



TOWN OF DURHAM
15 NEWMARKET ROAD
DURHAM, NH 03824-2898
Tel: 603/868-5571
Fax: 603/868-5572

AGENDA

DURHAM TOWN COUNCIL

MONDAY, DECEMBER 5, 2011

DURHAM TOWN HALL - COUNCIL CHAMBERS

7:00 PM

NOTE: THE TOWN OF DURHAM NEEDS 48 HOURS NOTICE IF YOU REQUIRE SPECIAL COMMUNICATION AIDS

- I. Call to Order
- II. Approval of Agenda
- III. Special Announcements
- IV. Approval of Minutes - September 26, 2011 and October 17, 2011
- V. Councilor and Town Administrator Roundtable
- VI. Public Comments (*NLT 7:45 PM*)
- VII. **Unanimous Consent Agenda** (*Requires unanimous approval. Individual items may be removed by any councilor for separate discussion and vote*)
Shall the Town Council schedule a Public Hearing for January 9, 2012 on a referendum to be placed on the March 13, 2012 Town Election ballot to raise and appropriate the sum of \$2,700,000.00 in long-term debt for the construction and original equipping of a new Durham Public Library?
- VIII. **Committee Appointments**
Shall the Town Council appoint Meridith Davidson, 2 Sumac Lane, to the Historic District Commission/Heritage Commission?
- IX. Presentation Items - None
- X. **Unfinished Business**
Continued deliberation on the Administrator's proposed FY 2012 Operating, Capital, and Special Fund Budgets and the 2012-2021 Capital Improvement Plan
- XI. New Business - None
- XII. Nonpublic Session (if required)
- XIII. Extended Councilor and Town Administrator Roundtable (if required)
- XIV. Adjourn (*NLT 10:30 PM*)



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AGENDA ITEM: # 4


DATE: December 5, 2011

COUNCIL COMMUNICATION

INITIATED BY: Durham Town Council

AGENDA ITEM: APPROVE THE TOWN COUNCIL MEETING MINUTES FOR
SEPTEMBER 26 AND OCTOBER 17, 2011

CC PREPARED BY: Jennie Berry, Administrative Assistant

PRESENTED BY: Todd I. Selig, Town Administrator 

AGENDA DESCRIPTION:

Attached for the Council's review and approval are the minutes for the Town Council meetings held on Monday, September 26 and October 17, 2011.

Please call Jennie Berry 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 any body or agency, or any subordinate body thereof, without exception."

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION 1:

The Durham Town Council does hereby approve the Town Council meeting minutes for September 26, 2011 (as presented) (as amended).

MOTION 1:

The Durham Town Council does hereby approve the Town Council meeting minutes for October 17, 2011 (as presented) (as amended).



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AGENDA ITEM: # 7

DATE: December 5, 2011

COUNCIL COMMUNICATION

INITIATED BY: Durham Public Library Board of Trustees

AGENDA ITEM: SHALL THE TOWN COUNCIL SCHEDULE A PUBLIC HEARING FOR JANUARY 9, 2012 ON A REFERENDUM TO BE PLACED ON THE MARCH 13, 2012 TOWN ELECTION BALLOT TO RAISE AND APPROPRIATE THE SUM OF \$2,700,000 IN LONG-TERM DEBT FOR THE CONSTRUCTION AND ORIGINAL EQUIPPING OF A NEW DURHAM PUBLIC LIBRARY?

CC PREPARED BY: Jennie Berry, Administrative Assistant
Douglas Bencks, Chair, Library Board of Trustees

CC PRESENTED BY: Todd I. Selig, Town Administrator

AGENDA DESCRIPTION:

Over the past year, the Town Council has received presentations from Douglas Bencks, Chair of the Durham Public Library Board of Trustees, relative to the Trustees' progress in conducting fund-raising efforts toward the construction of a new public library.

The resulting design of the library is 10,500 square feet, which is less than the 13,000 square feet that was identified in the building program report prepared last year. The Building Committee and the full Board of Trustees agree that this library design is forward looking, but also acknowledge the expectation that it is to be as space efficient and condensed as possible. The design/build team has provided for all of the space program needs in a two-level design that allows for the use of various meeting spaces even when the library might be closed. It is energy efficient, durable, and easy to maintain. The layout allows staffing to be kept to a minimum with good sight lines and staff coverage of a much larger facility than exists today.

The total cost to build and outfit this library is \$4.2 million plus the \$600,000 spent to buy the land, resulting in a total project cost of \$4.8 million. The Library Trustees received \$1.2 million of funds prior to March 2011 and are committed to raising at least another \$900,000. The remaining \$2.7 million will need to be approved by a bond referendum in March 2012. At this time, over \$800,000 has

already been raised in pledges. The Trustees anticipate that operating costs for the new building, including staffing, will increase the annual budget by less than for \$15,000 for the same amount of hours.

The Trustees are prepared to move forward with placing a referendum question on the March 13, 2012 Town Election ballot.

We are still working with attorney Laura Spector, Mitchell Municipal Group, and our bond counsel, David Barnes, Dept. of Revenue Administration, to finalize the language that will ultimately be placed on the election ballot. The final language will be settled by the January 9, 2012 public hearing on this matter. However, the question will most likely be very close to the following:

“Are you in favor of raising and appropriating the sum of \$2,700,000 for the construction and original equipping of a new library, with said sum to be in addition to \$2,100,000 in federal, state and/or private funds made available therefore (for a total project cost of \$4,800,000), and of authorizing the issuance of not more than \$2,700,000 of bonds or notes in accordance with the provisions of the municipal finance act, RSA Chapter 33?” The Town Council recommends this appropriation.

RSA 33:8-d (II) (a) requires that the first step in moving forward with this process is to hold a public hearing on the ballot question at a regularly scheduled Council meeting. After closing the public hearing, the Town Council may then “...order a referendum on the issuance to be held on the Tuesday not less than 60 no more than 67 days from the regular meeting at which the order is passed.”

Section 5.12 “Borrowing procedure” of the Durham Town Charter allows for the “issuance of bonds of the Town or other evidence of indebtedness therefor and may pledge the full faith, credit and resources of the Town for the payment of the obligation created hereby; provided that no bonds shall be issued by the Council in excess of five hundred thousand dollars (\$500,000.00) per issue except by a two-thirds vote of the Council, and *not exceeding one million dollars (\$1,000,000.00) except by a two-thirds vote of the Council and a two-thirds vote at a regular town election or special ballot called by the Council.*” This section also states that “*Notification and posting of such bond issues in excess of one million dollars (\$1,000,000.00) shall be in the same manner as if it were a bond issue of a town pursuant to RSA 33, as amended, with voting by ballot at a regular or special election. In addition to any other public hearings required by this Charter or state law, the Council shall hold a public hearing on such bond issue in excess of five hundred thousand dollars (\$500,000.00) preceding its vote on the issue.*”

Attached for the Council’s information is a timeline of required actions that will need to occur for placement of this referendum on the March 13, 2012 Town Election ballot in accordance with the provisions of RSA 33:8 and the Town’s Charter.

LEGAL AUTHORITY:

Section 5.12 "Borrowing procedure" of the Durham Town Charter.

RSA 33:8-d "Procedures for Authorizing Bonds or Notes in Municipalities Adopting Charters Pursuant to RSA 49-B, Without a Budgetary Town Meeting"

LEGAL OPINION:

Attorney Laura Spector of the Mitchell Municipal Group, and DRA bond counsel David Barnes are working with the Town to provide final appropriate language for placement on the Town Election ballot relative to this matter.

FINANCIAL DETAILS:

The total cost to build and outfit this library is \$4.2 million plus the \$600,000 spent to buy the land, resulting in a total project cost of \$4.8 million. The Library Trustees received \$1.2 million of funds prior to March 2011 and are committed to raising at least another \$900,000. The remaining \$2.7 million will need to be approved by a bond referendum in March 2012.

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council, in accordance with Section 5.12 of the Durham Town Charter and RSA 33:8-d does hereby schedule a public hearing for its regularly scheduled meeting on Monday, January 9, 2012, on a referendum to be placed on the March 13, 2012 Town Election ballot to appropriate the sum of \$2,700,000 in long-term debt for the construction and original equipping of a new Durham Public Library.

TIMELINE FOR REQUIRED ACTIONS

REFERENDUM ON \$2.7 MILLION BOND FOR A NEW LIBRARY

Required Action	Criteria (IAW RSA 33:8-d, II)	Responsible Board/Dept.	Council Mtg. To Take Action	Final Date To Take Action
Decide on bond referendum action and schedule public hearing for Jan 9, 2012		Town Council	Dec 5, 2011	Dec 12, 2011
Publish Public Hearing Notice #1 in newspaper and post at 2 public places	7 clear days prior to public hearing <i>RSA 33:8-d II (a)</i>	Administration	N/A	Dec 31, 2011
Public Hearing #1	<i>RSA 33:8-d II (a)</i>	Town Council	Jan 9, 2012	Jan 9, 2012
Council vote by roll call to order referendum (by 2/3 majority vote)	After notice and public hearing. Not less than 60 days, not more than 67 days from the regular meeting where Council ordered referendum. <i>RSA 33:8-d II (a)</i>	Town Council	Jan 9, 2012 (64 days)	Jan 9, 2012
Publish Public Hearing Notice #2 in newspaper and post at 2 public places	7 clear days prior to public hearing	Administration	N/A	Jan 29, 2012
Public Hearing #2	At least 30 days but not more than 60 days prior to the referendum vote. <i>RSA 33:8-d II (b)</i>	Town Council	Feb 6, 2012, (36 days)	Feb 6, 2012
Public Hearing Notice #3 (IF REQUIRED)	7 clear days prior to public hearing	Administration	N/A	Feb 12, 2012

Required Action	Criteria (IAW RSA 33:8-d, II)	Responsible Board/Dept.	Council Mtg. To Take Action	Final Date To Take Action
Public Hearing #3 (required only if substantive changes are made to referendum).	At least 14 days after the prior public hearing. <i>RSA 33:8-d II (d)</i>	Town Council	Feb 20, 2012	Feb 20, 2012
Placement of official copy of final bond or note proposal on file with Town Clerk to make available to public	7 days prior to the referendum. <i>RSA 33:8-d II (e)</i>	Available at Town Clerk's office	N/A	Mar 6, 2012
Preparation of official ballot	<i>IAW RSA 33:8-d II (f)</i>	Town Clerk	N/A	N/A
March 13, 2012 (Town Election - 2/3 vote required to pass)				March 13, 2012 (Town Election)
Council vote by Resolution to incur debt of \$2.7 million for library building (by 2/3 vote)	<i>Sec. 5.12(A) Durham Town Charter</i>	Town Council	Mar 19, 2012	Mar 19, 2012



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AGENDA ITEM: # **8**

DATE: December 5, 2011

COUNCIL COMMUNICATION

INITIATED BY: Meridith Davidson, 2 Sumac Lane

AGENDA ITEM: SHALL THE TOWN COUNCIL APPOINT MERIDITH DAVIDSON, 2 SUMAC LANE, TO THE HISTORIC DISTRICT COMMISSISON/HERITAGE COMMISSION?

CC PREPARED BY: Jennie Berry, Administrative Assistant

PRESENTED BY: Todd Selig, Town Administrator

AGENDA DESCRIPTION:

The Historic District Commission/Heritage Commission currently has one member vacancy.

Attached for the Council's review is a completed application for board appointment submitted by Meridith Davidson, 2 Sumac Lane, who is interested in being appointed to fill the regular member vacancy with a term ending April 30, 2014.

HDC/HC Chair Leslie Schwartz has been provided with Ms. Davidson's application for her information. Ms. Davidson has been invited to attend Monday night's meeting for introduction to the Council if she so desires.

LEGAL AUTHORITY:

Durham Town Charter, Section 11.5 "Vacancies in Elected or Appointed Office" states:

Unless otherwise specified in this Charter, in the event of a vacancy in an elected or appointed office, board, commission or committee of the town, the Town Council shall fill that vacancy by appointment, such appointment to continue until the next town election for elected positions or the remainder of a person's term if an appointed position."

LEGAL OPINION:

N/A

Council Communication, 12/5/11

Re: Appoint Member to the Historic District Commission/Heritage Commission

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FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

MOTION:

The Durham Town Council does hereby APPOINT Meridith Davidson, 2 Sumac Lane, to the Historic District Commission/Heritage Commission, with said term to expire on April 30, 2014.



Town of Durham

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Durham, NH 03824-2898
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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

Name: Meredith Davidson Date: 11/9/11

Address: 2 Sumner Lane Durham, NH 03824

E-Mail Address: menw@hotmail.com

Home Telephone: 603-868-5076

Board/Commission/Committee you are interested in being appointed to. (Please list in order of preference, if interested in more than one appointment).

1. HSC member
2. _____
3. _____

Please provide a brief explanation for your interest in appointment to a particular board, commission or committee:

After working with/for the NH Preservation Alliance for two years, I developed an interest in preserving and maintaining the historical and cultural aspects of our towns

Please provide brief background information about yourself:

I grew up in Massachusetts and Rhode Island. I went to Boston College and met my husband while working in Boston after I graduated. We lived in Biddeford, ME while he was attending medical school from 1998-2002. Then we lived in Cleveland Hts, OH during his residency and fellowship, from 2002-2007. We moved to Durham in July 2007 when he took a position at Wentworth-Douglass Hospital. We chose Durham for a number of reasons - small community, great schools and we liked the idea of being in a university town. We have been very pleased with the community and hope to call it home for many years and with that in mind I think it is important to give back to the community and take an active

---Continued on back---

role in helping in stays a great community.

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

Name: Jennifer Goodman
Telephone: 224-2281

Name: Molly Bolster
Telephone: 433-9505

Name: Kate Haley Woods
Telephone: 808-2031



Thank you for your interest in serving the Town. Please return this application, along with a resume, if available, to: Town Administrator, 15 Newmarket Road, Durham, NH 03824

Meridith L. Davidson

2 Sumac Lane
Durham, NH 03824
Home (603) 868-5076
Cell (603) 812-5630
meriw@hotmail.com

WORK EXPERIENCE:

Development Associate, July 2011 – Present *Gundalow Company, Portsmouth, NH*

- Staffed the development committee and other advisory committees as needed. Participated in organizational strategic and work planning, budgeting and evaluation to related development activities.
- Managed and coordinated membership and annual funds.
- Managed corporate donation campaigns including annual giving, membership, and sponsorship opportunities.
- Maintain oversight of the donor database, including entering and updating constituents and processing gifts.
- Coordinated and prepared e-communications.
- Supported website and social media activity.
- Assisted with programs and events.

Development Associate, September 2009 – June 2011 *New Hampshire Preservation Alliance, Concord, NH*

- Staffed the development committee and other advisory committees as needed. Participated in organizational strategic and work planning, budgeting and evaluation to related development activities.
- Managed and coordinated membership and annual funds.
- Managed corporate donation campaigns including annual giving, membership, and sponsorship opportunities.
- Maintain oversight of the donor database, including entering and updating constituents and processing gifts.
- Coordinated and prepared e-communications.
- Supported website and social media activity.
- Assisted with programs and events.

Capital Campaign Coordinator, July 2002-July 2005 *Cleveland Foodbank, Inc., Cleveland, OH*

- Coordinated all daily activities of the campaign including the organization of all campaign-related meetings, the dissemination of minutes, the preparation of all campaign correspondence and solicitation letters, and the maintenance of a calendar of all campaign related activities.
- Developed donor prospect files for individuals, foundations and corporations, and provided prospect profiles to key volunteers in advance of cultivation/solicitation meetings.
- Prepared status and financial reports for all of the campaign commitments and requests.

- Organized all special events for the capital campaign from small monthly community leader events to fundraising house parties, including a one-of-a-kind breakfast for Northeast Ohio Legislators and a breakfast for members of the Cleveland Chamber of Commerce.
- Composed thank you letters, gift acknowledgement letters and the campaign newsletter for donor prospects, volunteer committee members, the board, and the staff.

Assistant Director of the Annual Fund, University Relations. March 2000-June 2002
University of New England, Portland, ME

- Directly responsible for implementation and coordination of all operational aspects of the Annual Fund including phone-a-thons and the direct-mail program.
- Managed all logistics of alumni volunteers and student workers, including scheduling and training.
- Duties include composing solicitation letters, developing the plan and theme for fundraising mailings.
- Assisted the Director of Development in planning, execution, and evaluation of the Annual Fund goal.
- Managed and maintained the fundraising database, Raiser's Edge, in order to successfully coordinate, prepare, process and monitor all operations associated with solicitations and the general operations of the University Relations Department.
- Supervised and participated in the training of all Development department employees in the fundraising database, Raiser's Edge.
- Executed all financial reports for the Annual Fund and the capital campaign.
- Oversaw the gift entry process for all donations.
- Managed the departmental budget.

Administrative Assistant to the Capital Campaign, University Relations. July 1999- March 2000
University of New England, Portland, ME

- Provided support to the Director of Major Gifts with the capital campaign, which had a \$20 million goal.
- Researched, managed, and compiled profiles of prospects and volunteers.
- Coordinated and planned cultivation, solicitation, and stewardship events, as well as campaign planning meetings.
- Prepared and organized materials for internal and external campaign meetings.
- Maintained the lines of communication with campaign volunteers and prospects through telephone calls and written correspondence.
- Coordinated a feasibility study for a building in honor of a nationally recognized individual.
- Managed departmental budget.
- Performed miscellaneous office duties such as helping with large mailings, answering the phone, database management, gift entry and filing.

Account Coordinator. August 1998-July 1999
Perry Banks Kemp Advertising, Portland, ME

- Assisted Account Executives with client-based projects and with organizing their daily schedules
- Served as Account Executive in the absence of Account Executives and maintained ongoing relationship with clients.
- Coordinated the flow of information from the Account Executives to the Creative and Production departments.
- Monitored the estimating and billing process for all client projects.

- Supported the Production Manager with the daily traffic of creative projects.
- Performed daily office asks such as answering the phone, writing correspondence and updating the database.

Production Billing Coordinator. February 1997-August 1998

Hill, Holliday, Connors, Cosmopolos, Inc., Boston, MA

- Executed one-third of all production billing for a \$600 million dollar advertising agency.
- Managed all agency-fee billing and expense recovery, approximately \$8.5 million each month.
- Processed production invoices for client-based projects, which included the following clients: Budget Rent-A-Car, Coopers & Lybrand LLP, Digital Equipment Co., BayNetworks, The Wall Street Journal, Wang, Spalding, AutoNation, Marshall's, North American Mortgage Co., Mellon Bank, and First Union National Bank.
- Coordinated the monthly billing cycle with Account Service, Broadcast, Print Production, Interactive, Direct Marketing, and Traffic departments on a weekly basis.
- Performed various projects for HHCC financial analysts.

Receptionist. July 1996-February 1997

Archer Management Services at Au Bon Pain, Inc., Boston, MA

- Responsible for answering switchboard for 100+ employees, as well as greeting clients/guests and dispatching incoming /outgoing packages.
- Updated the company phone list.
- Assisted miscellaneous staff including the Investor Relations and Human Resources departments.
- Maintained kitchen supplies in office.

PROFESSIONAL DEVELOPMENT/TRAINING:

November 2001	Foundation Center's Proposal Writing Seminar
October 2001	Maine Philanthropy Center's Proposal Writing Seminar
June 2000	Raiser's Edge for Windows Advanced Class with Crystal Reports for BlackBaud

COMMUNITY ACTIVITIES:

2011 – present	Trustee, Durham Public Library
2003-2007	Community Service Chairperson and Development Liaison, Boston College Alumni Chapter of Greater Cleveland
2002-2003	Treasurer, Cleveland Clinic House Staff Spouse Association
1999-2002	Chairperson of Manpower, American Diabetes Association Tour De Cure, Southern Maine Tour

COMPUTER SKILLS:

- Giftworks
- Microsoft Office including Word, Excel, and Powerpoint.
- The Raiser's Edge
- FileMaker Pro
- Macintosh Operating System

EDUCATION:

Boston College, Chestnut Hill, MA

Bachelor of Arts in History, 1996

Meridith L. Davidson

REFERENCES:

Jennifer Goodman
Executive Director, NH Preservation Alliance

office: (603) 224-2281

Pat Meyers
Volunteer, NH Preservation Alliance

mobile: (603) 512-0869

Molly Bolster
Executive Director, Gundalow Company

office: (603) 433-9505



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AGENDA ITEM: **#10**
DATE: December 5, 2011

COUNCIL COMMUNICATION

INITIATED BY: Todd I. Selig, Town Administrator
Gail Jablonski, Business Manager

AGENDA ITEM: CONTINUED DELIBERATION ON THE ADMINISTRATOR'S PROPOSED
FY 2012 OPERATING, CAPITAL AND SPECIAL FUND BUDGETS,
AND THE 2012-2021 CAPITAL IMPROVEMENT PLAN

CC PREPARED BY: Jennie Berry, Administrative Assistant

CC PRESENTED BY: Todd I. Selig, Town Administrator
Gail Jablonski, Business Manager

AGENDA DESCRIPTION:

In accordance with Section 5.2 of the Durham Town Charter, the Town Administrator is required to submit to the Town Council his/her recommended budget for the upcoming Fiscal Year "...no later than the last workday prior to November 1 of the current year." Councilors were provided with the Administrator's proposed 2012 Operating, Capital and Special Fund Budgets, and the 2012-2021 Capital Improvement Plan on October 31, 2011.

A Public Hearing on the proposed budget was held by the Town Council on Monday, November 14, 2011.

LEGAL AUTHORITY:

Durham Town Charter, Article 5 "Finance", Sections 5.1 - 5.12.

LEGAL OPINION:

N/A

FINANCIAL DETAILS:

N/A

SUGGESTED ACTION OR RECOMMENDATIONS:

No formal action required. Continue discussion and deliberation process for the adoption of the proposed FY 2012 Operating, Capital and Special Fund Budgets, and the 2012-2021 Capital Improvement Plan, and provide direction as needed.