DPW:** Purchase and Delivery of New Vactor Complete - Unit now ready for service. **Next Steps:** Install of New Radio in unit.

**2. Conduct planning and take steps as necessary to protect public health and safety and provide ongoing service continuity given the anticipated impacts of climate change, the post-pandemic era, and general operational challenges.**

- a. Continue to monitor and evaluate the reliability, capacity, and functionality of public water, wastewater, and stormwater services, and move ahead with associated capital initiatives as appropriate and work with the EPA and NHDES on swift enforcement for any violations that impact Durham/UNH infrastructure or resources. [DPW/Administration]

**DPW:** Ross Road Wetland Permit comments from NHDES received. Submitting responses to comments prior to 1/15/24 Littlehale culvert award to Severino complete - project scheduled to begin in February/March subject to weather. Bennett Road Culvert Phase 2 Pending Award to CMA with RFQ under development for full design of improvements. Madbury Road Phase 1 utility reconstruction (water and sewer) planned for bidding in early 2024 with construction scheduled for spring/summer 2024. Roadway, Drainage, traffic calming and streetscape Main Street to Garrison bid early 2024 for summer construction.

- b. Make changes to land use and other regulations as necessary to ensure local resilience associated with climate change in accordance with the recommendations of the Climate Action Plan. [Planning Board, Energy Committee, Conservation Commission, Ag. Commission, Council, Administration]

**Admin:** Complete. Evaluation of wetland conservation overlay district changes completed by DCC and adopted by Council in June 2023. 2022 Multi-Hazard Mitigation Plan still under review by FEMA (as are all NH plans) as of December 31, 2023. We don't expect any changes.

- c. Adopt the draft Climate Adaptation Chapter as an Administrative document if not adopted as part of the Master Plan by end of 2023. [Planning Board/Administration]

**Planning:** Complete. Adoption by the Planning Board on June 14, 2023.

- d. As time allows, evaluate the cost/benefit of buying out the 2016 Power Purchase Agreement (PPA) relative to the 640 kW Oyster River Solar Array located at the Town's Packers Falls Road gravel pit. Estimated purchase price is \$850,000. [Energy Committee/Administration]

**Admin:** In November the Energy Committee met with the COO of Clean Capital, which owns the array. We will continue to study whether a buyout makes sense but a working group including Mr. Selig, Councilor Joe Friedman, and Energy Committee Chair Matthias Dean Caprentier are currently working on the premise that it does not make sense for Durham to pursue a buyout further. However, we await an analysis from Clean Capital. **Note:** We plan to work with Clean Capital on whether they would have an interest in other renewable energy partnerships with Durham.

- e. Continue developing plans and commencing work for the rehabilitation of both the Old Town Hall/Courthouse and the Bickford-Chesley House at Wagon Hill Farm (new roof in 2023). [DPW, Working Group, Administration]

**DPW:** Awarded LCHIP grant for Bickford Chesley House Historic Rehabilitation Phase 1. **Next Steps:** Project Team Coordination Meeting scheduled for 1/5/2024.

- f. Complete annual \$490,000 road resurfacing program (with an additional \$131,250 funded by UNH for University roadways) and \$84,500 sidewalk program focusing on Emerson Road, Durham Point Road, DPW Facility lot, Misc. locations during 2023 paving season. The 2023 sidewalk program focuses on the southern side of Main Street from approx. Smith Park Lane to Mill Pond Road including ADA tip downs, relocation of crosswalk in front of Town Hall, etc. [DPW, Historic District/Heritage Commission, Planning, Administration, Council]

**DPW:** FY 2023 Road Program substantially complete - Final course paving on Emerson Road planned for spring 2024. Planning for 2024 Road Program underway. Coordinated geotech, survey and design work for Dennison Road as part of 2024 Road Program. **Next Steps:** Scheduled Kick off meeting for Dennison Design and follow up with Sprucewoods to determine if they are moving forward with paving of private roads using advantageous pricing from Durham.

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

- a. Task the Administrator with meeting the following: a) Holding the updated (post-revaluation) municipal tax rate at the 2023 level or less. b) Continue to make an effort to control spending, enhance revenues, broaden the tax base, and explore innovative ways to stabilize or reduce the municipal tax rate. [Note, this item is part and parcel of adopted Council goal.]

**Admin:** The FY 2024 proposed General Fund budget, which was unanimously approved unchanged by the Town Council on December 4<sup>th</sup>, is projected to maintain the 2024 municipal portion of the tax rate with a 0% increase. The budget was consistent with Council goals.

- b. Work to secure meaningful external grant funding opportunities and successfully manage a rigorous web of required Federal, state, and third party financial and programmatic reporting.

**Admin:** Underway across all departments as opportunities present themselves. To date, we have been very successful in this area.

- c. Support as appropriate the efforts of local businesses, the Durham Business Association, and Celebrate Durham as they plan and host events and activities intended to maintain and enhance a vibrant downtown Durham. [Administration/Parks & Rec. Dept./DPW]

**DPW:** Coordinate with other Department as needed and provide support in redevelopment technical evaluations.

**Admin:** We continue to be on the lookout for opportunities for the Town to support local groups and organizations that are themselves providing programming that helps to support the Town's overall mission. Our DPD POP Officer meets with the Durham Landlords Association monthly. The Durham Business Association has not been active over the last year.

- d. Continue planning for the re-development of 66 Main Street beginning in spring 2024 or as circumstances dictate and consider adding the Town's Pettee Brook Parking Areas to the project. [Administration/Planning]

**Planning:** We hope to bring this project up for active consideration in the next year or so. There was a consensus to place it on hold for the time being when the parties met in spring 2023 to discuss next steps.

**Admin:** We will revisit once both the UNH and Durham housing studies are complete, likely in 2024, dependent upon the Housing Task Force process.

- e. Consider working with the General Services Administration for the possible redevelopment of U.S. Government properties in Durham. [Administration/Planning/Council]

**Planning:** Town Planner recommends removing this item. From a planning perspective, he believes the Town would not want the Post Office to move nor to have the site redeveloped, even with the Post Office. It is a good, historic building worthy of preservation. The Town Planner met with the Postmaster recently. The Postmaster indicated there are no plans to make changes at the site. There is likely not an opportunity in the near future to add a building at the rear as long as the delivery trucks use the back area. If the delivery trucks move then the Post Office would then likely move as well, which would not be good for Durham.

- f. Continue to work toward understanding, defining, and addressing downtown parking challenges in the post-Covid era to support local businesses, the diversification of downtown housing opportunities, and the expansion of the tax base. [Administration, Police, Code Office, Council, Planning Board]

**Police:** First phase of kiosk replacement is complete. Funding for the remaining kiosks has been approved by the Town Council and will be ordered early 2024. We implemented the pay and display system in summer/fall 2023, which appears to be working well. We also have pilot programs on Dennison Road and Garrison Avenue.

**Planning:** It would be helpful for staff to get together to discuss this matter further, including investigating suggestions made by one business owner.

- g. Complete the 2023 full revaluation of the Town of Durham including public engagement, mailings, and the abatement process as necessary. [Assessing Department]

**Assessing:** 2023 Full revaluation has been completed and the USPAP report regarding the revaluation was determined to be compliant by the NH Department of Revenue Administration. Let the abatement process begin!

- h. Navigate planned retirement transition of Assessor position scheduled to occur in early 2024. [Assessing/Administration]

**Admin:** A hiring process was held in late-2023 to fill the Assessor position at the end of February 2024 upon the planned retirement of our long-time assessor, Jim Rice. A qualified candidate has been secured and provided an employment office to begin service with us in mid-January 2024.

#### **4. Pursue long-term environmental sustainability and resiliency, taking into account existing and predicted impacts of climate change in multiple areas including drinking water, agriculture, food, society, transportation, ecology, and economy.**

- a. Take steps that reflect the implementation and, when appropriate, revisions to Durham's Climate Action Plan (CAP) toward a reduction in GHG emissions of 2019 levels by 42.8% by 2030, and achieving zero emissions by 2050. [Energy Committee/Administration/UNH Sustainability Fellow]

**Admin:** The Town will report on progress and update the action strategies every two years. Our UNH Sustainability Fellow is now reviewing progress toward goals within Durham's adopted 2022 Climate Action Plan. This will also be a work item for our 2024/25 Sustainability Fellow in terms of developing a new plan for the next cycle beyond 2024. The process for hiring Durham's next UNH Sustainability Fellow will commence within the next two months.

- b. Evaluate whether Durham’s commitment to the Global Covenant of Mayors for Climate and Energy (GCoM) has been effective and whether that commitment going forward is the best framework for achieving Durham’s CO2 reduction goals. [Energy Committee/Administration/UNH Sustainability Fellow]

**Admin:** Durham’s UNH Sustainability Fellow is working on this and we believe the effort is manageable and is a workable add-on to the work of future fellows.

- c. Work with the Town Clerk, Town Assessor, Code Officer, and Admin. Asst. to Administrator to implement a method for tracking EV adoption and building electrification in Durham and create a plan for promoting and educating residents on both. [Administration/Energy Committee]

**Admin:** Complete. Town Clerk and Admin. Office have set up a mechanism to track number of EV/Hybrid vehicles registered in Durham, as well as building permits issued for efficiency/weatherization/electrification work at private properties.

- d. Complete an updated greenhouse gas inventory using previous modeling methodologies and evaluate the feasibility of using a consumption-based model for the inventory by May 2024. [UNH Sustainability Fellow]

**Admin:** In 2023, our UNH Sustainability Fellow has been updating a Greenhouse Gas Inventory for Durham utilizing 2021 and 2022 data. In addition, some data sets from 2019 are being revised to ensure consistency across the years.

- e. Monitor and continue evaluating opportunities to move forward with Durham Community Power with the goal that the default rate is less than Eversource and the renewable content is greater. [Administration/Energy Committee]

**Admin:** The Energy Committee and staff have made numerous strides in our local sustainability efforts, in particular shepherding an initiative for the Town to join the Community Power Coalition of New Hampshire (CPCNH) to work toward providing wider accessibility of green energy for our community’s residential and business electric utility customers, at a price equal to or less than Eversource, and working to assist Durham residents and business owners make the built environment more energy efficient, thereby reducing overall emissions. **Next Steps:** As part of this work we are right now poised to launch Durham Community Power, offered through CPCNH, in February/March 2024. Special thanks to Steve Holmgren for his work on this endeavor as Durham’s primary representative to CPCNH.

- f. Support efforts of the Integrated Waste Management Advisory Committee, Agricultural Commission, and Public Works to reduce municipal solid waste landfill use through a volume-based approach and increase composting. [DPW/Integrated Waste Management Advisory Committee]

**DPW:** Automated collection and Transfer Station upgrades included in 2024 CIP. Coordination of Procurement underway. Meeting with various vendors including EV vehicle and charging providers to evaluate incorporation of EV solid waste trucks into fleet. **Next Steps:** Evaluate equipment and develop procurement documents. Develop CC for acceptance and expenditure of DERA grant as required for up to 2 EV truck purchases. Continuing to evaluate efficacy of procuring two EV trash trucks and related necessary infrastructure (correctly sized power conduits at the sites, chargers, backup power during power outages, etc. to ensure they can handle the entire Town on a reliable bases with this relatively new all-electric technology.

**Admin:** Upon the recommendation of the IWMAC, the Town Council approved the elimination of the annual spring curbside bulky waste pickup commencing in 2024.

- g. Complete the regulatory requirements for dam removal, secure grant funding and finalize the Mill Pond dam removal plan and river restoration design, including the possibility of adding a fish ladder to the upstream UNH dam, such that permitting and contractor bids can be secured in 2024. [DPW/Administration]

**DPW:** Project Design and permitting continues. **Next Steps:** Regulatory Meeting Planned for 1/11/24 to discuss permitting submittal requirements. The Section 106 historic mitigation process continues.

- h. Move forward with Phases II and III of the Wagon Hill Farm Shoreline Restoration project. [DPW, UNH, NHDES Coastal Program, Administration]

**DPW:** Notified by NFWF that the Town was successful in its grant application and will receive \$1.9 Million in grant funds for Phase 2 restoration. Currently working with NFWF to finalize grant materials and will develop Grant agreement and CC for acceptance. **Next Steps:** Develop RFQ for bidding and construction period services for TC award approval. Bid construction and award for 2024 construction start.

- i. Work with City of Portsmouth to mitigate impacts to Wagon Hill Farm as part of waterline replacement project under Little Bay. [DPW/Administration]

**DPW:** Portsmouth pursuing 2-phase approach to include immediate contract for construction of insertion valves. Will require access agreement for construction activities. **Next Steps:** Review and Admin. Selig signoff of access agreement - ongoing monitoring and feedback to Portsmouth Water during construction.

- j. Support local and regional efforts to promote and improve the long-term health of the Great Bay Watershed, including its tributaries and surrounding catchment areas. [DPW/Administration/Conservation Commission/Planning Board/Council]

**DPW:** Major Component Rehab and Replacement Project at WWTP is advertised for bid with Bid Opening planned for 1/11/24. **Next Steps:** Review Bids and Develop CC for contract award by TC. Construction planned for 2024 and 2025 calendar years.

- k. Continue to support the proactive stewardship of Town-owned lands and other lands in Durham held in conservation or under easement with nonprofit organizations while improving appropriate and sustainable public access and use of those lands. [Land Stewardship Subcommittee, Land Stewardship Coordinator, DPW, Administration]

**DPW:** Worked with UNH Proves, Liberty Mutual, service palooza and other groups over the summer to improve town lands. **Next Steps:** Ongoing coordination.

**Admin:** The Lands Stewardship Coordinator is doing yeoman work in this area in conjunction with the Land Stewardship Subcommittee.

- l. In 2023, review and possibly update renewable energy exemptions now available to property owners under NH laws in order to support community transition to renewable energy alternatives versus fossil fuels. [Assessing Office/Energy Committee/Administration]

**Assessing:** No new changes. We appear to be up to date.

- m. Support and preserve a potential and/or working landscape of farms, gardens, and forests. [Agricultural Commission, Land Stewardship Subcommittee, Conservation Commission]

**Admin:** The Land Stewardship Subcommittee, our part-time Land Stewardship Coordinator, DPW, and the Administrator are working diligently to ensure the sustainable management of lands under the Town's control/oversight.



**5. Pursue long-term social resiliency and quality of life in Durham intended to strengthen the community in a welcoming and inclusive manner by supporting the needs of residents, families, and other identified stakeholders by offering a wide array of active and passive parks & recreation and library opportunities, programming, events, facilities, and publicly facing educational information celebrating the rich tapestry of Durham history.**

- a. Continue to work to preserve the health and vitality of Durham’s neighborhoods by addressing noise, trash, and zoning violations. [Code Office, Police, DPW, Planning Board, Administration, Council]

**DPW:** Continue to work with code enforcement and develop outreach program for new solid waste initiatives including working with IWMAC on alternative bulky waste program with elimination of curbside bulky waste collection program.

**Planning:** Nothing new for Planning.

**Police:** The department continues to meet monthly with Durham Landlords. We also meet in person with occupants of apartments and neighborhood rentals after a noise or disturbance call. We continue to send notification emails or letters to property owners whose tenants were involved in noise violations or disorderly behavior. **Note:** Long-time (Problem Oriented Policing) POP Officer Emily Festa has taken on a detective assignment at DPW. Erik Burke will take on the POP role beginning in January 2024.

- b. Work with the NH Division of Historic Resources to develop updated wording on the State Historic Marker commemorating the July 18, 1694 attack on the Oyster River settlement by Native American forces under French command during King William’s War consistent with the above stated goal. [Durham Historic Association, Historic District/Heritage Commission, Human Rights Commission, Administration, Council]

**Admin:** Ongoing discussion by the HDC/HC and to a lesser extent the Human Rights Commission. The Durham Historic Association is also an active party as part of these discussions as is the NH Commission for Native American Affairs. The HDC/HC has organized a forum to try to find a solution to this issue in conjunction with the NH Division of Historic Resources. The first scheduled session of three will be held on January 18<sup>th</sup>.

**Planning:** The Historic District Commission is hosting three roundtable discussions in January, February, and March 2024 about the Oyster River Massacre sign and related issues.

- c. Support efforts to investigate opportunities, challenges, and options to ensure the availability of a full range of housing types in Durham. [Housing Task Force, Energy Committee, Human Rights Commission, Conservation Commission, Agricultural Commission]

**Planning:** Durham’s Housing Task Force is very actively working on this issue. In the next year or so, after surveys, forums, and review of the housing assessment we hope to have a range of proposed zoning amendments to present.

- d. Support ongoing improvement of pedestrian and bicycle connectivity and access to public transportation. [Administration, UNH, DPW, Planning]

**Planning:** This goal informs much of what we do including the work of the Traffic Safety Committee. The Madbury Road project is the big project now.

**DPW:** Phase 1 Pedestrian and crosswalk safety study with UNH presented to Traffic Safety Committee with findings and recommendations from Tighe and Bond Engineers. Incorporated improvements into FY24 CIP with 4 RRFB’s for Town installation and traffic calming improvements for Madbury Road. **Next**

**Steps:** Development of Bid Document for RRFB installations and Madbury Road Project. Continue to work with Tighe and Bond and UNH to complete Phase 2 study.

- e. Move forward with multi-phased Madbury Road Complete Streets and water/sewer initiative over the next four to five years. [DPW, Administration, Council]

**DPW:** FY 24 funding approved in CIP. Design continuing to be advanced for phase 1 water and sewer and roadway improvements in 2024. **Next Steps:** Finalize design, permitting and bid documents for recommendation of award to CC.

- f. Support initiatives that welcome diversity, equity, and inclusion within our community. [All]

**Fire:** Department-wide training with a focus on developing an organizational safety culture is in process.

**IT:** Moving ahead with Castus hardware and service purchase to add closed captioning to DCAT broadcasts/recordings. Install date TBD in the near future. **Next Steps:** Lock down a date for install. Implement storage upgrades A.S.A.P.

**Planning:** The Historic District Commission is hosting three roundtable discussions in January, February, and March 2024 about the Oyster River Massacre sign and related issues.

- g. Edit Town forms to include a nonbinary option by the end of 2023. [Business Office/Administration]

**Business:** Ongoing - Forms revised as they are used.

- h. Update 2003 General Public Assistance/Welfare Regulations for readoption in 2023. [Business Office]

**Business:** Completed.

- i. Update Elderly Exemptions qualification thresholds for income and assets (last updated around 2017) to coincide with 2023 revaluation. [Assessing]

**Assessing:** Complete. Council approved revisions to elderly, blind and disabled income, asset and exemption limits on 9/11/2023.

**6. Continue cooperative and collaborative efforts with UNH to enhance mutual intellectual, cultural, environmental, social, and economic benefits associated with hosting New Hampshire’s flagship state university.**

- a. Work collaboratively with UNH to develop The Edge at West End in ways that support both Town and Gown. [Planning/Administration/Council]

**Planning:** Staff coordinates closely with Ken Weston, UNH Campus Architect. We hope to initiate the PUD amendment soon.

**Admin:** Representatives from Durham are participating as part of the ongoing UNH Master Plan update there.

**7. Leverage town committees and subcommittees to develop tactical plans to align with the broader goals of the Council and encourage them to collaborate with each other and communicate as necessary with the community at large.**

- a. Town committees are encouraged to outline 3-5 goals with the Council & Administrator that support initiatives outlined herein as well as plans for working to achieve them.

**Admin:** Work being undertaken by the various boards/committees of the Town.

*\* Note that the order of the goals does not imply priority.*