



LONDONDERRY TOWN COUNCIL AGENDA

FEBRUARY 6, 2023 • 7:00 P.M. • MOOSE HILL COUNCIL CHAMBERS

John Farrell • Chair
Joe Green • Vice Chair
Jim Butler • Councilor
Deb Paul • Councilor
Chad Franz • Councilor

Michael Malaguti • Town Manager
Kellie Caron • Assistant Town Manager | Director of Economic Development
Justin Campo • Finance Director
Kirby Brown • Executive Assistant

A. CALL TO ORDER

B. PUBLIC COMMENT

1. Pickleball Grant Discussion
(*Heather Carey*)

C. PUBLIC HEARINGS

D. NEW BUSINESS

1. Proposed Plan of Reorganization – Planning & Economic Development Department
(*Michael Malaguti, Town Manager*)
2. **Order #2023-01** – An Order Relative to the Expenditure of Maintenance Trust Fund for Various Projects
(*Dave Wholley, Public Works Director*)
3. Tonya Christian – Acquisition of Property on West Road
(*Michael Malaguti, Town Manager*)

E. OLD BUSINESS

F. APPROVAL OF MINUTES

January 16, 2023 Town Council Minutes
January 23, 2023 Town Council Minutes

G. APPOINTMENTS/REAPPOINTMENTS

1. Londonderry Utilities Committee Interviews

H. OTHER BUSINESS

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

I. ADJOURNMENT

J. MEETING SCHEDULE

1. Deliberative Session 2/11/2023
LHS Café – 9:00 A.M.
2. Town Council Meeting 02/27/2023
Moose Hill Council Chambers, 7:00 P.M.



Office of the Town Manager
Michael J. Malaguti • Town Manager
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mmalaguti@londonderrynh.org • (603) 432-1100 x151

PROPOSED REORGANIZATION PLAN

TO: Town Council

DATE: January 20, 2023

RE: Proposed Reorganization of the Planning
and Economic Development Department

CC: Kellie Caron, Assistant Town Manager/
Director of Economic Development; Tara
Koza, HR Manager; Michael D. Ramsdell,
Town Attorney

The Planning and Economic Development Department (“Department”) currently includes five positions: the Assistant Town Manager and Director of Economic Development (“ATM/DED”), who serves as department head; the Town Planner; an Associate Planner; a GIS Manager/Comprehensive Planner; and a Land Use Assistant. We are actively recruiting for the vacant Town Planner position formerly held by the ATM/DED. The purpose of the memorandum is to propose a reorganization of the Department that will reduce an unnecessary redundancy, maximize the use of the Department’s personnel, and represent a more efficient and effective use of Town taxpayer funds.¹ In sum, having replaced the former ATM/HR Director with the ATM/DED, the addition of the Town Planner renders the Associate Planner position superfluous.

¹ Under Section 8.10 of the Town Charter, “[t]he [Town] Manager may prepare and submit to the Council for its approval proposed reorganization plans which may, subject to applicable law and th[e Town] Charter, reorganize, consolidate or abolish any Town agency in whole or in part, or establish new Town agencies as are deemed necessary or expedient. Such reorganization plans shall be accompanied by explanatory messages when submitted.”

Prior to the confirmation of the ATM/DED, the Department operated under the effective control of the Town Planner, with the Town Manager as titular department head. At that time there were four employees in the Department: the Town Planner; Associate Planner; GIS Manager/Comprehensive Planner; and Land Use Assistant. In confirming the Town Planner as ATM/DED, the Town Council also designated her as department head and increased Department staffing from 4 to 5.² The Associate Planner's core function is "support." This entails processing applications, tracking project status, preparing meeting materials and agendas, processing legal notices, and providing general assistance to the public about our development process. The Associate Planner also serves as the "Staff Liaison" to the Zoning Board of Adjustment ("ZBA"), which entails providing support to the ZBA, as well as attending ZBA meetings and advising the ZBA as to procedure. While the position is referred to as a "planner," the Associate Planner does not perform technical plan reviews or provide legal advice interpreting the zoning ordinance. The Town Planner performs necessary technical plan review and when legal advice is required either the Town Planner or the Associate Planner contact the Town's attorney. After obtaining legal advice from the Town's attorney, the Associate Planner informs the ZBA of the advice or, in more complicated matters, the Town's attorney provides the ZBA with a written explanation of the advice.

With the recent creation of the ATM/DED position, the Department now contains two planner positions, the ATM/DED and the Town Planner. While the Town Planner will review the majority of plans submitted to the Department, the ATM/DED will continue to act as a planner with respect to some submissions, particularly submissions that are complex or politically sensitive. With the ATM/DED continuing to perform a more limited portion of the Town's planning responsibilities and relieving the Town Planner of the Department Head functions, there is the opportunity to achieve efficiencies. Specifically, the Town Council should eliminate the position of Associate Planner for the following specific reasons:

- Because the Town Planner no longer functions as de facto Department Head, the Town Planner has capacity to perform the administrative functions for which the Town Planner is responsible and formerly may have been delegated to the Associate Planner.
- The existence of the ATM/DED and the Town Planner increases the Department's plan review capacity, relieving both positions of sole responsibility for this function and yielding additional workload for other purposes.
- There is a significant overlap between the support functions performed by the Associate Planner and the Land Use Assistant. For example, the Land Use Assistant "handles inquiries from the general public," and "[a]ssists in preparing ... meeting agenda by posting required public notices; publishing legal notices and mailing notices/information to abutters[.]" The Land Use Assistant also "monitor[s] time sensitive material such as applications, invoices and escrow coordination and review, permits and other related material by altering appropriate personnel or boards[.]" and "maintain[s] a log book[.]"

² The Town's total headcount did not increase. Instead, the Assistant Town Manager / HR Director position was moved from the Town Manager's department to the Planning and Economic Development Department.

- There are redundancies in the support functions performed by the Associate Planner and administrative duties for which the Town Planner is responsible. For example, the Town Planner is responsible for “coordinating” review of plan submissions, and for “[p]erform[ing] and oversee[ing] the preparation of agendas, fees, and legal notices; and ensuring that public notices are posted and distributed as necessary in a timely fashion.” Additionally, the Town Planner “[p]erforms and oversees the preparation of meeting materials,” and “[m]onitors and acts on time sensitive material, such as applications, public notices, invoices, plan review, escrow accounts, and other related material, and alert[s] appropriate staff and/or boards.” In other words, the Town Planner’s duties include an administrative support function that renders the Associate Planner’s duties superfluous provided the Town Planner is providing the required administrative support.
- The Associate Planner’s role as “ZBA Liaison” is duplicative and unnecessary. ZBA meetings are currently staffed by the Zoning Administrator, who attends meetings as this position is responsible for making zoning determinations and advising the board about those determinations. The Associate Planner attends, and provides guidance as to procedure. And the Land Use Assistant attends to take the minutes. It should be noted that the Associate Planner is non-exempt, requiring the Town to pay overtime for his or her attendance at ZBA meetings. This level of staff support for the ZBA is inefficient and unnecessary. The “ZBA Liaison” function presently served by the Associate Planner can be fulfilled with other resources.
- Eliminating the Associate Planner position will save the Town approximately \$145,791.48 per year, which includes a salary, retirement, and FICA/Medicare cost of \$100,919.44, estimated overtime of \$7,000, and a benefits package costing the Town \$37,872.04.

In summary, it is my opinion that the Associate Planner position is unnecessary and duplicative. Eliminating this position would make the Department more efficient, and improve our delivery of service to the public at a significant savings for the taxpayers. Accordingly, I submit this reorganization plan to the Town Council and request the Council’s approval.

Attachments:

- (1) ATM/DED job description;
- (2) Town Planner job description;
- (3) Associate Planner job description;
- (4) GIS Manager/Comprehensive Planner job description; and
- (5) Land Use Assistant job description.

TOWN OF LONDONDERRY

JOB DESCRIPTION

Assistant Town Manager/Economic Development Director

Effective Date: 11/11/2022

DEPARTMENT: Town Manager

JOB TITLE: Assistant Town Manager/Economic Development Director (ATM/EDD)

SALARY: Non-Represented Personnel & Compensation Policy (for FY23: \$85,000 - \$105,000)

WORK SCHEDULE: Full-time, exempt position; generally works normal office hours for Town Departments, but adjusts schedule as required to meet demands of the position. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

JOB SUMMARY / SUPERVISION: Assists the Town Manager in overseeing the day-to-day operations of the Town, providing expert advice and assistance to the Town Manager, department heads and senior managers with regard to best management practices, and business, economic and community development. This position coordinates and directs long range strategic initiatives, and is expected to make and foster extensive business contacts and relationships with the goal of generating business growth, tax base expansion and quality job creation within the Town of Londonderry. Interfaces with business owners/managers, property owners and developers and oversees and coordinates development projects with planning, building, and engineering staff as well as the Division Chief of Fire Protection. The ATM/EDD also completes special projects assigned by the Town Manager.

The ATM/EDD must have a strong knowledge of marketing, business administration and finance, real estate and commercial land development. The position exercises considerable independent judgment in developing, interpreting, and implementing policies and plans related to economic development. The ideal candidate will have experience with planning and economic development in a growing community and possess strong team leadership and supervisory skills.

ACCOUNTABILITY: Reports directly to and is accountable to the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Assists the Town Manager with the day-to-day administration of the Town as needed. Provides sound judgment and advice to the Town Manager on any matter affecting the efficient operation of the Town. Serves as department head of the Planning and Economic Development Department.

Represents and advances the goals of the Town Council and the Town Manager as directed by the Town Manager, particularly in areas requiring coordination/collaboration between multiple departments. Acts on behalf of Town Manager, in his/her absence, when necessary.

Provides assistance to boards, commissions, committees and authorities to improve overall management of the Town's resources and infrastructure.

Handles and responds to resident/constituent concerns. Receives and investigates complaints and inquiries by citizens and outside agencies; responds or refers to appropriate department for action and follow-up.

Works with the Town Manager to prepare and present agenda items at Town Council meetings.

Keeps abreast of changes and trends in municipal law, management and administration, personnel, and labor relations.

TOWN OF LONDONDERRY

JOB DESCRIPTION

Assistant Town Manager/Economic Development Director

Effective Date: 11/11/2022

Coordinates the efforts of land use departments to solve or prevent organizational problems and to ensure that inter-departmental operations complement one another.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to the Town Manager, Town Council, and others.

Works independently on day-to-day basis; confers with Town Manager and others on management team on policy review questions or to brief them on progress regarding various projects or programs.

Develops and implements the Town's economic development initiatives in consultation with other associated boards, committees and commissions to increase the Town's commercial and industrial tax base and local employment opportunities.

Conducts regular meetings to coordinate the efforts of the planning, engineering, building/code enforcement, and Division of Fire Protection personnel with regard to economic development and Town projects and to review progress, accomplishments, budgets, strategies and plans for each assigned area.

Cultivates business relationships with CEOs/General Managers/Executive Directors of Londonderry employers to understand their needs and provide assistance relative to opportunities for growth.

Oversees the administration of the Londonderry Commercial and Industrial Property Tax Incentive Program.

Identifies tools/resources needed by the Town for effective economic development; presents arguments, in written and oral formats, to secure additional resources (if needed) to Town administration and/or Town Council. Applies for grants when applicable.

Identifies Town sites available for development or potential re-development and provide clear analysis of their limitations and recommendations to increase their viability.

Identifies regulatory or procedural impediments to successful economic development; suggests alternatives for improvement.

Provides periodic status reports of active development issues that may have an impact on the Town to the Town Manager, Town Council, and boards/committees as necessary. Oversees applications for infrastructure, community development, transportation and recreation grants.

Analyzes proposed legislation affecting economic development.

Attends key conferences essential to the solicitation of new business/development opportunities for Londonderry.

Coordinates the collection of information to update local demographics, road networks, public facilities and other infrastructure data to project future trends and capital improvement needs of the community. Writes detailed reports of findings, conclusions and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Assists as necessary with the development of the annual CIP in accordance with state and local laws and codes.

Participates in long range community land use planning, including development and implementation of the Master Plan.

Coordinates the development and implementation of plans, codes, or inter-governmental agreements such as: growth management; land use; economic development; utility; housing; transportation; building, code enforcement and solid waste.

TOWN OF LONDONDERRY

JOB DESCRIPTION

Assistant Town Manager/Economic Development Director

Effective Date: 11/11/2022

Performs other related duties as assigned or required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Graduate from an accredited college with a Bachelor's degree, Master's degree preferred, with major coursework in economics, statistics, marketing, business or public administration, or closely related field; and five years of progressively responsible experience in municipal/county/state or non-profit economic development or as a high performing executive working directly in business development, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities required for the job.

CERTIFICATION/LICENSE REQUIREMENTS: A valid driver's license from state of residence is required.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Must have comprehensive knowledge of: principles and practices of public administration; administration of staff and activities, either directly or through subordinate supervision; business location decision factors and economic development issues; relevant tax laws and other legislative issues affecting business development; principles and practices of marketing techniques; basic budgetary principles and practices; administrative principles and practices, including goal setting and program budget development and implementation; principles and practices of urban planning, site plan review, zoning, growth management, environmental planning, code enforcement, zoning and real estate services and transactions; and state and federal business assistance programs. Demonstrated knowledge of computer skills in word processing, spreadsheet calculations, graphic presentations, database computation and geographic information systems. Requires excellent oral, written and organizational skills to effectively interact with departments, boards, commissions, community groups, business leaders, property owners and residents. Must be able to set priorities, meet critical deadlines, follow up on assignments with a minimum of direction, and operate with multiple deadlines and competing demands.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, dirt, dust, automobile fuel and lubricants, communicable diseases that can be transmitted by wild and domestic animals and humans, and hazardous materials associated with construction sites.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview and background check investigation. Appointed by the Town Manager, subject to confirmation by Town Council.

TOWN OF LONDONDERRY
JOB DESCRIPTION
Town Planner

Effective Date: 1/05/23

DEPARTMENT: Planning & Economic Development

JOB TITLE: Town Planner

SALARY: Londonderry Administrative Employees Association Agreement

WORK SCHEDULE: Assigned to forty hours per week. Additional hours may be required to meet the needs of the department. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

JOB SUMMARY: Performs and coordinates planning and zoning work within the Planning and Economic Development Department (the "Department") in the development of a comprehensive plan and implementation of the Town's ordinances for orderly growth of the Town. Provides administrative staff support to the Assistant Town Manager/Director of Economic Development ("ATM/DED"), Planning Board, and Zoning Board of Adjustment ("ZBA"). This is a senior-level staff position requiring the ability to supervise, organize and coordinate the planning and zoning activities of the Town consistent with direction from the Town Manager and ATM/DED. The Town Planner provides staff support to the Planning Board and ZBA. Assists in the preparation of the Capital Improvement Program (CIP), and grant proposals. Provides technical assistance to the Town Manager, Town Council, ATM/DED, Planning Board, Zoning Board, and other Town Staff and Departments, Boards, Committees, and Organizations regarding planning, zoning, and other land use matters. Position exercises considerable independent judgment in developing, interpreting and implementing land use management policies, plans and ordinances.

SUPERVISION: All work is performed under the general supervision and guidance of the ATM/DED and in accordance with legal requirements and modern standards of urban planning administration. General supervision is exercised over professional and support staff including the Department Secretary position, including issuing and scheduling work assignments, subject to the management, supervision, and direction of the ATM/DED.

ACCOUNTABILITY: Reports directly to and is accountable to the ATM/DED; and works cooperatively with the GIS Manager/Comprehensive Planner. Receives general guidance from chairpersons of the Town's land use Boards, Committees or Commissions, including the Planning Board, ZBA, and other bodies as hereinafter may be established.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Responsible for supervision of Department Secretary position, including issuing and scheduling work assignments, subject to the management, supervision, and direction of the ATM/DED.

Performs and coordinates review of subdivision and site plan submissions to the Planning Board as directed by the ATM/DED.

Responsible for providing guidance to land use boards, developers, and the public regarding the Zoning Ordinance and for making zoning determinations as assigned.

Performs and oversees the preparation of agendas, fees, and legal notices; and ensures that public notices are posted and distributed as necessary in a timely fashion.

Performs and oversees the preparation of meeting materials, both printed and electronic, for Board and Committee members, staff, and the public related to the Planning Board, ZBA, and other boards, commissions and committees as assigned.

Monitors and acts on time sensitive material, such as applications, public notices, invoices, plan review, escrow accounts, and other related material, and alert appropriate staff and/or boards.

TOWN OF LONDONDERRY
JOB DESCRIPTION
Town Planner

Effective Date: 1/05/23

Oversees the maintenance of escrow records and tracks deposits/withdrawals and all necessary backup in coordination with the Finance Department.

Coordinates with the Director / Assistant Director of Public Works and Engineering regarding engineering and third-party consultant reviews, applicant meetings, legal reviews, conditional approvals and plan signatures, and post-approval requirements.

Oversees the coordination of project tracking and keeps the Town Manager, ATM/DED, Director / Assistant Director of Public Works and Engineering, and GIS Manager/Comprehensive Planner up-to-date on project status for all applications. Coordinates the same to keep applicants informed of project status, and notification of information, materials and fees required.

Participates with the Town Manager, ATM/DED, and Director / Assistant Director of Public Works and Engineering in meetings with the general public, engineers and developers to advise and guide development proposals.

Assists with the development and preparation of amendments to the zoning ordinance, subdivision and site plan regulations, and zoning map.

Assists with or leads the development of land use planning documents, including the Master Plan and other Task Force reports or studies by providing content, maps, graphics, and calculations to the department and other departments, boards and commissions in Town.

Provides periodic status reports of active development issues to the Town Manager, ATM / DED, Town Council, Planning Board, Town departments, and other boards and committees.

Assists in the development and implementation of plans, codes or inter-governmental agreements such as: growth management, impact fees, land use, economic development, utilities, housing, and transportation.

Assists in coordinating long range community land use planning, including development and implementation of the Master Plan.

Assists in the evaluation of environmental information and coordinates recommendations for mitigation measures to reduce adverse development impacts.

Assists in preparation of applications for infrastructure, community development, transportation, environmental, and recreation grants.

Assists the GIS Manager to improve and maintain the public's access to planning board site/subdivision plans and documents through a GIS based mapping interface and assist with the development of GIS data and map products, as needed.

Responds to local citizens inquiring about Town planning and zoning regulations, and provide technical assistance and information to developers and property owners.

Establishes and maintains effective relations with Town departments, employees, private agencies, and the general public.

Performs other related duties as assigned or required by the Town Manager or ATM/DED.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Graduate from an accredited college or university with a Bachelor's degree (Master Degree preferred) in city/urban planning, or any other related field with at least three (3) years of progressively responsible experience in planning; or any combination of education and experience that demonstrates possession of required knowledge, skill and ability.

CERTIFICATION/LICENSE REQUIREMENTS: A valid driver's license from state of residence or other

TOWN OF LONDONDERRY
JOB DESCRIPTION
Town Planner

Effective Date: 1/05/23

guaranteed means of transportation is required. AICP certification preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Must have comprehensive knowledge of legal basis, principles and practice of city/urban planning, site plan review, zoning, growth management and environmental planning. Comprehensive knowledge of federal, state, local laws, regulations and ordinances pertaining to city/urban and regional planning, zoning, and building codes. Considerable knowledge of economic and sociological aspects of city/urban planning. Trained in reading engineering plans with a working knowledge of NH land use and zoning statutes.

Experience in Microsoft Office required, and demonstrated computer skills in word processing, spreadsheet calculations, database computation and geographic information systems.

Requires the ability to establish and maintain effective working relationships with staff, department heads, consultants, board/committee members, developers, other planners, and professionals from other agencies outside Londonderry.

Requires excellent oral, written and organizational skills to effectively interact, present information and respond to questions from the general public, board members, developers, and other planners. Requires the ability to relate to the public in a professional, courteous and tactful manner.

SELECTION PROCESS/APPOINTMENT: Personal interview, professional background investigation, criminal history check, and driving record check. Town Manager makes appointment.

REVISION HISTORY:

January 5, 2023
July 26, 2011
July 1, 2004
January 31, 2000

TOWN OF LONDONDERRY
JOB DESCRIPTION
Associate Planner

Effective Date: 8/17/16

DEPARTMENT: Planning & Economic Development

JOB TITLE: Associate Planner

SALARY: Londonderry Administrative Employees Association Agreement

WORK SCHEDULE: Assigned to forty hours per week. Additional hours may be required to meet the needs of the department.

JOB SUMMARY / SUPERVISION: The Associate Planner serves an essential role in a support capacity to the Town Planner, and serves as Staff liaison to the Zoning Board of Adjustment and the Conservation Commission. The Associate Planner assists the public and developers with questions regarding Londonderry's development review process, interpreting the zoning ordinances, subdivision and site plan regulations. The position reports directly and is accountable to the Town Planner and receives general guidance from the Chairperson of the Board, Committee or Commission receiving staff support from this position, including Zoning Board of Adjustment, Conservation Commission, and other bodies as hereinafter may be established.

ACCOUNTABILITY: Reports directly and is accountable to the Town Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Manages project tracking and keeps the Town Planner, Assistant Director of Public Works and Engineering, and GIS Manager/Comprehensive Planner up to date on project status for all applications in the queue. Coordinates with the same to keep applicants informed of project status, and notify them of information, materials and fees required.

Monitors time sensitive material, such as applications, invoices, plan review escrow accounts, and other related material, and alerts appropriate Staff and/or boards.

Prepares meeting materials, both printed and electronic, for Board and Committee members, staff, and the public related to the Planning Board, Zoning Board, Conservation Commission, and other Board Commissions and Committees as assigned.

Effectively handles inquiries and provides technical assistance on zoning ordinances, planning and zoning procedures, regulations, and other Town policies, to the general public, developers, business organizations, contractors, design professionals, and others. Appropriately interprets and applies planning and zoning statutes, ordinances, regulations and policies, or refers complex questions to appropriate Town Staff.

Assists builders, contractors, engineers, surveyors and property owners with the variety of applications to the Zoning Board of Adjustment (ZBA) and the Conservation Commission, and serves as Staff liaison to the ZBA and Conservation Commission.

Prepares and posts agendas and legal notices, within legal notification time limits as applicable, for Planning Board, Zoning Board of Adjustment, Conservation Commission, Heritage and Historic District Commission, and other committees meeting agendas. Prepares and sends notices/information to abutters, Board members and other interested parties as required by statute, local ordinances and policies.

Assists with long range community land use planning, including development and implementation of the Master Plan.

TOWN OF LONDONDERRY
JOB DESCRIPTION
Associate Planner

Effective Date: 8/17/16

Receives and processes submissions to the Planning Board, Zoning Board, Conservation Commissions and other Board Commissions and Committees as assigned. Coordinates and disseminates information to appropriate recipients, including Town staff, the Town's Third Party Review Consultants, the Economic Development Consultant, and other departments, boards, commissions, and committees as applicable.

Prepares and circulates Design Review Committee evaluations, track responses, and coordinate with third party review consultant to forward all comments to applicants and engineering professionals in a timely matter.

Coordinates with the Assistant Director of Public Works and Engineering regarding engineering and third party consultant reviews, applicant meetings, legal reviews, conditional approvals and plan signatures, and post-approval requirements.

Coordinates with the GIS Manager to improve and maintain the public's access to planning board site/subdivision plans and documents through a GIS based mapping interface.

Prepares reports and provides peer review of documents produced by the Planning and Economic Development Department.

Prepares notices of decision for all Planning Board, Zoning Board, and Heritage/Historic District Commission actions in accordance with statutes, local ordinances and general practices.

Manages documents to be recorded at the Rockingham County Registry of Deeds in accordance with statutes, local ordinances and general practices.

Assists in the preparation of materials with the Town Planner and/or Assistant Director of Public Works and Engineering for meetings with community Board, the general public, engineers and developers to advise and guide development proposals.

Assists in the development, preparation and review of amendments to the zoning ordinance, subdivision and site plan regulations, and zoning map.

Assists the GIS Manager/Comprehensive Planner on GIS issues, materials and preparing information.

Coordinates with the GIS Manager/Comprehensive Planner to maintain the project tracking and information database of all site plan and subdivision applications.

Creates and maintains records and files of subdivisions, lot line adjustments, site plan reviews, Zoning Board case files, Conservation Commission files and other related records in accordance with statutes, local ordinances.

Maintains and secures all legal files, hearing recordings, and miscellaneous documents generated or received in association with Planning and Economic Development Department, Planning Board, Zoning Board, and Conservation Commission responsibilities.

Prepares and submits purchase orders, invoices and accounts payable for approval and payment.

Maintains planning escrow accounting process and files.

Maintains Town web pages, including but not limited to Planning Board, Zoning Board, Conservation Commission, and Planning & Economic Development.

Contributes to a team effort by accomplishing related results as needed and conducts special projects and other related work as assigned by the Town Planner.

Attends seminars and workshops to stay current with land use related topics and laws.

TOWN OF LONDONDERRY
JOB DESCRIPTION
Associate Planner

Effective Date: 8/17/16

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Bachelor's Degree from an accredited college or university, with a minimum of four (4) years of experience in public planning or related field preferred. Strong working knowledge of Microsoft Office applications (i.e., Word, Excel, and PowerPoint).

CERTIFICATION/LICENSE REQUIREMENTS: None.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS: Working knowledge of New Hampshire land use and zoning statutes. Knowledgeable in land use matters such as planning, zoning, GIS, and other areas pertinent to the local government environment. Strong oral and written communication skills in order to effectively present information and respond to questions from the general public, board members, and developers. The ability to relate to the public in a professional, courteous and tactful manner.

The ability to communicate and work effectively with the Town Planner, GIS Manager/Comprehensive Planner, Town Manager, Department Heads, and other Town Employees.

The ability to contribute to a team effort and establish and maintain harmonious and effective working relationships with staff, elected officials, consultants, developers and their representatives, the general public, and professionals from other agencies outside Londonderry. The ability to attend to many items simultaneously or in sequence and follow oral and written instructions effectively.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driver's record check, alcohol and controlled substance test, and polygraph examination. Town Manager appoints based on recommendation from Town Planner.

REVISION HISTORY:
February 26, 2013

DEPARTMENT: Planning & Economic Development

JOB TITLE: **Geographic Information System (GIS) Manager/Comprehensive Planner**

SALARY RANGE: Per Londonderry Administrative Employee Association Agreement.

WORK SCHEDULE: Assigned to forty hours per week. Additional hours may be required to meet the needs of the department. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

JOB SUMMARY / SUPERVISION: The GIS Manager/Comprehensive Planner is responsible for managing all functions of the Town's Geographic Information System (GIS), ensuring its effective and efficient use, and also assisting with the Town's land use planning activities. The position is responsible for meeting demands for mapping and spatial information/analysis to support the demands of all Town departments. The position provides technical expertise to the Town's short and long term planning and economic development efforts including support for Task Forces or special studies at the direction the Town Manager or Boards/Commissions. The position also provides assistance with ordinance development to foster implementation of the Comprehensive Master Plan.

ACCOUNTABILITY: Reports directly and is accountable to the Town Planner/Department Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

- Operate a Town-wide Geographic Information System (GIS) that can be utilized by all departments, boards/committees, residents and businesses to provide quick and efficient access to the Town's information resources to further economic development and informed decision making.
- Meet with personnel from other Town departments, boards, and commissions to assess their GIS needs and designs and implements plans to meet the assessed needs of all members and manages all aspects of the plans through completion.
- Analyze and diagnoses problems related to the GIS and develops effective solutions; and provides GIS related technical assistance and training to staff. Prepares and presents formal and informal instruction to personnel.
- Assists the Town Planner/Department Manager in planning for the short and long-term expansion of the GIS.
- Develops and maintains databases necessary for the ongoing operation of the land use and economic development planning process and provides a methodology for continual update, including but not limited to: buildings, roads, parcels, zoning, addresses, sewer infrastructure, conservation areas, hydrography, topography and aerial imagery.
- Defines data standards and methodologies for office GIS products and keeps regular documentation in an organized format.
- Provides mapping and planning assistance to the Conservation Commission in carrying out the Town's open space programs.
- Maintains the Londonderry Assessor's Tax Maps and provides annual updates; incorporates new subdivisions and provides revisions where necessary and where noted.
- Maintains Page and Section books utilized by emergency responders and maintains geographic data utilized in RedAlert Dispatching software.

- Maintains the Sewer Infrastructure maps and provides regular updates and status reports.
- Coordinates with the Cemetery Sextant to manage local Cemetery burial records and properties.
- Responds to queries from Town Boards/Commissions and the general public regarding Town planning and zoning regulations, land use data and/or parcel boundary/ROW issues.
- Provides peer review oversight to Department reports and documents.
- Assists the Town Planner/Department Manager in preparing the Department's annual budget relative to GIS.
- Assists with or leads the development of land use planning documents, including the Master Plan and other Task Force reports or studies by providing content, maps, graphics, and calculations to the department and other departments, boards and commissions in Town; examples of documents have included the Comprehensive Master Plan, Affordable Housing Task Force Report, Open Space Task Force Report, School District Impact Fee Study, North Fire Station Location Analysis, and other land potential studies or analyses; future reports may include a Water Resources Management Plan Update, Impact Fee Studies, Town-wide Recreation Plan; and Town-wide Bicycle and Pedestrian Plan (as necessary).
- Coordinates with state and regional agencies to represent Londonderry's data needs and interests in long range transportation, environmental and land use planning issues.
- Acts as a point of contact with the US Census.
- Acts as the Town Manager's representative on the Joint Negotiating Committee.
- Collects and organizes information to update local demographics, road networks, public facilities and other infrastructure data to project future trends and capital improvement needs of the community.
- Assists with land use ordinance development and implementation.
- Assists with the research, preparation and writing of grants.
- Assists with site and subdivision plan review.
- Assists with the review and analysis of all rezoning requests.
- Prepares and delivers presentations to staff, Citizen Groups, Town Manager, Town Council, and other Town departments, boards, and commissions as needed.
- Serves as staff liaison to the Conservation Commission, Heritage and Historic District Commission, Planning Board and other Boards as requested or required.
- Provides supervision of the Department intern program.
- Attends training as necessary.
- Acts on behalf of the Planning and Economic Development Department in the absence of the Town Planner/Department Manager.
- Performs other tasks at the direction of the Town Planner/Department Manager.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Master's Degree in GIS, Geography, Cartography or Computer Information Systems (other closely related fields may be considered); plus three years experience in a local or regional planning environment or consulting firm; **or** Bachelors degree in GIS, Geography, Cartography or Computer Information Systems (other closely related fields may be considered); plus five years experience in a local or regional planning environment or consulting firm with at least one (1) year in a public agency.

CERTIFICATION/LICENSE REQUIREMENTS: Professionally related certification desired but not required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS: The GIS/Planner must have a working knowledge of the principals and practices of geographic information systems, graphic design and data development/editing practices and must be able to communicate the services to non-technical users. Should possess knowledge of the principles of database design, standards and manipulation, and office software applications.

The GIS/Planner must have experience using ESRI GIS software (latest edition) in a Microsoft Windows environment, and must be familiar with graphics illustration packages including Adobe Photoshop. Experience with programming, ArcGIS Online, ArcGIS Extensions, t, GPS, and database applications are a plus.

Must be familiar with long range land use planning practices, including master planning, ordinance development and general principles of community design. The ideal candidate will be able to integrate GIS into community development through geospatial analysis, modeling and representation.

TOWN OF LONDONDERRY

JOB DESCRIPTION

Planning & Economic Department Land Use Assistant

Effective Date: 5/13/16

DEPARTMENT: Planning & Economic Development

JOB TITLE: Land Use Assistant

SALARY: AFSCME, Local 1801 Collective Bargaining Agreement

WORK SCHEDULE: Assigned to a forty (40) hour workweek with additional hours required to attend Board and Commission meetings and hearings (*position limited to 28-hours/week as of 12/08/14*).

JOB SUMMARY / SUPERVISION: Performs highly visible and moderately complex clerical work and administrative support for the operations of the Planning and Economic Development Department. The position reports to the Town Planner/Department Manager and may receive general direction from the Planning Board Chairperson. He/she performs duties with some degree of independence, exercising good judgment in answering inquiries and directing questions to the appropriate personnel.

ACCOUNTABILITY: Reports directly to and is accountable to the Town Planner/Department Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Effectively handles inquiries from the general public, private developers and engineers regarding zoning, site review, growth management, and other related matters by providing information, accepting various fees or referring to proper personnel.

Assists in preparing Planning Board and other boards, commissions or council (as warranted) meeting agenda by posting required public notices; publishing legal notices and mailing notices/information to abutters; Planning Board members and other interested parties as required by statute, local ordinances and policies.

Maintains records and files of subdivisions, lot line adjustments, site plan reviews and other related records in accordance with statutes and local ordinances and general practices by maintaining a log book for each plan and filing respective data. Circulates information to other departments for review and/or filing.

Coordinates the recording of approved documents with County Registry of Deeds in accordance with statute, ordinances and general practices.

Prepares and mails correspondence and notices of decision and monitor time sensitive material such as applications, invoices and escrow coordination and review, permits and other related material by alerting appropriate personnel or boards.

Prepares purchase orders, invoices and accounts payable for approval and payment.

Attends to many items simultaneously or in sequence and follow oral and written instructions effectively.

Maintains an appropriate level of confidentiality regarding Town and office records.

Contributes to team effort and establish and maintain harmonious and effective working relationships with personnel, elected officials, consultants, general public and contractors.

Performs other related work and duties as assigned by the Town Planner/Department Manager.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: This position requires a High School Diploma or equivalent, and at least two (2) years of responsible secretarial/clerical experience demonstrating required knowledge, skills and abilities or equivalent education. Familiarity with economic development/planning and land use operations, and an Associate's degree in Secretarial Science or its equivalent from an accredited college or university is preferred.

TOWN OF LONDONDERRY

JOB DESCRIPTION

Planning & Economic Department Land Use Assistant

Effective Date: 5/13/16

CERTIFICATION/LICENSE REQUIREMENTS: None required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS: The position requires knowledge of modern office procedures including telephone operations, word processing, data entry and other related operations. Requires the ability to establish working knowledge of statutes, rules, regulations, policies and procedures relating to department operations. Must be able to read, write and speak English effectively, and establish and maintain effective working relationship with employees and the general public.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, alcohol and controlled substance test, and polygraph examination. Town Manager appoints based on recommendation from Town Planner/Department Manager.

REVISION HISTORY:

July 1, 1999
January 1989
November 1, 2004
December 4, 2014
May 1, 2019

ORDER #2023-01

An Order Relative to

***EXPENDITURE OF
MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS***

Reading: 2/06/2023

Adopted: 2/06/2023

WHEREAS voters since 2003 have approved funding for the maintenance and repair of public buildings and grounds in the town; and

WHEREAS by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$17,500.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$17,500.00, from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:
2/06/2023

Description	Vendor	Amount
<p>Winter Maintenance #2 - TH, LFD, LPD, Library, Senior & Access Centers</p> <p>This EMTF request is to allow for a draw down on Winter Maintenance funds. The request is for \$17,500 which is a little under 50% of the average amount spent over the previous 5 fiscal years from the Expendable Maintenance Trust fund. This is being requested in order to prevent requesting a withdrawal of funds after the expense has already occurred. This request will be used for Plowing, salting, and shoveling and other any other winter maintenance items that may occur at our various town buildings (TH, Library, LPD, Access Center, Central Fire, North and South Fire stations, and Senior Center). If the total amount of Winter Maintenance does not total \$17,500 this request will be void after June 30, 2023. If the total amount of Winter Maintenance exceeds \$17,500 there will be a third and final request for an amount that will be determined based on what month the funds are utilized fully. Invoices for the services paid for can be provided upon request at the following council meeting.</p>	FY 2018	\$ 37,970.50
	FY 2019	\$ 36,020.00
	FY 2020	\$ 36,324.00
	FY 2021	\$ 26,730.00
	FY 2022	\$ 39,935.00
	Average:	\$ 35,395.90
50% of Avg:	\$ 17,697.95	
Total Town Council EMTF Order #2023-	Requested	\$ 17,500.00

Londonderry Town Council Minutes
Monday, January 23, 2023
7:00 PM
Moose Hill Council Chambers

1
2
3
4
5
6
7 **Attendance:** Present: Chairman John Farrell; Vice Chairman Joe Green; Councilors Jim Butler,
8 Chad Franz, and Deb Paul; Town Manager Michael Malaguti; Assistant Town Manager Kellie
9 Caron; Finance Director Justin Campo

10
11 **Call to Order**

12
13 Chairman Farrell called the Town Council meeting to order at 7:00 PM. The Pledge was led by
14 Chairman Farrell. This was followed by a moment of silence for those who serve us both here and
15 abroad, especially the Public Works Department who has been out all night taking care of the roads
16 so that people could come to the meeting.

17
18 **PUBLIC COMMENT**

19
20 **Name:** Laura Gandia

21 **Address:** 3 Chamberlin Drive, Litchfield

22 Gandia introduced herself and stated that she is the Associate Planner for the Town of
23 Londonderry. "My name is Laura Gandia and I am the associate planner since 2016. On Thursday
24 evening around 4:50 p.m. I received a phone call from Tara Koza HR Manager asking me to come
25 next door to meet with the Town Manager. My meeting with Town Manager resulted in him
26 telling me for the first time the he was presenting a proposal to the Town to eliminate my position
27 as part of a reorganization plan. He further instructed me that I was to no longer to come to work,
28 that I could not come to work on Friday or Monday and if the TC approved his reorganization my
29 last day of employment would be tonight. Needless to say, I was taken back, shocked, hurt. He
30 told me that he would escort to my office and out of the building. I said to the TM that you are
31 treating me like I am a common criminal. I asked if I was able to get all of my personal belongings
32 from my office and he told me no, I was now visibly upset and asked if I could have some time in
33 my office to regroup and he told me no, I asked if I could regroup in the conference room where I
34 was sitting and he refused, I asked if I could speak to HR before I left and he told me no. After
35 some pleading, I was given permission to have a moment in my office only with the condition that
36 he would remain outside of my office. I was not terminated, under investigation, I had done
37 nothing wrong. He escorted me to my office and I gathered my purse and my bag and then was
38 escorted down the stairs and out the door. Unbeknownst to me as I left the building, the Town
39 changed my password and blocked access to my e-mails.

40

41 On the agenda tonight, there is an item to reorganize the Planning & Economic Development
42 Department. This proposal as explained to me by the TM is to eliminate the associate planner
43 position and terminate my employment tonight. I was informed that this is being done for two
44 reasons: (1) with the addition of the newly created ATM/Director of Economic Development
45 position, my job duties could be transferred to others; and (2) that eliminating me would result in
46 a significant tax savings. Right now, the Town Planner position is vacant and as I understand the
47 role of the new ATM, she is not to be the planner. If this position is eliminated tonight, the Town
48 will not have a planner in the planning department. The role of the associate planner cannot be
49 underestimated and the work I provide is of significant importance. My role is not one of support.
50 As my job description requires, I interpret and provide technical assistance on planning & zoning
51 statutes, ordinances, procedures and regulations, provide technical plan review, provide legal
52 advice. I have provided the Town Manager and ATM with technical review and interpretation of
53 zoning ordinances. I am the one who is tasked with the responsibility of all the legal and statutory
54 deadlines for the PB, ZB and Heritage Commission and serve as staff contact for ZBA and
55 Heritage. I assist with PB and typically draft the design review comments, staff memos, and all
56 notices of decisions. I record all plans of the registry and have a working knowledge of all of the
57 registry procedures. I hold the most institutional knowledge in the planning department which
58 serves as a needed resource. I use my extensive legal knowledge on land use matters for the Town
59 and this eliminates on many occasions the need for the Town to reach out the outside counsel for
60 guidance at an incredible savings to the Town. My job functions are distinct from those of the
61 land use assistant. While the land use assistant may answer some general questions from the
62 public, I am consistently called out almost daily to the counter to answer questions for the public.
63 The Town Manager claims that the elimination of my position will result in significant tax savings.
64 From a fiscal standpoint, the associate planner position is already funded for this fiscal year to
65 June 30, 2022 and we are already half way thru the fiscal year; the monetary impact of the associate
66 planner position to overall Town's budget is nominal, in fact it is only 0.0038% of the total town
67 budget."

68 Chairman Farrell stated that he is lifting the 3-minute limit for Gandia and asked if she would
69 finish up in the next two minutes.

70 "Proper management of the Town means understanding the workings of each department and their
71 needs, it entails proper succession, transition and successive leadership, providing for manned
72 departments, understanding over time how the organization operates.

73 I am saddened by the events that have occurred and baffled by the urgency to eliminate the
74 associate planner position. The proposal as I understand it puts the Town in a precarious position
75 with no planner on staff, and no staff member with significant institutional and in-depth knowledge
76 of the plans and the town. The current ATM has not even been with the Town for six months and
77 the Town Manager has only been with Town for less than a year. The current ATM is scheduled
78 to leave this Wednesday in two days for an out of country vacation for two weeks and is not
79 expected back until the second week of February. Various legal and statutory deadlines occur
80 every month and not having anyone to monitor these could open the Town up to litigation and
81 other liability. Making such a decision without having a strong familiarity with the running of the
82 Town lacks proper discernment and judgment.

83 I have given my heart and soul to this job, the residents, business owners of this Town, to our
84 community, serving them and you members of the Town Council with great pride, kindness,
85 dignity and respect.

86 I am asking you the TC to not approve this proposed reorganization plan and allow me to return
87 to work tomorrow.”

88

89 **Name:** Ann Chiampa

90 **Address:** 28 Wedgewood Drive, Londonderry

91 Chiampa stated that she is a member of the Planning Board. Chiampa stated that she has known
92 Gandia for the past seven and a half years. Chiampa stated that Gandia is the longest serving
93 member of this Planning Department and the only one with the continuum of knowledge of
94 projects that go back years. She supports many groups in her role as Associate Planner. She is a
95 valuable resource to the Planning Department. Chiampa stated that her being an attorney, she is
96 highly capable dealing with legal and statutory filings. She is the contact for Planning Board,
97 Zoning Board, Heritage, and even the Conservation Commission. Chiampa stated that Gandia is
98 the most knowledgeable one to answer any of her questions. Gandia is a wonderful liaison to the
99 Planning Department in terms of a relationship with those working at the state offices in Concord.
100 Chiampa stated that she has never seen a more dedicated and hard-working employee and she can't
101 fathom any reason why a person of this caliber was removed from her job. Chiampa stated that it
102 is absurd that this is happening in this community. Chiampa stated that if it's because of the dollars,
103 she finds it short month for someone who is so qualified and trustworthy. Chiampa stated that
104 Gandia did not have a redundant position. No one at Town Hall is as competent as Laura.

105

106 **Name:** Chris Moore

107 **Address:** 5 Wesley Drive, Londonderry

108 Moore stated that he is a member of the ZBA. Moore stated that Gandia has been the primary
109 liaison and the entire communication through ZBA goes directly through Laura. Moor stated that
110 it has been more difficult at meetings without Laura's expertise helping out from behind the scenes.
111 She is the most exceptionally knowledgeable person in the room. It would be such a disservice to
112 the town to eliminate her position. Moore stated that he is fiscally conservative as well so he
113 understands that there is a dollars and cents that goes into this but he urges the Council to reevaluate
114 this and her position is one of the most essential positions in this town. Moore asked the Council
115 to reconsider passing the motion tonight.

116

117 **Name:** David Ellis

118 **Address:** 1 Wilshire Drive, Londonderry

119 Ellis stated that he isn't on any boards, he is just a resident and a voter. Ellis explained to the
120 Council how much Gandia has helped him over the years. Ellis stated that removing Gandia would
121 be a huge loss for the town.

122

123

124

125 **Name:** Kristen MacCulloch

126 **Address:** 43 Forest St, Londonderry, NH

127 MacCulloch stated that she isn't apart of any boards either. As a resident of the town for many
128 years, she's appalled to hear how a person of this town was treated. She would expect people in
129 any job to be treated much better than she was. MacCulloch stated that she has a question about
130 the restructuring and why we are restructuring in a way that makes leadership so top-heavy.
131 MacCulloch stated that the proposed changes make it look like leadership has more staffing, but
132 less responsibility. A role like Gandia's is very necessary. Chairmsan Farrell stated that the
133 Council will be addressing all of that in the session.

134

135 **Name:** Mitch Feig

136 **Address:** 37 Wilshire Drive, Londonderry

137 Feig stated that he is a full member of the ZBA and Gandia has been a huge help on the board and
138 it runs smoothly because of her. Feig stated that whenever he has an issue, questions, Gandia
139 always helps him and he can always go to her and get an answer. Feig stated that he doesn't know
140 how this happened like it did but he showed up at the December meeting and the biggest agenda
141 he's ever seen and Laura's role was different, no one doing her job. Feig stated that no one gave
142 the board warning. No backup plan, no one was running the function that is necessary that Gandia
143 usually does/. Feig stated that there was new outside counsel and he doesn't know if that is
144 permeant, he imagines it's free. Feig stated that the person wasn't much help during the meeting.
145 Feig stated that he would expect people to be treated better when they work for the town
146 government. Feig urged the town to bring Laura back.

147

148 **Name:** Mike Speltz

149 **Address:** 18 Sugarplum Lane

150 Speltz stated that last meeting the Council continued a request for a rezoning. It is not on the
151 agenda tonight. Chairman Farrell stated that staff needs more time on that and they haven't come
152 to a direction on that. Speltz made a statement that he is a user of the rail trail in town and he
153 expressed concern over encroachment of local business on what appears to be the trail right-of-
154 way.

155

156 **Name:** Jane Keefe

157 **Address:** 76 Donald Drive, Auburn

158 Keefe stated that she owns a business here in town, 572 Mammoth Rd in Londonderry. Keefe
159 presented two letters from tenants and prospective tenants. **See attached letters.** Keefe stated that
160 this is a great loss to the town. It would be a true shame. Keefe stated that she was born in
161 Londonderry and has done business here for many years.

162

163

164

165

166

167 **Name: Ray Breslin**

168 **Address:** 3 Gary Drive, Londonderry

169 Breslin stated that he understands that when you cut a position you save the town some money.
170 Breslin stated that Gandia is a valuable person though. Breslin stated that she is pleasant to deal
171 with. Breslin also stated that the town is short on people who want to work for the town. This is
172 not a good way to treat people, especially if the town is looking to get more people on boards and
173 to hire them, we have a problem. Breslin suggested the Council relook at this situation and they
174 retain a valuable person that has worked for the town for years.

175

176 **Name:** Irene Macarelli

177 **Address:** 99 High Range Road, Londonderry

178 Macarelli stated that she is a member of the ZBA as well. Macarelli echoed what everyone said,
179 Gandia is such a wealth of knowledge. She is the most important part of the ZBA meeting.

180

181 **Name:** Kate Von Pichl

182 **Address:** 6 Quentin Drive, Londonderry

183 Von Pichl stated that she owns a small business in town and without Gandia's support she doesn't
184 know if she would have been able to navigate through everything. Von Pichl stated that she is
185 against this reorganization and Londonderry would benefit more to have customer service like
186 what Gandia offers.

187

188 **Name:** Kathryn Chervincky

189 **Address:** 47 Forest St, Londonderry

190 Chervincky stated that she is a tax payer and considers herself a fiscal conservative and she
191 supports keeping Gandia's position.

192

193 **Name:** Robert Longo

194 **Address:** 42 Forest St, Londonderry

195 Longo stated that as a taxpayer and as a voter, that he is going to call on the Council not to vote in
196 favor of the proposed reorganization plan. Longo stated that he has a few questions. Longo asked
197 why Gandia was escorted out of the building and why she was treated in such a demeaning way if
198 she wasn't being terminated on the spot. Longo stated that he would also like to know what her
199 current status is as an employee while this is in discussion. Longo stated that as a business
200 developer himself, and having gone many changes throughout a company, this situation really
201 doesn't make any sense and he has never seen anything like it.

202

203 **Name:** Ryan Kearny

204 **Address:** 4 Haywood Rd, Londonderry

205 Chairman Farrell stated that the Council appreciates Kearny for his service here in Londonderry.
206 Kearny stated that to say he was disappointed is an extreme understatement. Kearny stated that he
207 doesn't think this is about reorganization, and it certainly isn't about saving money. Kearny stated

208 that this is an issue of failed leadership. Listening to how she was treated, it doesn't make any
209 sense. That's not how you treated one of your most valued employees. Kearny stated that she
210 hasn't had any disciplinary action and no one knows if she's on paid leave or not. To be treated in
211 a manner like that, it is not consistent with the situation that occurred. Kearny stated that he was
212 involved with the PD union for thirteen years, and he has never seen a town employee be treated
213 that way, even someone who was being terminated. Kearny asked the Council how long its been
214 on their radar. Chairman Farrell stated that it is not common practice to answer questions during
215 public comment, especially questions about personnel, those things are private. Kearny stated that
216 in terms of reorganization, how long has the Council known about it. Chairman Farrell stated that
217 the Council doesn't answer questions during public comment. There is a presentation by the Town
218 Manager. Kearny stated that January 19th at 4:45 PM is not a lot of time to notify an employee that
219 they may not be working here two days later. Kearny stated that he looked up what the Planning
220 and Economic Development mission is. Part of the statement on the website it says "we will treat
221 people with kindness and respect". Based on what was hard today, it doesn't sound like Gandia
222 was treated with kindness and respect. Kearny asked if Gandia's position was union. Chairman
223 Farrell stated she is. Kearny stated that she is apart of the collective bargaining agreement, which
224 to his knowledge is still under a collective bargaining agreement, which means that in that
225 agreement, her position remains apart of the union. You can't just all of a sudden remove it because
226 of a management right.

227

228 **Name:** Jonathan Esposito

229 **Address:** 5 Shelley Drive, Londonderry

230 Esposito stated that he is a citizen and a tax payer. He is not super familiar with what is going on,
231 he has heard a number of statements who described this employee as valuable, reachable, the
232 smartest person in the room, pleasant, professional, dedicated, helpful to various boards, the last
233 person out of the room at meetings. Esposito stated that it sounds like the town has a pretty
234 dedicated employee and he can't understand why things went down the way they did. Esposito
235 stated that this is disgraceful.

236

237 **Name:** Amanda Longo

238 **Address:** 42 Forest St, Londonderry

239 Longo stated that she doesn't often come to meetings, even though she is a former employee.
240 Longo stated she isn't too familiar with the usual protocol, and she's not trying to be rude, if she
241 could ask, she understands during the meeting thoughts may come up. Longo stated that the
242 perceived notion of the passing of notes between people at the tables, there is a lot of writing back
243 and forth if that could stop. Chairman Farrell asked if someone was passing notes. Longo stated
244 that the Town Manager and Assistant Town Manager are. Chairman Farrell stated that he is only
245 in charge of the Council. Longo stated she understands but it gives the impression the Town
246 Manager isn't listening to the public that is coming to speak today. Longo apologizes if the Council
247 feels differently. Longo stated that she would like to speak for her former employee's. The moral
248 at Town Hall is at an all-time low. The employees have attempted to speak to the issues within
249 Town Hall and nothing has changed. Employees fear coming to work, they do not feel appreciated,
250 nor do they feel like they matter. Longo stated that employee's have endured harassment, bullying
251 and targeted behavior, none of which should take place in a workplace. Longo stated that she can

252 tell the Council that 90%of the staff in the building do not feel that the leadership is fair, and they
253 all fear retaliation for telling all of you that. Longo stated that the town needs to return to the quality
254 of culture the Town of Londonderry deserves and has experienced not that long ago.

255

256 **Name:** Beth Morrison

257 **Address:** 15 Rossini Rd, Londonderry

258 Morrison stated that she is both a resident of the town, and a town employee. Morrison stated that
259 she hopes the Council votes no to the reorganization. Morrison stated that the Associate Planners
260 position is very valuable to the Planning Department. Morrison stated that she started working for
261 the town in 2017 and she can't think of a single day where Laura hasn't helped residents, town
262 employee, s board members, etc. She is seen as such a valuable resource throughout Town Hall.
263 Morrison stated that as a tax payer, it's not about the money, Londonderry will suffer without an
264 Associate Planner. Morrison stated that in the six years she has worked in the Planning
265 Department, it has been the best run department in town hall. She questions the need to change or
266 disrupt a well-functioning department. This position is a life-line for many departments in town
267 hall, please vote no.

268

269 **Name:** Chris Kilmer

270 **Address:** 77 Sundial Ave, Manchester

271 Kilmer states that he is the staff contact for AFSCME Council 93. Kilmer stated that under the
272 collective bargaining agreement the employees are currently working under, started July 1, 2020
273 though June 30, 2025, Article 3 discusses the employees that are covered under this bargaining
274 unit. The Associate Planner being one of the ones listed. Kilmer stated that article ends with "the
275 town further recognizes that the forgoing positions shall remain part of the association for the
276 duration of this agreement". Kilmer asked the Council to take that into account. Chairman Farrell
277 stated that for clarification, the position may remain as a part of the collective bargaining
278 agreement, it does not state that we have to fill the position.

279

280 Chairman Farrell stated that the Council will be deliberating on this, it will not be a public hearing.
281 Chairman Farrell stated that once he closes public comment, there will be no more comment.

282

283 **Name:** Robert Longo

284 **Address:** 42 Forest Street, Londonderry

285 Longo stated that he would like some clarity with the verbiage that was used. The contract, the
286 collective bargaining agreement, may state that you have to have the position, and as the Chairman
287 said you don't have to fill it. Longo stated that position is currently filled. Chairman Farrell stated
288 that there is a Town Planner in that group as well and that position is not currently filled. Chairman
289 Farrell stated that it depends on how the Town Manager wants to manage everything. It is up to
290 the Town Manager to run operations.

291

292

293

294 **Name:** Laura Gandia

295 **Address:** 3 Chamberlin Drive, Litchfield

296 Gandia stated that the Council was sent a letter that someone asked to read into the public record
297 from Suzanne Brunelle. Chairman Farrell stated that he does not read letters into public record.
298 Gandia asked if she could read it. Gandia read the letter into the record. **See attached letter.**

299

300 **Name:** Ryan Kearny

301 **Address:** 4 Haywood Rd, Londonderry

302 Kearny stated to the Council that the five of them have a great opportunity right now to do the
303 right thing and show everyone that you care about your town employees.

304

305 **New Business**

306

307 **Fee Changes for the Fire Division and Ambulance Transports Presentation**

308
309 Chairman Farrell invited up Deputy Chief Bo Butler, Deputy Chief Fred Heinrich, and Brian
310 Johnson, Division Chief of Fire Prevention. See attached PowerPoint regarding fee changes for
311 the Fire Prevention Division and Ambulance Transports.

312

313 **Proposed Plan of Reorganization – Planning and Economic Development Department**

314

315 Town Manager Malaguti presented a memo. See attached memo.

316

317 Vice Chairman Joe green motioned to go into non-public in section 91-A:3 II(c) in a roll call vote.
318 Gandia asked the Council if this is in relation to her, she requests for it to be public as she has the
319 option to do under 91-A:3 II(c). Gandia stated that there appears to be a lack of transparency getting
320 notice two days before and having the Council go into non-public to talk about her. Chairman
321 Farrell stated that they are going to go in and talk about the reorganization plan, it is not about an
322 individual. Malaguti stated that if that's the case, he advises the Town Council to enter non-public
323 under 91-A:3 II(a). Vice Chairman Green revised his motion Councilor Franz seconded. Council
324 entered non-public in a roll call vote: Councilor Franz, Councilor Butler, Chairman Farrell, Vice
325 Chairman Green, and Councilor Paul. Chair votes 5-0-0.

326

327 The Council entered non-public.

328

329 Council came out of non-public in a roll call vote: Councilor Franz, Councilor Butler, Chairman
330 Farrell, Vice Chairman Green, and Councilor Paul. Chair votes 5-0-0.

331

332 Motion to seal the minutes indefinitely made by Vice Chairman Green and seconded by Councilor
333 Franz. Chair votes 4-0-1. Councilor Paul votes against.

334 Councilor Paul stated that this is a sensitive situation. It's a good thing to look at departments and
335 reevaluate things, but she is not for rushing through things. Councilor Paul asked Malaguti why the
336 Planning Department, why first, and why not more lengthy conversation with regards to it.
337 Malaguti stated that he has been evaluating the efficient operation of all land-use operations since
338 he took over as Town Manager. Malaguti stated that he spends a lot of time on economic
339 development. Malaguti explained that this general inquiry has been in play since February of last
340 year. The specific functions of the Planning Department is recent, but it has been a focus of his
341 attention, Assistant Town Managers attention and the Town Council's attention, for the last six
342 months. As for this specific proposal and inquiry whether positions are justified in that department,
343 that goes back at least until November, if not earlier. Malaguti stated that it has been vetted from
344 a legal standpoint and has not been rushed. Councilor Paul stated she hears what Malaguti is
345 staying, but as one Town Councilor she is not pro-economic development. Councilor Paul stated
346 that we are not here to cater to developers. Councilor Paul stated that she wants someone who can
347 tell a developer "sorry you can't do that there, this is the rule". Malaguti stated that positions are
348 being talked about, not the performance or otherwise of who is occupying those positions.
349 Malaguti stated that in terms of why this department first, the former Assistant Town Manager and
350 HR Director left. She used to be the HR Director. The new Assistant Town Manager we hired, the
351 most qualified candidate for that position, happens to be the Planning and Economic Development
352 Director. That is why we ended up where we are tonight.

353
354 Vice Chairman Green stated that he doesn't have a problem with doing the things that are being
355 done in terms of reorganization, but brought up the Town Charter, section 4.8, when Malaguti
356 comes to them, the section says the Council does not interfere with town administration. Vice
357 Chairman Green stated that he has been on the Council for twelve years. He read second 4.8 into
358 the record. Any violation of this section puts his seat in jeopardy on the Council. Vice Chairman
359 Green stated that he does not feel comfortable because it's Malaguti's job to do this and eliminate
360 the position. Green stated that in all his years he has never seen so many people, past employee's,
361 current employee's talking about Gandia. Even the own board the Council put together, all came
362 out to support this person. Vice Chairman Green stated that this doesn't mean he doesn't support
363 Malaguti's decision, but he is not equipped enough to understand it and that is why Malaguti is in
364 charge. Vice Chairman Green stated that he is not going to vote on this.

365
366 Malaguti stated that it is the Town Managers proposed plan of reorganization. The legal advice
367 received, the Town Council has to either approve or not approve it because it is a reorganization.
368 It is not operational, and it is not one of his authorities. Malaguti stated that the legal advice he has
369 received, he does not have authority to do this, which is why he is here. Vice Chairman Green
370 stated that he is not voting and does not agree. Chairman Farrell stated that he would have to get
371 legal advice to see if it is against 4.8 of the Charter. That is something the Council would have to
372 look into.

373
374 Councilor Butler asked Malaguti, since he is looking into the reorganization, the Council hired
375 him to do a job and it is his decision, but is he sure under this reorganization, he is going to be able
376 to cover the work of the position he is eliminating. If he can't it will rest of Malaguti's shoulders,
377 and the other staff. Councilor Butler thanked the employee's, past and present, for coming to talk

378 and stated that employees should never be afraid to come and talk to the Council. Malaguti stated
379 that he wouldn't be here if he didn't believe that was the case.

380

381 Councilor Franz stated that governing is never easy. Councilor Franz agreed with what the other
382 Councilors stated about how Malaguti was hired to make decisions. Councilor Franz stated that he
383 understands it's a reorganization but he also agrees with Vice Chairman Green.

384

385 Chairman Farrell recapped. Chairman Farrell stated that he doesn't have an answer for section 4.8
386 that Vice Chairman Green brought up, the Council would need to seek legal advice and
387 clarification. Chairman Green stated that if this is tabled, everything stays exactly the way it is
388 now. Or the Council could vote up or down. They could also evoke Councilor privilege, but the
389 decision would have to be made at the next meeting. Chairman Farrell asked if the Council would
390 like to take a vote. Councilor Paul stated no.

391

392 Motion to continue it to the February 6th Town Council meeting made by Councilor Butler and
393 seconded by Vice Chairman Green. Chair votes 5-0-0. Chairman Farrell stated that nothing
394 changes.

395

396 **Approval of Minutes**

397

398 Motion to approve the minutes from January 9, 2023 made by Councilor Franz and seconded by
399 Councilor Paul. Chair votes 5-0-0.

400

401 **Board/Committee Interviews**

402

403 The Town Council interviewed Irene Macarelli and Chris Moore for full-member positions on the
404 ZBA. Both are alternates. The Council motioned to appoint Macarelli to the full-member position,
405 with a three-year term. Motion made by Vice Chairman Green and seconded by Councilor Butler.
406 Chair votes 5-0-0.

407

408 The Council interviewed James Leary, Robert Robicsek, and Mike Malone for the alternate
409 position on the ZBA. Motion to appoint Robert Robicsek as an alternate member, three-year term,
410 made by Councilor Franz and seconded by Vice Chairman Green. Chair votes 5-0-0.

411

412 Councilor Paul suggested asking the other two applicants if they are interested in any of the other
413 boards. Councilor Butler motioned to appoint James Leary as a three-year, alternate member on
414 the Conservation Commission. Seconded by Councilor Franz. Chair votes 5-0-0.

415

416 Motion to appoint Mike Malone to the two-year alternate position on the Conservation
417 Commission Councilor Franz and seconded by Vice Chairman Green. Chair votes 5-0-0.

418

419 The Council interviewed Russell Greenwood for the open alternate position on the Recreation
420 Commission. There is still one more interviewee who was unable to make the meeting. Chairman
421 Farrell stated that the Council will wait to appoint until the other candidate gets interviewed. The
422 Council thanked Greenwood for coming forward.

423

424 **Adjournment**

425

426 **Motion:** Vice Chairman Green

427 **Second:** Councilor Franz

428 Chair votes 5-0-0

429

430 Minutes taken by Kirby Brown on 1/23/2023

431 Minutes typed by Kirby Brown on 1/29/2023

432 Minutes approved by Town Council on 2/6/2023

Letters Read into Record

January 22, 2023

Londonderry Town Council
Londonderry, NH 03053

RE: Proposed Plan of Reorganization of Planning and Economic Development Department

Dear Council Members:

I am writing to you regarding the proposed plan of reorganization of our planning and economic development department. I have resided in Londonderry for more than thirty- (30) years and am the current Vice Chair of Londonderry's Zoning Board of Adjustment ("ZBA") and a board member on behalf of Londonderry with the Southern New Hampshire Planning Commission.

As a member of the ZBA, I have had the opportunity to work with Laura Gandia for many years. I understand she has been employed by the town since 2016. Laura is a valuable asset to the ZBA itself and the town as a whole. She has considerable knowledge with regard to land use procedures and requirements and we frequently call upon her at the ZBA hearings to keep us moving forward in a manner that is both professional and procedurally accurate.


As an attorney myself, I appear before many other town boards, including both zoning and planning, and I find that Londonderry's ZBA is far better prepared and procedurally sound than many other towns. Londonderry is currently undergoing considerable land development and now if not the time to remove the associate planner position and most certainly not the time for the removal of Ms. Gandia. We all strive to have Londonderry's ZBA perceived as professional and business oriented which requires planning professionals, including Ms. Gandia.

The removal of the associate planning position and Ms. Gandia would be a risky move and could result in Londonderry being exposed to costly litigation. The members of the ZBA are volunteers and are in need of procedural guidance as are the taxpayers that appear before the ZBA with their various requests for relief. Ms. Gandia provides the taxpayers with her valuable procedural knowledge regarding their applications and is a crucial component to the workings of the ZBA. The cost to replace Ms. Gandia's knowledge with outside counsel, if one could even find counsel with more expertise, would be very costly to the taxpayers.

As this is a major concern to me, it is unfortunate that I am unable to appear in person at this hearing. I have a prior commitment for a client at a planning board hearing in other town, however, I am certainly available to discuss further.

I appreciate your time and attention to this matter and your continued good work for the town of Londonderry.

Sincerely yours,



Suzanne Brunelle,

42 Calla Road, Londonderry, NH

January 23, 2023

Dear Londonderry Town Council –

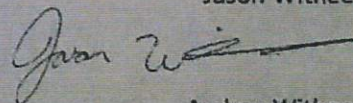
We, Jason and Audrey Withee, wanted to inform you that we have been in communication with Laura Gandia as it relates to the matter of Londonderry Zoning Board of Adjustments and Londonderry Planning Board process. We have been working with the town to bring a small business to the community.

Laura has held the upmost professionalism, while serving as the Associate Planner. Laura is timely with email and telephone correspondences. She is accurate, concise, and well versed in all matters related to this process and associated boards. Laura is dedicated, attending ZBA and Planning monthly meetings, even when meetings go late into the evening, sometimes past the 11th hour. Laura would still arrive to work promptly the following morning. As recent as, December 21st, 2022, Laura attended the ZBA meeting which did not end until around 11:45PM. We met with Laura promptly in the morning to discuss matters, for which she was available and in the office.

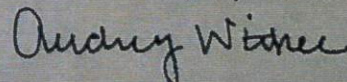
In general, and more so in today's market, it is difficult to find individuals as professional and dedicated as Laura. We recommend the Town Council consider Laura's importance for the proper operation of the Town's Planning Department.

Respectfully,

Jason Withee



Audrey Withee



321 Joppa Hill Road
Bedford, NH 03110

realtor90@msn.com

From: Marc Fortin <mammoth324@gmail.com>
Sent: Monday, January 23, 2023 1:06 PM
To: Jane Keefe
Subject: Assistant Planner

To Whom it may concern,

I have known Assistant Planner Laura Gandia for many years, as a business owner I have had occasions needing assistance with forms and procedures. Navigating the nuances of Town of Londonderry's processes and procedures, Laura has always been very helpful. Londonderry is lucky to employ such an individual.

Marc Fortin
Remi Fortin Construction
574 Mammoth Rd
Londonderry, NH

Sent from my iPad

Read in by Mike Speltz TC 1/23/23

Gizmo Encroachment emails

From: jack grube [<mailto:grubejack@gmail.com>]
Sent: Thursday, July 6, 2017 10:28 AM
To: bobrimol@gmail.com; marge@margebadois.com
Subject: Rail Trail encroachment

Good Morning:

I am a Londonderry resident and frequent user of the rail trail system in town. I would like to express concern over what I perceive as encroachment of local businesses onto what would appear the rail trail right of way.

Specifically, the business adjacent to Rescom, and specifically Rescom, who apparently is disposing of debris from their business along the back of the property. It appears as those businesses move that material around it is getting closer and closer to the actual paved path.

Secondly, a similar concern with NorthPoint, the large landscaping business. My concern along with some encroachment includes their apparent moving of material into what I would assume is a wetland adjacent to their property.

After obtaining your contact information from Kirby at the town hall I also left voice mail for Laurie in the Conservation Office to make her aware of the later concern.

Thank you,

Jack Grube
6 Sundy Lee Terrace
Londonderry, NH 03053
[603-432-4060](tel:603-432-4060)

On Fri, Jul 7, 2017 at 4:22 PM, Keniston, Larry <Larry.Keniston@dot.nh.gov> wrote:

Jack,

Encroachments on State railroad property are a challenge at many locations in the State. We sent letters to the abutters at 3 and 4 Commercial Lane in 2015, but without a satisfactory response thus far.

Our property manager prioritizes those encroachments on the active railroad corridors and those encroachments on trail corridors that come to our attention through inquiries such as yours. Your interest combined with the presence of the public trail, the collaboration of Londonderry Trailways and the active support of the Town of Londonderry may help to convince this abutter to desist any trespass and abuse of the public space that our attorney general's office finds applicable.

Fire Department Presentation



Londonderry Fire Department

Fees and Regulations



Londonderry Fire Department Fees were last adjusted in 2008



LONDONDERRY FIRE DEPARTMENT
 280 Mammoth Road
 Londonderry, New Hampshire 03053
www.londonderryfire.org
 Business (603) 432-1124
 FAX (603) 432-1129



NOTICE TO INSTALLERS

INSTALLERS ARE RESPONSIBLE FOR ALL INSPECTIONS

PERMITS WILL NOT BE ISSUED WITHOUT STREET ADDRESS. LOT NUMBERS WILL NOT BE ACCEPTED INSPECTIONS WILL NOT BE SCHEDULED WITHOUT PERMITS BEING PULLED

LONDONDERRY FIRE PREVENTION CODE FEE SCHEDULE

PERMIT	FEE	TERM
OPEN BURNING	NO FEE	24 HOURS
BRUSH SEASONAL	NO FEE	END OF CALENDAR YEAR
RE-INSPECTION FEES		
1&2 FAMILY COMMERCIAL	\$25.00 / \$195.00 MINIMUM	PER RE-INSPECTION / PER RE-INSPECTION
OIL BURNER EQUIP. OR OIL/DEISEL TANK		
1&2 FAMILY COMMERCIAL	\$30.00 / \$75.00	ONE TIME FEE / ONE TIME FEE
GAS BURNER EQUIP.		
1&2 FAMILY COMMERCIAL	\$30.00 / \$75.00	ONE TIME FEE / ONE TIME FEE
GAS PIPING	\$30.00	ONE TIME FEE
LPG TANKS (ABOVE 299 GALS)	\$30.00	ONE TIME FEE
TANK REMOVAL	\$30.00	ONE TIME FEE
BLASTING PERMIT	\$100.00	ONE (1) YEAR
FIRE ALARM PLANS REVIEW	\$1.00 PER DEVICE INCLUDING INITIATION DEVICES OR \$30.00 MINIMUM	PAID WHEN PLANS ARE SUBMITTED
		WHICHEVER IS GREATER



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FIRE ALARM INSTALLATION	\$30.00	ONE TIME FEE
FIRE ALARM CONNECTION FEE	\$100.00	ONE TIME FEE
FIRE SUPPRESSION SYSTEM	\$30.00	ONE TIME FEE
SPRINKLER PLANS REVIEW	\$1.00 PER SPRINKLER HEAD OR \$30.00 MINIMUM	PAID WHEN PLANS ARE SUBMITTED
	WHICHEVER IS GREATER	
SPRINKLER INSTALLATION STANDPIPE SYSTEM	\$30.00	ONE TIME FEE
FIREWORKS		
CONSUMER (Over \$500.00 of product)	\$50.00	PER EVENT
DISPLAY SALES	\$100.00	PER EVENT
FLAME EFFECTS	\$1000.00	ONE (1) YEAR
PYROTECHNICS	\$100.00	PER EVENT
PLACE OF ASSEMBLY INSPECTION		
LESS THAN 100 PERSONS	\$25.00	ONE (1) YEAR
MORE THAN 100 PERSONS	\$75.00	ONE (1) YEAR
LIFE SAFETY COMPLIANCE REPORTS		
FAMILY DAY CARE	\$30.00	PER INSPECTION
GROUP DAY CARE	\$50.00	PER INSPECTION
DAY CARE CENTER	\$75.00	PER INSPECTION
FOSTER CARE	\$30.00	PER INSPECTION
RESIDENTIAL PLACEMENT	\$30.00	PER INSPECTION
TENT or AIR SUPPORTED STRUCTURE		
1&2 FAMILY COMMERCIAL	\$10.00 / \$30.00	PER EVENT / PER EVENT
SPECIAL AMUSEMENT	\$30.00	PER EVENT
OTHER FEES		
INCIDENT REPORTS	\$10.00	ONE TIME FEE
INVESTIGATION REPORTS	\$30.00	ONE TIME FEE
ENVIRONMENTAL SITE ASSESSMENT	\$30.00	ONE TIME FEE
PHOTOGRAPHS ELECTRONIC	\$30.00	ONE TIME FEE



BATTALION CHIEFS
 JEREMY MAGOUE
 PHILIP LEBLANC
 BRUCE HALLOWELL
 JEFFREY ANDERSON

CHIEF OF DEPARTMENT
 EMERGENCY MANAGEMENT DIRECTOR
 DAREN M. O'BRIEN
 dabrien@londonderryri.org

DEPUTY CHIEFS
 FRED HEINRICH
 BO BUTLER
FIRE PREVENTION
 BRIAN JOHNSON

NOTICE TO INSTALLERS
 INSTALLERS ARE RESPONSIBLE
 FOR ALL INSPECTIONS

PERMITS WILL NOT BE ISSUED WITHOUT
 STREET ADDRESS. LOT NUMBERS WILL NOT BE ACCEPTED
 INSPECTIONS WILL NOT BE SCHEDULED WITHOUT PERMITS BEING PULLED
 LONDONDERRY FIRE PREVENTION CODE FEE SCHEDULE

PERMIT	FEE	TERM
OPEN BURNING BRUSH SEASONAL	Per NH State Forest & Lands Website	24 HOURS END OF CALENDAR YEAR
RE-INSPECTION FEES 1&2 FAMILY COMMERCIAL	\$30.00 Same as Initial Fee	PER RE-INSPECTION PER RE-INSPECTION
OIL BURNER EQUIP. (Per Burner) 1&2 FAMILY COMMERCIAL	\$40.00 \$75.00	ONE TIME FEE ONE TIME FEE
OIL or FUEL TANK. (Per Tank) 1&2 FAMILY COMMERCIAL	\$40.00 \$75.00	ONE TIME FEE ONE TIME FEE
UNDERGROUND TANK REMOVAL Residential Commercial	\$40.00 \$75.00	Per Tank Per Tank
BLASTING PERMIT	\$100 a week + \$15 a day over 7 days \$1000 a year for fixed sites	

280 MANMOUTH ROAD, LONDONDERRY, NH 03053
 (603) 432-1124
 FAX (603) 432-1129
 www.londonderryri.org



BATTALION CHIEFS
 JEREMY MAGOUE
 PHILIP LEBLANC
 BRUCE HALLOWELL
 JEFFREY ANDERSON

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 EMERGENCY MANAGEMENT DIRECTOR
 DAREN M. O'BRIEN
 dabrien@londonderryri.org

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FIRE PREVENTION
 BRIAN JOHNSON

PERMIT	FEE	TERM
FIRE ALARM PLANS REVIEW	\$1.00 PER DEVICE INCLUDING INITIATION DEVICES SUBMITTED WHICHEVER IS GREATER	PAID WHEN PLANS ARE SUBMITTED
FIRE ALARM CONNECTION FEE	\$100.00	ONE TIME FEE
FIRE ALARM INSTALLATION	\$1.00 PER DEVICE INCLUDING INITIATING DEVICES OR \$50.00 MINIMUM WHICHEVER IS GREATER	ONE TIME FEE
FIRE SUPPRESSION SYSTEM	\$50.00	ONE TIME FEE
FIRE SUPPRESSION PLANS REVIEW	\$50.00	ONE TIME FEE
RADIO BOX MONITORING FEE	\$400.00	ONE (1) YEAR
BDA INSTALLATION	\$75.00	ONE TIME FEE
ANNUAL BDA PERMIT	\$10.00	ONE (1) YEAR (WHEN 2021 CODE IS ADOPTED)
SPRINKLER PLANS REVIEW	\$1.00 PER SPRINKLER HEAD OR \$50.00 MINIMUM WHICHEVER IS GREATER	PAID WHEN PLANS ARE SUBMITTED
SPRINKLER INSTALLATION	\$1.00 PER SPRINKLER HEAD OR \$50.00 MINIMUM WHICHEVER IS GREATER	ONE TIME FEE
STANDPIPE SYSTEM	\$50.00	ONE TIME FEE
FIRE PUMP	\$250.00	ONE TIME FEE

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 DARRIN M. O'BRIEN
 d.obrien@londonderrynh.org

PERMIT

FEE

TERM

FIRE PUMP PLANS REVIEW

\$50.00

ONE TIME FEE

CISTERN

\$250

PER TANK

FIREWORKS

CONSUMER - Class C (Limit of 12 per year) NO FEE

ONE (1) DAY

CLASS B DISPLAY SALES

\$1000.00

PER EVENT

FLAME EFFECTS

\$1000.00

ONE (1) YEAR

PYROTECHNICS

\$100.00

PER EVENT

PLACE OF ASSEMBLY INSPECTION

\$50.00

ONE (1) YEAR

LESS THAN 100 PERSONS

\$100.00

ONE (1) YEAR

100 PERSONS OR MORE

\$100.00

ONE (1) YEAR

LIFE SAFETY COMPLIANCE INSPECTIONS

FAMILY DAY CARE 4 to 7 kids \$36.00

PER INSPECTION

GROUP DAY CARE 7 to 12 kids \$75.00

PER INSPECTION

DAY CARE CENTER over 12 kids \$30.00

PER INSPECTION

FOSTER CARE \$30.00

PER INSPECTION

RESIDENTIAL PLACEMENT \$150.00

PER INSPECTION

HEALTHCARE FACILITY \$75.00

PER INSPECTION

SCHOOL INSPECTION

PER INSPECTION

TENT (400 sq. ft. or larger) or AIR SUPPORTED STRUCTURE

\$30.00

PER EVENT

SPECIAL AMUSEMENT

\$30.00

PER EVENT

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 FRED HENRICH
 BO BUTLER

FIRE PREVENTION
 BRIAN JOHNSON

OTHER FEES

INCIDENT REPORTS \$15.00

ONE TIME FEE

INVESTIGATION REPORTS \$30.00

ONE TIME FEE

ENVIRONMENTAL \$30.00

ONE TIME FEE

SITE ASSESSMENT \$30.00

ONE TIME FEE

PHOTOGRAPHS

ELECTRONIC

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New Fees

- Radio Box Monitoring Fee
 - 285 Radio Boxes Currently
 - $285 * \$400 = \$114,000.00$ Annually
 - 12 New at Woodmont apartments
 - 20 New at Vista East & West
 - $317 * \$400 = \$126,800.00$ Annually



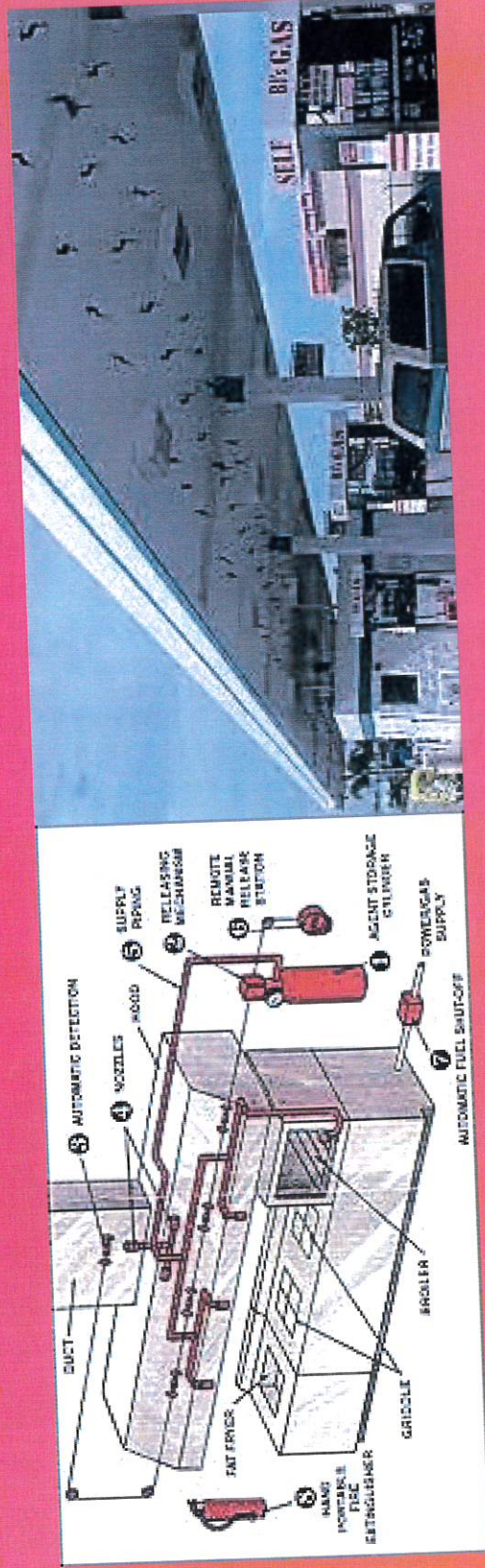
Radio Box Monitoring Fees

- Radio Box Monitoring Fees
- 1st Alarm - \$300-\$500 equipment annually
- 1st Alarm - \$50-\$250 monthly
- \$900-\$3500 Total Annually
- Security Alarm - \$200 Equipment annually
- Security Alarm - \$60-\$100 monthly
- \$920-\$1400 Total Annually
- ADT Business - \$1000 equipment annually
- ADT Business \$40-\$60 monthly
- \$1480-\$1720 Total Annually



New Fees

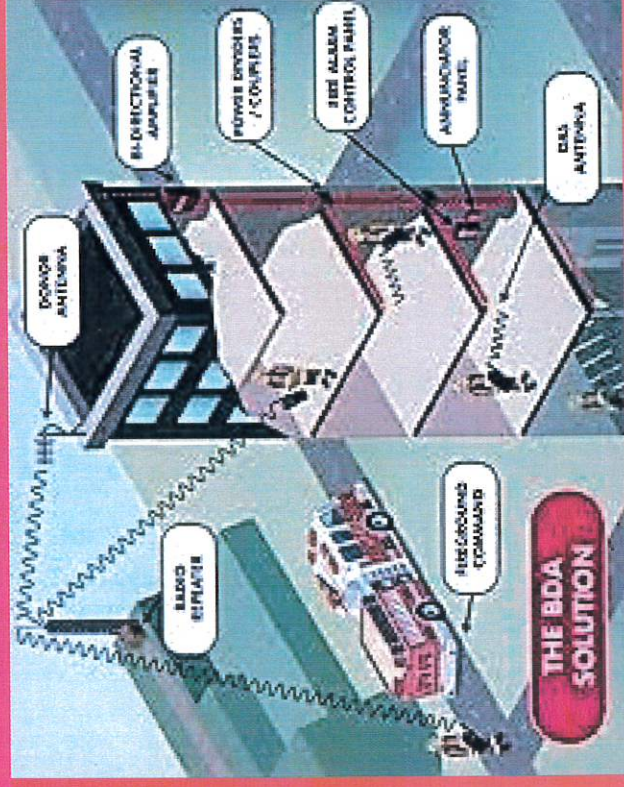
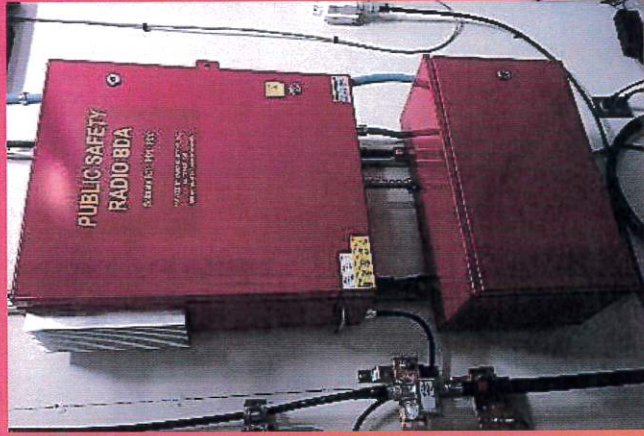
- Fire suppression System Plans Review





New Fees

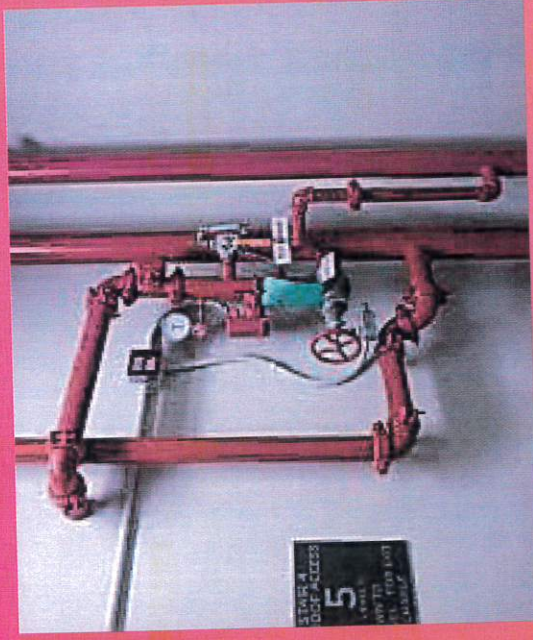
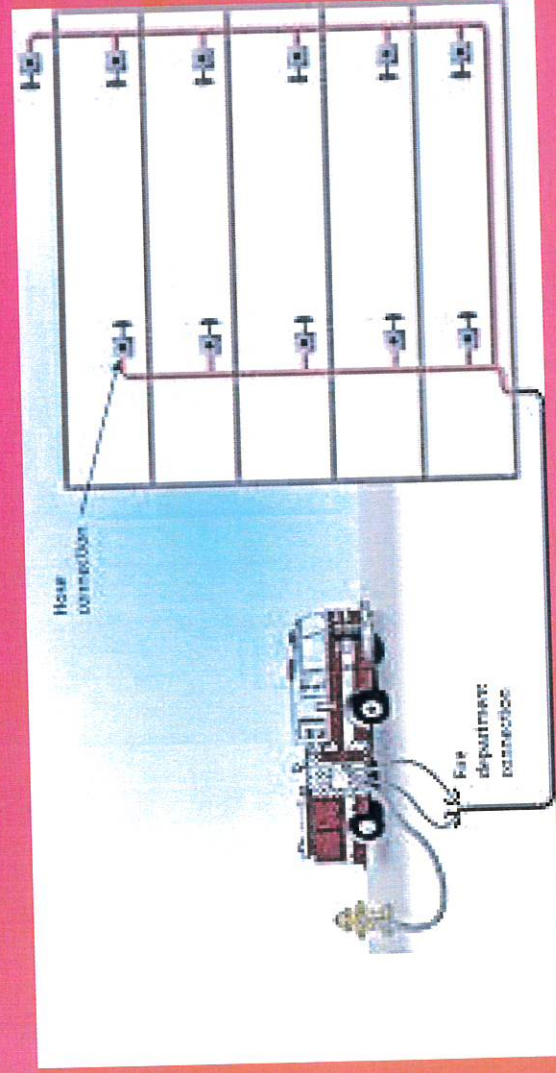
- BDA Installation
- Annual BDA Permit (2021 NFPA 1221 Code)





New Fees

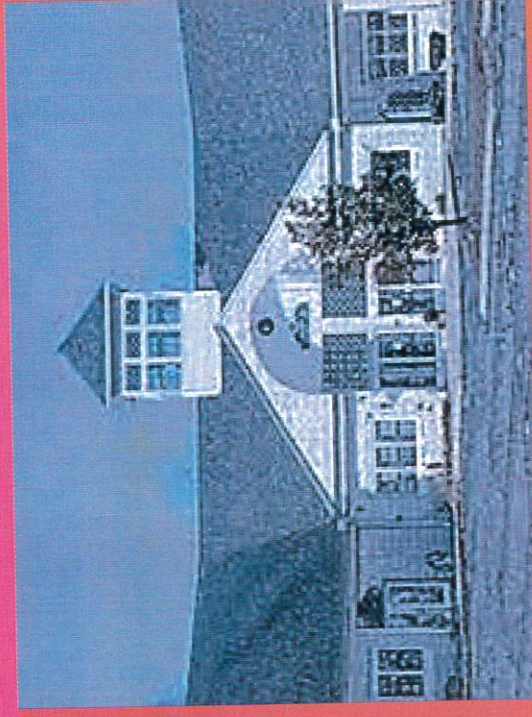
- Standpipe Systems





New Fees

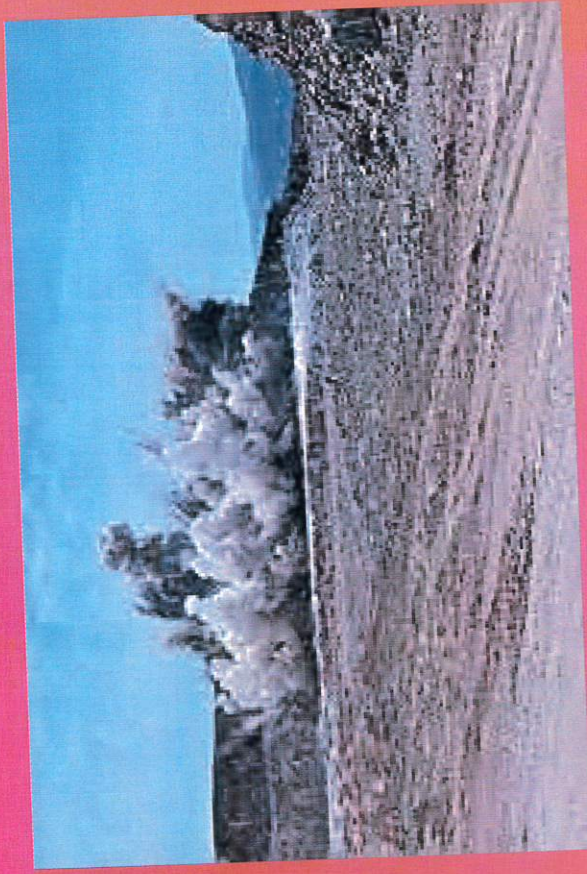
- Healthcare Facility Inspections
- School Inspection





Fee Increases

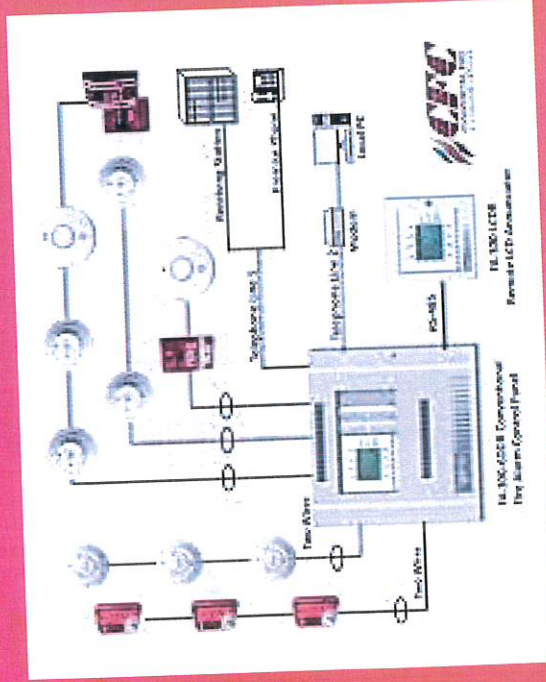
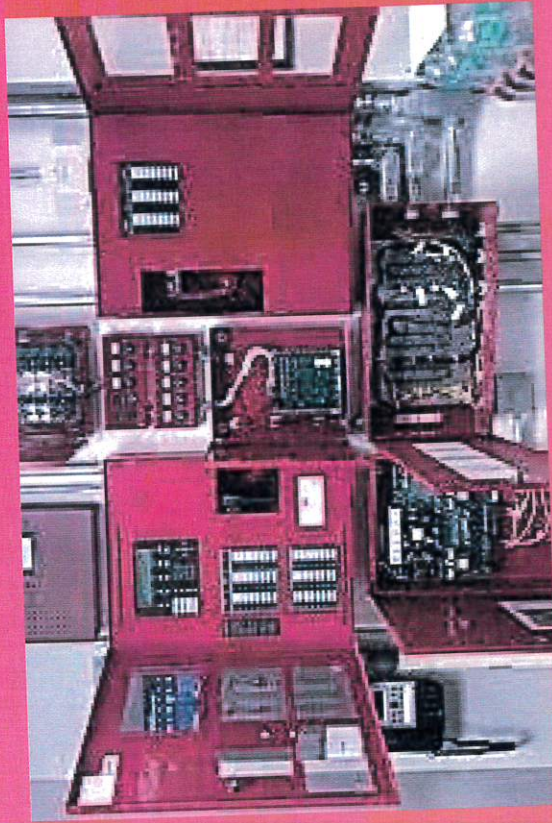
- Blasting Permit (from annual to weekly)





Fee Increases

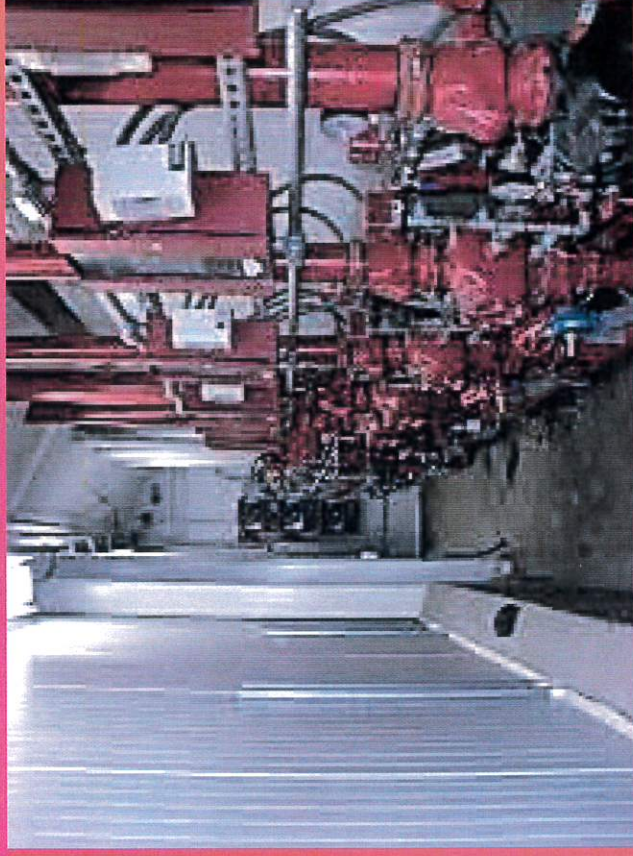
- Fire Alarm Installation





Fee Increases

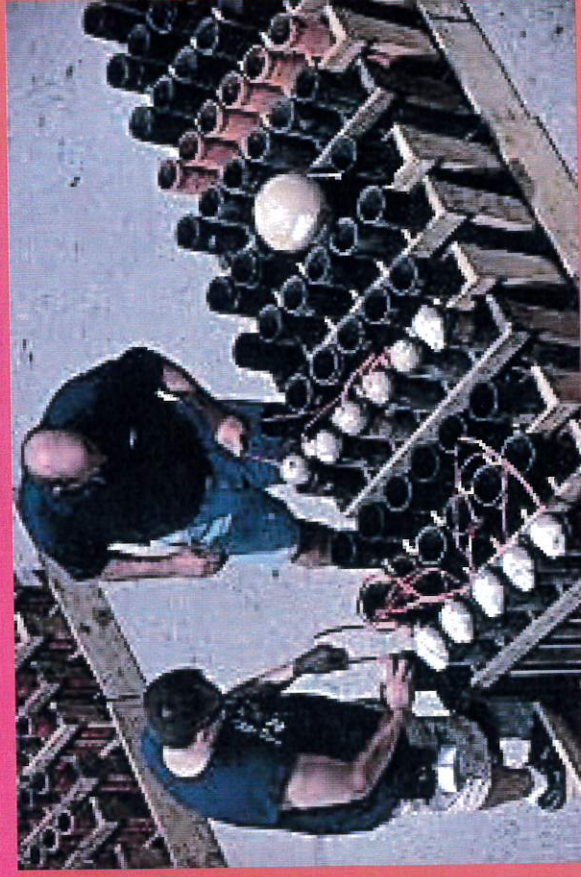
- Sprinkler system Installation





Fee Increases

- Class B Fireworks Display (Correct Typo from 2008)





Updates to the Londonderry Fire Rescue Regulations Last Updated Feb. 2008



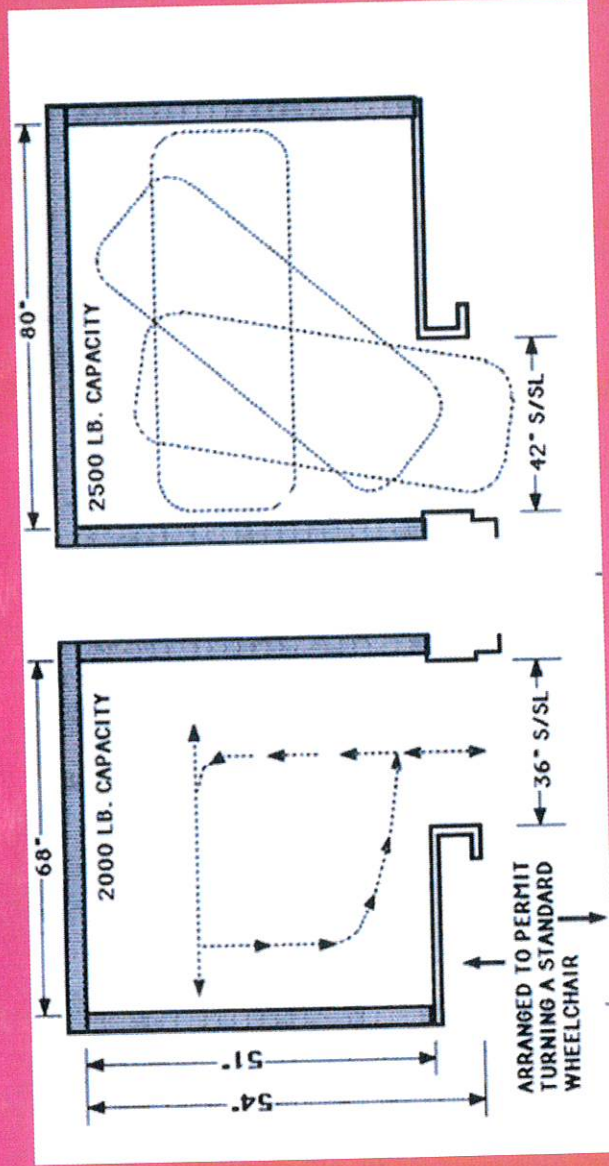
Major Updates to the Regulations

- 2-3.20 Adding Fee for after hour inspections
- 4-1.4 Allowing Private Alarm Companies
 - 4-1.1.1.2 AES monitoring required
- 4-9.2 Allowing 6 Zone Radio Boxes



Major Updates to the Regulations

- 5-8 Requirement for larger elevator





Major Updates to the Regulations

- Chapter 12 False Alarms and Violations
- Set up penalty schedule for violations

First Violation:	Written Warning	(30 business days to remedy)
Second Violation:	\$100 USD	(10 business days to remedy)
Third Violation:	\$200 USD	(10 business days to remedy)
Fourth Violation:	\$500 USD	(10 Business days to remedy)

First - Third False Alarm:	Written Warning
Fourth False Alarm:	\$100 USD
Fifth False Alarm:	\$200 USD
Sixth or More False Alarms:	\$500 USD

False alarms are recorded within a twelve-month period starting at the first false alarm received by Londonderry Fire Department.



Thank you
Any Questions?

1 **Londonderry Town Council Minutes**
2 **Second Budget Public Hearing**
3 **Monday, January 16, 2023**
4 **7:00 PM**
5 **Moose Hill Council Chambers**
6

7 **Attendance:** Vice Chairman Joe Green; Councilors Jim Butler, Chad Franz, and Deb Paul; Town
8 Manager Michael Malaguti; Assistant Town Manager Kellie Caron; Finance Director Justin
9 Campo

10
11 **Budget Committee:** Ron Dunn, Jonathan Kipp, Jennifer Kenney, and Patrick Cassidy
12

13 **Absent:** Chairman John Farrell
14

15 **Call to Order**
16

17 Vice Chairman Green called the Town Council meeting to order at 7:00 PM. The Pledge was led
18 by Vice Chairman Green. This was followed by a moment of silence for Martin Luther King Day
19 those who serve us both here and abroad.
20

21 **PUBLIC COMMENT**
22

23 **Name:** Ray Breslin

24 **Address:** 3 Gary Drive

25 Breslin asked where money for water will come from. Breslin stated that there re many towns
26 getting money for this issue and Londonderry is not mentioned. Breslin stated that he hopes the
27 town is taking appropriate measures for that.
28

29 **PUBLIC HEARING**
30

31 **Motion:** Councilor Franz

32 **Second:** Councilor Paul

33 **Chair votes 4-0-0**
34

35 Finance Director Justin Campo stated that the budget hasn't changed since the last meeting. We
36 will be voting to move the warrant articles to the warrant so that they can be discussed at the
37 Deliberative Session on February 11th.
38

39 Town Manager Malaguti, the Council, and Finance Director Justin Campo went through the

40 articles.

41 **ARTICLE NO. 2: [AMENDMENT TO TOWN CHARTER – TREASURER]**

42 Shall the municipality approve the charter amendment reprinted and summarized below: (words
43 removed are [bracketed] and new words are in bold)

44 Section 5.7. Treasurer

45 There shall be a Town Treasurer (hereinafter called “Treasurer”) who shall have all the powers
46 and duties granted by this Charter and State Law. The Treasurer shall be [elected on an at-large
47 basis to a term of three (3) years at the Town Election] appointed by the Town Council upon
48 recommendation of the Town Manager for a three (3)-year term. Vacancies in the office of
49 Treasurer shall be filled pursuant to state law.

50 If the amendment is adopted, the Town Treasurer shall be appointed by the Town Council for a
51 three (3)-year term instead of being elected for a three (3)-year term. If the amendment is adopted,
52 the elected Treasurer shall remain in office until the 2024 annual town election.

53 **Motion to move Article 2 to ballot: Councilor Franz**

54 **Second: Councilor Paul**

55 **Chair votes 3-0-1**

56 **Councilor Paul voted against.**

57 **The Council recommended the Article 2 to move forward.**

58 **ARTICLE NO. 3: [FISCAL YEAR 2024 TOWN OPERATING BUDGET]**

59 Shall the Town raise and appropriate as an operating budget, not including appropriations by
60 special warrant articles and other appropriations voted separately, the amounts set forth on the
61 budget posted with the warrant or as amended by vote of the first session, for the purposes set forth
62 therein, totaling \$40,594,648. Should this article be defeated, the default budget shall be
63 \$40,595,374 which is the amount of the appropriations contained in the operating budget
64 authorized for the previous fiscal year, with certain adjustments required by previous action of the
65 Town or by law; or the governing body may hold one special meeting, in accordance with RSA
66 40:13, X and XVI, to take up the issue of a revised operating budget only.

67 (If passed, this article will require the Town to raise \$21,416,436 in property taxes, resulting in a
68 tax rate impact of \$4.121 in FY 24 based upon projected assessed values.)

69

70 **Name:** Kristine Perez

71 **Address:** 5 Wesley Drive, Londonderry

72 Perez asked what the percentage increase is or this year.

73

74

75

76 **Motion to move Article 3 to ballot: Councilor Franz**

77 **Second: Councilor Butler**

78 **Chair votes 4-0-0**

79 **The Council recommended the Article 3 to move forward.**

80 **ARTICLE NO. 4: [EXPENDABLE MAINTENANCE TRUST FUND]**

81 To see if the Town will vote to raise and appropriate the sum of ONE HUNDRED EIGHTY
82 THOUSAND DOLLARS (\$180,000) to be placed in the Town's Expendable Maintenance Trust
83 Fund for the purpose of repairing and maintaining town facilities and infrastructure and further to
84 authorize the use of NINETY THOUSAND DOLLARS (\$90,000) from the June 30 Unassigned
85 Fund Balance towards this appropriation.

86 (If passed, this article will require the Town to raise \$90,000 in property taxes, resulting in a tax
87 rate impact of \$0.017 in FY 24 based upon projected assessed values.)

88 **Name:** Kristine Perez

89 **Address:** 5 Wesley Drive, Londonderry

90 Perez thanked the Council for bringing this forward. Perez stated that over the past five years, we
91 have been asking for \$180,000. Is there any consideration since there is \$180,000 in it now, is
92 there any consideration of not taking any money from the public and taking \$90,000 from the
93 reserves?

94 **Motion to move Article 4 to ballot: Councilor Butler**

95 **Second: Councilor Franz**

96 **Chair votes 4-0-0**

97 **The Council recommended the Article 4 to move forward.**

98 **ARTICLE NO. 5: [ROADWAY MAINTENANCE EXPENDABLE TRUST FUND]**

99 To see if the Town will vote to raise and appropriate the sum of THREE HUNDRED THOUSAND
100 DOLLARS (\$300,000) to be placed in the Roadway Maintenance Expendable Trust Fund.

101 (If passed, this article will require the Town to raise \$300,000 in property taxes, resulting in a tax
102 rate impact of \$0.058 in FY 24 based upon projected assessed values.)

103 **Name:** Kristine Perez

104 **Address:** 5 Wesley Drive, Londonderry

105 Perez stated that she understands there is a culvert that us being repairs and is partially repaired,
106 and the estimated cost of this is \$1.5M. Perez stated that in this current year we would have already
107 spent \$860,000 toward that, with a balance \$2.1M toward it. Do we need to put this much money
108 in toward it?

109 **Motion to move Article 5 to ballot: Councilor Franz**

110 **Second: Councilor Butler**

111 **Chair votes 4-0-0**

112 **The Council recommended the Article 5 to move forward.**

113 **ARTICLE NO. 6: [DPW EQUIPMENT/VEHICLE LEASES]**

114 To see if the Town will vote to authorize the Town Manager to enter into up to a 10-year lease
115 agreement in the amount of SIX HUNDRED SEVENTY-THOUSAND DOLLARS (\$670,000)
116 for the purpose of leasing three 6-wheel trucks and proper equipment and one Utility Pick-up
117 Truck, and to raise and appropriate the sum EIGHTY-FIVE THOUSAND DOLLARS (\$85,000)
118 for the first year's payment for that purpose. This lease agreement contains an escape clause.

119 (If passed, this article will require the Town to raise \$85,000 in property taxes, resulting in a tax
120 rate impact of \$0.016 in FY 24 based upon projected assessed values.)

121

122 **Motion to move Article 6 to ballot: Councilor Franz**

123 **Second: Councilor Butler**

124 **Chair votes 4-0-0**

125 **The Council recommended the Article 6 to move forward.**

126 **ARTICLE NO. 7: [FIRE DEPARTMENT EQUIPMENT CAPITAL RESERVE FUND]**

127 To see if the Town will vote to raise and appropriate ONE HUNDRED THOUSAND DOLLARS
128 (\$100,000) to be placed in the Fire Equipment capital reserve fund and further to authorize the use
129 of FIFTY THOUSAND DOLLARS (\$50,000) from the June 30 Unassigned Fund Balance towards
130 this appropriation.

131 (If passed, this article will require the Town to raise \$50,000 in property taxes, resulting in a tax
132 rate impact of \$0.010 in FY 24 based upon projected assessed values.)

133

134 **Motion to move Article 7 to ballot: Councilor Franz**

135 **Second: Councilor Butler**

136 **Chair votes 4-0-0**

137 **The Council recommended the Article 7 to move forward.**

138 **ARTICLE NO. 8: [PILLSBURY CEMETERY EXPANSION CAPITAL RESERVE FUND]**

139 To see if the Town will vote to raise and appropriate SEVENTY-FIVE THOUSAND DOLLARS
140 (\$75,000) to be placed in the Pillsbury Cemetery Expansion capital reserve fund and further to
141 authorize the use of TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from the June 30
142 Unassigned Fund Balance towards this appropriation.

143 (If passed, this article will require the Town to raise \$50,000 in property taxes, resulting in a tax
144 rate impact of \$0.010 in FY 24 based upon projected assessed values.)

145

146

147

148 **Name:** Kristine Perez

149 **Address:** 5 Wesley Drive, Londonderry

150 Perez asked how many plots are left. Malaguti stated that Dave Wholley would have the answer
151 for her and he will get Perez the answer. Finance Director Campo stated that if this does not pass,
152 we will need to reassess the way we sell the plots. Campo stated that Wholley let him know there
153 are less than 200 plots available.

154

155 **Motion to move Article 8 to ballot: Councilor Franz**

156 **Second: Councilor Butler**

157 **Chair votes 4-0-0**

158 **The Council recommended the Article 8 to move forward.**

159 **ARTICLE NO. 9: [INFORMATION TECHNOLOGY CAPITAL RESERVE FUND]**

160 To see if the town will vote to raise and appropriate the sum of TWENTY-FIVE THOUSAND
161 DOLLARS (\$25,000) to be placed in the Information Technology capital reserve fund.

162 (If passed, this article will require the Town to raise \$25,000 in property taxes, resulting in a tax
163 rate impact of \$0.005 in FY 24 based upon projected assessed values.)

164

165 **Motion to move Article 9 to ballot: Councilor Franz**

166 **Second: Councilor Butler**

167 **Chair votes 4-0-0**

168 **The Council recommended the Article 9 to move forward.**

169 **ARTICLE NO. 10: [RECREATION DEPARTMENT CAPITAL RESERVE FUND]**

170 To see if the town will vote to raise and appropriate TEN THOUSAND DOLLARS (\$10,000) to
171 be placed in the Recreation Department Capital Reserve Fund.

172 (If passed, this article will require the Town to raise \$10,000.00 in property taxes, resulting in a tax
173 rate impact of \$0.002 in FY 24 based upon projected assessed values.)

174 **Motion to move Article 10 to ballot: Councilor Franz**

175 **Second: Councilor Butler**

176 **Chair votes 4-0-0**

177 **The Council recommended the Article 10 to move forward.**

178 **ARTICLE NO. 11: [RATIFY A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN**
179 **LONDONDERRY POLICE EMPLOYEES ASSOCIATION AND THE TOWN OF LONDONDERRY]**

180 To see if the Town will vote to approve the cost items included in the collective bargaining
181 agreement reached between the Town of Londonderry and the Londonderry Police Employees
182 Association, which calls for the following additional appropriations for salaries and benefits over
183 what was required under the current, expiring agreement with the employees of the Union:

Year	Estimated Increase from Budget	Estimated Tax Increase from Budget
FY 2024	\$337,506	\$0.065
Year	Estimated Increase from Previous FY	Estimated Tax Increase from Previous FY
FY 2025	\$478,440	\$0.092
FY 2026	\$289,629	\$0.056
FY 2027	\$166,596	\$0.032
FY 2028	\$221,685	\$0.043

And further, to raise and appropriate the sum of THREE-HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED AND SIX DOLLARS (\$337,506) for FY 2024 expenses, such sum representing the additional costs attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels paid under any existing agreements. (Londonderry Police Employees Association represents 67 full-time and 3 part-time Police Department employees).

(If passed, this article will require the Town to raise \$337,506.00 in property taxes, resulting in a tax rate impact of \$0.065 in FY 24 based upon projected assessed values.)

Motion to move Article 11 to ballot: Councilor Franz
Second: Councilor Paul
Chair votes 4-0-0
The Council recommended the Article 11 to move forward.

ARTICLE NO. 12: [AUTHORIZATION FOR SPECIAL MEETING ON COST ITEMS]

Shall the Town, if Article 11 is defeated, authorize the Town Council to call one special meeting, at its option, to address Article 11 cost items only.

(If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax rate impact of \$0.00 in FY 24 based upon projected assessed values.)

Motion to move Article 12 to ballot: Councilor Franz
Second: Councilor Paul
Chair votes 4-0-0
The Council recommended the Article 12 to move forward.

ARTICLE NO. 13: [ADD FULL-TIME LIBRARY TECHNICIAN]

222 To see if the Town will vote to raise and appropriate ONE HUNDRED EIGHT THOUSAND
223 EIGHT HUNDRED AND FIFTY-NINE DOLLARS (\$108,859) for the purpose of adding a full-
224 time Library Technician to the Leach Library's staff.

225 (If passed, this article will require the Town to raise \$108,859.00 in property taxes, resulting in a
226 tax rate impact of \$0.021 in FY 24 based upon projected assessed values.)

227 **Name:** Donna Plante, Assistant Director at Leach Library

228 Plante stated that they did look at how staff hours were broken down. Plante stated that there are
229 about three to four staff members stationed at the front desk at any given time during open hours,
230 but there are many things going on in the background. Desk coverage covers 39% of time.

231 **Motion to move Article 13 to ballot: Councilor Franz**

232 **Second: Councilor Paul**

233 **Chair votes 4-0-0**

234 **The Council recommended the Article 13 to move forward.**

235

236 **ARTICLE NO. 14: [CABLE EQUIPMENT CAPITAL RESERVE FUND]**

237 To see if the Town will vote to raise and appropriate THIRTY-TWO THOUSAND FIVE
238 HUNDRED DOLLARS (\$32,500) to be placed in the Cable Equipment capital reserve fund with
239 funding to come from the annual distribution of Public Educational and Government Access
240 programming from the current Franchise Agreement.

241 (If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax
242 rate impact of \$0.00 in FY 24 based upon projected assessed values.)

243

244 **Motion to move Article 14 to ballot: Councilor Franz**

245 **Second: Councilor Paul**

246 **Chair votes 4-0-0**

247 **The Council recommended the Article 14 to move forward.**

248 **ARTICLE NO. 15: [TO DETERMINE SUPPORT ON WATER SYSTEM UPGRADES]**

249 Option one: To see if the Town supports raising at least several, and likely tens, of millions of
250 dollars required to create a Town-wide drinking water system by acquiring, constructing and/or
251 upgrading the Town's drinking water system. The purpose of this non-binding article is to gauge
252 voter support for devoting municipal resources, including tax dollars, to attempting to secure a
253 reasonable estimate of the cost of a Town-wide water system and also to attempting to obtain federal
254 and state grants to pay for as much of the cost of the system as possible, with the remainder of the
255 cost of the Town-wide water system coming from bonds and tax revenue.

256

257 Option two: To see if the Town supports the acquisition, construction and/or creation of a Town-
258 wide drinking water system to be paid for through a combination of potentially available federal
259 and state grants, bonds, and tax revenue. It is anticipated that a Town-wide drinking water system

260 would cost millions, if not tens of millions, of dollars and the Town would attempt to secure as
261 much of the funding for the cost as possible through federal or state grants. This is a non-binding
262 warrant article presented solely to assess the Town's support for the creation of a Town-wide
263 drinking water system and does not authorize an appropriation to begin the process to secure such
264 a system.

265 (If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax rate
266 impact of \$0.00 in FY 24 based upon projected assessed values.)

267
268 The Council discussed which option is best. Malaguti stated education us a huge part of this and
269 the town should educate the public so that they understand the importance of this email.

270
271 Vice Chairman Green made an amendment to the article.

272

273 **Motion to move Article 15 to ballot as amended: Councilor Franz**

274 **Second: Councilor Paul**

275 **Chair votes 4-0-0**

276 **The Council recommended the Article 15 to move forward.**

277 **ARTICLE NO. 16: [TRANSACTION OF OTHER BUSINESS]**

278 To transact any other business that may legally come before this meeting. No business enacted
279 under this article shall have any binding effect upon the Town.

280 **Adjournment**

281

282 **Motion:** Councilor Franz

283 **Second:** Councilor Butler

284 Chair votes 4-0-0

285

286 Minutes taken by Kirby Brown on 1/16/2023

287 Minutes typed by Kirby Brown on 1/30/2023

288 Minutes approved by Town Council on 2/06/2023