



## LONDONDERRY TOWN COUNCIL

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

Michael Malaguti • Town Manager  
Justin Campo • Finance Director

Agenda  
December 5, 2022 – 7:00 P.M.  
Moose Hill Council Chambers

- A. CALL TO ORDER
- B. PUBLIC COMMENT
- C. PUBLIC HEARING
  - 1. Budget Public Hearing
- D. NEW BUSINESS
  - 1. Confirmation of Kellie Caron as Assistant Town Manager/Economic Development Director  
(*Michael Malaguti, Town Manager*)
  - 2. **Resolution #2022-22** – A Resolution Designating the Economic Development Director as Department Head of the Planning and Economic Development Department
  - 3. **Resolution #2022-21** – A Resolution Creating the Londonderry Utilities Committee (**Continued from 11/21**)  
(*Michael Malaguti, Town Manager*)
  - 4. Approval of Tentative CBA with Londonderry Police Employees Association  
(*Michael Malaguti, Town Manager; Justin Campo, Finance Director*)

5. "Notify Me" Tab Discussion  
(*Michael Malaguti, Town Manager*)

**E. OLD BUSINESS**

**F. APPROVAL OF MINUTES**

November 21, 2022 Town Council Minutes

**G. APPOINTMENTS/REAPPOINTMENTS**

1. Interview of Tiffani Macarelli as a Member on the Conservation Commission

**H. OTHER BUSINESS**

1. Liaison Reports
2. Town Manager Report

**I. ADJOURNMENT**

**J. MEETING SCHEDULE**

1. Town Council Meeting 12/19/2022  
Moose Hill Council Chambers, 7:00 P.M.



Office of the Town Manager  
Michael J. Malaguti • Town Manager  
268B Mammoth Road, Londonderry, NH 03053  
mmalaguti@londonderrynh.org • (603) 432-1100 x151

John Farrell, Chairman  
Londonderry Town Council

December 1, 2022

**RE: Appointment of Assistant Town Manager / Director of Economic Development**

Dear Chairman Farrell:

Pursuant to Section 4.7 of the Town Charter, I hereby appoint Town Planner Kellie Caron as Assistant Town Manager / Director of Economic Development, subject to confirmation of the Town Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael J. Malaguti', written in a cursive style.

Michael J. Malaguti

cc: Tara Koza, Human Resources Manager  
Kellie Caron

# RESOLUTION 2022-22

A Resolution

*Designating the Director of Economic Development as the  
Department Head for the Planning and Economic  
Development Department*

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First Reading: 12/05/2022

Second Reading: Waived

Adopted: 12/05/2022

**WHEREAS** the Town's Department of Planning and Economic Development (the "Department") historically operated under a Director, who served as Department Head, until 2013; and,

**WHEREAS** at that time, a reorganization took place whereby the Department was managed by the Town Planner, but with the newly-hired Town Manager as Department Head; and,

**WHEREAS** with the Appointment of an Assistant Town Manager / Director of Economic Development, it is an appropriate time to move the Department Head designation from the Town Manager to the Director of Economic Development.

**NOW THEREFORE BE IT RESOLVED** by the Londonderry Town Council that the Director of Economic Development shall serve as Department Head of the Planning and Economic Development Department.

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John Farrell - Chairman  
Town Council

(TOWN SEAL)

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Sharon Farrell - Town Clerk

*A TRUE COPY ATTEST: 12/05/2022*

## RESOLUTION 2022-21

### *A Resolution Creating the Londonderry Utilities Committee*

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First Reading: 11/21/2022  
Second Reading: 12/05/2022  
Adopted: 12/05/2022

**WHEREAS** Londonderry's residents are straining under the rising costs of electricity, propane, home heating oil, and natural gas, sewer service, and solid waste and recycling; and

**WHEREAS** The availability of clean, safe, and abundant drinking water is both a long-range concern and an immediate problem for residents; and

**WHEREAS** The cost and availability of high-speed broadband is also an issue of concern to residents.

**NOW THEREFORE BE IT RESOLVED** by the Londonderry Town Council that the Londonderry Utilities Committee is established in accordance with the "Committee Charge," a copy of which is attached hereto.

---

John Farrell, Chairman  
Town Council

---

Sharon Farrell  
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST: 12/05/2022

**LONDONDERRY UTILITIES COMMITTEE  
COMMITTEE CHARGE**

**PURPOSE:**

The Londonderry Utilities Committee (“Committee”) shall be a standing committee under Chapter 3 of the Town’s Administrative Code, and shall exist until its dissolution by the Town Council. The Committee shall study and make recommendations to the Town Manager, Town Staff, and Town Council on issues involving the cost, availability, and reliability of electricity, home heating oil, natural gas, propane, drinking water, and broadband, fuel for Town vehicles, sewer service, solid waste and recycling, and the infrastructure required to support these utilities.

The Town Council and Town Manager may in writing delegate to the Committee the authority to solicit proposals from and interact with vendors and other third parties in order to most efficiently fulfil the Committee’s purpose.

**REPRESENTATION:**

The Committee shall consist of the following:

- Five (5) regular members of the public appointed by the Town Council to serve three (3) year terms;
- Two (2) alternate members of the public appointed by the Town Council to serve three (3) year terms;
- A member of the Town Council who shall serve as Liaison to the Town Council; and
- A member of the School Board who shall serve as Liaison to the School Board.

**ORGANIZATION**

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

In addition to the Chair, the Committee shall appoint a Vice Chair and Secretary.

**DUTIES/RESPONSIBILITIES**

- (1) Solicit public input and hold public meetings;
- (2) Report at least semi-annually to the Town Council upon the Committee’s activities;
- (3) Hold meetings upon required notice, and keep minutes as required by RSA 91-A; and
- (4) Maintain a permanent project file that, at a minimum, includes:
  - A. Committee minutes and meeting notices;
  - B. Project plans, contracts, and payment requests;

- C. Project correspondence; and
- D. Other material as deemed necessary.

## RESOLUTION 2022-21

### *A Resolution Creating the Londonderry Utilities Committee*

---

First Reading:-11/21/2022  
Second Reading: 12/05/2022  
Adopted: 12/05/2022

***WHEREAS*** Londonderry's residents are straining under the rising costs of electricity, propane, home heating oil, and natural gas, sewer service, and solid waste and recycling; and

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John Farrell, Chairman  
Town Council

---

Sharon Farrell  
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST: 12/05/2022



**LONDONDERRY ~~MUNICIPAL AGGREGATION~~UTILITIES COMMITTEE  
COMMITTEE CHARGE**

**PURPOSE:**

The Londonderry Utilities Committee (“Committee”) shall be a standing committee under Chapter 3 of the Town’s Administrative Code, and shall exist until its dissolution by the Town Council. The Committee shall study and make recommendations to the Town Manager, Town Staff, and Town Council on issues involving the cost, availability, and reliability of electricity, home heating oil, natural gas, propane, drinking water, and broadband, fuel for Town vehicles, sewer service, solid waste and recycling, and the infrastructure required to support these utilities.

The Town Council and Town Manager may in writing delegate to the Committee the authority to solicit proposals from and interact with vendors and other third parties in order to most efficiently fulfil the Committee’s purpose.

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  - A. Committee minutes and meeting notices;
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- C. Project correspondence; and
- D. Other material as deemed necessary.



Office of the Town Manager  
Michael J. Malaguti • Town Manager  
268B Mammoth Road, Londonderry, NH 03053  
mmalaguti@londonderrynh.org • (603) 432-1100 x151

### **Town Manager's Report – Month of November 2022**

The purpose of this report is to update the Council and the public on my activities, and the activities of the Department Heads and their Staff, during the last reporting period. The following is a summary of notable updates:

1. ***Community Events and Contacts and other Noteworthy Events.***
  - The Town departments including Police, Fire, DPW, and the Clerk's Office supported the November 8 election. Additionally, the Supervisors of the Checklist, Town Moderator, ALERT, and poll workers/volunteers were essential to making the event a success.
  - I attended the Veterans' Breakfast with members of the Town Council, which was a great success due to the efforts of Assistant Principal Katie Sullivan and her student volunteers.
  - With the Town Council Chair, Finance Director, and members of the Budget Committee, I presented to Leadership Londonderry about local government in Londonderry.
  - I met with the CEO and Corporate Engagement Officer for Granite United Way and learned about their mission and the services they provide to Londonderry and the community at large.
  - I met with a representative of Woodmont Commons to discuss the progress of the development.

- I presented my proposed budget to the Town Council and Budget Committee on November 5.

**2. 35 Gilcrest Road.** I worked with our attorney on a Purchase and Sales Agreement that has been submitted to the owner of this property for review. The negotiated agreement will come before the Town Council and Conservation Commission soon for approval.

**3. Personnel Changes.** At LFD: 1) BC James Roger retired; 2) BC Bo Butler was promoted to Deputy Chief; 3) Lieutenants Bruce Hallowell and Jeff Anderson were promoted to BC; and 4) Firefighter Michael Bucu was promoted to Lieutenant. At LPD: 1) MPO John Perry retired; 2) Sergeants Keith Lee and Garrett Malloy were promoted to Lieutenant; and 3) Ofc. Ryan MacLean was promoted to Sergeant. Debora Desrochers was hired as a part-time Clerk's Assistant, and Gene Jastrem, Jay Robichaud, and Michal Parola were hired as Winter Storm Drivers for the DPW Department. We continued to recruit for an Assistant Director of Engineering. We made an offer to a candidate for the open Controller position. I worked on recruiting and nominating an Assistant Town Manager.

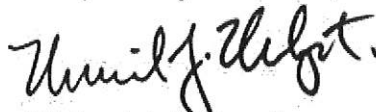
**4. Miscellaneous Activities.** We reached a tentative agreement with the Police Employees Union which we will submit to the Town Council for approval on December 5. The Finance Director and I have spent the majority of our time in November working on the budget. We continued to improve the building security of Town Hall.

**5. Looking Ahead.** The first public hearing on the budget is December 5. The second public hearing is January 16. The deadline for petitioned warrant articles (not involving a bond) is January 10. The Deliberative Session is February 11, 2023.

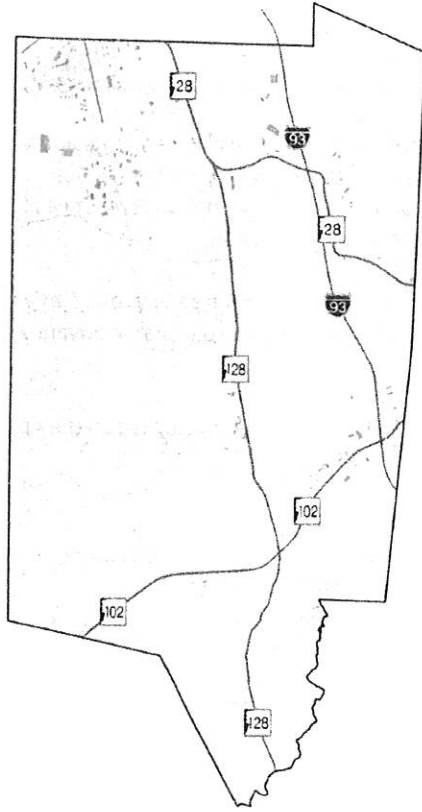
**6. Read File.** The following items are attached to this Report for general informational purposes:

- Town Facilities Rental Policy

Respectfully submitted,



Michael J. Malaguti  
Town Manager



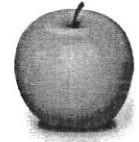
# TOWN OF LONDONDERRY

[events@londonderrynh.org](mailto:events@londonderrynh.org)

## Special Events & Town Facility/Property Rental Application



Thank you for choosing  
Londonderry for your  
upcoming event.



SPECIAL EVENTS & TOWN FACILITY/PROPERTY RENTAL APPLICATION  
Welcome to the Town of Londonderry

The Town of Londonderry has become a popular spot for companies, businesses, residents and visitors to hold events and functions. Town officials and staff are committed to working with you, the Applicant, to ensure that the planning, permitting and production of your special event is successful. Our Londonderry Special Events Guide is designed to provide all the information necessary to complete this application.

Please complete and return this application by email, mail, or in person. Feel free to provide any additional information that is specific to your event. Applications may be submitted up to a year in advance, but no later than three months before your event.

**NOTE:** Incomplete, illegible, and/or unsigned applications will be rejected and returned to the applicant. Return complete application and accompanying materials to:

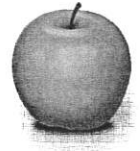
Att: Town Managers Office  
Town of Londonderry  
268B Mammoth Rd, Londonderry, NH 03053  
Phone: (603) 432-1100  
events@londonderrynh.org

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There is **no application fee** associated with the Town of Londonderry Special Events Application. Fees may vary for town property rentals. Please see page 6 for more details. **All pages must be submitted and approval must be given** by the various departments in order for it to be deemed complete. Once approved, you will be provided a copy.

For addition questions, please contact the Londonderry Town Managers office at (603) 432-1100 x120.

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_



SPECIAL EVENT APPLICATION

**Applicant information**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Locations: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
\_\_\_\_\_ For Profit  
\_\_\_\_\_ Non-Profit  
\_\_\_\_\_ N/A

Event Website: \_\_\_\_\_ Organization Website: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, & Zip Code: \_\_\_\_\_

**Event Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Please complete if different from above:*

Business (if applicable): \_\_\_\_\_

**Event Information & History**

Has this Event previously been permitted by the Town of Londonderry? \_\_\_Yes \_\_\_No

Is this an Annual Event? \_\_\_Yes \_\_\_No Do you plan to hold this event next year? \_\_\_Yes \_\_\_No

If this is a repeat event, do you plan to change the location or adjust route? \_\_\_Yes \_\_\_No  
*If yes, please describe these changes in the narrative portion of the application.*

Type of Event: \_\_\_Revenue Generating \_\_\_Non-Revenue Generating

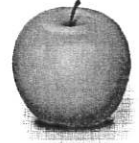
Event is: \_\_\_Gated/Ticketed \_\_\_Open to the Public \_\_\_Private

Estimated Number of Event Staff: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Event Day "On-Site" Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

If your event is open to the public, please check all advertising methods you plan to utilize: \_\_\_Print \_\_\_TV \_\_\_Radio \_\_\_Internet \_\_\_Signs



**SPECIAL EVENT APPLICATION**

Classification of Event

See "APPENDIX A"

Please provide a brief description of your purposed event here:

\_\_\_\_\_  
\_\_\_\_\_

Select one that most closely matches your event:

**Block Party**

An organized neighborhood or public gathering on a public right-a-way (street, sidewalk, or alley) on a specified date at a specified time and place between the hours permitted by Code for a non-commercial gathering.

**Road Festival/ Road Race**

An organized neighborhood or public gathering on a public right-a-way (street, sidewalk, or alley) on a specified date at a specified time and between the hours permitted by Code for commercial gathering.

**Organized Competitive Event**

Any planned race, walk, or event, whether human powered or otherwise, that involved a contest of skill(s) and/or strength and takes place upon a public right-a-way, park, or both.

Type of Organized Competitive Event: *(choose one below)*

\_\_\_ Road Race \_\_\_ Walk \_\_\_ Other

Is this event timed? \_\_\_ Yes \_\_\_ No

Where will your event's formal start and finish line be located?

Starting Line: \_\_\_\_\_ Finish Line: \_\_\_\_\_

Event Set Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. p.m

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. p.m

Event End Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. p.m.

**Procession/Parade/Walk**

A public march, run, cortege, walk, cavalcade, autcade, parade of any kind, other gathering of persons that occurs upon a public right-a-way, park or both that is used for vehicular traffic.

**Public Assembly**

Any public gathering of persons upon a right-a-way, park space, or both that **does not** affect vehicular traffic or require closures.

**Town Common** (See page 8)

If "Other", please describe: \_\_\_\_\_



## SPECIAL EVENT APPLICATION



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Londonderry Fire Prevention Management

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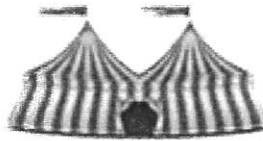
Will you plan to have a tent 400 sq. ft. or larger for your event?  Yes  No

*Note: If you have selected "yes", please include the tent vendor information.* \_\_\_\_\_

- **You will need to complete a tent permit at Central Fire Station if your tent is 400 sq. ft. or larger.**

Will fireworks/pyrotechnics be used for this event?  Yes  No

*Note: If you have selected "yes", please contact the Londonderry Fire Department at (603) 432-1124 for further information.*



Will your event bring in more than 250 people?  Yes  No

- If yes, you will need a certified Crowd Control Manager (or police detail). You can obtain your Crowd Control Manager certificate by visiting the New Hampshire Fire Marshalls website and partaking in a brief training class. This 2-hour online course was written by fire safety code experts in accordance with NFPA 101 Life Safety Code, NFPA 1 Fire Code as well as the International Fire Code (IFC).
- If you wish to use a police detail instead, please contact Lt. Jason Teufel at Londonderry Police Department, (603) 432-1118.



If you plan on having a fire....

All outside fires with the exception of charcoal and gas require a permit in the State of New Hampshire.

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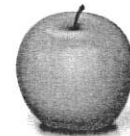
### Londonderry Police Department

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Depending on the event, you may need Londonderry police officers on duty. The Town of Londonderry will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimate number of attendees (including staff, vendors, and volunteers), the availability of alcoholic beverages, event location, weather conditions, time of day the event is conducted, the need for street closures or rerouting of vehicular or pedestrian traffic, and history of the particular event.

Please be sure to be as detailed as possible in all sections of this application as the data will be used to determine the appropriate number of officers necessary to an event. Failure to contact the Londonderry Police Department and determine your policing needs well in advance of your event may result in cancellation of the event.

Please contact Police Lieutenant Jason Tuefel at (603) 432-1118 or at [jtuefel@londonderrynhpd.gov](mailto:jtuefel@londonderrynhpd.gov).



# SPECIAL EVENT APPLICATION

(DPW) – Waste Management & Recycling

If your event will be taking place at the Londonderry Town Common, there is a trash barrel already available for you to use. If you think you are going to need more than one, please contact Bob Kerry, Environmental Engineer with Londonderry Department of Public Works at (603) 432-1100 x139.

### Parking Information

If you have parking questions, please contact the Town Manager’s office at (603) 432-1100 x120 for more information and details.

What parking arrangements have you made for the event?

*(If you are using alternative parking for the event, a letter of approval from the property owner must be included in the application)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Food/Alcoholic Beverages

Please check all that will apply to your event.

Distribution of food:

Yes     No

Distribution of Alcoholic Beverages:

Yes     No

**Note:** Any distribution or sale of alcohol requires approval by the Londonderry Town Manager and the Londonderry Police Department. You will need a State of New Hampshire temporary liquor permit or a liquor license. Please include a copy of your permit or license with your application. Please contact the Londonderry Town Managers office at (603) 432-1100 x120 if you have any questions regarding the sale of food and alcohol.

- **An Assembly Permit is required to obtain a liquor license.**

To obtain your New Hampshire Liquor License or permit, please visit [www.nh.gov/liquor/enforcement](http://www.nh.gov/liquor/enforcement).

See “APPENDIX A” (page 8)

Please indicate the location of the following applicable items on your planned site map located on page 8:

<input type="checkbox"/> Alcohol**	<input type="checkbox"/> Remote Parking/Shuttle	<input type="checkbox"/> Commercial Items	<input type="checkbox"/> Fireworks**
<input type="checkbox"/> Electric or Generator	<input type="checkbox"/> Tents**	<input type="checkbox"/> Stage/Bandstand	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Food	<input type="checkbox"/> Music/Amp/Sound	<input type="checkbox"/> Bonfire**	

**\*\* Requires a permit**

OTHER: \_\_\_\_\_



## TOWN COMMON/TOWN FOREST PROCEDURE AND RULES FOR USE

The Londonderry Town Common and Town Forest is a Town-owned space available for residents and others to host events free of charge to everyone. **Non-profit events ONLY.** Permission to use the Town Common/Forest for events is granted by the Town Manager or his/her designee.

If you would like to use the Town Common/Forest to host an event, you must abide by the following rules and regulations applicable to use of the Town Common/Forest:

- 1.) You may reserve use of the Town Common or Forest for an event by contacting Kirby Brown (kbrown@londonderrynh.org).
- 2.) Set-up and clean-up of the Common/Forest is your responsibility. You must leave the property as you found it. There is to be no littering and you must promptly and properly dispose of all garbage. Any later required clean-up or repair of damages to the Common, Forest or the bandstand will be borne by you.
- 3.) If you would like to use the sound and light system on the bandstand, the key to the electrical room can be obtained at the Central Fire Station on Mammoth Road across from the Londonderry High School. The key must be returned to the Fire Station that same day. If not, you will be charged for the emergency locksmith services that are needed to open the room.
- 4.) The Londonderry Fire and Police Departments will be notified about your event; however, there may be associated costs of services by either department if necessary.
- 5.) There is no parking allowed along Mammoth and Pillsbury Roads and it is requested that you contact the Londonderry Lions Club, Londonderry Grange, and the Presbyterian Church for use of their parking facilities.
- 6.) You may not grill or otherwise make use of fire/flames on the property.
- 7.) **The consumption, sale or distribution of alcoholic beverages is prohibited on the property.**
- 8.) There shall be no unlawful acts committed on the property.
- 9.) You shall comply with RSA 286 ("Licensing Shows, Open-Air Meetings, Billiard Tables, and Bowling Alleys"), RSA 179:19 ("Entertainment and Entertainers"), and/or Title IV, Chapter VII of the Londonderry Town Code ("Public Performances"), to the extent applicable.
- 10.) Absolutely **NO** stakes **longer than 12 inches** can be placed in the grass area.
- 11.) **NO** vehicles or large trucks on the grass at any time.
- 12.) There are **NO** bounce houses, balloons confetti, silly string, or any other items that could be viewed as litter permitted on the Town Common.

Please check off the town facility you wish to use/rent.

**PLEASE NOTE: There are no other town facilities for rent or use besides the ones listed below.**

- Londonderry Town Common/Town Forest (**One this form is completed and approved, you will receive a Town Common Agreement to bring with you on the day of your event.**)
- Londonderry Senior Center (**Please contact the Senior Center at (603) 432-8554 to book. There is a rental fee**)
- Londonderry LAFA and Recreational Fields (**Please contact the Recreation Department at (603) 437-2675**)





APPENDIX A

EVENT NAME: \_\_\_\_\_

Note: Please include all items referenced on page 5 of this application.

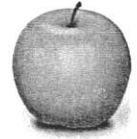
**PLEASE USE ONE OF THE FOLLOWING SITES TO MAP OUT YOUR EVENT:**

- 1.) Mapmyrun.com
- 2.) Oneplanevents.com
- 3.) Londonderrynh.org (GIS Map)

Once your event has been mapped out and all of the applicable items have been placed and labeled, please provide a copy of your map to the Town Manager's Office, Police Department, and the Fire Department.

**DO NOT USE THIS SPACE**

## SPECIAL EVENT APPLICATION



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### Insurance Requirements with the Town of Londonderry

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The Town of Londonderry has various Ordinances pertaining to noise, fireworks, police detail and events. Please see the below list. These Ordinances can be found by going on the Town website at [londonderrynh.org](http://londonderrynh.org) and clicking on the "Town Documents" tab on the right. There you can view each Ordinance. If you have any questions pertaining to any of the Ordinances, please call the Town Manager's office at (603) 432-1100 x120.

<u>Ordinance Number</u>	<u>Ordinance Name</u>
#2003-08	Amendment to the Municipal Code Relating to the Traffic Safety Ordinance (Parking & Stopping)
#2005-05	Amendment to the Zoning Ordinance Relative to Regulation of Signs
#2006-12	Prohibition of Smoking on Town Property
#2014-05	Amendment to the Municipal Code Title I, Chapter XXI, Sale, Possession & Display of Fireworks
#2015-09	Ordinance Relative to the Use of Police Detail
#2016-03	Amendment to the Municipal Code, title IV, Chapter XIV, Noise Regulations

### Contact List

<u>Department</u>	<u>Contact Name</u>	<u>Contact Number</u>
Parks & Recreation For questions regarding recreation fields	Art Psaledas	(603) 437-2675
Building, Health & Zoning For questions regarding permits & zoning questions	Libby Canuel	(603) 432-1100 x115
Public Works For questions regarding parking and recycle/trash	Donna Limoli	(603) 432-1100 x139
Police Department For questions regarding Police detail	Lt. Jason Teufel	(603) 432-1118 (Non-emergency dispatch)
Town Manager's Office All other questions regarding events	Kirby Brown	(603) 432-1100 x120
Fire Department Tent, fire, etc. permitting questions	Brian Johnson	(603) 432-1100 x316

### Londonderry Town Common

If you are looking to reserve the Londonderry Town Common & bandstand, please contact the Town Manager's office. This requires a Town Common Agreement which must be approved by the Londonderry Town Manager. If the key is needed to the electrical room, it can be obtained at the Central Fire Station at 280 Mammoth Road across from the Londonderry High School. The key must be returned to the Fire Station that same day. If not, you will be charged for the emergency locksmith services that are needed to open the room. The Town Common is a popular place for everyone in Town so your cooperation in the return of the key is vital.

Please be aware that set-up and clean-up of the common will be your responsibility. Also, please take note that there is no parking allowed along Mammoth and Pillsbury Roads and it is requested that you contact the Londonderry Lions Club, Londonderry Grange, Town Common field, and the Methodist Church for use of their parking facilities.

1 **Londonderry Town Council Minutes**

2 **Monday, November 21, 2022**

3 **7:00 PM**

4 **Moose Hill Council Chambers**

5  
6  
7 **Attendance:** Present: Chairman John Farrell; Vice Chairman Joe Green; Councilor Chad Franz,  
8 and Deb Paul; Town Manager Michael Malaguti; Finance Director Justin Campo; Absent:  
9 Councilor Jim Butler

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 all those who have served us both  
15 here in Londonderry, and all of the residents, especially during the holiday season.

16  
17 **PUBLIC COMMENT**

18  
19 **Name:** Daniel Bouchard

20 **Address:** O'Connell Drive, Londonderry

21 Bouchard stated that the biggest contract and expense is trash, correct. Chairman Farrell stated  
22 medical is the biggest. Bouchard stated that he is a recycler. When you drive down the road and  
23 see recycle barrels and you see trash that shouldn't be in there. It goes and gets dumped. Chairman  
24 Farrell stated that there are two separate trucks and the recycle truck goes to a different place.  
25 There is a sorting process and there are thins tied to that sorting process including penalty for  
26 things that shouldn't be in there but we still get credit for actual recycling is but there is some  
27 associated cost for taking things out of recycling that shouldn't be there. Bouchard asked how we  
28 can educate people better one what belongs in recycling and what doesn't. Lynn Wiles, Chair of  
29 Solid Waste and Environmental Committee, stated that the towns recycling goes down to Billerica,  
30 MA where they have a different system then Auburn. It's a constant problem across the country,  
31 and through the Committee it has been addressed.

32  
33 Bouchard also asked about the sign-on bonus the Chief talked about. Bouchard stated that  
34 something like that would hurt the current employees.

35  
36 **Name:** Ray Capistran

37 **Address:** 49 Calla Rd, Londonderry

38 Capistran commented on the speed limit discussion. Capistran stated that he represented Lorden  
39 Commons when it was discussed. Capistran stated that Lorden Commons will be about 135ish  
40 homes, and right now its about 90% built out. There's a lot of kids and dog walkers. Chairman  
41 Farrell asked Director of Public Works, Dave Wholley, if those roads were town acceptable.

42 Wholley stated that the town has accepted these roads. Chairman Farrell stated that he wanted to  
43 make sure the town had authority over them. Capistran stated that there are no streetlights or  
44 sidewalks. Capistran requested that when the discussion takes place again, he would like the town  
45 to take the speed limit down to 25 MPH in that community.

46

47 **Name:** Police Chief Bernard

48 Chief Bernard introduced the newest member of the Londonderry Police Department, officer  
49 Zachary Castiglione.

50

51 **Name:** Ray Breslin

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

53 Breslin stated that there are a lot of things to consider during budget season. Breslin stated that  
54 water is very important issue right now. Breslin stated that Pennichuck Water is going before the  
55 Planning Board to get approval for a water tank, which will somewhat benefit the town to support  
56 Woodmont, but there's an eight-inch line on Mammoth Road that no one wants to talk about. The  
57 town should be talking to Pennichuck, this is a concern. Breslin stated that this is about safety and  
58 they don't want to talk about it.

59

60 **Name:** Councilor Chad Franz

61 Councilor Franz stated that this past week he had the opportunity to do a ride along with the PD  
62 and the FD. Councilor Franz stated that he was very impressed with the professionalism and how  
63 they run.

64

## 65 **PUBLIC HEARING**

66

67 **Motion:** Motion to open the Public Hearing made by Vice Chairman Green/

68 **Second:** Councilor Franz

69 Chair votes 4-0-0.

70

## 71 **Charter Amendment Section 5.7 Treasurer**

72

73 Town Manager Michael Malaguti presented. Malaguti stated that this has been discussed for a year  
74 and raised during the last budget cycle. Right now, there is a treasurer elected to a three-year term.  
75 Malaguti stated that because of a strange feature in the statute, this was unable to be on the ballot  
76 last year. Malaguti stated that a consensus from the Council moved this forward for a public  
77 hearing to discuss whether the Town Treasurer should be appointed, instead of elected. Malaguti  
78 stated that adopting this amended will place us in line with communities of like size. Malaguti  
79 stated that it would improve efficiency. Those communities that have elected Treasurers, tend to  
80 be smaller communities. Malaguti stated that the proposal in front of the Council is to change the  
81 method of installation from elected to appointed. The Treasurer would still continue to serve a  
82 three-year term. The current Treasurer would serve until their term was up and then the Council



83 would appoint a new one.

84

85 Councilor Paul asked how long the town has had a Charter. Malaguti stated that since 1996.  
86 Councilor Paul asked why the town needs to be in line with big towns. Malaguti stated that we  
87 have a professional workforce, a professional Town Council, and you want to be in line with the  
88 communities who have the same things. Councilor Paul stated that if we are in line and this isn't  
89 broke, and hasn't been broke, why do we need to fix it. Finance Director Campo stated that there  
90 is a risk where we could get someone who doesn't know anything, or we could get someone who  
91 does know the job. If he didn't bring it to the Councils attention, it would fall back on him. It needs  
92 to be someone who knows the job. It is up to the Town Council on how to proceed forward. Town  
93 Manager Malaguti stated that every single expense a department makes is reviewed by the  
94 department head, by Justin, and reviewed by him. Malaguti stated that Finance Director Campo  
95 produces, upon request, things the town pays for and who the town is paying it to. In the past it  
96 was done for Town Council, and it is something that they are happy to continue to do. Malaguti  
97 stated that the towns financial oversight has never been stronger. Councilor Paul stated that it is still  
98 good to have someone from the outside, not in the building, looking in.

99

100 Chairman Farrell stated that if this were to go to the voters, it would be the eighth amendment to  
101 the Charter. Chairman Farrell stated that the most significant change was in 2011 when we changed  
102 the form of government.

103

104 Councilor Franz asked for the duties and job responsibilities of the Treasurer. Campo explained  
105 that the Town Treasurer is responsible for the finances of the town. Responsible for insuring the  
106 banking partnerships as well as allowing the deposits to be deposited in a timely manner. They  
107 verify that the financial policy, both the purchasing and all others are properly being followed, and  
108 verify that we are staying in line/compliance with all of the RSA's that are financially based.  
109 Councilor Franz asked if we have had a treasurer since the beginning of the Charter. Town  
110 Manager Malaguti stated that it was looked into but if was undetermined how long we have had a  
111 treasurer for, but probably since the beginning.

112

113 **Name:** Tom Estey

114 **Address:** 9 Old Nashua Rd, Londonderry

115 Estey stated that this should go to the people and it shouldn't be up to the Council Chairman Farrell  
116 stated that the process is for the people to vote on it if the Council decides to move forward. If the  
117 Council decides to move forward with it today, it will go to the State. The State will look at it and  
118 decide how it looks and what we can and can't do. Once it's sent back, there will be more  
119 discussions. It may or may not go on the ballot. Chairman Farrell stated that we could decide in  
120 the end not to do it. Estey asked why it wasn't brought up a while ago. Chairman Farrell stated  
121 that there was an extended discussion about it last year. It's not up to the Council, it would have  
122 to go to the voters.

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124 Councilor Franz asked if the State decides that this is a good move, will there be another public  
125 hearing. Chairman Farrell stated yes, there will be.

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**Name:** Daniel Bouchard

**Address:** O'Connell Drive, Londonderry

Bouchard stated that it seems rushed. We ate in the budget process, we should be focused on that. Bouchard stated that he doesn't see why the change needs to take place. Chairman Farrell clarified that the only thing changing is the Town Treasurer would not have to go through and election every three years. Bouchard asked if the Treasurer answers to the Town Manager. Chairman Farrell stated that they answer to the Department of Revenue. Bouchard stated that he would like to see someone who's qualified for the position. Bouchard asked if it was a paid position. Chairman Farrell stated that it's \$2,500 a year.

**Name:** Richard Belinski

**Address:** 89 Hall Rd, Londonderry

Belinski stated that he was the Town treasurer from 2001 until 2004. Belinski stated that he can see both sides. He sees where Justin and Mike are looking at, but he doesn't agree with it all. Belinski shared why with the Council. Belinski stated that the town didn't have a purchasing policy until he was Treasurer, and he also suggested an Assistant Treasurer. Belinski stated that this needs to be left as a third person, outside position. Checks and balances.

**Name:** John Wilson

**Address:** 3 Tranquil Drive, Londonderry

Wilson asked what the difference between a Town Treasurer and a Corporate Treasurer. Campo stated that a corporate treasurer would have more assistance in doing things. Campo stated that in most corporate situations, their treasurer would be their CFO. Wilson also asked how much time they spend in the office doing Treasure work. Campo stated that it depends on the time of year or situation.

**Name:** Jonathan Esposito

**Address:** 5 Shelley Drive, Londonderry

Esposito stated that he doesn't think it's necessary to make a change to the Charter at this time. It is an extreme move. Esposito stated that there is a lot of confidence in the voters in town and it should be left up to the voters.

**Name:** Tim Siekmann

**Address:** 89 Hovey Rd, Londonderry

Siekmann asked what the process is if the Treasurer did something they shouldn't have or weren't supposed to. How would we catch that? Chairman Farrell stated that currently there is an Assistant Town Treasurer as well. Chairman Farrell stated that there is a process in which we would have to petition the court to remove the Town Treasurer in order to have the process of town government move forward. Malaguti stated that something would be caught fairly quickly if something was done.

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**Name:** Martha Smith

**Address:** 38 Shasta Drive, Londonderry

Smith stated that if it's not broke, don't fix it. We have had an elected Treasurer for forever and most of the time its been the same Treasurer for years. Smith stated that she's not supportive of this change right now.

**Name:** Glenn Douglas

**Address:** 6 Overlook Ave., Londonderry

Douglas asked if it went to an appointment, could the Council appoint a town employee. Chairman Farrell stated that the Treasurer would have to live in town and yes, an employee could be appointed. Douglas said at that point why don't we appoint the Town Clerk, the Moderator, everyone in town so the government can decide, how it runs better. Douglas said that to him, is bad precedent. Douglas stated that he is not in support of this and voters should decide.

Councilor Franz asked if amendments can be made with what's proposed to the state. Councilor Franz asked if we can add in that employees who live in town, and are employed by the town, can't be appointed as Treasurer. Malaguti stated that the Council would have that ability, but he would need to consult counsel on how to move that forward to the state.

**Name:** Ray Breslin

**Address:** 3 Gary Drive, Londonderry

Breslin stated that between the Town Manager and Finance Director, there is already some good oversite. Breslin asked why this wasn't done last year.

Councilor Paul stated that nothing good ever happens when things are rushed. Councilor Paul suggested not rushing it through and why can't we wait until next year. Chairman Farrell stated that there is only a sixty-day window.

Chairman Farrell stated that he would accept a motion to direct the Town Manager to move the Charter amendment for 5.7 Treasurers position to the State for review. Motion made by Vice Chairman Green and seconded by Councilor Franz. Chairman Farrell stated that all of the comments tonight are valuable. This is not a final decision. This is so the Council can start to understand more about how this would work. Chair votes 3-1-0. Councilor Paul voted against. Motion passes.

**Motion:** Motion to close the Public Hearing made by Vice Chairman Green/

**Second:** Councilor Franz

Chair votes 4-0-0.

**NEW BUSINESS**

208 **Budget Workshop**

209

210 The Budget Committee presented to the Council their questions about the budget, the services the  
211 Council has asked them to look at, possible services we should add or cut. Budget Committee  
212 Chair Steve Breault presented.

213

214 The topics that were covered are as follows:

215

216 • Reduce Community Services Grant to \$25K, or repurpose the \$25K amount to specific town  
217 services or needs.

218 • Target reductions in overtime budgets for the Police Department, Fire Department, and  
219 Department of Public Works.

220 • Reduce/Eliminate select programs offered by the library to defer the need of hiring another staff  
221 member.

222 • Look at increasing the amount we charge for our ambulance services or EMT to neighboring  
223 towns, we might not be charging enough.

224 • Consolidate mechanic services for departments, such as for the standard vehicles. Utilize our  
225 leverage and negotiate better rates. Same with building repairs.

226 • Transition to a paperless work environment to save on paper and toner related expenses. Set  
227 target dates to transition to paperless for key areas or processes, such as meeting materials, budget  
228 binders, etc.

229 • Conduct a feasibility study to see if there is any financial benefit to contracting out the  
230 operations at the drop off center. Much of what is dropped off probably has salvage value, the  
231 contractor can charge for other services (as we do now), and we would save on operating costs.

232

233 Police Chief Bernard presented slides to the Council and Budget Committee and spoke about the  
234 overtime breakdown at the Police Department. See attached PowerPoint. Chief Bernard stated that  
235 they can't cut corners when training, but they do a lot of in-house to cut some of the cost. Chief  
236 Bernard explained the process of overtime with training officers.

237

238 The Council discussed what positions to cut and add at both the Fire Department and the Police  
239 Department. Malaguti stated that there are twelve unfilled positions at the Police Department.  
240 There is money within the budget that can be reallocated to lines that have been neglected for  
241 years.

242

243 Finance Director Justin Campo and the Council and Budget Committee discussed vehicle  
244 maintenance funds.

245

246

247

248

249 **Resolution #2022-21 – A Resolution Creating the Londonderry Utilities Committee**

250

251 Town Manager Malaguti presented. Malaguti stated that there was a lot of discussion about these  
252 various utilities and the need to address the issues on a comprehensive basis. Right now, there is a  
253 Task Force that's discussing energy efficiency, but that doesn't extend out to areas like water and  
254 broadband. The suggestion was made that we adopt something more final. Malaguti went over  
255 what the committee would be responsible for doing. This would be an advisory committee and it  
256 would have appointed not elected members.

257

258 Chairman Farrell stated that the committee should have some teeth, some pull in their findings and  
259 the decisions they make. Chairman Farrell asked if a Resolution can be written in a way that, the  
260 authority wouldn't necessarily transfer from the Council to the Committee, but the Committee is  
261 given parameters in which they get the Council support in what they're doing.

262

263 Malaguti stated that the term of office is defined in the town code and he believes

264

265 Vice Chairman Green stated that there should be five voting members, and then one person from  
266 Council and one from the School Board. The Council decided to work on the Resolution and bring  
267 it back for review again at the next meeting.

268

269 **Approval of Minutes**

270

271 Councilor Franz stated that it lists Vice Chairman Green as absent on the November 14<sup>th</sup> meeting  
272 minutes when he was present. Motion to approve the Town Council Minutes from November 7<sup>th</sup>  
273 and November 14<sup>th</sup>, as amended, made by Councilor Franz and seconded by Vice Chairman Green.  
274 Chair votes 4-0-0.

275

276 **Adjournment**

277

278 **Motion:** Councilor Franz

279 **Second:** Councilor Paul

280 Chair votes 4-0-0

281

282 Minutes taken by Kirby Brown on 11/21/2022

283 Minutes typed by Kirby Brown on 11/29/2022

284 Minutes approved by Town Council on 12/05/2022

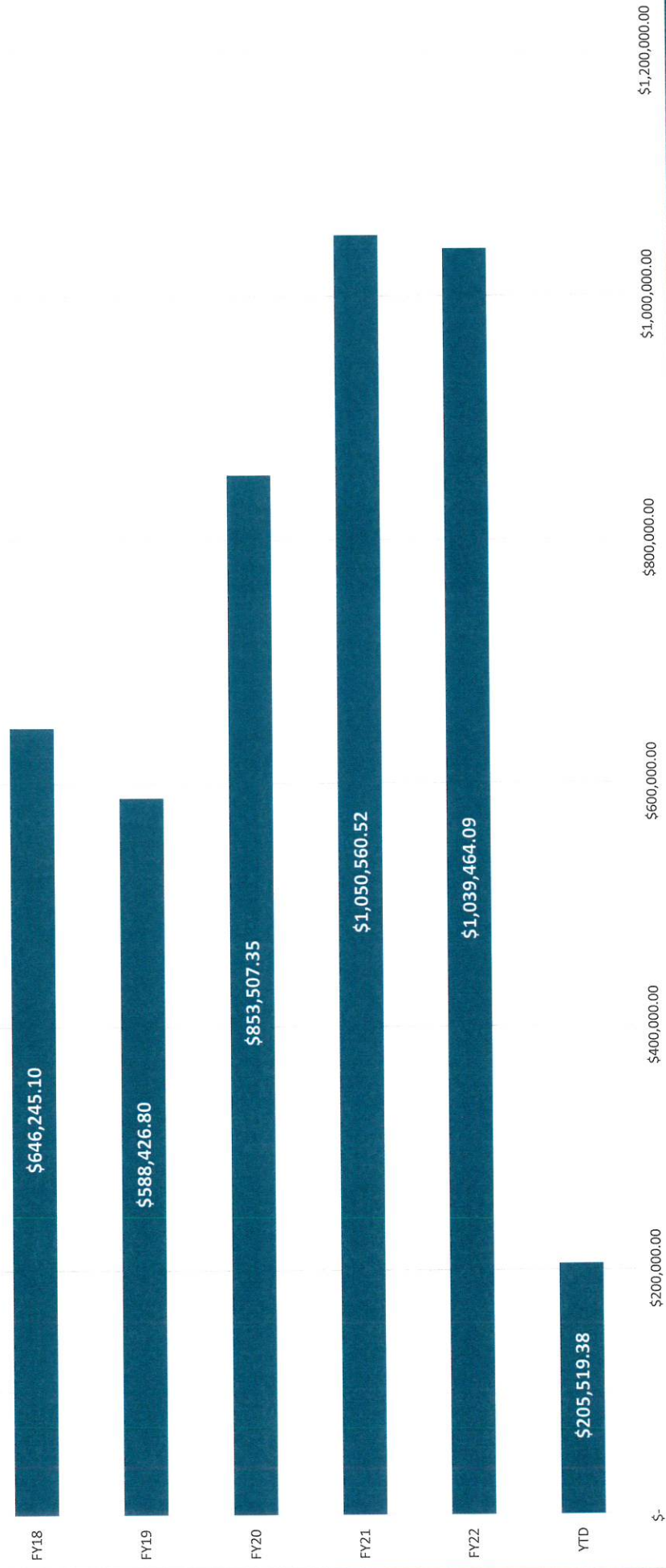




# OVERTIME BREAKDOWN REVIEW

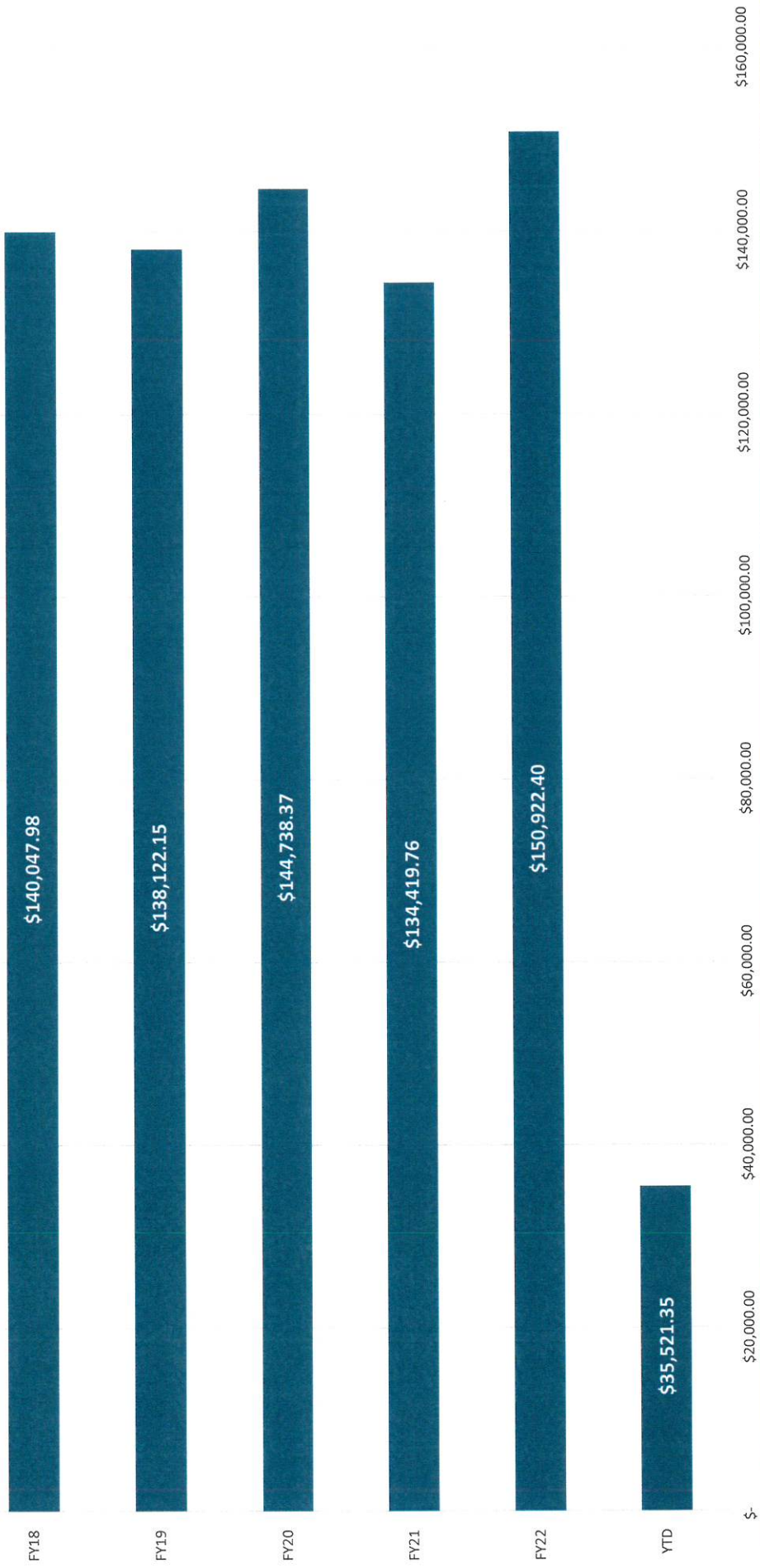
LONDONDERRY POLICE DEPARTMENT

## Overtime Totals

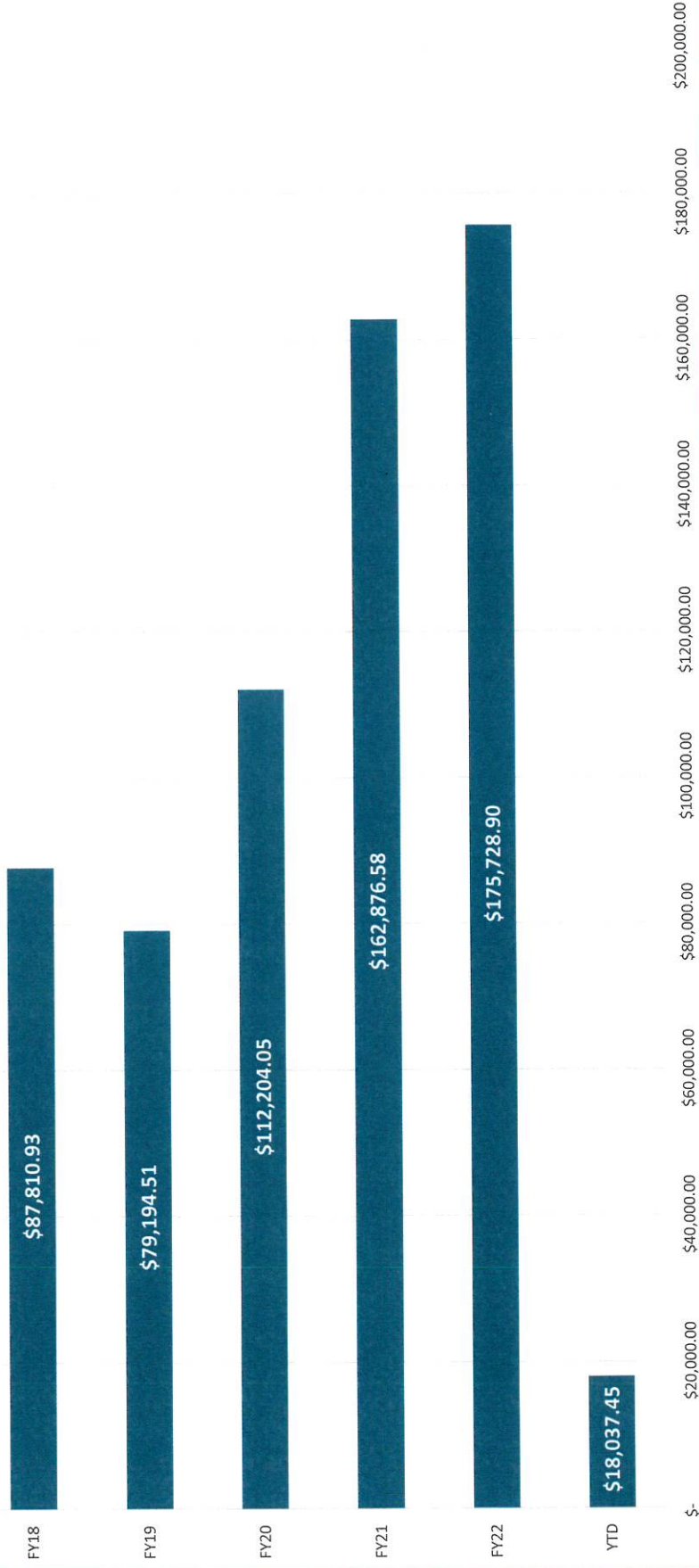




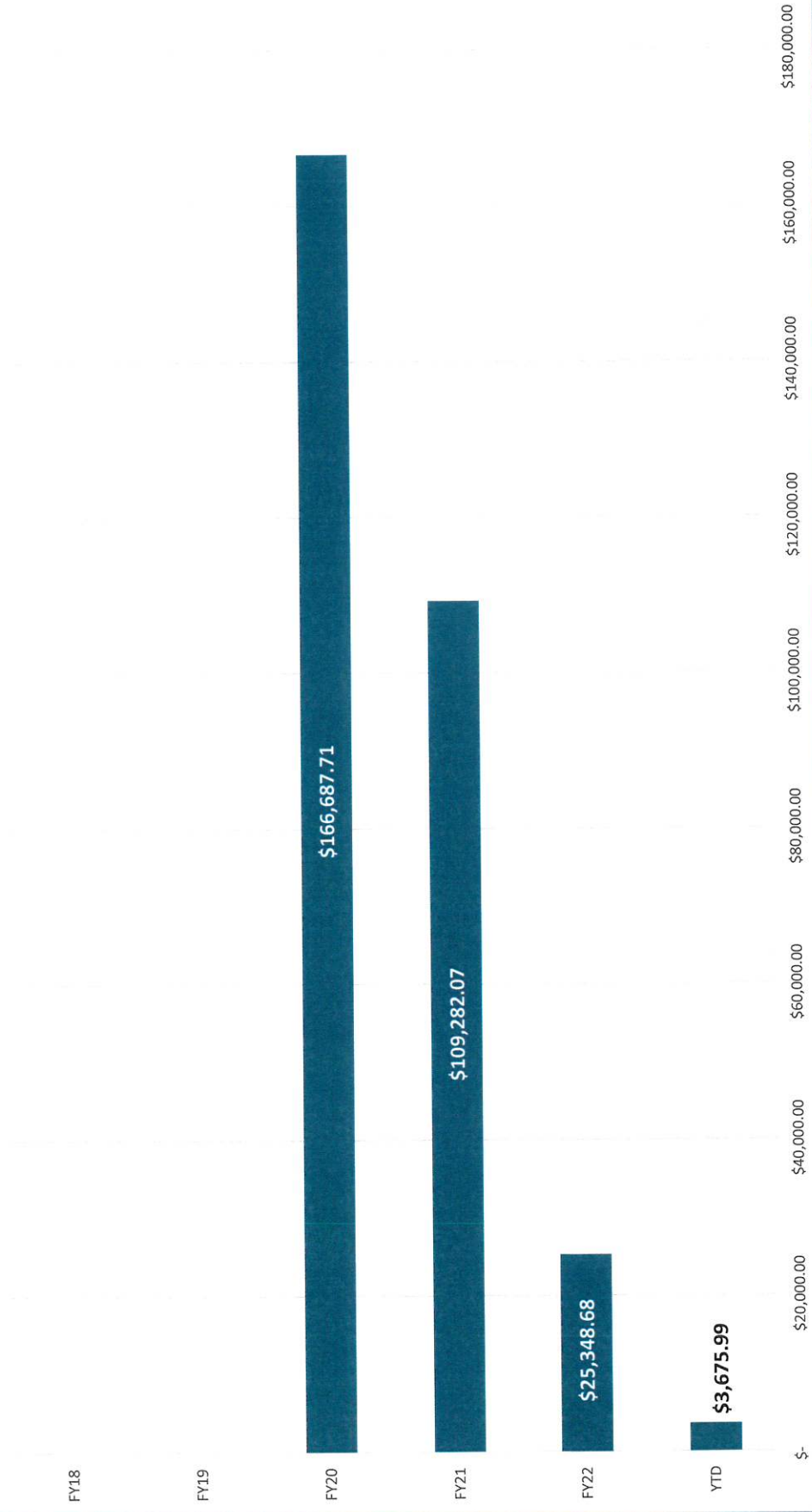
## VACATION COVERAGE



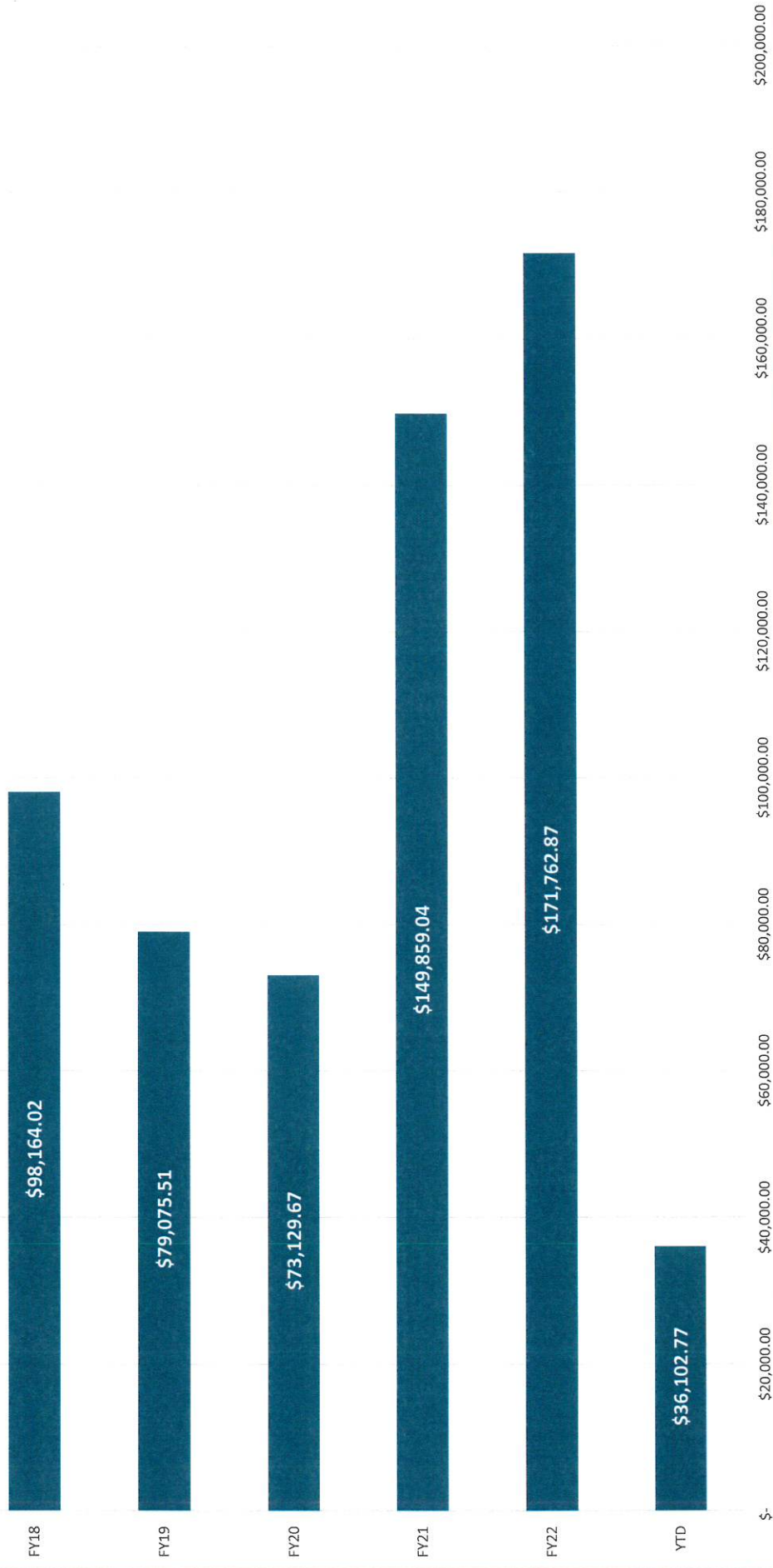
## SICK COVERAGE



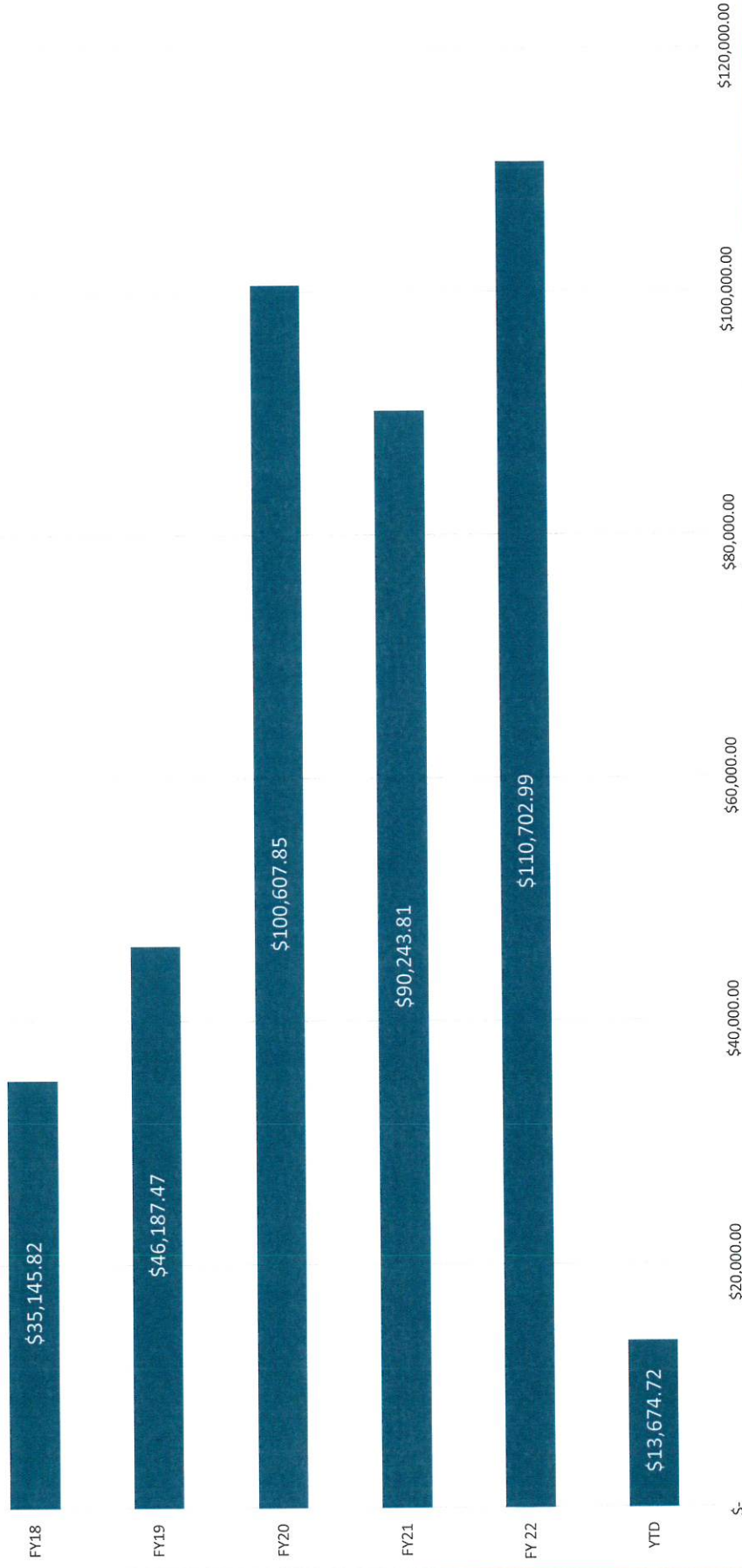
# COVID



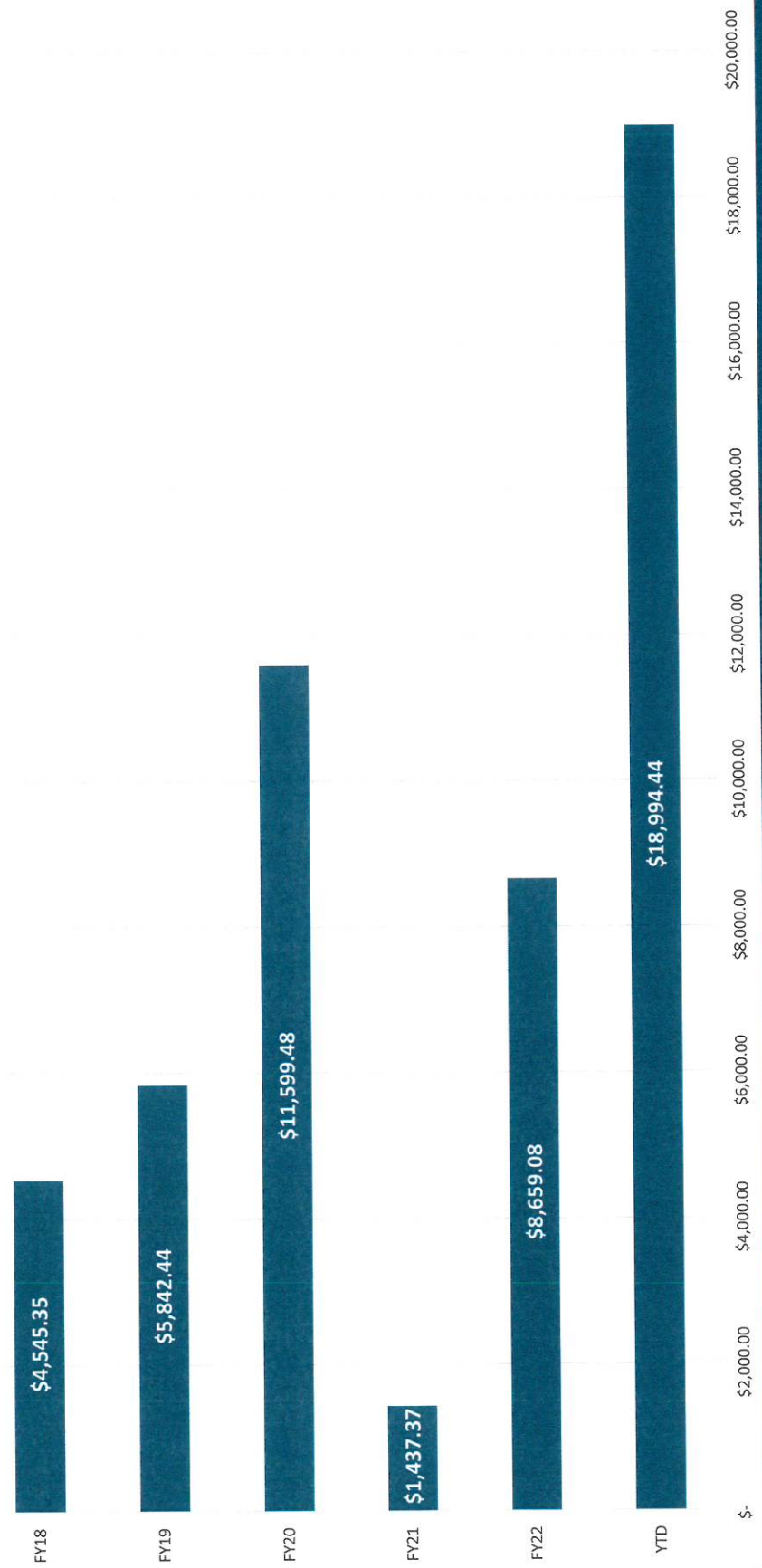
# TRAINING



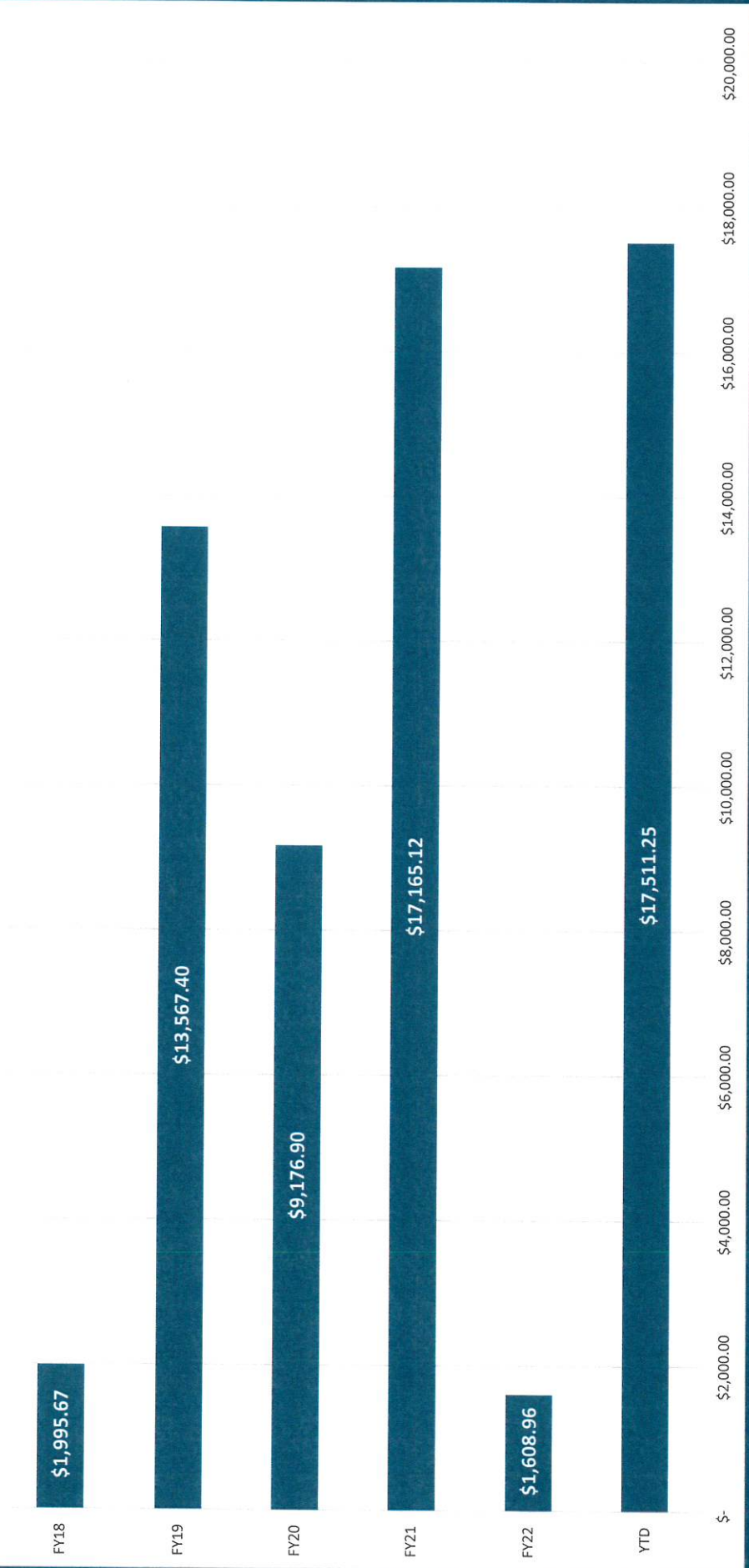
# SOU CALL OUT



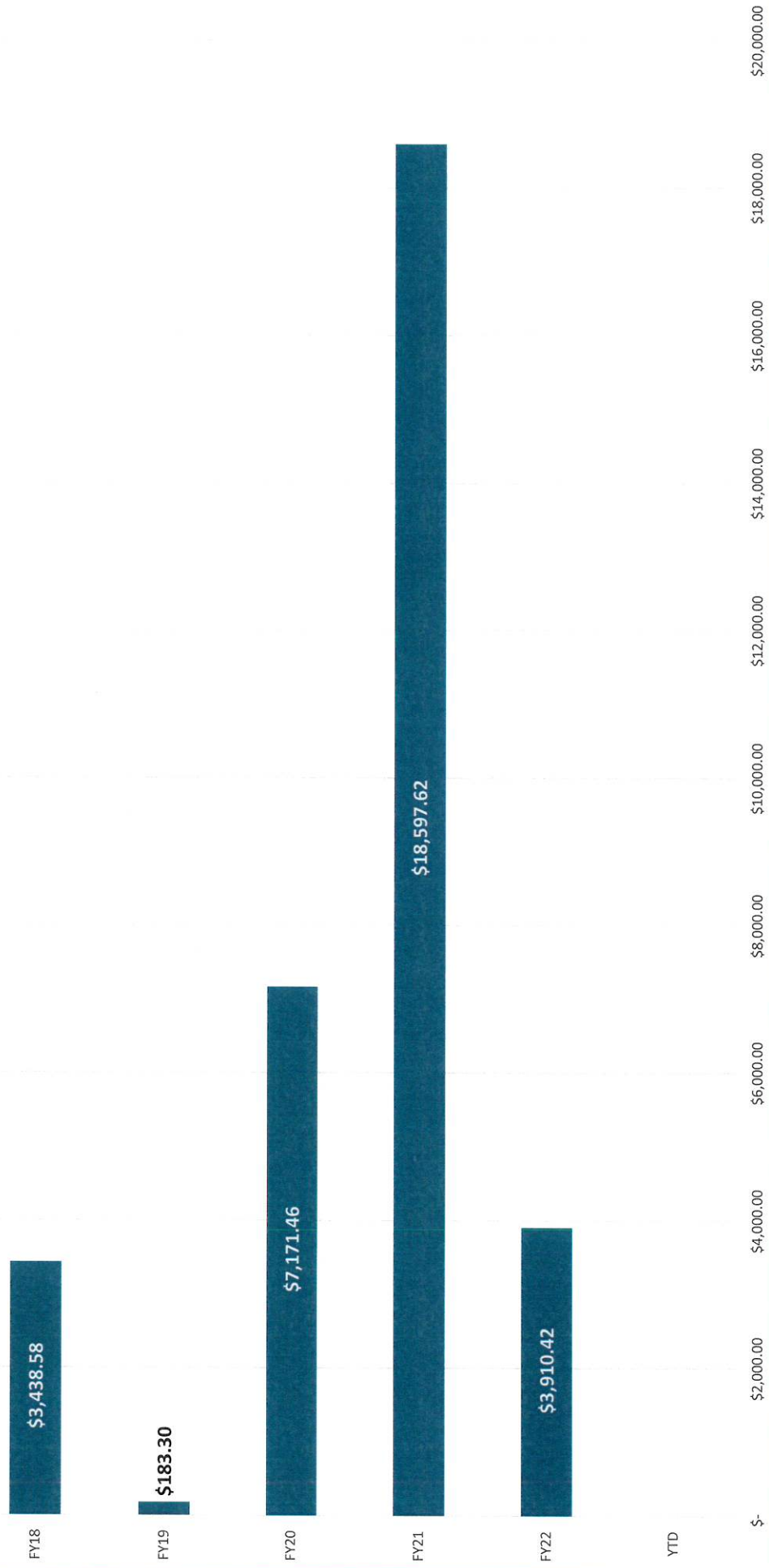
# OLD HOME DAY



# POLLS



# VIP VISITS





**THANK YOU FOR  
SUPPORTING THE MEN  
AND WOMEN OF THE  
LONDONDERRY POLICE  
DEPARTMENT**

