



TOWN OF DURHAM
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Durham Trustees of Trust Funds
8:30 AM, Friday, November 17, 2023
Council Chambers, Town Hall
8 Newmarket Road, Durham, NH

MINUTES (DRAFT)

Members Present: Mike Everngam (Chair), Thomas Bebbington Ted Howard,
Members Absent: Alberto Manalo (Alternate Trustee)
Others Present: Sara Callaghan (Land Stewardship Coordinator), Charles Moreno, consulting forester

- I. Call to order: Chair Everngam called the meeting to order at 8:30 am.
- II. Zoom Protocol: None required as the three trustees attended the meeting in person.
- III. Public Input (Town Council rules – speakers limited to 5 minutes): There were no members of the public in attendance at the start of the meeting. None were present at 9:00 am.
- IV. Approval of Agenda: There were no amendments to the agenda. Agenda was approved.
- V. Approval of Minutes: Minutes of October 27th, 2023, were approved.
- VI. Old Business:
 - A. Update on Doe Farm/Land Stewardship Sub-Committee (LSC):
 1. Mr. Howard reported that UNH forest technology students in Heidi Giguere's class began inventory work on Monday, 13 November, supervised by Ms. Giguere and Trustee Howard. They are collecting data at 45 sampling points, 32 of which are in the main block of the forest. Field work will be done by November 29th. The data collection effort is being supported by Steve Lutterman, Town of Durham, GIS Administrator. He has set the students up to use an application in ArcGIS that provides navigation between sample points, data collection, and uploading the data to the town's GIS system. The raw data will be sent to Trustee Howard in Excel format for processing in the Northeast Decision Model (NED) using the Northeast variant of the Forest Vegetation Simulator (FVS). The processed data will be made available to our professional forestry consultant, Charles Moreno, for use in developing an updated management plan for the Doe Farm.
 2. Land Stewardship Sub-Committee, 15 November 2023 Summary: Mr. Howard reported that the LSSC approved its goal statement for 2024, reviewed community surveys of Jackson

Landing and Thompson Farm, and received an update on the Mill Pond Dam removal and Portsmouth water line projects from Rich Reine, DPW director. Land Stewardship Coordinator Sara Callaghan provided a summary of work in progress and planned. Of interest to the trustees are a lichen survey, New England cottontail rabbit habitat, and boardwalks for Long Marsh.

- B. **Update on Cemetery Committee:** Mr. Bebbington reported that there were no sales of cemetery lots since the previous meeting. There has been one burial. Monument work has been completed but the final invoice amount was above the approved amount due to additional work. Mr. Bebbington met with the DPW to discuss maintenance issues. He also filed the annual report of the Cemetery Committee with the Town Council.
- C. Annual Meeting with Council. The annual meeting with the Town Council took place on November 6, 2023. Chair Everngam submitted the Trustees of the Trust Funds annual report to the Council as approved by the trustees.

VII. New Business:

- D. Expenditure Requests: The trustees approved two expenditure requests:
 - 1. \$9553.40 for ...
 - 2. \$975 for additional monument work on cemetery contract as discussed in Cemetery Committee report above. It was also noted that \$500 was used to repurchase a burial plot.
- E. Monthly MS-9 Spreadsheet. The report was returned to the trustees by the Charitable Trusts Unit for revision. Chair Everngam indicated that the report would be revised as per request of the CTU and resubmitted.
- F. Forest Management Planning for the Doe Farm: The trustees had an extended discussion with Charles Moreno, consulting forester, and Sara Callaghan, Land Stewardship Coordinator, regarding the trustees goals and objectives for managing the Doe Farm as part of the revision of the management plan. While specific goals and objectives remain to work out, forest health and community recreation and education will serve as umbrella themes. The framework of the plan will follow the template developed by the American Tree Farm System.

VIII. The meeting was adjourned at 10:02 am.

Next Regular Meeting: 08:30 AM on December 15, 2023.

Approved:

Michael H. Everngam, Chair

Date