

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

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

**Call to Order**

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

**PUBLIC COMMENT**

**Name:** Laura Gandia

**Address:** 3 Chamberlin Drive, Litchfield

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

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

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

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

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

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

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

**Name:** Ann Chiampa

**Address:** 28 Wedgewood Drive, Londonderry

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

**Name:** Chris Moore

**Address:** 5 Wesley Drive, Londonderry

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

**Name:** David Ellis

**Address:** 1 Wilshire Drive, Londonderry

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

**Name:** Kristen MacCulloch

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

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

**Name:** Mitch Feig

**Address:** 37 Wilshire Drive, Londonderry

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

**Name:** Mike Speltz

**Address:** 18 Sugarplum Lane

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

**Name:** Jane Keefe

**Address:** 76 Donald Drive, Auburn

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

**Name: Ray Breslin**

**Address:** 3 Gary Drive, Londonderry

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

**Name: Irene Macarelli**

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

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

**Name: Kate Von Pichl**

**Address:** 6 Quentin Drive, Londonderry

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

**Name: Kathryn Chervincky**

**Address:** 47 Forest St, Londonderry

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

**Name: Robert Longo**

**Address:** 42 Forest St, Londonderry

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

**Name: Ryan Kearny**

**Address:** 4 Haywood Rd, Londonderry

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

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

**Name:** Jonathan Esposito

**Address:** 5 Shelley Drive, Londonderry

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

**Name:** Amanda Longo

**Address:** 42 Forest St, Londonderry

Longo stated that she doesn't often come to meetings, even though she is a former employee. Longo stated she isn't too familiar with the usual protocol, and she's not trying to be rude, if she could ask, she understands during the meeting thoughts may come up. Longo stated that the perceived notion of the passing of notes between people at the tables, there is a lot of writing back and forth if that could stop. Chairman Farrell asked if someone was passing notes. Longo stated that the Town Manager and Assistant Town Manager are. Chairman Farrell stated that he is only in charge of the Council. Longo stated she understands but it gives the impression the Town Manager isn't listening to the public that is coming to speak today. Longo apologizes if the Council feels differently. Longo stated that she would like to speak for her former employee's. The moral at Town Hall is at an all-time low. The employees have attempted to speak to the issues within Town Hall and nothing has changed. Employees fear coming to work, they do not feel appreciated, nor do they feel like they matter. Longo stated that employee's have endured harassment, bullying 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.

**Name:** Laura Gandia

**Address:** 3 Chamberlin Drive, Litchfield

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

**Name:** Ryan Kearny

**Address:** 4 Haywood Rd, Londonderry

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

### **New Business**

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

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

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

Town Manager Malaguti presented a memo. See attached memo.

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

The Council entered non-public.

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

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



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

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

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

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

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

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

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

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

#### **Approval of Minutes**

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

#### **Board/Committee Interviews**

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

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

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

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

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

**Adjournment**

**Motion:** Vice Chairman Green

**Second:** Councilor Franz

Chair votes 5-0-0

Minutes taken by Kirby Brown on 1/23/2023

Minutes typed by Kirby Brown on 1/29/2023

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.

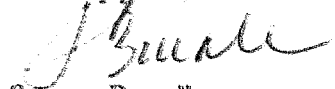
As an attorney myself, I appear before many other town boards, including both zoning and planning, and I find that Londonderry's ZBA is far better prepared and procedurally sound than many other towns. Londonderry is currently undergoing considerable land development and now if not the time to remove 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,

A handwritten signature in cursive script, appearing to read "S Brunelle".

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 11<sup>th</sup> hour. Laura would still arrive to work promptly the following morning. As recent as December 21<sup>st</sup>, 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.

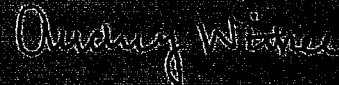
In general, and more so in today's market, it is difficult to find individuals as professional and dedicated as Laura. We recommend the Town Council consider Laura's importance for the proper operation of the Town's Planning Department.

Respectfully,

Jason Withee



Audrey Withee



321 Happa Hill Road  
Bradford, IN 46030



mailto:90@msn.com

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

To Whom it may concern,

I have known Assistant Planner Laura Gendron for many years as a business owner. I have had her assist me in getting assistance with forms and procedures. Navigating the quarders town of Londonderry. I have always been very helpful. Londonderry is lucky to employ such an individual.

Marc Fortin  
Ramp Road Construction  
1574 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](mailto:bobrimol@gmail.com); [marge@margebadois.com](mailto: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 Sundry Lee Terrace  
Londonderry, NH 03053  
603-432-4060

On Fri, Jul 7, 2017 at 4:22 PM, Keniston, Larry <[Larry.Keniston@dot.nh.gov](mailto: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.

# **Town Manager Reorganization Presentation**



Office of the Town Manager  
Michael J. Malaguti • Town Manager  
268B Mammoth Road, Londonderry, NH 03053  
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.<sup>1</sup> 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.

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<sup>1</sup> 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.<sup>2</sup> 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[.]"

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<sup>2</sup> 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**

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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**

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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**

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**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

# **Fire Department Presentation**

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# Londonderry Fire Department

## Feed Back



# Londonderry Fire Department Fees were last adjusted in 2008



LONDONDERRY FIRE DEPARTMENT  
280 Mammoth Road  
Londonderry, New Hampshire 03053  
[www.londonderryfire.org](http://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		24 HOURS
BRUSH	NO FEE	END OF CALENDAR YEAR
SEASONAL	NO FEE	
RE-INSPECTION FEES		
1&2 FAMILY	\$25.00	PER RE-INSPECTION
COMMERCIAL	\$195.00 MINIMUM	PER RE-INSPECTION
OIL BURNER EQUIP. OR OIL/DIESEL TANK		
1&2 FAMILY	\$50.00	ONE TIME FEE
COMMERCIAL	\$75.00	ONE TIME FEE
GAS BURNER EQUIP.		
1&2 FAMILY	\$30.00	ONE TIME FEE
COMMERCIAL	\$75.00	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 WHICHEVER IS GREATER	PAID WHEN PLANS ARE SUBMITTED



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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 WHICHEVER IS GREATER	PAID WHEN PLANS ARE SUBMITTED
SPRINKLER INSTALLATION	\$30.00	ONE TIME FEE
STANDPIPE SYSTEM	\$50.00	ONE TIME FEE
FIREWORKS	\$50.00	PER EVENT
CONSUMER(Over \$500.00 of product)	\$100.00	PER EVENT
DISPLAY	\$1000.00	ONE (1) YEAR
SALES	\$100.00	PER EVENT
FLAME EFFECTS	\$100.00	PER EVENT
PYROTECHNICS	\$100.00	PER EVENT
PLACE OF ASSEMBLY INSPECTION	\$25.00	ONE (1) YEAR
LESS THAN 100 PERSONS	\$75.00	ONE (1) YEAR
MORE THAN 100 PERSONS		
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	\$10.00	PER EVENT
COMMERCIAL	\$30.00	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	\$30.00	ONE TIME FEE
SITE ASSESSMENT	\$30.00	ONE TIME FEE
PHOTOGRAPHS		
ELECTRONIC		



DEPUTY CHIEFS  
FRED HEINRICH  
BO BUTLER

FIRE PREVENTION  
BRIAN JOHNSON

CHIEF OF DEPARTMENT  
EMERGENCY MANAGEMENT DIRECTOR  
DARREN M. O'BRIEN  
d.obrien@londonderry-nh.org

BATTALION CHIEFS  
JEREMY MAGUE  
PHILIP LEBLANC  
BRUCE HALLOWELL  
JEFFREY ANDERSON



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FOR ALL INSPECTIONS

PERMITS WILL NOT BE ISSUED WITHOUT  
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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	

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BRUCE HALLOWELL  
JEFFREY ANDERSON

PERMIT	FEE	TERM
FIRE ALARM PLANS REVIEW	\$1.00 PER DEVICE INCLUDING INITIATION DEVICES OR \$50.00 MINIMUM 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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**PERMIT**

**FIRE PUMP PLANS REVIEW** \$50.00

**CISTERN** \$250

**FIREWORKS**  
CONSUMER - Class C (Limit of 12 per year) NO FEE  
CLASS B DISPLAY \$1000.00  
SALES \$1000.00

**FLAME EFFECTS** \$100.00

**PYROTECHNICS** \$100.00

**PLACE OF ASSEMBLY INSPECTION**  
LESS THAN 100 PERSONS \$50.00  
100 PERSONS OR MORE \$100.00

**LIFE SAFETY COMPLIANCE INSPECTIONS**  
FAMILY DAY CARE 4 to 7 kids \$30.00  
GROUP DAY CARE 7 to 12 kids \$50.00  
DAY CARE CENTER over 12 kids \$75.00  
FOSTER CARE \$30.00  
RESIDENTIAL PLACEMENT \$30.00  
HEALTHCARE FACILITY \$150.00  
SCHOOL INSPECTION \$75.00

**TENT (400 sq. ft. or larger) or AIR SUPPORTED STRUCTURE**  
COMMERCIAL \$50.00

**SPECIAL AMUSEMENT** \$30.00

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dobrien@londonderrynh.org

**TERM**

ONE TIME FEE

PER TANK

ONE (1) DAY  
PER EVENT  
ONE (1) YEAR

PER EVENT

PER EVENT

ONE (1) YEAR  
ONE (1) YEAR

PER INSPECTION  
PER INSPECTION  
PER INSPECTION  
PER INSPECTION  
PER INSPECTION  
PER INSPECTION

PER EVENT

PER EVENT

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**OTHER FEES**

INCIDENT REPORTS  
INVESTIGATION REPORTS  
ENVIRONMENTAL  
SITE ASSESSMENT  
PHOTOGRAPHS  
ELECTRONIC

\$15.00  
\$30.00  
\$30.00  
\$30.00  
ONE TIME FEE  
ONE TIME FEE  
ONE TIME FEE  
ONE TIME FEE

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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



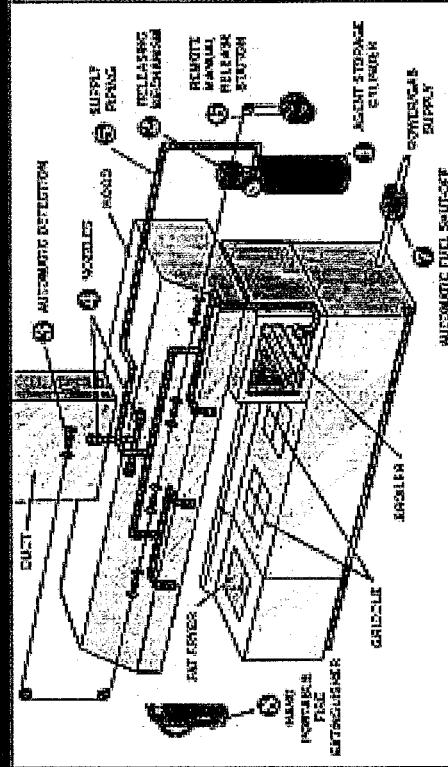
## Radio Box Monitoring Fees

- Radio Box Monitoring Fees
  - 1<sup>st</sup> Alarm - \$300-\$500 equipment annually
  - 1<sup>st</sup> 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



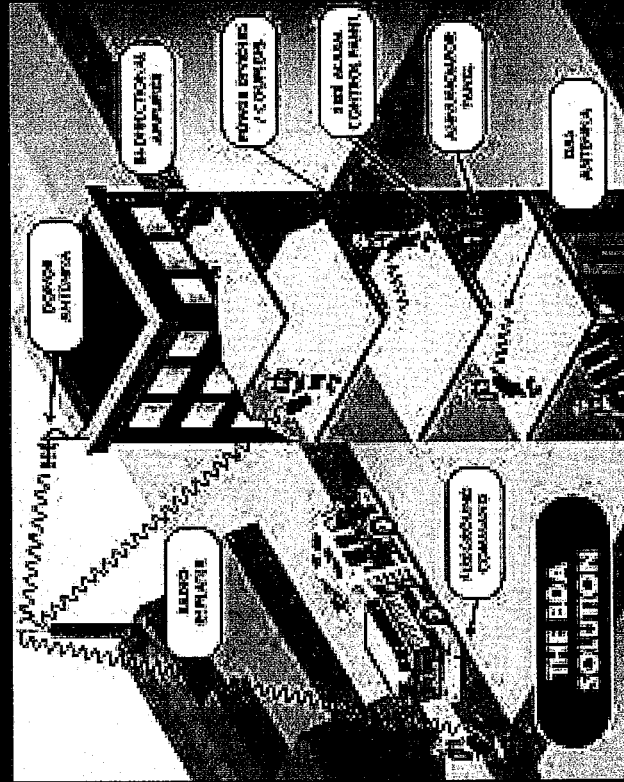
# New Fees

## Fire suppression System Plans Review





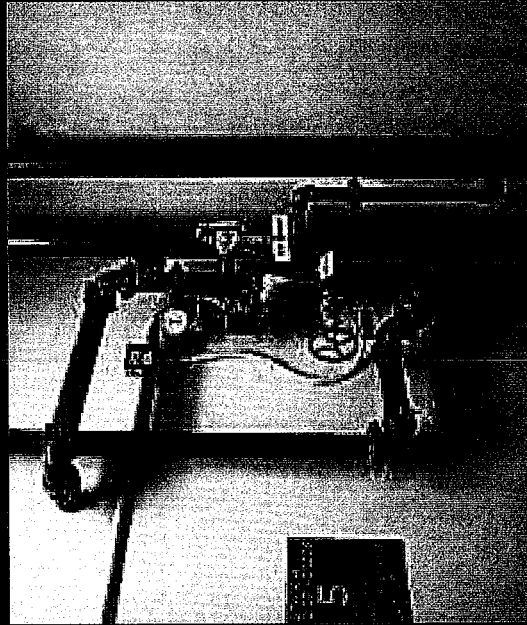
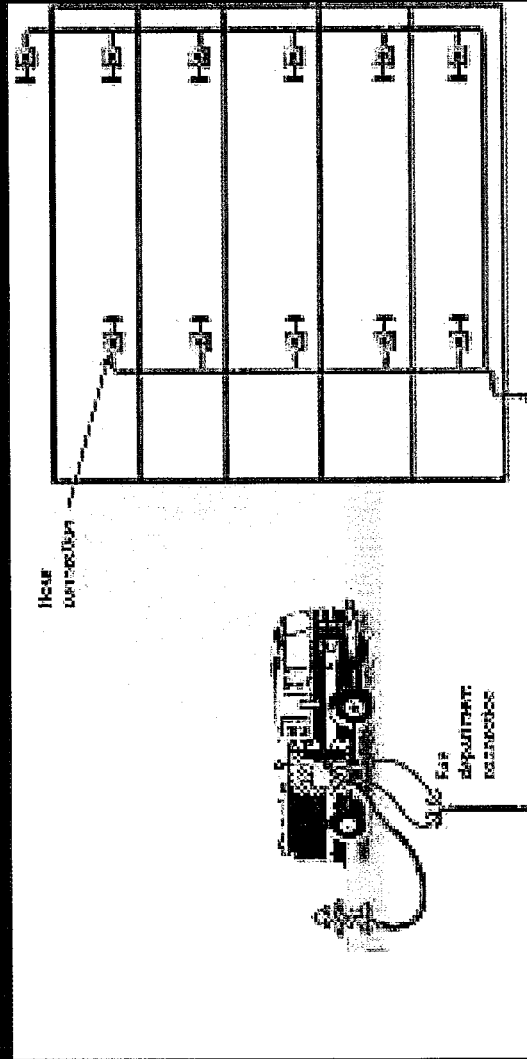
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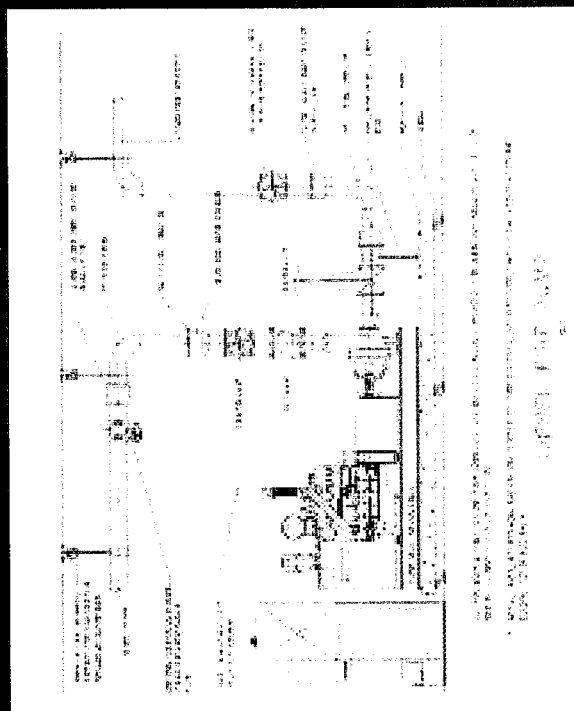




New Fees

Standpipe Systems

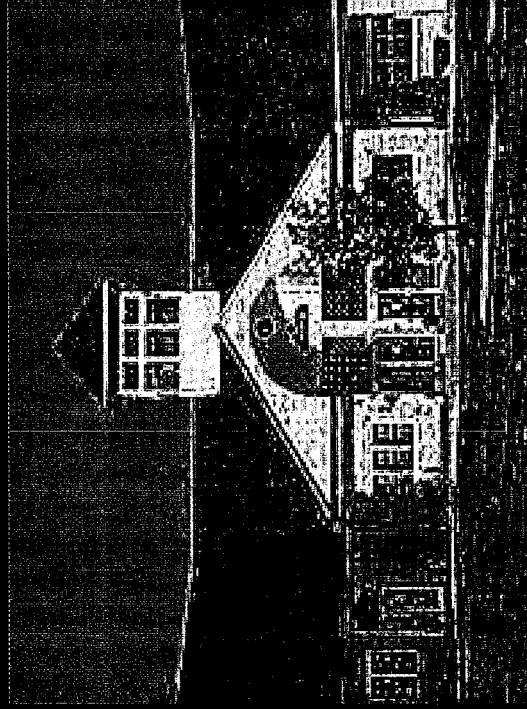






## New Fees

- Healthcare Facility Inspections
- School Inspection

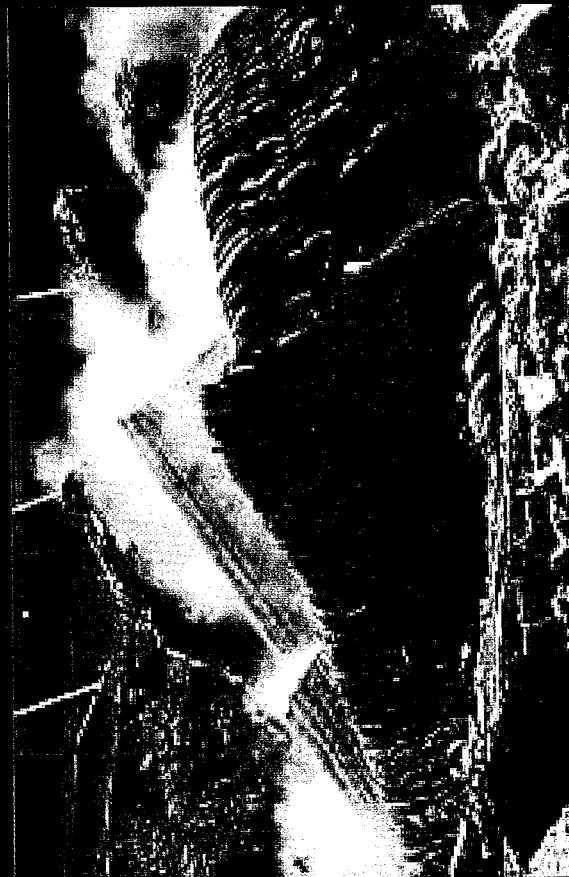


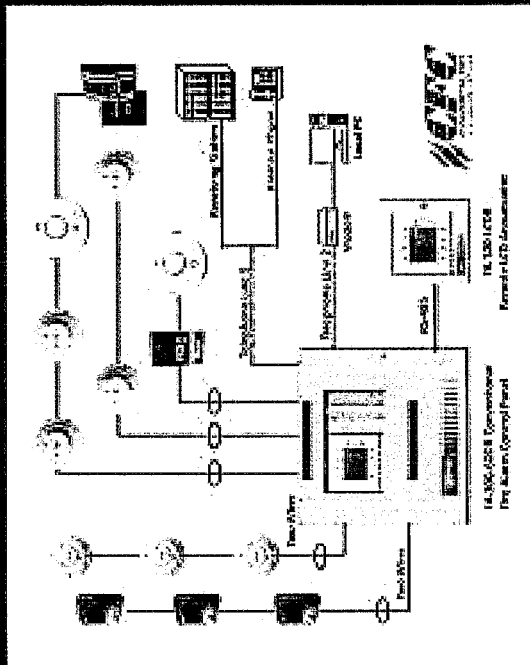
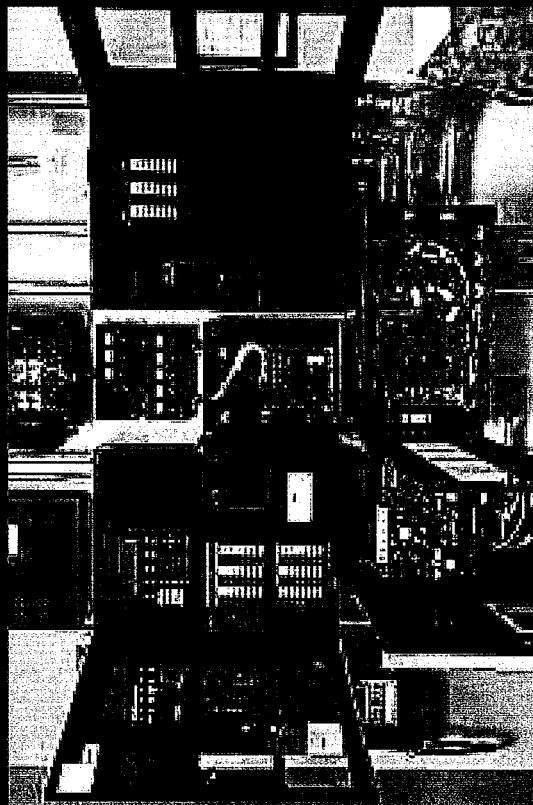




## Fee increases

• Blasting Permit (from annual to weekly)







Fee increases

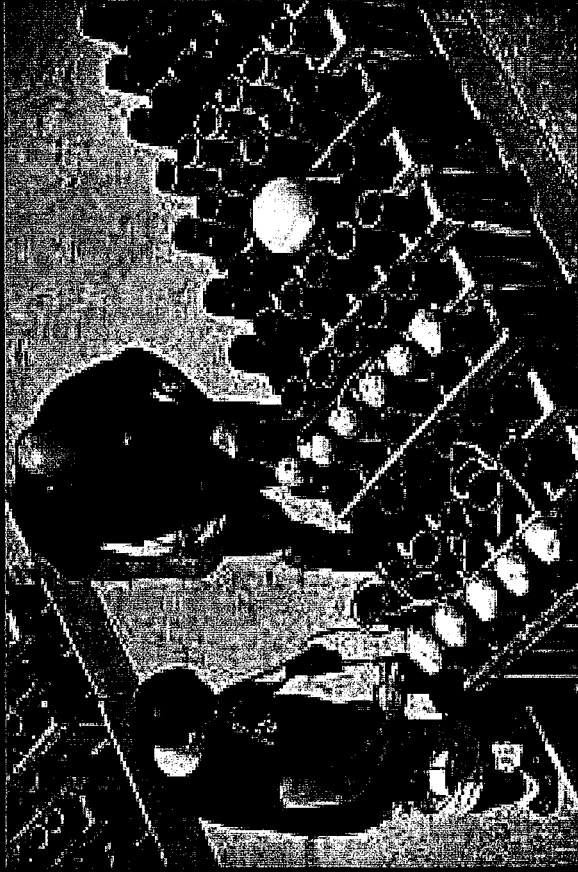
• Sprinkler system installation





## Fee increases

- Class 3 Fireworks Display (correct Two from 2008)





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



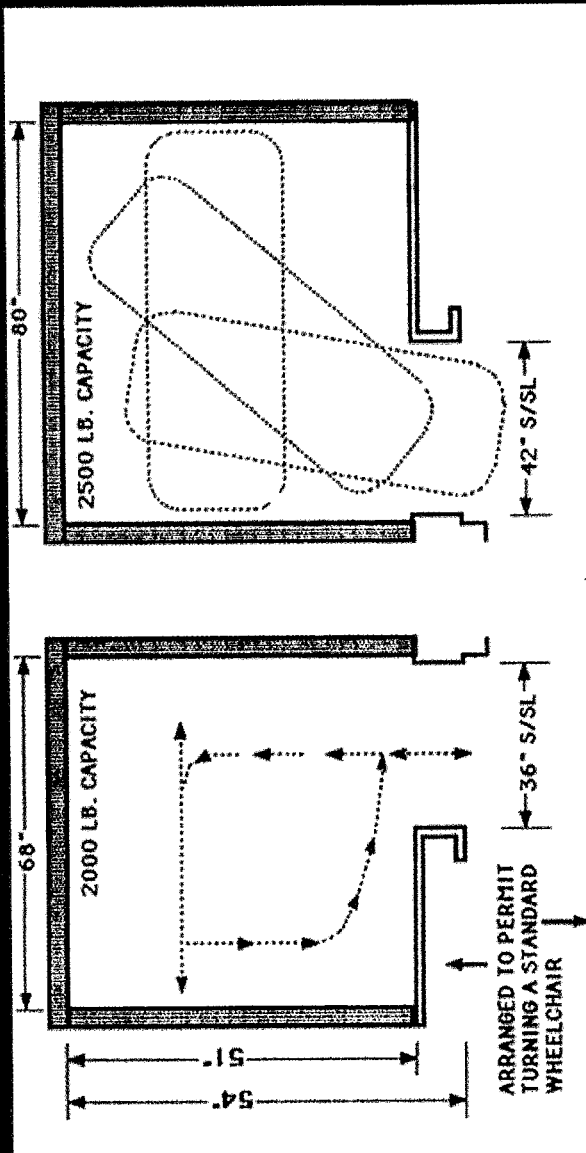
## Major Updates to the Regulations

- 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	10 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?