

Town of Londonderry Town Council Agenda

June 1, 2020

7:00 p.m.

REMOTE MEETING

Per Emergency Order #12 Pursuant to Executive Order 2020-04, during the current declared State of Emergency, the Governor has waived the requirement in RSA 91-A:2, III (b) that a quorum of a body be physically present as it relates to public meetings. Under the same directive, the Governor has also waived the requirement in RSA 91-A:2, III(c) that each part of a meeting of a public body be audible or otherwise discernable to the public "at the location specified in the meeting notice as the location of the meeting." These two requirements are waived so long as the public body:

1. Provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means;
2. Provides public notice of the necessary information for accessing the meeting;
3. Provides a mechanism for the public to alert the public body during the meeting if there are problems with the access; and
4. Adjourns the meeting if the public is unable to access the meeting.

In accordance with this directive, the Londonderry Town Council will conduct its meeting as follows:

1. The public shall have access to participate in the meeting by telephone. To join via telephone, the public may call 1-646-558-8656 and when prompted enter Code 889 4864 4235 and Password 986895.
2. The meeting will also be broadcast on Londonderry Access Center TV channel GOV-22 or via live stream at <http://www.lactv.com/>
3. This notice serves as the public notice of the necessary information for accessing the meeting.
4. You may also provide public testimony via e-mail. Please e-mail your testimony to kbrown@londonderrynh.org by June 1, 2020 no later than 12:00 PM. Your testimony will be read into the public record at the meeting.
5. The Council encourages that any documentation that you wish for the Council to consider be submitted by May 29, 2020 no later than 12:00 PM to allow distribution to the Board at the virtual meeting. You can submit documentation electronically to kbrown@londonderrynh.org, drop it in the black Drop Boxes located outside the Town Hall front or back doors (and clearly mark your envelope for "Kirby Brown"), or mail it to Town Council c/o Kirby Brown, 268B Mammoth Road, Londonderry, NH 03053.
6. If you attempt to call in to the meeting to provide public testimony and are unable to access the meeting, please notify Kirby Brown during the meeting by calling 603-432-1100 x 120 or sending an email to kbrown@londonderrynh.org.
7. If during the meeting there are problems with access, Kirby Brown will alert the public and the Council members; and
8. If at any time the public is unable to access the meeting, the meeting will be adjourned and continued to a date certain.

TOWN COUNCIL AGENDA
June 1, 2020
7:00 P.M.
VIRTUAL MEETING

The Town Council meeting will be held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH. Regular meetings are cablecast live and videotaped for the convenience of our viewers at home. 7:00 PM.

A. CALL TO ORDER

B. PUBLIC COMMENT

1. Traffic Update for Litchfield Road
 LPD

C. PUBLIC HEARING

D. OLD BUSINESS

E. NEW BUSINESS

1. **Order #2020-10** – An Order Relative to the Expenditure of Maintenance Trust Fund for Various Projects
 Presented by Steve Cotton
2. **Resolution #2020-07-** A Resolution Relative to the Acceptance of Unanticipated Revenue Under RSA 31:95-b
 Presented by Justin Campo
3. **Ordinance 2020-02** – An Amendment to Section 5.15 of the Londonderry Zoning Ordinance Relating to Portable Structures (First Reading)
 Presented by Colleen Mailloux
4. **Resolution #2020-08** – A Resolution Relative to the Wearing of Face Masks in Londonderry

F. APPROVAL OF MINUTES

Approval of May 18, 2020 Town Council Minutes

G. APPOINTMENTS/REAPPOINTMENTS

1. Appointment of CIP Members

H. OTHER BUSINESS

1. Liaison Reports
2. Town Manager Report

1. Update on MRF Business Funding Program
2. Update on Town Hall Annex Project
3. Assistant Town Manager Report

I. ADJOURNMENT

J. MEETING SCHEDULE

- A. Town Council Meeting – 06/15/20 Moose Hill Council Chambers, 7:00PM
- B. Town Council Meeting – 07/20/20 Moose Hill Council Chambers, 7:00PM
- C. Town Council Meeting – 08/17/20 Moose Hill Council Chambers, 7:00PM

ORDER #2020-10

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 06/01/2020

Adopted: 06/01/2020

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 \$7,177.00 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 \$7,177.00, 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:

06/01/2020

**Expendable Maintenance Trust TC Order Request
for Town Council Meeting "6/01/2020"**

Description	Vendor	Amount
Hot Water Heater - LPD	Daigle Plumbing - Quote #Q101887	\$ 12,596.00
The existing 140 gallon natural gas hot water heater installed in 2004 developed a leak and needed to be replaced. The work, required the removal of the defective existing unit, capping off the natural gas line, install a 115 gallon indirect tank off the boiler, install circulator, and the required plumbing materials to install the new unit. This EMTF request is for 50% to be expended from EMTF (\$ 6,298.00), the remaining 50% amount will be expended from the LPD operating budget. In the event that the LPD operating budget has funds remaining at the end of the FY (6/30/2020), their operating budget will be expended the entire amount of \$12,596.00.	LPD Portion	\$ (6,298.00)
	EMTF Portion	\$ 6,298.00
Over Head Door Opener - South Fire Station	Door UP - Invoice #2852	\$ 1,758.00
One of the over head door openers installed in 2006 burnt out and needed to be replaced. This EMTF is for 50% (\$879.00) to be expended from EMTF for the materials/labor to replace the unit. The remaining 50% (\$879.00) will be expended from the LFD operating budget. In the event that the LFD operating budget has funds remaining at the end of the FY (6/30/2020), their operating budget will be expended the entire amount of \$1,758.00.	LFD Portion	\$ (879.00)
	EMTF Portion	\$ 879.00
Total Town Council EMTF Order		\$ 7,177.00

RESOLUTION 2020-07

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

First Reading: 06/01/20
Second Reading: Waived
Adopted: 06/01/20

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

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

WHEREAS the Town has received unanticipated revenue in the amount of \$341,404.95 during the fiscal year ended June 30, 2020,

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the revenues appearing on the attached list, totaling \$341,404.95 for the fiscal year ended June 30, 2020, are hereby accepted.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:

06/01/20

Citizens Credit Card Rebate	\$53,577.17
State of New Hampshire Municipal Aid	\$265,553.76
North Branch Construction Safety Program	\$750.00
HealthTrust Wellness Program	\$1,500.00
Department of Health and Human Services	\$20,024.02
Total:	\$341,404.95

Introduced: 06/1/2020
Public Hearing: 06/15/2020
Adopted: 06/15/2020

ORDINANCE 2020-02
AN AMENDMENT TO SECTION 5.15 OF THE
LONDONDERRY ZONING ORDINANCE RELATING TO
PORTABLE STRUCTURES

WHEREAS it was determined that changes were necessary to address issues of location and duration of portable structures throughout the Town; and

WHEREAS Town Staff have prepared amendments to address those issue; and

WHEREAS the Planning Board has voted to recommend Town Council adoption of the proposed amendments;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that Section 5.15 of the Zoning Ordinance shall be amended as posted.

To become effective upon passage of this Ordinance.

John Farrell, Chairman
Londonderry Town Council

A TRUE COPY ATTEST:

Sherry Farrell - Town Clerk
x/xx/xx

Town Seal

Town Planner Mailloux told the Board that the second extension request is from The Meadows of Londonderry at 48 Old Nashua Road (Map 3 Lot 155), which was conditionally approved in November of 2019. She stated that they have requested a 90-day extension to meet the conditions of approval, noting they submitted plans for final engineering review.

Member M. Soares made a motion to grant the 90-day extension request to the Meadows to fulfil the conditions of approval until June 10, 2020.

R. Brideau seconded the motion.

The motion was granted 7-0-0. The Chair voted in the affirmative.

Chairman Rugg told the Board that Tom Doan, one of the Town Council members, is going to come speak to the Board about state legislation regarding 55+ and older housing. Town Planner Mailloux noted that there are a number of bills going through state legislature, some of which will have significant impacts on local zoning and regulation. M. Soares asked what kind of changes might have to be made. Town Planner Mailloux told her that one of the bills HB1629 in particular has a provision in there related to housing. She stated that where a town provides housing density incentives or has a housing ordinance targeted for 55+ and older housing, if passed, would then apply to workforce housing starting on July 20, 2021. She explained that if the 55+ and older ordinance allows eight units per acre, then this would apply to workforce housing, if the bill is passed. M. Soares asked if she thought the elderly housing density was high. Town Planner Mailloux said that she does think so, as elderly housing can currently be developed in town where workforce housing cannot, and that would change. M. Soares suggested that Town Planner Mailloux present the Board with the amount of land that is available for either elderly or workforce housing in Londonderry sometime in the future. Chairman Rugg said that Russ Thibeault will still be in to speak to the Board about demographics in the state of New Hampshire and Londonderry.

III. Old Business – N/A

IV. Public Hearings

A. Proposed changes to the Londonderry Zoning Ordinance, Section 5.15.1 Portable Storage Structures in the AR-1 District, 5.15.2 Portable Structures in Commercial Districts, and 5.15.3 Portable Structures in Industrial Districts as it relates to provisions concerning placement, length and permitted time of these structures. The full text of the amendment and changes are available at the Planning & Economic Development Department the Town Clerk's Office, and the Leach Library

Chairman Rugg read the public hearing into the record noting the Board has been working on this for a year now. T. DeFrancesco recused himself. Town Planner Mailloux commented that the Board recommended language that went before the

96 Town Council for a public hearing and at that hearing the Town Council asked the
97 Town Attorney what the likelihood of a variance being approved by the Zoning
98 Board of Adjustment (ZBA) would be. She stated that the Town Attorney was not
99 convinced a variance could meet the five points of law, so the Town Council asked
100 staff to take a look at the language again, specifically concerning the AR-1 district.
101 She pointed out that the language before the Board this evening relating to
102 portable storage structures in the commercial and industrial districts is the same as
103 the draft language that has previously been talked about. She said that the new
104 language before the Board tonight would permit portable storage structures by
105 special exception in the AR-1 district. She stated that if an applicant meets the
106 criteria for the special exception, the ZBA must approve it. She read from special
107 exception criteria that must be met by the applicant to be granted by the ZBA. She
108 mentioned that the ZBA could place conditions or restrictions on the special
109 exception, such as requiring a landscape buffer, fencing or timing. She pointed out
110 that if someone has construction or flood damage and needs a portable storage
111 structure this is currently allowed in the ordinance and will not change. She said
112 that with the special exception the Building Department will be notified that a
113 resident has a portable storage structure and can monitor the situation if it were to
114 become an issue.

115
116 Chairman Rugg opened it up to questions from the Board. A. Chiampa asked when
117 taxes would come into play with a portable storage structure. Town Planner
118 Mailloux said that if it is rented storage structure, it absolutely cannot be taxed, but
119 asked R. Brideau how he would handle this if it were to be there permanently. Rick
120 Brideau, Town Assessor, said it would be taxed as a shed if it was owned by the
121 property owner. C. Davies asked about a time frame. Town Planner Mailloux said
122 that a special exception runs with the applicant, not the property as a variance
123 does, so if the applicant were to move, the special exception would no longer apply.
124 J. Butler asked about the plastic green storage unit would be a portable storage
125 structure. Town Planner Mailloux said it does not fall under the portable storage
126 structure.

127
128 Marc Fortin, 574 Mammoth Road, addressed the Board. M. Fortin told Town Planner
129 Mailloux and the Board that he thought this was an improvement from the last
130 draft. He asked what the time frame would be for someone to request a special
131 exception. Town Planner Mailloux told him the ZBA meets monthly. M. Fortin said in
132 his opinion he would like some sort of temporary relief if a resident needed storage
133 quickly, but would not be at the ZBA meeting for a month. He asked if a resident on
134 a farm or a 40-acre parcel would have to ask for a special exception from the ZBA.
135 Town Planner Mailloux told him that anyone in the AR-1 district has to go before the
136 ZBA for a special exception for a portable storage unit. M. Fortin said he thought
137 there should be an exception if it was a property that had 40 acres, like a farm. He
138 added that he would like to see an exception for a larger container. Town Planner
139 Mailloux told him that if a resident needed a larger container, they would ask for a
140 variance on top of the special exception. Chairman Rugg noted that if this language
141 changes, the Board would have to have another public hearing and prolonging this
142 even further before it could go to Town Council. M. Soares said that she would not
143 feel comfortable adding that language. She also noted that there are many

temporary storage units in town that a resident could use until they can go before the ZBA. M. Fortin asked about the church. Town Planner said they would need a special exception with a variance for the 40 feet length. Chairman Rugg said that in his opinion, this new language with the special exception, is fair for the residents as it notifies the abutters to what might be happening and they will have the chance to voice their opinion.

Tony DeFrancesco, One Cheshire Court, addressed the Board. T. DeFrancesco said that he thought this language was good and fair to everyone. He restated that he thought the ZBA was the best scenario as it would be fair to everyone. He added that if someone were to need a portable storage unit quickly, it is already covered in the ordinances now.

Chairman Rugg brought the discussion back to the Board.

M. Soares made a recommendation the proposed changes to the Londonderry Zoning Ordinance, Section 5.15.1 Portable Storage Structures in the AR-1 District, 5.15.2 Portable Structures in Commercial Districts, and 5.15.3 Portable Structures in Industrial Districts as it relates to provisions concerning placement, length and permitted time of these structures to the Town Council.

R. Brideau seconded the motion.

The motion passed, 7-0-0. The Chair voted in the affirmative.

V. Other – Chairman Rugg thanked M. Soares for her 16 years of service on the Board for all her contributions noting that she will be missed.

VI. Adjournment

Member M. Soares made a motion to adjourn the meeting at approximately 7:37 p.m. Seconded by R. Brideau. The motion was granted, 7-0-0. The meeting adjourned.

These minutes were prepared by Beth Morrison.

Respectfully Submitted,

Name: _____

Title: _____

These minutes were accepted and approved on April 1, 2020, by a motion made by _____ and seconded by _____ c



5.15 Portable Storage Structures

5.15.1 Portable Storage Structures in the AR-I District

- A. Portable storage structures may be permitted by Special Exception of the Zoning Board of Adjustment in the AR-I District providing that the general requirements of Section 8.1.5.1 and the following criteria are met:
 - 1. There must be no more than one portable storage structure per property.
 - 2. The portable storage structure must be no larger than ten feet wide, twenty feet long, and 10 feet high.
 - 3. The portable storage structure shall be located to the side or rear of the principal structure on the property.
 - 4. The portable storage structure shall be set back a minimum of 15 feet from any side or rear lot lines, and 40 feet from any front property line
 - 5. The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.
 - 6. The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks.
 - 7. The Zoning Board of Adjustment may impose additional conditions such as appropriate screening, landscaping, fencing or other requirements that it deems necessary to protect the character of the neighborhood.
- B. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from Section 5.15.1(A).
- C. All portable storage structures shall be maintained in good condition and free from evidence of deterioration.

5.15.2 Portable Storage Structures in Commercial Districts

The use of portable storage structures are allowed in the Commercial Districts under the following conditions:

- A. There must be no more than one portable storage structure per property unless otherwise approved as part of a site plan
- B. The portable storage structure must be no larger than ten feet wide, forty feet long and 10 feet high.
- C. A portable storage structure shall not remain at any property in excess of six (6) consecutive months, unless otherwise approved as part of a Site Plan.
- D. The portable storage structure shall be set back a minimum of 30 feet from any side or rear lot lines, and 60 feet from any front property line.
- E. The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.



- F. The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks, and shall not obstruct any required parking spaces on the site.
- G. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from **Sections 5.15.2(A)** through **5.15.2(F)**

5.15.3 Portable Storage Structures in Industrial Districts

The use of portable storage structures are allowed in the Industrial Districts under the following conditions:

- A. There must be no more than one portable storage structure per property unless otherwise approved as part of a Site Plan.
- B. The portable storage structure must be no larger than ten feet wide, forty feet long, and 10 feet high.
- C. A portable storage structure shall not remain at any property in excess of six (6) consecutive months unless otherwise approved as part of a site plan.
- D. The portable storage structure shall be set back a minimum of 20 feet from any side or rear lot lines, and 30 feet from any front property line.
- E. The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.
- F. The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks, and shall not obstruct any required parking spaces on the site.
- G. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from **Sections 5.15.3(A)** through **5.15.3(F)**.



5.15 Portable Storage Structures

5.15.1 Portable Storage Structures in the AR-I District

~~A. The use of portable storage structures are allowed in the Portable storage structures may be permitted by Special Exception of the Zoning Board of Adjustment in the AR-I District under the following conditions: providing that the general requirements of Section 8.1.5.1 and the following additional criteria are met:~~

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~~A.1.~~ There must be no more than one portable storage structure per property.

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~~B.2.~~ The portable storage structure must be no larger than ten feet wide, twenty feet long, and 10 feet high.

~~C. A portable storage structure shall not remain at any property in excess of 6 consecutive months in any calendar year. A building permit is required for placement of a portable storage structure on a property. The Permit for a portable storage structure may be extended upon approval by the Building Department when an applicant demonstrates a reasonable hardship necessitating the extension. Such extension shall be made in writing to the Building Department, and if granted, shall not result in any additional permit fees.~~

~~3. The portable storage structure shall be located to the side or rear of the principal structure on the property.~~

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~~D.4.~~ The portable storage structure shall be set back a minimum of 15 feet from any side or rear lot lines, and 40 feet from any front property line.

~~E.5.~~ The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.

~~6.~~ The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks.

~~F.7. The Zoning Board of Adjustment may impose additional conditions such as appropriate screening, landscaping, fencing or other requirements that it deems necessary to protect the character of the neighborhood.~~

~~B. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from Sections 5.15.1(A), through 5.15.1(F)~~

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~~G.C. All portable storage structures shall be maintained in good condition and free from evidence of deterioration.~~

5.15.2 Portable Storage Structures in Commercial Districts

The use of portable storage structures are allowed in the Commercial Districts under the following conditions:

A. There must be no more than one portable storage structure per property unless otherwise approved as part of a site plan.

B. The portable storage structure must be no larger than ten feet wide, twenty-four feet long and 10 feet high.

- C. A portable storage structure shall not remain at any property in excess of ~~45 consecutive days~~ six (6) consecutive months, and shall not be placed on any one property in excess of 90 days in any calendar year ~~unless otherwise approved as part of a Site Plan~~. A building permit is required for placement of a portable storage structure on a property.
1. ~~The Permit for a portable storage structure may be extended upon approval by the Building Department when an applicant demonstrates a reasonable hardship necessitating the extension. Such extension shall be made in writing to the Building Department, and if granted, shall not result in any additional permit fees.~~
- D. The portable storage structure shall be set back a minimum of 30 feet from any side or rear lot lines, and 60 feet from any front property line.
- E. The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.
- F. The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks, and shall not obstruct any required parking spaces on the site.
- G. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from **Sections 5.15.2(A) through 5.15.2(F)**

5.15.3 Portable Storage Structures in Industrial Districts

The use of portable storage structures are allowed in the Industrial Districts under the following conditions:

- A. There must be no more than one portable storage structure per property unless otherwise approved as part of a Site Plan.
- B. The portable storage structure must be no larger than ten feet wide, ~~twenty-four~~ feet long, and 10 feet high.
- C. A portable storage structure shall not remain at any property in excess of ~~45 consecutive days~~ six (6) consecutive months unless otherwise approved as part of a site plan, and shall not be placed on any one property in excess of 90 days in any calendar year. A building permit is required for placement of a portable storage structure on a property.
1. ~~The Permit for a portable storage structure may be extended upon approval by the Building Department when an applicant demonstrates a reasonable hardship necessitating the extension. Such extension shall be made in writing to the Building Department, and if granted, shall not result in any additional permit fees.~~
- D. The portable storage structure shall be set back a minimum of 20 feet from any side or rear lot lines, and 30 feet from any front property line.
- E. The portable storage structure shall be set back a minimum of five feet from the nearest wall of a building.
- F. The portable storage structure shall be required to be placed on a paved, concrete, other appropriate impervious surface, or be placed on blocks, and shall not obstruct any required parking spaces on the site.
- G. Portable storage structures associated with construction at a property where a building permit has been issued are permitted for the duration of construction activities on the property and



shall be removed from the property within fourteen days of the issuance of a certificate of occupancy. Portable storage structures associated with construction are exempt from **Sections 5.15.3(A) through 5.15.3(F)**.

RESOLUTION 2020-08

A Resolution Relative to the *Wearing Face Masks in Londonderry*

First Reading: 06/1/20
Second Reading: Waived
Adopted: 06/1/20

- WHEREAS** the Governor of the State of New Hampshire issued a State of Emergency on March 13, 2020 due to the COVID-19 pandemic;
- WHEREAS** the Governor of the State of New Hampshire has extended the State of Emergency multiple times since March 13, 2020;
- WHEREAS** the Governor of the State of New Hampshire issued a "Stay at Home" Order on March 26, 2020;
- WHEREAS** the Governor of the State of New Hampshire modified the "Stay at Home" Order with Emergency Order #40 on May 1, 2020;
- WHEREAS** Exhibit B to Emergency Order #40 provides "Universal Guidelines for New Hampshire Employers and Employees;"
- WHEREAS** the Universal Guidelines rely on guidelines published by the Center for Disease Control ("CDC") and "are based on what is currently known about COVID-19 and are intended to protect the public's health and allow New Hampshire to remain open for business"; and
- WHEREAS** the CDC "recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission."

NOW THEREFORE BE IT RESOLVED the Londonderry Town Council recommends in the strongest manner possible that Londonderry citizens follow the CDC guidelines and wear face coverings in public settings where other social distancing measures are difficult to maintain.

John Farrell - Chairman
Town Council

Sharon Farrell - Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST: 6/1/2020



Town of Londonderry
Planning and Economic Development Department

268B Mammoth Road
Londonderry, NH 03053
Phone 603.432.1100 x 134
www.londonderrynh.org

To: Town Council
From: Amy Kizak, GIS Manager/ Comprehensive Planner
Date: June 1, 2020
Subject: **2022-2027 Capital Improvement Program (CIP) Committee**

In accordance with Section 5.5 of the Town Charter, and RSA 674:5, the Town Council must appoint the members of the Capital Improvements Program (CIP) Committee. By Town Charter, the CIP Committee is comprised of one (1) member of the Town Council, one (1) member of the School Board, one (1) member of the Budget Committee and two (2) members of the Planning Board. The following Committee members have been recommended for appointment to the Committee by the Council:

- Town Council Representative (1) – John Farrell
- School Board Representative (1) – Michael Saucier
- Budget Committee Representative (1) – Christine Patton
- Planning Board Representatives (2) – Al Sypek and Rick Brideau

The CIP Committee is tasked with preparing and submitting a Capital Improvements Plan to the Planning Board, which will then hold a public hearing on the plan. The Planning Board will finalize recommendations, adopt the CIP plan and forward the plan to the Town Council and School Board for consideration.

Staff recommends that the Council accept the nominations as presented and appoint the above listed individuals to the 2022-2027 Capital Improvement Plan Committee.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

May 18, 2020

VIRTUAL MEETING

The Town Council meeting was held virtually.

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

CALL TO ORDER

Chairman Farrell called the Town Council special meeting to order and took a rollcall. Lisa Drabik also read the meeting guidelines into the record. This was followed by the Pledge of Allegiance led by Vice Chairman Green. This was followed by a moment of silence for all of those who serve us both here and abroad and for the first responders in Londonderry of the COVID-19 front lines and all of those who are vulnerable to the disease.

PUBLIC COMMENT

Chairman Farrell discussed the options for summer concerts and events. A few ideas have been passed along. A drive in theater type system. The idea was presented to them but it is Chairman Farrell's understanding that they weren't interested and it wouldn't work. Now they are looking to do something virtually for Concerts on the Common. With that, and other events, we have to look at what expenditures are going to be shared. Chairman Farrell asked Finance Director Justin Campo to look into it. Chairman Farrell also stated that Old Home Day will be looked at and the schedule will likely be altered.

Ryan Prudhomme, 33 Litchfield Rd, stated that he was calling in regarding the traffic issue in the north part of town. Litchfield and Stonehenge Rd. Prudhomme stated that there is too much traffic, signs don't work and he would like the industrial area and residential area to be separated. Chairman Farrell asked Chief Hart to look in up the amount of traffic is going through that area.

There was no other public comment.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

PUBLIC HEARING

There was no public hearing.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Town Manager Smith brought the Council up to speed regarding the first responder stipend and hazard pay. This is something the Governor recently did when the state received money from the CARES Act. First responders are going to be receiving stipends of \$300 per week through the program. It is up to the municipality on how they are going to administer the money to police and fire. Smith stated that the town plans to pay them out in one lump sum at the beginning of July. The Council took a roll call vote to move forward. Council votes 4-0-0.

Chairman Farrell Introduced Resolution #2020-06, a Resolution relative to the acceptance of funds under RSA 21-P:43. Presented by Finance Director Justin Campo presented. Campo stated that this is part of the CARES Act. Campo stated that by accepting this, it allows the town to offset some of the unanticipated expenses, not overtime, for public safety which is the town has had to incur. Finance Director Campo stated that the town will have to show reimbursement for what has been paid.

Chairman Farrell introduced the presentation of prior year management letter recommendations. Finance Direct Justin Campo presented. See attachment.

Chairman Farrell did a couple of recognitions. Chairman Farrell recognized Mary Far, town resident and Trimmers Inc., for all of their hard work in the Kent Allen Forest.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

APPROVAL OF MINUTES

Motion to approve the Town Council minutes from May 4, 2020 made by Vice Chairman Green and second by Councilor Dolan. Chair votes 4-0-0 in roll call.

Chairman Farrell introduced the resignation of Tony DeFrancesco from the Planning Board. Motion to accept Tony's resignation made by Vice Chairman Green and second by Councilor Dolan. Roll Call vote 4-0-0.

Chairman Farrell stated that the Council needs to appoint a member to the CIP Committee. Vice Chairman motioned to appoint Chairman Farrell as the representative to the CIP. Second by Councilor Dolan. Councilor Paul stated that she would like to see new people on new boards. Chair votes 2-1-0.

Members of the Council gave liaison updates. Chief O'Brien and Chief Hart also gave updates.

The Council Discussed upcoming Council dates for the summer.

ADJOURNMENT

Motion to adjourn made by Vice Chairman Green and seconded by Councilor Dolan. Chair votes 4-0-0 in roll call.

Notes and Tapes by: Kirby Brown

Date: 05/08/2020

Minutes Typed by: Kirby Brown

Date: 05/25/2020

Approved by: Town Council

Date: 06//2020

Londonderry Finance Department

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Date: Monday May 18, 2020
To: Town Council
From: Justin W. Campo, Finance Director
Subject: Prior Years Management Letter Recommendations

At the previous Town Council meeting on May 4th 2020, it was requested that the Finance department provide a narrative to the Town Council regarding the previous two years Management Letter recommendations from the Town's Auditors, Melanson Heath & Company PC. I have provided the narrative to the action the Town has taken in response to these recommendations below;

Audit of July 1, 2018 through June 30, 2019 (Fiscal Year 2019)

Prior Year Recommendations;

- 1) Prepare for GASB Statement 84
 - a. The Finance Department has reviewed the implementation Guide that was made available in June of 2019. We have discussed the situation with the Town's auditors, as well as internally to ensure that we are properly prepared for the GASB 84. The standard, however, has since been delayed by 12 months by the Governmental Accounting Standards Board.
- 2) Monitor Results with Revised Fund Balance Policy
 - a. The decision to revise the fund balance policy is a decision that is made by the Town Council, the Finance department is in favor of increasing what is included in the Town's calculation for Fund Balance reserve. This current Fiscal Year, which has included a delay in the State budget and a world-wide pandemic, has proven why it is so important to have a healthy balance for the Town's Fund balance. This world-wide pandemic of COVID-19 is having and will continue to have an extremely large impact on the local economy and the Town's financials, which is a reason and benefit to having an increase in what is included in the calculation for Fund Balance.

Current Year Recommendations;

- 3) Ensure Compliance with Uniform Guidance
 - a. The town has worked to enhance our procedures to ensure compliance with the Uniform Guidance. The town departments that this applies to are working

together to ensure compliance and are preparing enhanced policies and procedures for implementation.

- 4) Improve Year-end Cut-off Procedures
 - a. The Finance department has proceeded to apply General and Sewer Fund cut-off procedures to the other funds the Town has. This recommendation originated from the Finance department originally posting invoices from a capital project fund, when they were paid since the funding did not come from taxation. This has since been rectified and the Finance department has proceeded in accordance with the auditor's recommendation.
- 5) Improve Classification when Bills are issued
 - a. The Town is working with the software company to improve classifications of when bills are issued. The Motor Vehicle billings to rental car companies are recorded to cash, the software is currently unable to account for the taxes and fees the state imposes and post the billing as a receivable. The Town Clerk department and Finance department are working together to find a resolution to this issue.

Audit of July 1, 2017 through June 30, 2018 (Fiscal Year 2018)

Current Year Recommendations;

- 1) Prepare for GASB Statement 84 and 87
 - a. The Finance department reviewed the GASB standards and discussed implementation with the Auditors and internally. The implementation guide for GASB 84 would not be released until June of 2019. Since this recommendation, the implementation for GASB 84 has been delayed 12 months, while GASB 87 which had an effective date for reporting periods beginning after December 15, 2019, this standard has since been delayed by 18 months.
- 2) Consider Expanding the Chart of Accounts
 - a. The Finance department expanded the chart of accounts as recommended by the auditors before they finished the audit. It was not effective however until Fiscal Year 2019. The Capital Reserve funds are segregated between the Town and School District in the Town's chart of accounts. This was done to better accommodate the flow of information to the Town's Basic Financial Statements.
- 3) Maintain Ongoing Summary of Tax Appeal Liability
 - a. The finance department works with the assessing department to ensure that there is an ongoing summary of the potential tax appeal liability and regularly discuss the impact of this.
- 4) Monitor Results with Revised Fund Balance Policy
 - a. See Fiscal Year 2019 Prior year Recommendations #2.

Melanson Heath & Company PC presented the Town's financial statements and management letter at the Town Council meeting on January 7th, 2019 (Fiscal Year 2018) and February 3rd, 2020 (Fiscal Year 2019). Both of these meetings are available on demand to view through the Local Access Television website (www.lactv.com).

Thank you,



Justin W. Campo
Finance Director