

**TOWN COUNCIL AGENDA**  
**December 7, 2020**  
**Londonderry High School Cafeteria**  
**7:00 P.M.**

Regular meetings are cablecast live and videotaped for the convenience of our viewers at home. 7:00 PM.

**A. CALL TO ORDER**

**B. PUBLIC COMMENT**

- 1.) Auditor Presentation  
**Presented by Alina Korsak and Laurie Garland  
Melanson and Heath**

**C. PUBLIC HEARING**

- 1.) **Resolution #2020-19** – A Resolution Relative to the Acceptance of Unanticipated Revenue under RSA 31:95-b  
**Presented by Justin Campo**

- 2.) **Budget Public Hearing & Workshop**

**D. NEW BUSINESS**

- 1.) **Resolution #2020-20** – A Resolution Creating a Committee to Update the 2016 Hazard Mitigation Plan  
**Presented by Colleen Mailloux**

- 2.) **Order #2020-17** – An Order Relative to the Distribution of Fire Equipment Capital Reserve Funds  
**Presented by Chief Darren O'Brien**

**E. OLD BUSINESS**

**F. APPROVAL OF MINUTES**

**Approval of November 30, 2020 Town Council Minutes**

**G. APPOINTMENTS/REAPPOINTMENTS**

**H. OTHER BUSINESS**

1. Liaison Reports
2. Town Manager Report
3. Assistant Town Manager Report

**I. ADJOURNMENT**

**J. MEETING SCHEDULE**

- A. Town Council Meeting/Budget Workshop– 12/21/2020  
LHS Cafeteria, 7:00PM

TOWN OF LONDONDERRY  
NOTICE OF FIRST PUBLIC HEARING  
FY22 PROPOSED TOWN BUDGET

Notice is hereby given that the Londonderry Town Council will receive public input on the proposed FY 2022 Town Budget on Monday December 07, 2020, beginning at 7:00 PM at Londonderry High School, 295 Mammoth Road, Londonderry, NH in the LHS Cafeteria. The Warrant under consideration includes:

Article	Description	Proposed FY 22
<b>Article 2</b>	<b>Operating Budget</b>	
	<b>General Fund Operating Budget</b>	
	Town Council	\$12,104
	Town Manager	\$573,856
	Budget Committee	\$1
	Town Clerk	\$485,141
	Finance & Administration	\$614,561
	Assessing	\$423,240
	Information Technology	\$491,024
	Legal	\$174,500
	General Government	\$567,474
	Cemetery	\$38,000
	Insurance	\$4,718,462
	Conservation	\$3,350
	Police Dept.	\$9,073,135
	Fire Dept.	\$7,890,199
	Building Dept.	\$440,633
	Public Works Dept.	\$4,142,281
	Solid Waste	\$2,231,215
	General Assistance	\$144,500
	Cable	\$298,643
	Recreation	\$173,946
	Library	\$1,316,140
	Senior Affairs	\$103,545
	Community Development	\$448,074
	Debt Service	\$2,266,855
	<b>Total General Fund Operating Budget</b>	<b>\$36,630,879</b>
	<b>Enterprise Fund Operating Budget– Sewer</b>	<b>\$2,809,544</b>
	<b>Total Operating Budget</b>	<b>\$39,440,423</b>
<b>Article 3</b>	<b>Roadway Maintenance Trust Fund</b>	<b>\$650,000</b>
<b>Article 4</b>	<b>Expendable Maintenance Trust</b>	<b>\$180,000</b>
<b>Article 5</b>	<b>Capital Reserve – Master Plan</b>	<b>\$75,000</b>
<b>Article 6</b>	<b>Capital Reserve – Geographic Info. Systems</b>	<b>\$28,000</b>
<b>Article 7</b>	<b>Capital Reserve – Pillsbury Cemetery Expansion</b>	<b>\$75,000</b>
<b>Article 8</b>	<b>Capital Reserve – Fire Dept. Equipment</b>	<b>\$100,000</b>
<b>Article 9</b>	<b>Capital Reserve- Cable Equipment</b>	<b>\$32,500</b>
<b>Article 10</b>	<b>Capital Reserve – Recreation</b>	<b>\$5,000</b>
<b>Article 11</b>	<b>Department of Public Works Leases</b>	<b>\$55,645</b>

# RESOLUTION 2020-19

A Resolution Relative to the  
*Acceptance of Unanticipated Revenue Under RSA 31:95-b*

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First Reading: 12/07/20  
Second Reading: Waived  
Adopted: 12/07/20

**WHEREAS** the Town of Londonderry adopted the provisions of RSA 31:95-b with the passage of warrant article 18 at their March, 1994 town meeting; and,

**WHEREAS** the Town Council desires to and has complied with RSA 31:95-b, III (a) relative to unanticipated moneys received in amounts greater than \$10,000; and,

**WHEREAS** the Town has been awarded the Pre-Disaster Mitigation grant by the State of New Hampshire Department of Safety, Division of Homeland Security and Emergency Management in the amount of \$12,500.25, for the purpose of updating the Town of Londonderry's Local Hazard Mitigation plan.

**WHEREAS** this grant will help assist in the cost of updating the town's Local Hazard Mitigation plan. Furthermore, the Town Council acknowledges the total cost of this project will be \$16,667, in which the town will be responsible for a 25% match, which is \$4,166.75. If the cost exceeds \$16,667.00 the town will be responsible for the difference.

**NOW THEREFORE BE IT RESOLVED** by the Londonderry Town Council to agree to enter into and accept the grant mentioned in this resolution and therefore the Town Council resolves that the unanticipated revenues in the amount of \$12,500.25 for the fiscal year ended June 30, 2021, are hereby accepted.

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John Farrell - Chairman  
Town Council

(TOWN SEAL)

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Sharon Farrell - Town Clerk

**A TRUE COPY ATTEST:**  
12/07/20

# RESOLUTION 2020-20

## *A RESOLUTION CREATING A COMMITTEE TO UPDATE THE 2016 HAZARD MITIGATION PLAN*

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First Reading: 12/7/2020  
Second Reading/Public Hearing: waived  
Adopted: 12/7/2020

**WHEREAS** The Town of Londonderry last adopted a Hazard Mitigation Plan in 2016; and

**WHEREAS** FEMA rules require regular updates on a 5-year cycle; and

**WHEREAS** the Town has opted to author an update with the involvement of a local Committee;

***NOW THEREFORE BE IT RESOLVED*** by the Londonderry Town Council that the Hazard Mitigation Plan Update Committee be established to undertake the responsibilities as set forth in the "Committee Charge", a copy which is hereto attached. The Committee shall be in effect through the duration of the plan update process and shall terminate once a new plan is adopted by the Town Council.

Town Council

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John Farrell, Chairman

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Sherry Farrell  
Town Clerk/Tax Collector

(TOWN SEAL)

***A TRUE COPY ATTEST:***  
***12/07/20***

**Hazard Mitigation Plan Update Committee**  
**“COMMITTEE CHARGE”**

**PURPOSE:**

The Hazard Mitigation Plan Update Committee (“Committee”) shall exist to provide peer review and local guidance to assist in drafting an update to the 2016 Hazard Mitigation Plan. It shall report to the Town Manager until project completion and acceptance.

**REPRESENTATION:**

The Committee shall consist of seven (7) voting members comprised of (1) delegate from the Londonderry Fire Department, (1) delegate from the Londonderry Police Department, (1) delegate from the Planning and Economic Development Department (1) delegate from the Department of Public Works, (1) delegate from the Building Department and (2) at-large delegates from the community.

The Town Manager shall serve as a non-voting ex-officio member. Each respective department and/or the Committee Chair shall notify the Town Manager of its appointees on or before January 8, 2021.

The Committee shall determine its own rules and order of business, unless otherwise provided by law or Town Charter.

The Committee shall choose from its members a Chairperson, Vice Chairperson and Secretary.

**DUTIES / RESPONSIBILITIES:**

1. Hold meetings and keep minutes of any such meetings, in accordance with RSA Chapter 91-A.
2. Participate in meetings with Planning Department staff to identify areas of addition or omission from the currently approved plan.
3. Participate in peer review and compilation of materials to complete and submit to FEMA a final updated Hazard Mitigation Plan.
4. Provide notice of workshops or hearings to the general public and contacts from local departments or committees
5. Review and make recommendations to the Town Council.
6. Maintain a permanent project file that at a minimum, includes:
  - a. Committee minutes.
  - b. Project plans, contracts and payment requests
  - c. Project correspondence
  - d. Other materials as deemed necessary.
6. Provide periodic reports to the Town Council.

# ORDER 2020-17

An order relative to

## *The Distribution of Fire Equipment Capital Reserve Funds*

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First Reading: 12/07/2020  
Second Reading: Waived  
Adopted: 12/07/2020

**WHEREAS** the Town of Londonderry, by adoption of Article No. 6 at the March 13, 2012 Town Meeting, approved funding \$150,000 for the acquisition of fire department equipment; and,

**WHEREAS** the Fire Department Equipment Committee has completed its review of several manufacturers' equipment and have made a recommendation that the Town purchase various items from various manufacturers; and,

**WHEREAS** the Committee further recommends that \$56,028.33 be withdrawn from the Capital Reserve Fund for Fire Department Equipment for sixteen sets of boots and five sets of BC gear from Bergeron protective Clothing;

**NOW THEREFORE BE IT ORDERED** by the Londonderry Town Council that the Town Treasurer is hereby directed and authorized to expend from the Fire Department Equipment Reserve Fund the sum \$56,028.33.

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John Farrell - Chairman  
Town Council

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Sharon Farrell - Town Clerk

( TOWN SEAL )

**A TRUE COPY ATTEST:**  
12/07/2020

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

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1 November 30, 2020

2  
3 The meeting took place in the Londonderry High School Cafeteria, 295 Mammoth Rd,  
4 Londonderry, NH 03053.

5  
6 Present: Chairman John Farrell; Vice Chairman Joe Green; Councilor Tom Dolan and Deb  
7 Paul; Town Manager Kevin Smith; Assistant Town Manager Lisa Drabik; Executive  
8 Assistant Kirby Brown; Absent: Councilor Jim Butler

9  
10 CALL TO ORDER

11  
12 Chairman Farrell called the Town Council meeting to order. This was followed by the  
13 Pledge of Allegiance. This was followed by a moment of silence for those who serve us  
14 both here and abroad.

15  
16 PUBLIC COMMENT

17  
18 Town Planner Colleen Mailloux gave the Council an update on the water resource  
19 management plan. A combination of projects that have been completed in the town relating  
20 to water resource. Mailloux stated that she would like to come back to the Council with  
21 annual updates with the status of different items and to provide updates.

22  
23 Councilor Paul asked if there was a timeline on when the rest of the information will come  
24 in. Councilor Paul stated that if too much time passes, the data wouldn't be good. Mailloux  
25 stated that some of the recommendations are to continue to receive and update data, so to  
26 just items having to do with the results. Mailloux stated the high energy, low cost items are  
27 going to be the ones that they're going to work on first. Councilor Paul asked if anyone has  
28 reached out to the residents and finding out if anyone has had their water tested, would they  
29 be willing to give the town a copy of their test to help map out what is what. Mailloux  
30 stated that it is a task on the list. It could be a low cost to the town. It's not something that  
31 has started yet.

32  
33 Vice Chairman Green asked when some of the costs would be filled in. Mailloux stated



## LONDONDERRY TOWN COUNCIL MEETING MINUTES

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34 that the timing on getting this to the Council, they missed this budget cycle. Mailloux stated  
35 that departments are working on identifying the task steps and the dollar amount associated  
36 with each. The goal is to come back to the Council during CIP or the beginning of the  
37 budget season next year.

38

39 Councilor Paul asked if NHDES was reached out to for aid or grants. Mailloux stated that  
40 the water resource management plan did not identify grant resources that are out there.  
41 Mailloux stated that where grants are available, they try to go after them.

42

43 Chairman Farrell stated that it should be looked at after we finish budgets and start looking  
44 at what numbers would look like for CIP and start moving down that path to at least get it  
45 on the radar for CIP.

46

47 Marge Badois, Conservation Commission, stated that NHDES announced that they set  
48 aside \$1.5M to help low income families that are having trouble with dry or low performing  
49 wells. The information will be posted on the town website for residents to apply.

50

51 Ray Breslin, 3 Gary Drive, stated that this has been talked about for a long time. Breslin  
52 asked the Council where it stands with the water quality and quantity studies. Chairman  
53 Farrell stated that it was a study that was on the ballot and completed already. Town  
54 Manager Smith stated that they were completed a while ago and recorded. The water  
55 management plan grew out of both of those studies.

56

57 Chief Darren O'Briwn gave an update from Department of Homeland Security and the  
58 stumble Inn on Rockingham Road is shut down due to an outbreak. DHHS is doing the  
59 contact tracing. The town currently has 116 positive cases. Chief O'Brien reminded  
60 everyone to continue to wear masks and be careful of your surroundings.

61

62 Town Manager Smith thanked Al Sypek and members of the ALERT Team who were out  
63 on the Common all weekend long putting up the Christmas trees and the nativity scene.  
64 Smith announced that Santa will be riding around in fire trucks on Sunday, December 6<sup>th</sup>.  
65 Stay tuned on the website for more information.

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# LONDONDERRY TOWN COUNCIL MEETING MINUTES

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## PUBLIC HEARING

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Motion to open Public Hearing made by Vice Chairman Green and second by Councilor Dolan. Chair votes 4-0-0.

Chairman Farrell introduced Ordinance #2020-05, an amendment to the municipal code relating to the Traffic Safety Ordinance. Town Manager Smith stated that this topic about traffic traveling fast on Litchfield Rd, the amount of cars has increased in the last ten years due to the airport access road, has been discussed at the Traffic Safety Committee meetings. The speed of the traffic has increased. Traffic Safety Committee decided to lower the speed limit to 30 MPH. Councilor Paul stated that she doesn't know if this will change anything. Councilor Paul asked Police Chief Bill Hart if this will help the situation. Chief Hart stated it won't change the amount of traffic, but it will decrease the average speed by 5-6 MPH on average. This will bring the speed down. We will do so by education, publicizing it everywhere and having officers out there. After that they will ticket and enforce. Chief Hart stated that he does believe it will make a difference.

Ann Chiampa, 28 Wedgewood Drive, stated that she doesn't always notice the signs but she does notice the flashing speed checkers.

Motion to approve Ordinance #2020-05 made by Vice Chairman Green and second by Councilor Paul. Chair votes 4-0-0.

Chairman Farrell introduced Ordinance #2020-06, an amendment to the Londonderry Zoning Ordinance relative to elderly housing. Planner Colleen Mailloux presented. Mailloux stated that this came from a concern regarding dense developments. This Ordinance would eliminate the elderly housing ordinance. Motion to approve Ordinance #2020-06 made by Councilor Dolan and second by Councilor Paul. Chair votes 4-0-0.

Motion to close public hearing made by Vice Chairman Green and second by Councilor Dolan. Char votes 4-0-0.

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

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## NEW BUSINESS

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Finance Director Justin Campo introduced Resolution #2020-17, a Resolution relative to the acceptance of unanticipated revenue under RSA 31:95-b. Campo stated that this is accepting an addition \$7,500 from the Center for Tech and Civic life. This additional funding is from the election. Motion to accept Resolution #2020-17 and the addition funding made by Vice Chairman Green and second by Councilor Paul. Chair votes 4-0-0.

Campo introduced Resolution #2020-18, a Resolution relative to the acceptance of unanticipated revenue under RSA 31:95-b. Campo stated that this is additional funding as well from the state CARES Act in the amount of \$1,869.21. Motion to approve Resolution #2020-18 made by Councilor Paul and second by Vice Chairman Green. Chair votes 4-0-0.

Town Manager Smith presented the contract between the Town and Whitney Consulting. Smith stated this spring the Assessing Department had a few employees leave and retire. This contract would be in lieu of hiring a chief Assessor for the town. We are contracting with a consulting group. Assistant Town Manager Drabik stated that it's a three year term, with two additional one year optional extensions. Drabik read the rest of the terms of the contract. Steve Hamilton, President of Whitney consulting introduced himself. Chairman Farrell asked if the town was saving money. Drabik stated that yes over the life of the contract and every year. Smith stated that in the first year it represents a \$10k savings. It goes up from there because there is a little more of an added cost in year one. They would also do the commercial revaluation update, which will save the town \$80k.

Councilor Paul asked Hamilton how long his company has been around for. Hamilton stated two years. Hamilton stated that the level of experience they bring is huge. They have four of the highest level certified Assessors and between the four of them they have a combined experience of over one hundred years. Councilor Paul asked if the savings could be broken down. Smith stated that there is a savings because the town is not hiring the Chief Assessor. The savings is in the salary, the benefits and not outsourcing the commercial reassessment. The Council gave the Town Manager consensus to sign the contract.

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

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## OLD BUSINESS

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138 Town Manager Smith and Finance Director Campo went over items that were discussed at  
139 the previous meeting.  
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141 Christine Patton, member of the Budget Committee, has special permission to be remove.  
142 She announced via telephone that she is present via phone.  
143  
144 Campo presented the Council with a chart of what positions have been added in the last  
145 few years. Chairman Farrell stated that a majority of the ones that have been added were  
146 added by ballot. Campo presented some other budgetary items. Smith went over some line  
147 items. Chairman Farrell stated that the budget public hearing is December 7<sup>th</sup> so the public  
148 can come speak on items.

## APPROVAL OF MINUTES

149  
150  
151  
152 Motion to approve the Town Council minutes from November 11, 2020 and November 16,  
153 2020 made by Councilor Paul and second by Vice Chairman Green. Chair votes 4-0-0.

## APPOINTMENTS/REAPPOINTMENTS

154  
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157 NONE

## ADJOURNMENT

158  
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161 Motion to adjourn made by Vice Chairman Green and seconded by Councilor Dolan. Chair  
162 votes 4-0-0.

163  
164 Notes and Tapes by: Kirby Brown Date: 11/30/2020  
165 Minutes Typed by: Kirby Brown Date: 12/03/2020  
166 Approved by: Town Council Date: 12/07/2020