

Introduced: 02/23/04
Second Read/Public Hrg.: 03/08/04
Adopted: 03/08/04

ORDINANCE 2004-03
AN AMENDMENT TO THE MUNICIPAL CODE
Title V-Administrative Code, Chapter I-Legal Basis and Departmental
Organization, Section II - Municipal Departments

WHEREAS the Charter of the Town of Londonderry was formally adopted at the Annual Town Meeting held on March 12, 1996; and,

WHEREAS said Charter became effective as of July 1, 1996; and,

WHEREAS Section 4.9, subsection B of said Charter provides that the Town Council is authorized to amend the Administrative Code to create, consolidate or abolish departments or agencies and define or alter their function and duties; and,

WHEREAS the needs of the municipal organization would be served more efficiently by reorganizing several departments, and,

WHEREAS an opportunity exists to promote maximum utilization of resources currently provided by the taxpayers by reorganizing the Administrative Services Department, Financial Services Department, Planning and Economic Development Department, and other position changes, thereby enhancing the services to the taxpayers and enhancing employee efficiencies,

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title V - Administrative Code, Chapter I - Legal Basis and Departmental Organization, Section II Municipal Departments, is amended as hereto attached.

Tom Dolan - Chairman
Town Council

Meg Seymour
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
03/08/04

CHAPTER I - LEGAL BASIS AND DEPARTMENTAL ORGANIZATION

SECTION I LEGAL BASIS

- A. This Administrative Code is established in accordance with the provisions of the Londonderry Town Charter.

SECTION II ADMINISTRATIVE DEPARTMENTS

- A. A department shall be a legal subdivision of the Town government usually performing a variety of inter-related functions with multiple staff positions.
- B. A departmental division shall have a single primary function.
- C. The administrative services of the Town shall consist of the following groups, and departments. Groups and departments may be divided into divisions or bureaus as provided herein or as provided by the Town Charter.

<u>Group/.Department/Division</u>	<u>Department/Division Head</u>
1. Administration	Town Manager
2. Administrative Community Services Group	Admin. Service Director <i>Town Manager</i>
a. Divisions:	
Welfare	Admin. Svcs. Director
Cable	Cable Coordinator
Recreation	Recreation Director
Library	Librarian (Board of Trustees)
Family Mediation	Fam.Med. Coordinator
<i>Senior Affairs</i>	<i>Senior Affairs Coordinator</i>
3. Financial Services Group <i>Finance & Administration Group</i>	Finance Director <i>Asst. Town Manager, Finance & Admin.</i>
a. Divisions:	
MIS	MIS Director
Finance	Finance Director <i>Asst. Twn. Mgr./Fin. & Adm</i>
Town Clk/Tax Collector	Town Clerk/Tax Collector
Assessing	Assessor
Treasury	Treasurer
<i>General Assistance</i>	<i>Asst. Twn. Mgr./Fin. & Adm</i>
<i>Human Resources</i>	<i>Asst. Twn. Mgr./Fin. & Adm</i>

CHAPTER I - LEGAL BASIS AND DEPARTMENTAL ORGANIZATION (Cont'd)

SECTION II ADMINISTRATIVE DEPARTMENTS (Cont'd)

C. The administrative services of the Town shall consist of the following groups and departments: (Cont'd)

	<u>Group/Department/Division</u>	<u>Department Head</u>
4.	Building/Health/Zoning	Building Inspector
5.	Planning/Economic Development	Planning/Econ.Dev. Director
a.	Divisions: Planning Economic Development <i>Conservation Land Mgt</i> <i>GIS</i>	
6.	Public Works Department	Public Works Director
a.	Divisions: Solid Waste/Recycling Sewer/Water Engineering Highway/Bridges	Solid Waste Coordinator Sewer Supt'd Town Engineer Highway Foreman
7.	Fire & Rescue Department	Fire Chief
a.	Divisions: Code Enforcement Emergency Medical Svcs. Operations Public Education	
8.	Police Department	Police Chief
a.	Divisions: Operations Division Support Services Division	

CHAPTER I - LEGAL BASIS AND DEPARTMENTAL ORGANIZATION (Cont'd)

SECTION III POWERS AND DUTIES OF DEPARTMENT HEADS

- A. Each department head shall be responsible for the efficient operation of their department. They shall perform all the duties and exercise all the powers conferred upon their office by applicable laws, ordinances and resolutions.
- B. Department heads may prescribe departmental rules and regulations not inconsistent with general law, the Town Charter, this Administration Code, and the provisions of the Personnel Policy for the administration of their various departments, conduct of their employees, and the proper performance of the department's business.
- C. Department heads, with the approval of the Manager and by Council amendment to the Administrative Code, may establish such departmental divisions, bureaus or other sub-units as may be deemed desirable in the interest of economy and efficiency and in accordance with sound administrative principals and practices.
- D. Each department head shall be responsible for maintaining the operation of their department on a close and friendly basis of cooperation with all other departments and with the public.
- E. Each department head shall be responsible for satisfactory maintenance and care of all Town property and buildings assigned to their department.
- F. Each department head shall be responsible for preparing and submitting both routine and special reports on the operation of their department to the Manager, Town Council, or to any State or Federal Agency as required.
- G. At such time as may be requested by the Manager, each department head shall submit an itemized estimate of the expenditures for the next fiscal year for their department for use in preparation of the proposed budget for said year, including planned expenditures for Capital Improvements.
- H. Each department head shall be responsible for following the provisions of this Administrative Code and Town Policy in establishing a purchasing and control system with respect to purchases and contracts for his/her department.
- I. Each department head shall be responsible for management of divisional functions within that department.

CHAPTER I - LEGAL BASIS AND DEPARTMENTAL ORGANIZATION (Cont'd)

SECTION IV SELECTION, QUALIFICATION, COMPENSATION AND TERMS OF OFFICE OF DEPARTMENT HEADS AND OTHER PERSONNEL

- A. All department heads shall be appointed as provided by the Londonderry Town Charter for indefinite terms on the basis of merit and fitness to perform their duties and may be removed by the Manager as provided for by the Londonderry Town Charter, State Law and the Personnel Policy.
- B. The compensation of all department heads and non represented personnel shall be fixed in accordance with the Personnel Policy.

SECTION V DEPARTMENT STAFFS

- A. Department Heads may establish subordinate positions, make appointments and removals as necessary, within the limitations of the appropriations provided and subject to the provisions of the Town Charter, the Personnel Policy and approval of the Manager.
- B. All employees shall be under the supervision of their respective department heads, and all employees in the Town's service shall be compensated in accordance with the Personnel Policy and/or the appropriate collective bargaining unit agreement.

CHAPTER II - MUNICIPAL DEPARTMENTS

SECTION I ADMINISTRATION

A. Town Manager Responsibilities

1. The Manager shall be the administrative head of the Town, and shall perform all the duties and have all the responsibilities prescribed by the Londonderry Town Charter, and all Orders, Ordinances and Resolutions.
2. The Manager shall supervise all department heads and Administrative Departments as established by this Code, and shall have the power to suspend and discipline and perform or delegate the duties and responsibilities of such department heads.
3. The Manager may prescribe such rules and regulations not inconsistent with the Town Charter and Town Ordinances as he or she may deem necessary for the conduct of the various departments, and he or she may investigate and inquire into the affairs of any department at any time.
4. The Town Manager, or such person appointed by the Town Manager as Personnel Director, shall perform all personnel functions as described in the Town Charter, Town Ordinances and the Personnel Policy.
5. The Town Manager shall, annually, make a "State of the Town Address" at the Annual Town Meeting.

The following has been moved to the Finance and Administration Group:

- A. Administrative Services Group - The Administrative Services Group shall be under the supervision of the Administrative Services Director who is appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
 1. Welfare Division - The Administrative Services Director shall be responsible for the Welfare Division and for such other clerical staff as may be appointed in accordance with Chapter I, Section V.A - Department Staffs. The Welfare Division shall perform the following functions:
 - a. Plan, budget, report and control the Town's Welfare Program.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION I ADMINISTRATION (Cont'd)

The following has been moved to the Finance and Administration Group:

A. Administrative Services Group (Cont'd)

1. Welfare Division (Cont'd)

- b. Investigate all requests for relief and authorize such relief aid as may be deemed necessary.
- c. Exercise all powers and perform all duties conferred or imposed by law on overseers of the poor.
- d. Keep full and accurate records of persons fully supported, the persons relieved and partially supported, and the travelers and vagrants lodged at the expense of the Town, together with the amount paid to them for such support and relief, and make such reports to the State Board of Public Welfare as required by law.
- e. Serve on the Ambulance Hardship Committee
- f. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION II COMMUNITY SERVICES GROUP

- A.** Administrative Services *Community Services* Group - The Administrative Services *Community Services* Group shall be under the supervision of the Administrative Services Director *Town Manager*, who is appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
- B.** ~~_____~~ **2. B.** The Town Manager shall manage the functions of the following divisions:
1. **Recreation Division** - The Recreation Division is under the supervision of the **Recreation Director** appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff in accordance with Chapter I, Section V.A - Department Staffs. The Recreation Director shall perform the following functions:
 - a. Develop a general recreational program for the Town.
 - b. Coordinate and oversee all the recreational activities on Town parks, playgrounds, swimming pools, beaches, tennis courts, ski areas and all other recreational facilities, including buildings.
 - c. Prepare and maintain all records pertaining to the Recreation Department
 - d. Coordinate and cooperate with private groups as well as with public officials in the development and promotion of recreational activities in the Town.
 - e. Cooperate and coordinate with the School Superintendent and Highway Department to develop, maintain, and care for all municipal and recreational buildings, parks, playgrounds, athletic fields and other recreational areas and all other departments of the Town.
 - f. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~**SECTION I - ADMINISTRATION (Cont'd)**~~

~~**B. - Administrative Services Group (Cont'd)**~~

SECTION II COMMUNITY SERVICES GROUP

B. The Town Manager shall manage the functions of the following divisions: (Cont'd)

3. 2. **Library Division** - The Library Division shall consist of the **Librarian** and professional and clerical staff, and shall consist of the subdivisions of Cataloging, Reference, Circulation, Young People and Children. The Librarian and other Library staff shall be nominated and approved by the **Library Trustees** and shall perform the following functions:
- a. Select and procure books, magazines, periodicals and other materials for use by residents.
 - b. Catalog, classify and circulate for home use all such material.
 - c. Provide a reference service for answering requests for specific information.
 - d. Promote the availability of the library material to stimulate a wider general interest in its use.
 - e. Promote special reading services for children and young people to aid in the development of desirable reading habits.
 - f. Prepare and maintain all records pertaining to the Library Department.
 - g. Coordinate with School District for provision of Library Services.
 - h. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~**SECTION I - ADMINISTRATION (Cont'd)**~~

~~**B. - Administrative Services Group (Cont'd)**~~

SECTION II COMMUNITY SERVICES GROUP

- B.** The Town Manager shall manage the functions of the following divisions: (Cont'd)
3. 4. **Cable Division** - The Cable Division shall be under the supervision of the **Cable Coordinator** who is appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Cable Coordinator shall perform the following functions:
- a. Oversee all cable related services and relevant technologies for the Town, including contract compliance issues and resolution of subscriber complaints
 - b. Manage the Londonderry Access Center (LAC) to maximize the community's ability to produce PEG access programming. This includes assuring that all users are properly supervised and trained and that policies for use are up to date and applied uniformly.
 - c. Provide for the maintenance of the institutional network (I-Loop) and coordinate its usage to ensure compatible endeavors.
 - d. Prepare reports as required to keep the Town Manager apprised of emerging technologies
 - e. Work cooperatively with the Town Departments, School District, OVS (Other Video Services), the Town's other agencies and cable provider(s) to ensure the optimum use of available communications resources.
 - f. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~**SECTION I — ADMINISTRATION (Cont'd)**~~

~~**B. — Administrative Services Group (Cont'd)**~~

SECTION II COMMUNITY SERVICES GROUP

4. *Senior Affairs Division - The Division shall be under the supervision of the Senior Affairs Coordinator who is appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Senior Affairs Coordinator shall perform the following functions:*
 1. *Develop, plan and implement programs and services for the Community's elder population.*
 2. *Manage the Mayflower Grange to maximize the use of the facility as a community resource.*
 3. *Identify services provided by others which would be of assistance to the Town's elder population.*
 4. *Prepare Reports as required to keep the Town Manager apprized of emerging elder services*
 5. *Perform all other related functions as required.*

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~**SECTION II - FINANCIAL SERVICES**~~ ***FINANCE AND ADMINISTRATION*** GROUP
SECTION III

- A. The ~~Financial Services~~ ***FINANCE AND ADMINISTRATION*** Group shall be headed by a ~~Finance Director~~, ***an Asst. Town Manager/Finance and Administration*** in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff in accordance with Chapter I, Section V.A - Department Staffs.
- B. The ~~Director~~ ***Asst. Town Manager/Finance and Administration*** shall manage the functions of the following divisions:
1. **Finance Division:** The Finance Division shall be managed by ~~the a Finance Director~~, ***Asst. Town Manager/Finance and Administration*** in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff in accordance with Chapter I, Section V.A-Department Staffs. The ~~Finance Director~~ ***Asst. Town Manager/Finance and Administration*** shall perform the following duties:
 - a. Pre-audit all receipts and process all authorized claims against the Town before authorizing payment thereof.
 - b. Post-audit all receipts and disbursements.
 - c. Maintain the general financial accounts of the Town and exercise accounting control.
 - d. Prepare financial reports as required by the Manager and Town Council
 - e. Negotiate, upon the authorization of the Manager and Town Council, all loans of whatever term.
 - f. Maintain custody of all insurance policies of the Town.
 - g. Supervise and control the operation of all financial data processing functions and its records.
 - h. Maintain all Town employees earnings records, including records of all deductions from earnings for retirement, social security, medical/health coverages, savings plans, and any other related materials, and maintain all Town employees payroll action forms, vacation and sick leave records.
 - i. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~**SECTION II - FINANCIAL SERVICES**~~ ***FINANCE AND ADMINISTRATION*** (Cont'd)
SECTION III

- B. ~~The Financial Services Director~~ ***Asst. Town Manager/Finance and Administration*** shall manage..... (Cont'd)
2. **Assessing Division** - The Assessing Division shall consist of an **Assessor** appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Assessor shall perform the following functions:
- a. Carry out all the duties relative to taking the inventory and the appraisal of property for taxation, and in regard to the assessment and abatement of taxes and issuing warrants for the collection of taxes, as are now or may hereafter be required by law of Assessors of Towns.
 - b. Prepare all assessment and tax rolls and tax notices as required by law.
 - c. Check all property transfers and maintain all property records.
 - d. Prepare and maintain all assessment record cards, filing systems, and all other records of the department.
 - e. Make regular and frequent checks of the Town to assure all taxable property is being accurately reported.
 - f. Prepare and maintain all tax maps.
 - g. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~SECTION II~~ ~~FINANCIAL SERVICES~~ *FINANCE AND ADMINISTRATION* (Cont'd)
SECTION III

B. The ~~Financial Services Director~~ *Asst. Town Manager/Finance and Administration* shall manage..... (Cont'd)

- ~~2.~~ **3. Town Clerk/Tax Collector** - The Town Clerk/Tax Collector is an elected position pursuant to the Laws of the State of NH, bonded as required by Statue and shall include such clerical staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Town Clerk/Tax Collector shall perform the following functions:
- a. Serve as Keeper of the Records of the Town Council and maintain the records of all proceedings of the Town Council and other Boards and Committees as required by State Law.
 - b. Arrange for all elections and maintain all election records, and have custody of all property used in connection therewith.
 - c. Obtain and maintain all statistics on births, marriages and deaths as required by law.
 - d. Notify the Manager, at least thirty (30) days prior thereto of the expiration of terms of all members of boards or commissions.
 - e. File and preserve, as required by State and Federal Law, all contracts, bonds, oaths of office and other documents.
 - f. Issue licenses and permits and collect all fees, as required by statute and ordinance unless otherwise provided, and deposit these collections through the Treasurer.
 - g. Be custodian of the Official Town Seal.
 - h. Keep on file the official copy of the Town Charter, all Ordinances of the Town and maintain a record of all corrections and amendments.
 - i. Perform all duties and exercise all powers incumbent upon or vested in Town Clerks by the laws of the State of New Hampshire.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~SECTION II - FINANCIAL SERVICES~~ **FINANCE AND ADMINISTRATION** (Cont'd)
SECTION III

- B. The ~~Financial Services Director~~ **Asst. Town Manager/Finance and Administration** shall manage..... (Cont'd)
- ~~3.~~ **4. Town Clerk/Tax Collector**
- j. Perform all Tax Collection responsibilities as vested in Tax Collectors by the laws of the State of New Hampshire and as outlined below:
 - 1. Mail all tax notices
 - 2. Collect all taxes due the Town
 - 4. Maintain proper records pertaining to collection functions.
 - 5. Turn over daily to the Treasurer a record and account for all monies on the date received.
 - 5. Collect permit fees for the registration of motor vehicles, required to be paid under the provisions of New Hampshire Revised Statutes Annotated, 1955, Chapter 260, Section 27, and amendments thereto.
 - 6. Perform all other related functions as required.
5. **Treasury - The Town Treasurer** shall be elected pursuant to the Laws of the State of New Hampshire and bonded as required by Section 20 thereof. The Town Treasurer shall perform the following functions
- a. Maintain custody of all Town funds, including the recording of the deposit and withdrawal thereof, as required by ordinance and general law.
 - b. Carry out the duties as specified by the New Hampshire Revised Statutes Annotated, 1955, Chapter 33, and amendments thereto, relative to Town bonds, notes and records thereof.
 - c. Sign all checks, drafts, notes and bonds for the Town.
 - d. Record the deposit of all monies daily in the depositories designated by the Town Council.
 - e. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~SECTION II~~ ~~FINANCIAL SERVICES~~ *FINANCE AND ADMINISTRATION* (Cont'd)
SECTION III

- B. The ~~Financial Services Director~~ *Asst. Town Manager/Finance and Administration* shall manage..... (Cont'd)
6. ~~Welfare~~ *General Assistance Division* shall be under the supervision of the ~~Administrative Services Director~~ *Asst. Town Manager/Finance and Administration* who is appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The ~~Welfare~~ *General Assistance* Division shall perform the following functions:
- a. Plan, budget report and control the Town's Welfare Program
 - b. Investigate all requests for relief and authorize such relief aid as may be deemed necessary.
 - c. Exercise all powers and perform all duties conferred or imposed by law on overseers of the poor.
 - d. Keep full and accurate records of persons fully supported, the persons relieved and partially supported, and the travelers and vagrants lodged at the expense of the Town, together with the amount paid to them for such support and relief, and make such reports to the State Board of Public Welfare as required by law.
 - e. Serve on the Ambulance Hardship Committee
 - f. Perform all other related functions as required.
7. *Human Resources Division -The Human Resources Division shall consist of an Asst. Town Manager/Finance and Administration appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Director shall perform the following functions:*
- a. *New employee orientation*
 - b. *Assistance with collecting data and preparing for collective bargaining negotiations*
 - c. *Management of workplace*
 - d. *Behavior issues, including absenteeism, harassment, substance abuse.*
 - e. *Compliance with state and federal workplace and employment rules and regulations.*
 - f. *Assistance with processing grievances.*

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

~~SECTION II - FINANCIAL SERVICES~~ ***FINANCE AND ADMINISTRATION*** (Cont'd)

SECTION III

B. ~~The Financial Services Director~~ ***Asst. Town Manager/Finance and Administration*** shall manage..... (Cont'd)

7. Human Resources Division (Cont'd)

g. Management of individual personnel records, including:

- 1. Wages and Benefits***
- 2. Personnel Evaluations***
- 3. Personnel Actions***
- 4. Required Testing and Certifications***
- 5. Assistance with employee separation issues***
- 6. Administer recruitment process***
- 7. Assist with meeting mission critical training needs.***
- 8. Meeting safety and security compliance issues.***

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION III ~~IV~~ BUILDING/HEALTH/ZONING

- A. The **Building/Zoning/Health Department** shall be headed by a Building Inspector, who shall also serve as Health Officer and Zoning Enforcement Officer, appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs. The Building Inspector shall perform the following duties:
- a. Investigate all complaints relating to nuisances that may be brought to his/her attention. He/she shall serve all notices and orders as necessary, and shall enforce all rules and regulations affecting the health and safety of the public.
 - b. Investigate and render assistance in reference to private water supply and septic tanks.
 - c. Investigate all communicable diseases.
 - d. Investigate all sanitary hazards and enforce sanitary laws.
 - e. Issue building permits and inspect construction for compliance with Federal and local building laws and codes and the zoning regulations
 - f. Prepare and maintain records of all permits issued.
 - g. Prepare and maintain all necessary records required by laws of the State of New Hampshire and the Town Ordinances.
 - h. Perform all research work which might be assigned by the Manager, Town Council, Planning Board or the Zoning Board of Adjustment.
 - i. Enforce the Zoning Regulations
 - j. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION ~~IV~~ V PLANNING/ECONOMIC DEVELOPMENT DEPARTMENT

- A. The **Planning/Economic Development Department** shall consist of a Planning/Economic Development Director appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
- B. The Planning/Economic Development Director shall perform the following functions for the **Planning Division**:
 - 1. Act in the capacity of advisor to the Planning Board.
 - 2. Investigate, study, report and recommend on all matters relating to land use, zoning, traffic, parking, highways, public facilities, population, community development, subdivisions, parks, playgrounds and other related phases of Town planning.
 - 3. Revise the Zoning Map as changes are made thereto by Town Ordinance.
 - 4. Perform all research work which might be assigned by the Manager, Town Council, or Planning Board.
 - 5. Develop and implement the various elements of the Master Plan and Capital Improvements Plan being used as guides for the development of the Town.
 - 6. Investigate, study and report on all matters relating to the construction of municipal structures.
 - 7. Research, review and prepare Zoning Ordinance changes for review by the Planning Board.
 - 8. Liaison with appropriate state and regional planning entities.
 - 9. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION ~~IV~~ V PLANNING/ECONOMIC DEVELOPMENT DEPARTMENT (Cont'd)

- C. The Planning/Economic Development Director shall perform the following functions for the **Economic Development Division**:
1. Act in the capacity of advisor to the Economic Development Committee and coordinate with the Londonderry Housing and Redevelopment Authority and other regional economic development organizations.
 2. Work to broaden Londonderry's economic base and achieve economic stability through steady growth and quality development, while providing a positive local business climate for innovative, progressive companies.
 3. Provide assistance to new and/or relocating companies
 4. Assist existing businesses in their expansion efforts.
 5. Perform all other related functions as required.
- D. The Planning/Economic Development Director shall perform the following functions for the Land Conservation Management Division:*
- 1. Responsible for overall conservation land management*
 - 2. Meeting with interested landowners*
 - 3. Maintaining record files on properties, site visits to insure compliance with terms of easements and deeds*
 - 4. Prepare Baseline Documentation on each property*
 - 5. Assist legal counsel and Conservation Commission with securing easements and deeds on conservation properties.*
 - 6. Perform other related functions as required.*
- E. The Planning/Economic Development Director shall perform the following functions for the GIS Division:*
- 1. Responsible for implementation, programming and management of the Geographical Information System*
 - 2. Develop information and reports to assist other town departments, school district, boards and commissions*
 - 3. Perform other related functions as required.*

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION ~~V~~ VI PUBLIC WORKS DEPARTMENT

- A. The **Department of Public Works**, under the supervision of the Public Works Director, appointed in accordance with Chapter I, Section IV.A and shall consist of the divisions of Highways and Bridges; Sewers and Sewage Disposal; Solid Waste Recycling and Disposal, and Engineering. Each division shall consist of such supervisory, technical, clerical and engineering staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
- B. The division of **Highways and Bridges**, under the supervision of the Director, shall perform the following functions:
1. Construct, maintain and repair all roads, streets, bridges and sidewalks, except where specific projects may be let to contractors.
 2. Remove snow and distribute salt and sand on all highways, streets, bridges, sidewalks and other public ways.
 3. Plant, maintain and remove trees and brush on or affecting Town property, either by Town forces or contractual services.
 4. Prepare and maintain all necessary records pertaining to the highways and bridges division.
 5. Install, maintain and repair all street-name signs, traffic control devices and warning signs in the Town.
 6. Paint, when necessary, all parking, crosswalk, street division and direction lines on the Town's streets, except where specific projects may be let to contractors.
 7. Prepare and maintain all necessary records pertaining to street painting and sign placement.
 8. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION ~~V~~ VI PUBLIC WORKS DEPARTMENT (Cont'd)

- C. The division of **Sewers and Sewage Disposal** is under the supervision of the Sewer Superintendent, and who shall report to the Public Works Director, shall perform the following functions:
1. Review, approve and inspect public and new private sewer construction proposals.
 2. Plan, design and build the municipal sewer infrastructure.
 3. Repair, maintain and operate the Town's sewer system in accordance with the Sewer Ordinance, State and Federal regulations and intermunicipal agreement, except where specific projects may be let to contractors.
 4. Prepare and maintain all necessary records, drawings, and permits required by State and Federal regulations pertaining to the sewer and sewage disposal facilities.
 5. Administer and enforce the town's Industrial Pretreatment Program in accordance with the Town's National Permit requirements of the Department of Environmental Services. (NPDES)
 6. Apply for State/Federal Grants and Loans
 7. Administer the Sewer billing program
 8. Perform all other related functions as required.
- D. The division of **Solid Waste Recycling/Disposal**, under the supervision of the Solid Waste/Recycling Coordinator, and who reports to the Public Works Director, shall perform the following functions:
1. Coordinate the collection and removal of all refuse and recyclables, including organizing a bi-annual Household Hazardous Waste Collection Day
 2. Prepare and maintain all necessary records pertaining to the refuse/recycling collection, marketing and disposal division.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION ~~V~~ VI PUBLIC WORKS DEPARTMENT (Cont'd)

- D. The division of **Solid Waste Recycling/Disposal** (Cont'd)
3. Develop, maintain and care for the Municipal Recycling Drop Off Center and (Do-It-Yourself) DIY Used Oil Collection facility.
 4. Maintain and promote the Master Recyclers' Training and Program
 5. Manage, maintain and supervise renewal of Town contracts for collection of refuse and recyclables.
 6. Apply for Federal/State grants
 7. Promote recycling and the solid waste program through education in the schools and businesses
 8. Perform all other related functions as required.
- E. The division of **Engineering** is under the supervision of the Town Engineer, who shall report to the Public Works Director, shall perform the following functions:
1. Investigate, study, report and recommend on all matters relating to land use, zoning, traffic, parking, highways, public facilities, population, community development, subdivisions, parks, playgrounds and other related phases of Town planning.
 2. Review all subdivision/site plans as presented and make recommendations as required to developers and the Planning Board.
 3. Conduct final inspections on subdivisions, including utilities and signs installations, drainage swales, sidewalks and driveways.
 4. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION VII FIRE AND RESCUE DEPARTMENT

- A. The **Fire and Rescue Department** shall be under the supervision of a Fire Chief appointed in accordance with Chapter I, Section IV.A and shall consist of such other professionals and staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
- B. The **Fire and Rescue Department** shall perform the following functions:
1. Extinguish fires.
 2. Provide rescue services
 3. Provide emergency medical services
 4. Enforce all applicable State laws, administrative rules, and State and local codes.
 5. Hazardous materials incident mitigation.
 6. Prepare and maintain all records as required.
 7. Issue required permits.
 8. Plan and carry out a training program of instruction for all regular and call personnel.
 9. Cooperate with surrounding communities through mutual aid agreements
 10. Provide public education in fire safety and related subjects.
 13. Perform all other related functions as required.

CHAPTER II - MUNICIPAL DEPARTMENTS (Cont'd)

SECTION VIII POLICE DEPARTMENT

- A. The **Police Department**, under the supervision of the Chief of Police, appointed in accordance with Chapter I, Section IV.A who shall exercise the power conferred upon Police Chiefs by the Laws of the State of New Hampshire, and which department shall consist of such officers and staff appointed in accordance with Chapter I, Section V.A - Department Staffs.
- B. The Police Department shall perform the following functions:
1. Enforce the laws and ordinances of the State of New Hampshire and the Town of Londonderry.
 2. Investigate crimes and maintain peace and order.
 3. Protect lives and property
 4. Prosecute all violations of the law within its jurisdiction.
 5. Promote public awareness and education in alcohol, drug abuse, crime prevention, domestic violence prevention and other areas of public concern.
 6. Prepare and maintain all necessary records pertaining to the Police Department.
 7. Enforce the licensing laws and other statutes, ordinances and regulations pertaining to domestic animals.
 8. Perform all other related functions as required.

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS

SECTION I GENERAL AUTHORITY

- A. The following Boards, Committees, and Commissions are established by Statute, whose members are elected positions pursuant to State Statute:
1. Historic District Commission RSA 673:4
 2. Supervisors of the Checklist
 3. Trustees of the Trust Fund
- B. The following Boards, Committees, and Commissions are established by the Londonderry Town Charter, whose members are elected pursuant to the Town Charter:
- Advisory Budget Committee
- C. The following Boards, Committees, and Commissions are established by the Town Charter whose members shall be appointed by the Londonderry Town Council:
1. Conservation Commission RSA 36 A and 1971 Town Meeting
 2. Planning Board RSA 673:2
 3. Zoning Board of Adjustment RSA 673:3
- D. The following Boards, Committees, Commission and Authorities are established by the Londonderry Town Council whose members shall be appointed by the Londonderry Town Council:
1. Economic Development Committee
 2. International Exchange Committee
 3. Londonderry Housing & Redevelopment Authority (RSA 230, 240, 250)
 4. Recreation Commission (RSA 35B:5)
 5. Solid Waste Advisory Committee
 6. Traffic Safety Committee
 7. Sewer Advisory Committee
 8. Advisory Budget Committee
 9. Historic District Commission/Heritage Commission (RSA 673)
- E. Appointed representatives to Regional Boards, Commissions and Committees shall consist of the following, which list may be amended from time to time to include any board, committee, or commission of the State, County, or local organizations as the Town Council deems necessary:
1. Manchester Airport Authority (SB182) - Appointed by Manch. Board of Mayor and Aldermen upon recommendation of Town Council
 2. Southern New Hampshire Planning Commission (RSA 36:45-53) - Appointed by Town Council upon recommendation of the Planning Board
- D. Ad-Hoc Committees may be created by the Town Council by Resolution when deemed desirable for a specific purpose and shall serve a specific time.

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS (Cont'd)

SECTION II GENERAL PROVISIONS

- A. Composition, terms of office, vacancies, functions and duties of Boards, Committees and Commissions shall be as provided by the Charter of the Town of Londonderry, Sections 8 and 9, Ordinances of the Town of Londonderry, and by the New Hampshire Revised Statutes Annotated (RSA's) and any amendments thereto.
- B. Each board, committee or commission shall function as a separate standing committee, working in an advisory capacity to the Manager. Each committee shall study, advise and recommend to the Manager on all matters of policy pertaining to their committee appointment.
- C. Procedures shall be pursuant to Article 8, Sections 8.13 A through 8.13 C inclusive of the Town Charter, Ordinance and New Hampshire RSA 91A.
- D. Committee Review - The Town Council shall meet with the Chairmen of all Town committees in accordance with Article 9, Section 9.5 of the Town Charter.
- E. All persons appointed to a Board, Committee or Commission shall take an oath of office from the Town Clerk before exercising voting privileges.
- F. Prohibition shall be pursuant to Article 8, Section 8.12 A through 8.12 D inclusive of the Town Charter or Ordinance.

SECTION III TERMS OF OFFICE

- A. All appointments to boards, commissions and committees shall serve for the term appointed and until a successor shall have been appointed and qualified.
- B. Terms of appointees shall commence on January 1 of the year following appointment or as otherwise set forth by the Town Charter, Ordinance or Statute.
- C. Terms of Full Members shall be staggered and shall run for three (3) years, ending not later than December 31 of any year or as set forth by the Town Charter, Ordinance or Statute.
- D. Unless otherwise prescribed by law or ordinance, the Planning and Zoning Boards shall maintain Alternate Members as provided by Article 9 of the Londonderry Town Charter. Terms of Alternate Members of other appointed boards shall be for three (3) years.
- E. Terms of other Boards, Committees, Commissions are:
 - 1. Manchester Airport Authority - 3 years
 - 2. Southern NH Planning Commission - 5 years
 - 3. Londonderry Housing Authority - 5 years

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS (Cont'd)

SECTION IV JURISDICTION

- A. The Town Council shall make appointments to any and all Boards, Committees and Commissions as may come under its purview in accordance with the Charter, and this code, unless they are otherwise empowered by Statute.
- B. In cases where State law or directive of Town Meeting has dictated the election, procedure and terms of office, the Town Council shall have no jurisdiction.

SECTION V RECORDKEEPING

- A. The Town Clerk shall maintain the official list of all appointed Board, Commission and Committee members, inclusive of date of appointment, oath of office date, if any, length of term and term expiration date.

SECTION VI PUBLIC NOTICE OF VACANCIES

- A. On or before October 1 of each year, the Town Council shall cause to be published in one local paper of general circulation and shall post in two (2) public places:
 - a. Names of Boards, Commissions, Committees who have vacancies
 - b. Number of vacancies
 - c. How applicant shall reply (forward letter of intent to the Town Council - address)
 - d. Cut off date of applications
- B. Names and related information of individuals who have expressed an interest in serving a board, committee or commission shall be retained in a "Talent Bank" for review as vacancies occur.

SECTION VII FILLING OF UNEXPIRED TERMS

- A. When a member of an appointed or elected Board, Committee or Commission resigns or is unable to serve the remainder of his/her term, that position shall be filled in accordance with Section 9.4 of the Town Charter, Ordinance or Statute.

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS (Cont'd)

SECTION VIII RULES OF ATTENDANCE

- A. Appointed and elected officials shall conduct business in the best interests of the Town in keeping with the Town Charter, Ordinances and Statute.
 - 1. Each committee shall determine its own rules and order of business (by-laws) unless otherwise provided by Town Charter or Statute.
 - 2. Each committee shall hold its meetings and maintain its records in accordance with RSA 91-A.
 - 3. Members shall act collectively as a body unless authorization is given a member to act as representative and with specific instruction of that body.

SECTION IX FORFEITURE OR REMOVAL FROM OFFICE

- A. Any appointed member who fails to attend three successive meetings shall be deemed to have resigned and shall be replaced according to Section 9.4 of the Town Charter, or Ordinance.
- B. Any elected member shall cease to hold office immediately upon missing four consecutive scheduled or announced meetings, of which that member received reasonable notice, without being excused by the Chair.
- C. Consideration shall be given appointed and elected members for absences under the circumstance of prolonged illness.
- D. Conditions for removal of any board, commission, or committee member shall be as defined by Town Charter, Ordinance or the Administrative Code.

CHAPTER IV - ADOPTION AND AMENDMENT

SECTION I PURPOSE/INTENT

- A. This ordinance is to be known as the ***Administrative Code*** of the Town of Londonderry
- B. This ordinance shall become effective after adoption by the Town Council at a regular or special meeting
- C. This ordinance may be amended from time to time by the Town Council at a regular or special meeting.

SECTION II SEVERANCE

- A. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance shall be declared invalid for any reason whatsoever, such decision shall not effect the remaining portions of this ordinance, which shall remain in full force and effect, and to this end, the provisions of this ordinance are hereby declared to be severable.

Town Manager / Date

Chairman - Town Council / Date

~~End of Section~~