

**TOWN COUNCIL AGENDA**  
**December 16, 2013**  
**7:00 P.M.**

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

**A. CALL TO ORDER**

**B. PUBLIC COMMENT**

1. Police Uniform Change  
**Presented by Chief Bill Hart**

**C. PUBLIC HEARING**

1. **Ordinance #2011-11A** – An Amendment to the Safety Policy for Londonderry town employees via the Joint Loss Management Committee

**D. OLD BUSINESS**

**E. NEW BUSINESS**

1. **Order #2013-39** – Expend Capital Vehicle Lease Funds for the Londonderry Police Department.  
**Presented by Chief Bill Hart**
2. **Order #2013-40** – Impact Fee Order Refunding Expired Fees  
**Presented by Sue Hickey and Doug Smith**
3. Impact Fee Semi Annual Reports  
**Presented by Sue Hickey and Doug Smith**
4. Third Party Engineer Review RFP  
**Presented by Kevin Smith**
5. **Order #2013-41** – Expend Maintenance Trust Fund for Various Projects (Central Fire Station, North Fire Station & Winter Maintenance)  
**Presented by Kevin Smith**
6. **Resolution #2013-13** – A Resolution Relative to Renaming a Portion of Jason Drive  
**Presented by Kevin Smith**
7. **Order #2013-42** – The Distribution of Fire Equipment Capital Reserve Funds  
**Presented by Chief Darren O'Brien**
8. **Order #2013-43** – Distribution of Fire Equipment Capital Reserve Funds  
**Presented by Chief Darren O'Brien**

**F. APPROVAL OF MINUTES**

Approval of December 2, 2013 Town Council Minutes

**G. OTHER BUSINESS**

1. Liaison Reports
2. Town Manager Report
  1. **Business Visits**
  2. **Musquash Tree Stand Updated**
3. Board/Committee Appointments/Reappointments
  1. Re-appointment of Martin Srugis, Candidate for the **Southern New Hampshire Planning Commission**
  2. Re-appointment of Leitha Reilly, Candidate for the **Southern New Hampshire Planning Commission**
  3. Re-appointment of Tom Bianchi, Candidate for the **Heritage Commission**

**H. ADJOURNMENT**

**I. MEETING SCHEDULE**

1. Town Council Meeting – **1/06/14** Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – **1/20/14** Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – **2/03/14** Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – **2/17/14** Moose Hill Council Chambers, 7:00PM

**J. BUDGET MEETING SCHEDULE**

1. Town Council Budget Hearing – **12/23/13**  
Moose Hill Council Chambers, 7:00 PM
2. Town Council Second Budget Hearing – **1/20/14**  
Moose Hill Council Chambers, 7:00 PM
3. Town Council Budget Warrant Vote – **1/23/14**  
Moose Hill Council Chambers, 7:00 PM
4. Town Council Deliberative Session – **2/08/14**  
Moose Hill Council Chambers, 7:00 PM

## LEGAL NOTICE

The Londonderry Town Council will hold a PUBLIC HEARING on the following item:

**Ordinance #2011-11A – An Amendment to the Safety Policy for Londonderry town employees via the JLMC (Joint Loss Management Committee).**

The Public Hearings are scheduled for Monday, December 16, 2013 at 7:00 PM at the Londonderry Town Hall, 268B Mammoth Road, Londonderry, NH 03053. A copy of the proposed amendment for the Amendment to the Safety Policy may be viewed at the Town Manager's office during regular business hours and online at [www.londonderrynh.org](http://www.londonderrynh.org).

Londonderry Town Council

Introduced: 12/02/13  
Second Read/Public Hearing: 12/16/13  
Adopted: 12/16/13

**ORDINANCE 2011-11A**  
***AN AMENDMENT TO THE SAFETY POLICY, MUNICIPAL CODE,***  
***TITLE VI, CHAPTER IV***

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- WHEREAS*** the Town Council in accordance with the provisions of RSA 281-A: 64 Safety Provisions: Administrative Penalty; and,
- WHEREAS*** the Town Council has a legal obligation to review and update the established Safety Policy at least every 2 years; and,
- WHEREAS*** administrative and statutory changes require edits to various Chapters within the Safety Policy;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title VI, Chapter IV, and Safety Regulations are hereby amended pursuant to the attached summary.

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John Farrell, Chairman  
Town Council

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Susan Hickey  
Acting Town Clerk/Tax Collector

(TOWN SEAL)

***A TRUE COPY ATTEST:***  
***12/16/13***

<i>Recommended Revisions to the Municipal Code</i>		
<i>Title/Chapter</i>	<i>Title</i>	<i>Recommended Revisions</i>
VI/IV	Safety Regulations	<p><b>Section I:</b> Introduction, paragraph 3: <b>Added:</b> It is recognized and understood that the inherent dangerous duties of emergency first responders (i.e. Police &amp; Fire) will at times cause these particular town employees to operate outside the scope of some of these rules and procedures.</p> <p>-----</p> <p>Introduction, paragraph 4: <b>Changed:</b> “the Town itself and members of the public violations of any safety rule” to “the Town itself and members of the public <b>who violate</b> any safety rule”</p> <p>-----</p> <p><b>Section V:</b> Safety Laws, Rules and General Safety Policies for All Town Employees “NH RSA 265:105-a-Prohibited Text Messages and Device Usage While Operating a Motor Vehicle”, and, Accident and Incident Reporting.</p> <p><b>Changed:</b> (Note: the Londonderry Police Department is exempt from IT/Media Cell phones policies) to (Note: the Londonderry Police Department <b>and Londonderry Fire Department</b> are exempt from IT/Media Cell phones policies)</p> <p>-----</p> <p><b>Section VI:</b> Disciplinary Policy, paragraph 4.</p> <p><b>Changed:</b> Any violations of this Safety Program will be disciplined pursuant to the applicable disciplinary and grievance procedure of the Town. Unless otherwise provided by an applicable Town disciplinary/grievance procedure the Town will usually take disciplinary action in the following order: to Any violations of this Safety Program will be disciplined pursuant to the <b>applicable disciplinary and grievance procedure outlined in the employee’s collective bargaining agreement with the Town. In the case where there is no applicable disciplinary/grievance procedure</b>, the Town will usually take disciplinary action in the following order:</p>

# **ORDER #2013-39**

An Order Relative to

## ***EXPEND CAPITAL VEHICLE LEASE FUNDS FOR THE LONDONDERRY POLICE DEPARTMENT***

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Reading: 12/16/2013

Second Hearing/Public Meeting Waived

Adopted: 12/16/2013

***WHEREAS*** the Town of Londonderry voted to appropriate, under Articles 6 at the March 12, 2013 Town Meeting, funds within the Police Department budget to purchase equipment for use in department cruisers; and,

***WHEREAS*** the Department has complied with the provisions of the Municipal Code, Title VI – Town Policy, Chapter VI – Purchasing Policy, Section IV-D – Competitive Purchasing, by receiving bids for the vehicles; and,

***WHEREAS*** the Department has determined that Patrol PC Mobile Computers is the best bidder for the one (1) mobile computer for the Ford Explorer Interceptor vehicles; and,

***NOW THEREFORE BE IT ORDERED*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend from the FY14 budget of the Police Department the sum of \$5,031.44 from the Capital Vehicle Lease budget to purchase one (1) mobile computer.

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John Farrell, Chairman  
Town Council

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Susan Hickey  
Town Clerk

***A TRUE COPY ATTEST:***  
12/16/2013

**Town of Londonderry**  
Purchase Order Request Form

Completed by Finance Dept	
Number:	POL 1025
Date:	10/25/2013

Requestor Information (please print)  
 Date 10/25/13  
 Name Suzanne  
 Department Police

Vendor Information:

Billing Address: <u>1001809</u>	Ship to Address:
Name <u>Patrol PC - Advanced Electronic Design</u>	Name <u>Londonderry Police Department</u>
Address <u>344 John L. Dietsch Blvd, Unit 2</u>	Address <u>268A Mammoth Road</u>
City/Town, State, Zip <u>North Attleboro MA 02763</u>	City/Town, State, Zip <u>Londonderry NH 03053</u>

Account Number	Description	Ordered	Cost	Total
220-25-30 053-000 (Vehicle Maintenance Trust)	Mobile Computer for Ford Interceptor	1	\$5,031.44	\$5,031.44

\* BID WAS ALREADY APPROVED - THIS IS AN ADDED COMPUTER \*

Purchase Order Total: \$5,031.44

**Required Signatures**

PO Amount:

\$2,500 - \$999,999	<u>William R. Hart, Jr.</u> (Signature) Department Head
\$2,500 - \$999,999	<u>[Signature]</u> Finance Director
\$5,000 - \$999,999	<u>[Signature]</u> Town Manager



OCT. 2014  
~~FEB~~  
 Quotes

Date: 10/11/2013

Expiration: 11/11/2013

To: Londonderry, NH Police Dept  
 268A Mammoth Road Londonderry, NH 03053

Attn:

Rep	Job	Shipping Method	Shipping Terms	Date	Terms	Due Date
Rgarofano		UPS	FOB North Attolboro		Net 30 Days	

Qty	Item #	Description	Unit Price	Line Total
1	PPC-RT12i-G2-Lite	PatrolPC Core i Intel Generation 2 FIXED MOUNT COMPUTER featuring Partscap <sup>TM</sup> mounting - (12.1" Sunlight Readable Display - Approximately 1200NITS, Ultra Armour Glass-On-Glass Touch Screen, 2.2 GHz Core i3-2 core, removable 320 GB HD, 4 GB DDR3-1333 RAM, No OS, 1 10/100/1G Ethernet, 7 USB 2.0, HDMI, 10 AMP 6 Ft Fused Power Cable; 3yr Warranty)	\$ 3,544.44	\$ 3,544.44
<b>Add-ons / Upgrade</b>				
1	PPC-W-7P32	Windows 7 Pro 32 bit w/Win 7 Pro COA	\$ 209.00	\$ 209.00
1	PPC-ALS	Ambient Light Sensor	\$ 112.00	\$ 112.00
1	PPC-802-G1	Internal Wireless 802.11 2.4Ghz B/G/N w/Internal antenna	\$ 112.00	\$ 112.00
1	TM-5502-PPC-INT SUV-2014	Pedestal or off-console mounting system for INT SUV 2014 police vehicle	\$ 523.00	\$ 523.00
1	PPC-Install-mount	PPC-Install-mount ( On Site )	\$ 245.00	\$ 245.00
1	PPC-3B-KB	Rugged Backlit Keyboard - TG3 KBA-BLT-5RBUVS 82 Key Backlit Red Illuminated Keyboard with Touchpad - 1 year manufacturers warantee	\$ 254.00	\$ 254.00

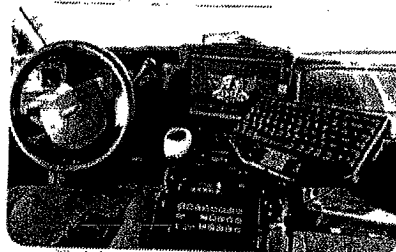
Quotation prepared by: Tasha Lusardi

This is a quotation on the goods named, subject to the conditions noted above:

Unpaid balances accrue 1.5% interest per month

Total Discount

Subtotal \$ 4,999.44  
 Shipping Cost \$ 32.00  
 Total \$ 5,031.44



Thank you for your business!



# ORDER 2013-40

An order relative to  
*Expired Impact Fee Refunds*

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First Reading: 12/16/13  
Second Reading: Waived  
Adopted: 12/16/13

**WHEREAS** the Town of Londonderry by adoption of Zoning Article No. 110 at the Annual Town Meeting on March 10, 1994, added Section X - Impact Fees to the Zoning Ordinance (since revised to Section 1.2 and amended by Ordinance #2013-06) which provides for the assessment, collection, and administration of Impact Fees; and

**WHEREAS** the Zoning Ordinance allows the Town Council to issue orders to the Town Treasurer for the expenditure and/or refund of such impact fees collected; and

**WHEREAS** the Ordinance further provides by Section 1.2.9 that impact fees not encumbered or legally bound to be spent for the purpose for which they were collected within a period of six (6) years from the date of the final payment of the fee be refunded; and

**WHEREAS** impact fees collected through the period ended 12/31/07 which have not been encumbered or legally bound to be spent in accordance with the Ordinance have now expired and;

**WHEREAS** the Director of Finance recommends that expired impact fee refunds be issued in the amount of \$201,426.11, plus accrued interest of \$23,585.21, for a total disbursement of \$225,011.32;

**NOW THEREFORE BE IT ORDERED** by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$225,011.32 as detailed on the attached spreadsheet of expired impact fees.

John Farrell - Chairman  
Town Council

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Susan Hickey - Town Clerk/Tax Collector

( TOWN SEAL )

**A TRUE COPY ATTEST:**  
12/16/13

Last Revised December 12, 2013

Town of Londonderry, NH  
Planning and Economic Development Department

**Request for Proposals (RFP)**

The Town of Londonderry, New Hampshire, through its Planning & Economic Development Department, is requesting the submittal of proposals from qualified civil engineering consulting firms to conduct review services for subdivision and site plans submitted to the Planning Board for consideration.

**Background**

The Town of Londonderry is among the top 10 fastest growing communities in the State of New Hampshire. As the fourth largest town, Londonderry (2010 Census population of 24,129) it is a combination of a bedroom community to metro-areas of Boston and Manchester, NH, a co-host of Manchester-Boston Regional Airport, home of a recognized, superb school system, and a community replete with stone walls and white church steeples in addition to modern eco-industrial/business parks.

Formerly recognized as an agricultural community hosting a large concentration of family-owned apple orchards and farms, Londonderry has carefully developed a mix of a traditional New England community with the assets and benefits of a vibrant business/industrial sector in order to achieve a balance, accented by the town's brand, "Business is good. Life is better."

Londonderry averages over 100,000 SF of non-residential development per year and a six year average of 26 residential units per year in Town.

**SCOPE OF SERVICES:**

The Town is soliciting proposals from multi-disciplined firms or joint ventures that possess the array of planning and engineering expertise needed for a comprehensive review of Londonderry's varied development projects in a professional, yet cost effective, manner. The Town has professional Planning and Engineering staff and is looking for two (2) firms to assist with the following specific service areas:

1. Review subdivision and site plans and other related projects, including preparation of written reports that set forth compliance with municipal ordinances, checklists, and accepted planning and engineering design practice.
2. Participate in staff meetings as necessary to review comments on active or pending projects.
3. Provide a written technical review to the Planning & Economic Development Department of said site plan or subdivision plan not more than fifteen (15) business days after receipt of said plan. (Written engineering reviews shall be transmitted in electronic format via e-mail to the Planning & Economic Development Director, Public Works and Engineering Director, Assistant Public Works and Engineering Director and Town Planner.)
4. Provide recommendations of projects for such items as: surface drainage and runoff, storm-water permits, erosion and sediment control, soils, other environmental issues, general engineering practice and design, street design and parking standards, sewer infrastructure, traffic, and performance guarantee estimates.
5. Attend such Planning Board meetings and Development Review Committee meetings as requested by the Planning Board, Public Works and Engineering Director or Planning & Economic Development Director.
6. Maintain all documents and other material related to the duties and function of the review consultant. Assist the Public Works and Engineering and Planning & Economic Development Departments with the inspection of development projects.
7. Perform reviews with consideration of planning, architecture, urban design, and planned unit developments (PUD's) practices, including new urbanism concepts, as appropriate.

8. Perform other related engineering services as requested.

The selected firms will each consist of a team of qualified professionals who can review subdivision and site plans on a regular and timely basis and perform all other duties as defined under the scope of services. The Town will expect the firm to work with other Town consultants and staff as necessary. All engineering reviews shall be completed by a professional engineer registered in the state of New Hampshire. The method of distributing project tasks to each review firm shall be determined by the Planning Board and administered by the Planning and Economic Development Department, prior to executing contracts with either firm.

**RFP submittal material should include:**

1. The name and address of the firm, name of primary contact person, and the names and addresses of all partners, officers, and directors, and any other person with an ownership interest greater than 5%.
2. Names of any Town officials or employees who are related to, or engaged in business activities with, any of the partners, officials or directors of the firm, or have any ownership interest in the firm.
3. A brief resume of your firm's experience with respect to providing civil engineering plan reviews for municipalities. Include a list of recent projects reviewed and/or inspected. Particular attention should be paid to the last 5-years experience.
4. A brief discussion about your firm's capabilities with respect to addressing the following project review items: roadways, storm water, environmental, traffic signals, traffic impacts and mitigation, structural/geotechnical review, municipal and private utilities, planning, architecture, urban design, planned unit developments (PUD) including experience with new urbanism concepts, cost containment methods, and compliance with state and federal regulations.
5. Examples from previous review projects that encompass, at a minimum, the review of the roadway and stormwater management components of the project(s). Sample engineering review letters are acceptable documentation.
6. An overview of your firm's approach to performing design reviews, including review timetable.
7. Demonstration of the consultant's experience with planning, architecture, urban design, and planned unit developments (PUD), including experience with new urbanism concepts.

Request for Proposals: Planning Board Review Services (2013)

8. Names and qualifications of key personnel who will be responsible for conducting plan reviews as well as the point of contact, including registrations and certifications.
9. List of references from clients for whom you have provided engineering review services.
10. A statement confirming that your firm can accommodate the anticipated variable work load.
11. A listing of all subcontractor firm names to be used for the project (if not on staff), such as traffic consultants or wetland scientists.
- ~~12. A statement advising the Town that the consultant is not involved in, will not be involved in, and will not enter into, a contract with any project proponents, partners and associates who seek to submit a site plan, subdivision plan or development application to the Town of Londonderry for consideration.~~
- ~~13. The applicant shall fully and completely identify any personal, business, contractual or other engagements, arrangements or other dealings has or had with any Town officer, Town employee or a business entity with which a Town officer or Town employee is affiliated.~~
12. The applicant shall fully and completely identify any personal, business, contractual or other engagements, arrangements or other dealings it has or had within the last five years with any project proponents, partners and associates who currently have or previously had a site plan, subdivision plan or development application submitted to the Town of Londonderry for consideration. The applicant also agrees to immediately notify the Town of Londonderry if, at any time while a candidate for selection for this RFP or after having been selected as a consultant pursuant to this RFP, the applicant becomes involved in, enters into, or otherwise becomes engaged related to, a contract with any project proponents, partners and associates who seek to submit, or already have submitted, a site plan, subdivision plan or development application to the Town of Londonderry for consideration. (With the disclosure, the PB should be able to decide whether the conflict is subject to a waiver by the entity with a relevant plan or must disqualify the applicant from consideration.)
13. A fee schedule/ hourly rate for all personnel/positions who may be assigned to this contract, as well as, travel time and other anticipated incidental fees.

Request for Proposals: Planning Board Review Services (2013)

14. The signed proposal shall state that it is a firm offer and the signatory is authorized to bind the firm submitting the proposal to the terms contained within the proposal for a period of ninety (90) days from the date of submission.

***Liability & Indemnification***

The selected firm will hold harmless and indemnify the Town against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorney fees) arising in any way out of the Consultant's performance or non-performance of its obligations under this Contract. Consultant will defend all such actions with counsel satisfactory to the Town at its own expense, including attorney's fees, and will satisfy any judgment rendered against the Town in such action.

***Insurance Requirements***

All Liability policies shall include the Town of Londonderry, NH named as an additional Insured.

The Consultant shall purchase and maintain, for the duration of the contract, insurance of limits and types specified below from an insurance company approved by the Town.

1. The Consultant's insurance shall be primary in the event of a loss.
2. The additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.
3. The Town of Londonderry, NH shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Londonderry  
Finance Department  
268 B Mammoth Road  
Londonderry, NH 03053

***Evidence of Insurance***

As evidence of insurance coverage, the Town may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the

Town of Londonderry, NH at least thirty (30) days prior to the cancellation or non-renewal of such coverage.

***Forms of Insurance***

Insurance shall be in such form as will protect the Consultant from all claims and liability for damages for bodily injury, including accidental death, and for damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

***Amounts of Insurance***

- A. Comprehensive General Liability:  
Bodily Injury or Property Damage - \$1,000,000
- B. Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$1,000,000
- C. Professional Liability:  
Errors and Omissions - \$2,000,000

Additionally, the Consultant shall purchase and maintain the following types of insurance:

Full Workers Comprehensive Insurance Coverage for all people employed by the Consultant to perform work on the project. The insurance shall be in strict accordance with requirements of the current laws of the State of New Hampshire.

***The Selection Process***

The issuance of the proposal is not a guarantee that the Town of Londonderry will select any of the applicants that submit a proposal. The Town reserves the right to withdraw this RFP or to reject all proposals received in response to it. The Town of Londonderry assumes no responsibility or liability for cost incurred by recipients of this RFP in responding to it or in responding to any subsequent information requests.



Request for Proposals: Planning Board Review Services (2013)

Proposals will be reviewed using a Quality-Based Selection process. The Board, with recommendations from Staff, will evaluate each proposal based on the documentation requested herein.

Once the highest quality proposals have been identified, the staff will contact and schedule interviews with the selected firms with the Board. The Board will endeavor to select the firm that best aligns with the scope of work, experience and evaluation and selection criteria contained in this RFP.

Ten (10) copies of the proposals (and an electronic PDF version) are to be submitted to:

Town of Londonderry  
Finance Department  
268 B Mammoth Road  
Londonderry, NH 03053

All Proposals must be submitted **on or before** \_\_\_\_\_ **at 4:00 PM.** Each envelope must be clearly marked "**Town of Londonderry RFP – Planning Board Professional Engineering Design Review Services**" with the proposing firm's name, address, and contact information. Each firm assumes the responsibility for ensuring the timely submittal of their proposal. This is not the responsibility of the Town.

The Town of Londonderry, NH reserves the right to reject any proposal for any non-discriminatory reason it deems advisable to protect the interests of the Town.

***Revisions to the RFP***

If the Town determines it is necessary to revise the RFP, an addendum will be provided to all applicants or those that received the original RFP, depending on the stage of the process.

Appendix A

**TOWN OF LONDONDERRY**  
**REQUEST FOR PROPOSAL**  
*Planning and Engineering Review Services*  
**PROPOSAL FORM**

Proposal of \_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

to furnish and deliver all material and perform all work in accordance with the Request for Proposals issued by the Town of Londonderry and dated \_\_\_\_\_ on which proposals will be received until 4:00 PM, prevailing time, at:

Finance Department  
268B Mammoth Road  
Londonderry, NH 03053

In accordance with the invitation of the Town of Londonderry to submit proposals for Planning and Engineering Review Services, and in conformity with the Request for Proposals (RFP), the undersigned hereby certifies that the undersigned is authorized to bind the firm, corporation or company submitting the enclosed proposal; that the enclosed proposal is a firm offer that shall remain open for not less than ninety (90) days; that this proposal is made without collusion with any person, firm or corporation; and that an examination has been made of the documents furnished with the RFP.

A cost summary and sample level of effort is provided for information along with a proposed fee for proposed services. A rate schedule by labor category is also included.

It is further proposed:

The undersigned declares under penalty of perjury under the laws of the United States and the State of New Hampshire that, in accordance with provisions of Title 23 U.S.C., Section 112(c), the undersigned has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

Certification Regarding Debarment, Suspension and Other Responsibility Matters -  
Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and;

(d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default

II. Where the prospective primary participant is unable to certify to any the statements in this certifications, such prospective participant shall attach an explanation to this proposal.

Dated \_\_\_\_\_ - (IF A FIRM OR AN INDIVIDUAL)

Signature of Bidder \_\_\_\_\_

Printed Name \_\_\_\_\_

Address of Bidder \_\_\_\_\_

Telephone Number \_\_\_\_\_

Names and Address of Relevant Members of the Firm:

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

(IF A CORPORATION OR OTHER ENTITY)

Signature of Bidder \_\_\_\_\_

Printed Name \_\_\_\_\_

Address of Bidder \_\_\_\_\_

Telephone Number \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

Names of Officers / Member / Principals:

1. \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_
2. \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_
3. \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_

# **ORDER #2013-41**

An Order Relative to

## ***EXPENDITURE OF***

## ***MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS***

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Reading: 12/16/2013

Adopted: 12/16/2013

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

***WHEREAS*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$5,705.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

***NOW THEREFORE BE IT ORDERED*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$5,705.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

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John Farrell, Chairman  
Town Council

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Susan Hickey  
Acting Town Clerk/Tax Collector

***A TRUE COPY ATTEST:***  
***12/16/2013***

**Expendable Maintenance Trust TC Order Request  
for Town Council Meeting \*12/16/13\***

Description	Vendor	Amount
<b><u>Winter Maintenance</u></b>	<b>Trimmers Invoice # 39430</b>	\$ 435.00
Shoveling/Plowing/Treatment of parking lots, walkways and fire lanes at TH/PD/Library/Cable Access & Sr. Center on 11/24/13. This EMTF request is for the labor/materials for snow & ice treatment at our various town buildings.	EMTF Request Amount	\$ 435.00
<b><u>Central Fire Station - Laundry/Restroom</u></b>	<b>Commercial Solutions Invoice # 3879</b>	\$ 625.00
Per TC Order #2013-16 on 5/06/13, Town Council approved adding a combined shower/laundry room to the second floor at Central Fire, which, TC Order #2013-16 paid for the rough-in electrical & plumbing. This EMTF request is for the finish electrical (labor/materials) for the completion of the 2nd floor combined shower/laundry room.	EMTF Request Amount	\$ 625.00
<b><u>Central Fire Station - Back Flow Device</u></b>	<b>Commercial Solutions Invoice # 3890</b>	\$ 2,255.00
The 15+ year old back flow device on the municipal water supply developed leaks and needed replacement. This EMTF request is for the labor/materials to replace the back flow device, and bring up the associated plumbing to code.	EMTF Request Amount	\$ 2,255.00
<b><u>North Fire Station - Trap Primer</u></b>	<b>Commercial Solutions Invoice # 3891</b>	\$ 649.00
Water seals in traps are needed to prevent sewer gases from entering buildings, but because this water is exposed to the air, it is subject to evaporation over time in infrequently used floor drains, leading to the release of sewer gas into the environment. The trap primer mitigates this problem by injecting water, either directly or indirectly, into the trap to maintain the water seal indefinitely. This Trap Primer is located in the ceiling which started leaking and stained the ceiling tile. After reviewing, the 3+ year old valve which was not under warranty it had to be replaced along with the ceiling tile. This EMTF request is for the labor/materials to replace the leaking Trap Primer.	EMTF Request Amount	\$ 649.00
<b><u>North Fire Station - Circulation Pumps</u></b>	<b>Sam Mechanical Invoice # 10283597</b>	\$ 1,741.00
On 11/29/13, the Station Crew reported no heat in the building, SAM Mechanical who originally did the installation was notified. They came on-site and found both heating circulation pumps were defective, and had to be re-built. During the repair, it was noticed that the buildings domestic hot water pump had failed, which, was just replaced recently. After expressing our displeasure with SAM Mechanical, they reduce the labor from 12 hours of Over Time hours to 8 hours of standard time, and, one of the three pumps was replaced at no charge (both labor and pump).	EMTF Request Amount	\$ 1,741.00
<b>Total Town Council EMTF Order</b>		<b>\$ 5,705.00</b>



3 Aviation Park Dr.  
 Londonderry, NH 03053  
 Ph. 603-882-8888  
 Fax 603-882-8883

# Invoice

Date	Invoice #
11/27/2013	39430

<b>Bill To</b>
Finance Department Town of Londonderry 268B Mammoth Rd. Londonderry, NH 03053

<b>Service Address</b>
LONDONDERRY TOWN Mammoth Rd. Londonderry, NH 03053

<b>Due Date</b>
12/27/2013

Description	Amount
Ice Melt Application Senior Center - 11/24/13	25.00
Ice Melt Application Cable Access - 11/24/13	25.00
Ice Melt Application Leach Library - 11/24/13	35.00
Salt Application town parking lots - 11/24/13	200.00
Ice Melt Application Town Hall/Police Station - 4 Bags -11/24/13	150.00

If payment is not received by the due date, late charges of 19% APR will be added to the outstanding balance. Customer will be responsible for any fees incurred by Trimmers Landscaping, Inc. in efforts to demand payment.

<b>Total</b>	\$435.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$435.00

Pay online at: <https://ipn.intuit.com/frgnfz67>

RECEIVED

**Invoice**

Date	Invoice #
11/22/2013	3879

FINANCE DEPT.

<b>Bill To</b>
Town of Londonderry 268 B Mammoth Road Londonderry, NH 03053

RECEIVED  
 DEC 2 2013

<b>Remit to</b>
Commerical Solutions Inc. Accounting Department 77 Lakeshore Drive Georgetown, MA 01833

Job No.	Terms	S.O. No.
444E	Due on receipt	NA

Quantity	Description	Rate	Amount
	Londonderry Fire Station		
	Completed Quoted Job: Installed new washer, dryer outlet. New light, exhaust fan, and outlet for vanity and demo. Installed 20A 120v outlet in office on dedicated circuit		
	Licensed Electrician - Quoted Job	500.00	500.00
	Licensed Electrician - Extra Installed 20a 120v outlet in office on dedicated circuit	125.00	125.00
VENDOR # _____ DATE <u>12/4/13</u> APPROVED _____ ACCOUNT # <u>100-35-24 4730</u> TC ORDER # <u>2013-16</u> PO # <u>3142013-BMT</u>			
<b>Protect the health and welfare of employees and patrons.                  Always use license mechanics</b>			<b>Total</b> \$625.00
Interest at a rate of 2% will accrue on overdue payments			

# Invoice

RECEIVED  
 FINANCE DEPT.

Date	Invoice #
11/20/2013	3890

<b>Bill To</b>
Town of Londonderry 268 B Mammoth Road Londonderry, NH 03053

RECEIVED  
 DEC 2 2013

<b>Remit to</b>
Commerical Solutions Inc. Accounting Department 77 Lakeshore Drive Georgetown, MA 01833

Job No.	Terms	S.O. No.
1774	Due on receipt	NA

Quantity	Description	Rate	Amount
	Central Fire Station		
	Quoted Price: Replace water mains and backflow device	1,975.00	1,975.00
	Quote change: Added Expansion Tank	100.00	100.00
	Quote Change: Piped drain to outside the building through cement wall	180.00	180.00
	VENDOR # _____ DATE _____ APPROVED _____ SIGNATURE # _____		

**Protect the health and welfare of employees and patrons.**  
**Always use license mechanics**

**Total** \$2,255.00

Interest at a rate of 2% will accrue on overdue payments



# Invoice

RECEIVED

Date	Invoice #
11/22/2013	3891

FINANCE DEPT.

<b>Bill To</b>
Town of Londonderry 268 B Mammoth Road Londonderry, NH 03053

<b>Remit to</b>
Commerical Solutions Inc. Accounting Department 77 Lakeshore Drive Georgetown, MA 01833

RECEIVED  
 DEC 2 2013

Job No.	Terms	S.O. No.
1775	Due on receipt	NA

Quantity	Description	Rate	Amount
	North Fire Station		
	Re-piped trap primer to prevent further leaking. Also added mixing valve under kitchen sink		
4	Labor	75.00	300.00
	Material	284.00	284.00
	Trip Charge	65.00	65.00

VENDOR # \_\_\_\_\_  
 DATE 12/9/13  
 APPROVED \_\_\_\_\_  
 ACCOUNT # 100-15-00 4630

RECEIVED  
 DEC 09 2013

<b>Protect the health and welfare of employees and patrons.          Always use license mechanics</b>	<b>Total</b>	\$649.00
---	--------------	----------

Interest at a rate of 2% will accrue on overdue payments

Sam Mechanical Services LLC  
 1181 Hooksett Road, 2nd Floor  
 Hooksett, NH 03106

RECEIVED

Invoice

FINANCE DEPT.

Date	Invoice #
11/29/2013	10283597

Bill To	Ship To
Town of Londonderry 268B Mammoth Road Londonderry, NH 03053	

RECEIVED  
 DEC 2013

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Steve	Net 30	Hou...	11/29/2013			North Fire Station 20 ...

Quantity	Item Code	Description	Price Each	Amount
8	HVAC-Com...	hrs Service technician	89.00	712.00

VENDOR # \_\_\_\_\_  
 DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

Phone #	<b>Total</b>
603-623-2370	

Sam Mechanical Services LLC

**Invoice**

1181 Hooksett Road, 2nd Floor  
Hooksett, NH 03106

Date	Invoice #
11/29/2013	10283597

Bill To
Town of Londonderry 268B Mammoth Road Londonderry, NH 03053

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Steve	Net 30	Hou...	11/29/2013			North Fire Station 20 ...

Quantity	Item Code	Description	Price Each	Amount
1	HVAC Purcha...	Overhaul of two taco pumps, and rib relay	1,029.00	1,029.00

Phone #	<b>Total</b>	\$1,741.00
603-623-2370		

# RESOLUTION 2013-13

## A Resolution Relative to renaming a portion of Jason Drive

---

First Reading: 12/16/13  
Second Reading/Public Hearing: 1/05/14  
Adopted: X/XX/14

**WHEREAS** The Town of Londonderry is enabled by NH RSA 231:133 to name public highways; and

**WHEREAS** The section of Jason Drive between Premier Drive and Anthony Drive contains no addressable structures; and

**WHEREAS** The Town Council seeks to honor the memory of a deceased resident; and

**WHEREAS** The Task Force, in cooperation and consultation with property owners recommend the following alternate street names.

**NOW THEREFORE BE IT RESOLVED** by the Londonderry Town Council that the section of Jason Drive between Premier Drive and Anthony Drive be renamed "Slade Drive", to become effective within 60 days of adoption of this resolution.

John Farrell, Chairman  
Town Council

---

Susan Hickey - Town Clerk/Tax Collector

( TOWN SEAL )

**A TRUE COPY ATTEST:**  
**xx/xx/14**

# ORDER 2013-42

An order relative to  
*The Distribution of Fire Equipment Capital Reserve Funds*

---

First Reading: 12/16/13  
Second Reading: Waived  
Adopted: 12/16/13

**WHEREAS** the Town of Londonderry, by adoption of Article No. 6 at the March 13, 2012 Town Meeting, approved funding \$150,000 for the acquisition of fire department equipment; and,

**WHEREAS** the Fire Department Equipment Committee has completed its review of several manufacturers' equipment and have made a recommendation that the Town purchases nozzles, adapters and scene lights from Industrial Protection Services, LLC and a Blitzfire Gun from Fire Tech & Safety of New England; and,

**WHEREAS** the Committee further recommends that \$7,058.37 be withdrawn from the Capital Reserve Fund for Fire Department Equipment;

**NOW THEREFORE BE IT ORDERED** by the Londonderry Town Council that the Town Treasurer is hereby directed and authorized to expend from the Fire Department Equipment Reserve Fund the sum \$7,058.37 (\$4,559.37 for nozzles, adapters and scene lights and \$2,499.00 for a Blitzfire Gun).

---

John Farrell - Chairman  
Town Council

---

Susan Hickey - Town Clerk/Tax Collector

( TOWN SEAL )

**A TRUE COPY ATTEST:**  
12/16/13



**Town of Londonderry**  
**Purchase Order Request Form**

Completed by Finance Dept  
Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Requestor Information (please print)

Date December 10, 2013  
Name Darren O' Brien  
Department Fire

Vendor Information

Billing Address:

Name Fire Tech & Safety of New England  
Address 90 Progress Ave  
City/Town, State, Zip Tyngsborough, Ma 01879

Ship to Address:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town, State, Zip \_\_\_\_\_

Account Number  
Fire Equipment Capital Reserve Fund

Description  
Blitzfire Gun

Ordered  
1

Cost  
\$ 2,499.00

Total  
\$ 2,499.00

**Purchase Order Total: \$2,499.00**

**Required Signatures**

PO Amount:

**\$1,000 - \$999,999** \_\_\_\_\_  
Department Head

**\$1,000 - \$999,999** \_\_\_\_\_  
Finance Director

**\$5,000 - \$999,999** \_\_\_\_\_  
Town Manager



# Town of Londonderry

## Purchasing Worksheet

(Form must accompany all Purchase Order request forms)

Requestor Information (please print)

Date: December 10, 2013

Name: Darren O'Brien

Department: Fire

### Purchases from \$1,000 - \$5,000\*

3 verbal quotes must be obtained\*\*

	Vendor	Date	Amount	Subject
1.	<u>Fire Tech &amp; Safety of New England</u>	<u>12/9/2013</u>	<u>\$ 2,499.00</u>	<u>BlitzFire Gun</u>
2.	<u>IPS</u>	<u>12/10/2013</u>	<u>\$ 3,150.00</u>	<u>BlitzFire Gun</u>
3.	<u>HSE</u>	<u>4/3/2013</u>	<u>0</u>	<u>Not available</u>

\*\*If lowest bid was not chosen, please explain why below

Explanation: \_\_\_\_\_

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

### Purchases from \$5,001 - \$10,000\*

3 written quotes must be obtained

Please attach copies of quotes received

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

### Purchases > \$10,001\*

3 written quotes must be obtained

Please attach copies of quotes received

Please attach proof of advertisement/ sealed bid quotes

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

\*Please reference Purchasing Policy for exemptions.

**Nozzles & nozzle accessories**

Task Force tips blitz fire gun and accessories, part # XXC-32  
 G-Force FTGT34E1F Nozzle

**Hand Tools**

Spanner Wrenches KS3, safety orange  
 Spanner Wrenches with Holder KS34, safety orange  
 ELSS-XLAC-PL Akron AC SceneStar LED 20000 Lumen Head and Base

**Adapters**

6.00" NHFLH x 4.50" NHFLH Adapter  
 4 1/2" NH X 5" Storz S54L545  
 5" Storz x 2 1/2" Rigid Male Thread S36S525 white  
 5" Storz x 2 1/2" NH Swivel Rocker Lug Female Thread S54R525  
 5" Storz x 4" Storz S60S54 Safety  
 2 1/2" NH Male Outlet x 2 1/2" NH Threaded Inlet-w/ Crank Handle 09KT25225M,  
 2 1/2" NH Threaded Inlet WYE with (2) 1.5" NPSH gated outlets AVNJ-NF-IF

Quantity	FTS	IPS	HSE
One (1)	\$ 2,499.00	\$ 3,150.00	\$ 2,828.00
One (1)	\$ 869.00	\$ 855.00	\$ 869.00
Two (2)	\$ 40.00	\$ 35.21	\$ 43.26
One (1)	\$ 78.00	\$ 73.37	\$ 84.74
Two (2)	\$ 2,650.00	\$ 2,284.20	\$ -
Quantity			
One (1)	\$ 190.00	\$ 177.64	\$ 183.85
One (1)	\$ 158.00	\$ 151.51	\$ 153.48
One (1)	\$ 120.00	\$ 110.73	\$ 117.21
One (1)	\$ 128.00	\$ 116.55	\$ 126.78
Two (2)	\$ 296.00	\$ 269.51	\$ 272.18
One (1)	\$ 208.00	\$ 190.94	\$ 197.49
One (1)	\$ 324.00	\$ 294.71	\$ 296.14
	\$ 2,499.00	\$ 4,559.37	





# QUOTE

Industrial Protection Services, LLC  
 220 Ballardvale St., Wilmington, MA 01887  
 185 Spring St, Yarmouth, ME 04096

Date: 12/10/12

Bill To: Doug Cardwell  
 Londonderry Fire Dept  
 280 Mammoth Rd  
 Londonderry, NH 03053

Ship to: Doug Cardwell  
 Londonderry Fire Dept

Salesperson	Shipping Method
Dave Giberti	

Qty	Item #	Description	Each Price	Line Total
1	XXC-32	TFT Blitz Fire Gun	\$ 3,150.00	\$ 3,150.00
1	FTG34E1F	G-Force Nozzle	\$ 855.00	\$ 855.00
2	KS3	Spanner Wrench	\$ 17.61	\$ 35.21
1	KS34	Spanner Wrench with Holder	\$ 73.37	\$ 73.37
2	ELSS-XLAC-PL	Akron SceneStar 19000 Lumen Head and Base	\$ 1,142.10	\$ 2,284.20
1	57L645	6.00" NHFLH x 4.50" NHFLH Adapter K-Coat	\$ 177.64	\$ 177.64
1	S54L545	4.5" NH x 5" Storz Adapter K-Coat	\$ 151.51	\$ 151.51
1	S36S525	5" Storz x 2.5" Rigid Male Tread Adapter K-Coat	\$ 110.73	\$ 110.73
1	S54R525	5" Storz x 2.5" NH Swivel Rocker Lug Female Thread	\$ 116.55	\$ 116.55
2	S60S54	5" Storz x 4" Storz Adapter K-Coat	\$ 134.75	\$ 269.51
1	09KT25225M	2.5" NH Male Outlet x 2.5" NH Thread Inlet w/Crank	\$ 190.94	\$ 190.94
1	22K15035	2.5"NH Threaded Inlet WYE w 2 1.5" NPSH gated outlet	\$ 294.71	\$ 294.71

Adpaters and Spanner Wrenches to be engraved LONDONDERRY and will be white in color

Sales Rep: David Giberti Cell: (508) 509-7864  
 Email: [dgiberti@ipp-ips.com](mailto:dgiberti@ipp-ips.com) Fax: (978) 658-0257  
 Web: [www.ipp-ips.com](http://www.ipp-ips.com)

Quoted Freight Charges \$

\$ 7,709.38

**Above Pricing is per Mass State Contract FIR03**



# Quotation

## Harrison Shrader Enterprises

159 Cash Street  
 So. Portland, ME 04106  
 207-767-2151 Fax: 207-767-2717  
[www.hseqould.com](http://www.hseqould.com)

Date: 4/3/2013	Submitted By: Willie Burk
-------------------	------------------------------

Quotation For Londonderry Fire Department  
 280 Mammoth Road  
 Londonderry, NH 03053

CONTACT:	EST. SHIP DATE	SHIP VIA	TERMS
BC Cardwell	4-6 weeks on Hose 30-45 days on balance	Direct	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	Task Force Tips BlitzFire Package p/n XXC-32 w/freight	2,828.00	
1	Task Force Tips Flip Tip w/Integrated Ball Shutoff and Gforce Nozzle p/n FTGT34E1F w/freight charge	869.00	
2	Kochek Spanners p/n KS3 (white) w/freight	15.63 +12.00	\$ 43.26
1	Kochek Spanners and Holder p/n KS34 (white) w/freight Akron Lights	69.74+15.00 no bid	84.74
1	Kochek 6"NHFLH x 4.5"NHFLH Adapter p/n 57L645 w/freight	168.85+15.00	183.85
1	Kochek 5"Storz x 4.5"LHFNH Adapter p/n S54L545 w/freight	138.48+15.00	153.48
1	Kochek 5"Storz x 2.5"MNH Rigid Adapter p/n S36S525 w/freight	101.21+16.00	117.21
1	Kochek 5"Storz x 2.5"FNH Swivel Adapter p/n S54R525 w/freight	110.78+16.00	126.78
2	Kochek 5"Storz x 4" Storz Adapter p/n S60S54 w/freight	128.09+16.00	\$ 272.18
1	Kochek 2.5"FNH x 2.5"MNH Gate Valve p/n 09T25225M plus freight	181.49+16.00	197.49
1	Kochek 2.5"FNH x (2) 1.5" MNPSH Gated Wye p/n 22K15025 plus freight	280.14+16.00	296.14
If you order all the Kochek together, your total freight will be \$99.00. TFT items have freight included.			

**TOTAL**

SIGNATURE: W. Burk

ABOVE PRICING WILL BE HONORED FOR: 30 days



**FIRE TECH & SAFETY  
OF NEW ENGLAND INC.**

90 Progress Ave  
Tyngsborough, Mass 01879

978-649-6800

1-800-256-8700 FAX (978) 649-6833

QUOTATION KK1291

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO

LONDONDERRY FIRE DEPT  
280 MAMOUTH RD  
LONDONDERRY NH 03053

QUOTATION DATE	12/9/2013	Kevin
INQUIRY DATE		

**ATT: BATTALION CHIEF CARDWELL**

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
QUANTITY	DESCRIPTION		UNIT PRICE	
1	TFT BLITZFIRE XXC32			\$2,499.00
1	GFORCE FLIP TIP FTGT34E1F			\$869.00
2	KS3 SPANNER WRENCH		\$20.00	\$40.00
1	KS34 WRENCH AND HOLDER			\$78.00
1	ELSS-XLAC-PL SCENE STAR LED 2000 LUMEN HEAD /BASE			\$1,325.00
1	6" NHF X 4.5 ADAPTER			\$190.00
1	4.5 X 5" STORZ			\$158.00
1	5" STORZ X 2.5 M			\$120.00
1	5" STORZ X 2.5 F			\$128.00
1	5"STORZ X 4" STORZ		\$148.00	\$296.00
1	2.5 HYDRANT GATE			\$208.00
1	2.5 X 2- 1-1.5 GATED WYE			\$324.00
<b>TOTAL:</b>				<b>\$6,235.00</b>

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

QUOTED BY: KEVIN KERRIGAN

ACCEPTED \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

**THANK YOU!**



**Town of Londonderry**  
**Purchase Order Request Form**

Completed by Finance Dept  
Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Requestor Information (please print)

Date December 11, 2013  
Name Darren O'Brien  
Department Fire

Vendor Information

Billing Address:

Ship to Address:

Name Industrial Protection Services, LLC  
Address 220 Ballardvale Street / PO Box 685  
City/Town, State, Zip Wilmington, Ma 01887

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town, State, Zip \_\_\_\_\_

<u>Account Number</u>	<u>Description</u>	<u>Ordered</u>	<u>Cost</u>	<u>Total</u>
Fire Equipment Capital Reserve Fund	Nozzles, adapters and scene lights	1	\$4,559.37	\$ 4,559.37

Purchase Order Total: \$4,559.37

**Required Signatures**

PO Amount:

\$1,000 - \$999,999 \_\_\_\_\_  
Department Head

\$1,000 - \$999,999 \_\_\_\_\_  
Finance Director

\$5,000 - \$999,999 \_\_\_\_\_  
Town Manager



# Town of Londonderry

## Purchasing Worksheet

(Form must accompany all Purchase Order request forms)

Requestor Information (please print)

Date: 12/10/13

Name: Darren O'Brien

Department: Fire

### Purchases from \$1,000 - \$5,000\*

3 verbal quotes must be obtained\*\*

	Vendor	Date	Amount	Subject
1.	<u>IPS</u>	<u>12/10/2013</u>	<u>\$ 4,559.37</u>	<u>Nozzle, adapters and scene lights</u>
2.	<u>Fire Tech &amp; Safety</u>	<u>12/9/2013</u>	<u>\$ 5,061.00</u>	<u>Nozzle, adapters and scene lights</u>
3.	<u>HSE</u>	<u>4/3/2013</u>	<u>\$ 2,344.13</u>	<u>Nozzle and adapters only</u>

\*\*If lowest bid was not chosen, please explain why below

Explanation: HSE cannot supply scene lights

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

### Purchases from \$5,001 - \$10,000\*

3 written quotes must be obtained

Please attach copies of quotes received

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

### Purchases > \$10,001\*

3 written quotes must be obtained

Please attach copies of quotes received

Please attach proof of advertisement/ sealed bid quotes

Check box if exempt from Purchasing Policy

Reason for exemption: \_\_\_\_\_

\*Please reference Purchasing Policy for exemptions.

**Nozzles & nozzle accessories**

Task Force tips blitz fire gun and accessories, part # XXC-32  
 G-Force FTGT34E1F Nozzle

**Hand Tools**

Spanner Wrenches KS3, safety orange  
 Spanner Wrenches with Holder KS34, safety orange  
 ELSS-XLAC-PL Akron AC SceneStar LED 20000 Lumen Head and Base

**Adapters**

6.00" NHFLH x 4.50" NHFLH Adapter  
 4 1/2" NH X 5" Stortz S54L545  
 5" Storz x 2 1/2" Rigid Male Thread S36S525 white  
 5" Storz x 2 1/2" NH Swivel Rocker Lug Female Thread S54R525  
 5" Storz x 4" Storz S60S54 Safety  
 2 1/2" NH Male Outlet x 2 1/2" NH Threaded Inlet-w/ Crank Handle 09KT25225M,  
 2 1/2" NH Threaded Inlet WYE with (2) 1.5" NPSH gated outlets AYUJ-NF-1F

Quantity	FTS	IPS	HSE
One (1)	\$ 2,499.00	\$ 3,150.00	\$ 2,828.00
One (1)	\$ 869.00	\$ 855.00	\$ 869.00
Two (2)	\$ 40.00	\$ 35.21	\$ 43.26
One (1)	\$ 78.00	\$ 73.37	\$ 84.74
Two (2)	\$ 2,650.00	\$ 2,284.20	\$ -
Quantity			
One (1)	\$ 190.00	\$ 177.64	\$ 183.85
One (1)	\$ 158.00	\$ 151.51	\$ 153.48
One (1)	\$ 120.00	\$ 110.73	\$ 117.21
One (1)	\$ 128.00	\$ 116.55	\$ 126.78
Two (2)	\$ 296.00	\$ 269.51	\$ 272.18
One (1)	\$ 208.00	\$ 190.94	\$ 197.49
One (1)	\$ 324.00	\$ 294.71	\$ 296.14
	\$ 2,499.00	\$ 4,559.37	



# QUOTE

Industrial Protection Services, LLC  
 220 Ballardvale St., Wilmington, MA 01887  
 185 Spring St, Yarmouth, ME 04096

Date: 12/10/12

Bill To: Doug Cardwell  
 Londonderry Fire Dept  
 280 Mammoth Rd  
 Londonderry, NH 03053

Ship to:

Doug Cardwell  
 Londonderry Fire Dept

Salesperson	Shipping Method
Dave Giberti	

Qty	Item #	Description	Each Price	Line Total
1	XXC-32	TFT Blitz Fire Gun	\$ 3,150.00	\$ 3,150.00
1	FTG34E1F	G-Force Nozzle	\$ 855.00	\$ 855.00
2	KS3	Spanner Wrench	\$ 17.61	\$ 35.21
1	KS34	Spanner Wrench with Holder	\$ 73.37	\$ 73.37
2	ELSS-XLAC-PL	Akron SceneStar 19000 Lumen Head and Base	\$ 1,142.10	\$ 2,284.20
1	57L645	6.00" NHFLH x 4.50" NHFLH Adapter K-Coat	\$ 177.64	\$ 177.64
1	S54L545	4.5" NH x 5" Storz Adapter K-Coat	\$ 151.51	\$ 151.51
1	S36S525	5" Storz x 2.5" Rigid Male Tread Adapter K-Coat	\$ 110.73	\$ 110.73
1	S54R525	5" Storz x 2.5" NH Swivel Rocker Lug Female Thread	\$ 116.55	\$ 116.55
2	S60S54	5" Storz x 4" Storz Adapter K-Coat	\$ 134.75	\$ 269.51
1	09KT25225M	2.5" NH Male Outlet x 2.5" NH Thread Inlet w/Crank	\$ 190.94	\$ 190.94
1	22K15035	2.5"NH Threaded Inlet WYE w 2 1.5" NPSH gated outlet	\$ 294.71	\$ 294.71

Adapters and Spanner Wrenches to be engraved LONDONDERRY and will be white in color

Sales Rep: David Giberti Cell: (508) 509-7864  
 Email: [dgiberti@ipp-ips.com](mailto:dgiberti@ipp-ips.com) Fax: (978) 658-0257  
 Web: [www.ipp-ips.com](http://www.ipp-ips.com)

Quoted Freight Charges \$

\$ 7,709.38

**Above Pricing is per Mass State Contract FIR03**



# Quotation

## Harrison Shrader Enterprises

159 Cash Street  
 So. Portland, ME 04106  
 207-767-2151 Fax: 207-767-2717  
[www.hseqould.com](http://www.hseqould.com)

Date: 4/3/2013	Submitted By: Willie Burk
-------------------	------------------------------

Quotation For Londonderry Fire Department  
 280 Mammoth Road  
 Londonderry, NH 03053

CONTACT:	EST. SHIP DATE	SHIP VIA	TERMS
BC Cardwell	4-6 weeks on Hose 30-45 days on balance	Direct	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	Task Force Tips BlitzFire Package p/n XXC-32 w/freight	2,828.00	
1	Task Force Tips Flip Tip w/Integrated Ball Shutoff and Gforce Nozzle p/n FTGT34E1F w/freight charge	869.00	
2	Kochek Spanners p/n KS3 (white) w/freight	15.63 +12.00	\$ 43.26
1	Kochek Spanners and Holder p/n KS34 (white) w/freight Akron Lights	69.74+15.00 no bid	84.74
1	Kochek 6"NHFLH x 4.5"NHFLH Adapter p/n 57L645 w/freight	168.85+15.00	183.85
1	Kochek 5"Storz x 4.5"LHFNH Adapter p/n S54L545 w/freight	138.48+15.00	153.48
1	Kochek 5"Storz x 2.5"MNH Rigid Adapter p/n S36S525 w/freight	101.21+16.00	117.21
1	Kochek 5"Storz x 2.5"FNH Swivel Adapter p/n S54R525 w/freight	110.78+16.00	126.78
2	Kochek 5"Storz x 4" Storz Adapter p/n S60S54 w/freight	128.09+16.00	\$ 272.18
1	Kochek 2.5"FNH x 2.5"MNH Gate Valve p/n 09T25225M plus freight	181.49+16.00	197.49
1	Kochek 2.5"FNH x (2) 1.5" MNPSH Gated Wye p/n 22K15025 plus freight	280.14+16.00	296.14
If you order all the Kochek together, your total freight will be \$99.00. TFT items have freight included.			

		<b>TOTAL</b>	
--	--	--------------	--

SIGNATURE: W. Burk      ABOVE PRICING WILL BE HONORED FOR: 30 days





**FIRE TECH & SAFETY  
OF NEW ENGLAND INC.**

90 Progress Ave  
Tyngsborough, Mass 01879

978-649-6800

1-800-256-8700 FAX (978) 649-6833

**QUOTATION** KK1291

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO

LONDONDERRY FIRE DEPT  
280 MAMOUTH RD  
LONDONDERRY NH 03053

QUOTATION DATE	Kevin
12/9/2013	
INQUIRY DATE	

**ATT: BATTALION CHIEF CARDWELL**

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
QUANTITY	DESCRIPTION	UNIT PRICE		
1	TFT BLITZFIRE XXC32			\$2,499.00
1	GFORCE FLIP TIP FTGT34E1F			\$869.00
2	KS3 SPANNER WRENCH	\$20.00		\$40.00
1	KS34 WRENCH AND HOLDER			\$78.00
1	ELSS-XLAC-PL SCENE STAR LED 2000 LUMEN HEAD /BASE			\$1,325.00
1	6" NHF X 4.5 ADAPTER			\$190.00
1	4.5 X 5" STORZ			\$158.00
1	5" STORZ X 2.5 M			\$120.00
1	5" STORZ X 2.5 F			\$128.00
1	5"STORZ X 4" STORZ	\$148.00		\$296.00
1	2.5 HYDRANT GATE			\$208.00
1	2.5 X 2- 1-1.5 GATED WYE			\$324.00
<b>TOTAL:</b>				<b>\$6,235.00</b>

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

QUOTED BY: KEVIN KERRIGAN

ACCEPTED \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

**THANK YOU!**

# ORDER 2013-43

An order relative to

## *The Distribution of Fire Equipment Capital Reserve Funds*

---

First Reading: 12/16/13  
Second Reading: Waived  
Adopted: 12/16/13

**WHEREAS** the Town of Londonderry, by adoption of Article No. 6 at the March 13, 2012 Town Meeting, approved funding \$150,000 for the acquisition of fire department equipment; and,

**WHEREAS** the Fire Department Equipment Committee has completed its review of several manufacturers' equipment and have made a recommendation that the Town purchase six (6) G-Extreme Jacket and Pants, Scotchlite Lettering, G-Extreme Pant, Nomex Hand and Wrist Guards, Snaps for Patch, Rappelling Harness Loops, Add Patches and Estimated S&H from Bergeron Protective Clothing, LLC; and,

**WHEREAS** the Committee further recommends that \$12,585.80 be withdrawn from the Capital Reserve Fund for Fire Department Equipment;

**NOW THEREFORE BE IT ORDERED** by the Londonderry Town Council that the Town Treasurer is hereby directed and authorized to expend from the Fire Department Equipment Reserve Fund the sum \$12,585.80.

---

John Farrell - Chairman  
Town Council

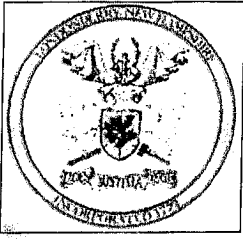
( TOWN SEAL )

---

Susan Hickey - Town Clerk/Tax Collector

**A TRUE COPY ATTEST:**  
12/16/13

<b>Vendor</b>	<b>Location</b>	<b>Amount</b>	<b>Description of Capital Reserve Expense</b>
Bergeron Protective Clothing, LLC	Fire Stations	\$12,585.80	Six (6) G-Extreme Jackets & Pants, Scotchlite Lettering, G-Extreme Pants, Nomex Hand and Wrist Guards, Add Patches, Snaps for Patch, Rappelling Harness Loops and Estimated S&H.
<b>Total 11/04/13 Order Amount</b>		<b>\$12,585.80</b>	



**Town of Londonderry**  
**Purchase Order Request Form**

<i>Completed by Finance Dept</i>	
Number:	
Date:	

Requestor Information (please print)

Date October 30, 2013  
 Name Darren O'Brien  
 Department Fire

Vendor Information

*Billing Address:*

*Ship to Address:*

Name Bergeron Protective Clothing, LLC  
 Address 1024 Suncook Valley Hwy, Unit 5D  
 City/Town, State, Zip Epsom, NH 03234

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Town, State, Zip \_\_\_\_\_

<u>Account Number</u>	<u>Description</u>	<u>Ordered</u>	<u>Cost</u>	<u>Total</u>
Fire Equipment Capital Reserve Fund	G-Extreme Jacket & Pants Scotchite Lettering G-Extreme Pant Nomex Hand & Wrist guards Add patches Snaps for patch Rappelling harness loops Estimated S&H	6	\$12,585.80	\$12,585.80

**Purchase Order Total: \$12,585.80**

**Required Signatures**

PO Amount:

**\$1,000 - \$999,999** \_\_\_\_\_  
*Department Head*

**\$1,000 - \$999,999** \_\_\_\_\_  
*Finance Director*

**\$5,000 - \$999,999** \_\_\_\_\_  
*Town Manager*



**Town of Londonderry**  
**Purchase Order Request Form**

Completed by Finance Dept  
Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Requestor Information (please print)

Date December 16, 2013  
Name Darren O'Brien  
Department Fire

Vendor Information

Billing Address:

Ship to Address:

Name Bergeron Protective Clothing, LLC  
Address 1024 Suncook Valley Hwy, Unit 5D  
City/Town, State, Zip Epsom, NH 03234

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town, State, Zip \_\_\_\_\_

Account Number  
Fire Equipment Capital Reserve Fund

Description  
G-Extreme Jacket & Pants  
Scotchlite Lettering  
G-Extreme Pant  
Nomex Hand & Wrist guards  
Add patches  
Snaps for patch  
Rappelling harness loops  
Estimated S&H

Ordered  
6

Cost  
\$12,585.80

Total  
\$12,585.80

**Purchase Order Total: \$12,585.80**

**Required Signatures**

PO Amount:

\$1,000 - \$999,999 \_\_\_\_\_  
Department Head

\$1,000 - \$999,999 \_\_\_\_\_  
Finance Director

\$5,000 - \$999,999 \_\_\_\_\_  
Town Manager





# LONDONDERRY FIRE/RESCUE

## DEPARTMENT

280 Mammoth Road

Londonderry, New Hampshire 03053

[www.londonderrynh.org](http://www.londonderrynh.org)



Darren O'Brien  
Fire Chief

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

Douglas G. Cardwell

Battalion Chief

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

Business


(603) 432-1124

FAX

(603) 432-1129

### MEMORANDUM

**TO:** FIRE CHIEF DARREN O'BRIEN

**FROM:** BATTALION CHIEF DOUGLAS G. CARDWELL 

**DATE:** OCTOBER 26, 2013

**RE: FIREFIGHTER PROTECTIVE CLOTHING**

Chief,

Please find attached a quote from Bergeron Protective Clothing of Epsom, NH. for the vendor specific replacement of six (6) sets of firefighter protective clothing and request a Town Council order for the following.

Whereas the Town of Londonderry, by adoption of Article No. 6 at the March 13, 2012 Town Meeting, approved funding \$150,000.00 for the acquisition of Fire Department equipment; and, whereas the Fire Department has selected a vendor specific firefighter protective clothing and has made the recommendation that the Town purchase six (6) sets of firefighter protective clothing Bergeron Protective Clothing and whereas the Fire Department recommends that \$12,585.80 be withdrawn from the Capital Reserve Fund for Fire Department Equipment.



Order #: 145168  
 For Quote #: 131674  
 Date: 08/16/2013

\*\*\*\* ORDER ACKNOWLEDGEMENT \*\*\*\*

For:  
 Londonderry Fire Department  
 Battalion Chief Doug Cardwell  
 280 Mammoth Road  
 Londonderry, NH 03053

Qty	Style	Description	Your Cost
4	312GLMB - G-Xtreme Jacket, Gemini XT w/ Matrix 7.5 oz Gold	Trim Color: R/Orange Sizing: T46, slv. +1, length 32 DION T42, slv. std, length 29 BUTLER T46, slv. +1, length 35 BRIEN NO RADIO POCKET on BRIEN's jacket-mic strap only T44, slv. -1, length 29 ROGER PLEASE MARK NAME ON TAG  Caldura SI Thermal Liner Stedair 3000 Moisture Barrier R/O NYC triple trim for Officers 2 inch Scotchlite letters "LONDONDERRY" Row B 2x3.5x8 radio pocket- Left Chest Self material Mic strap above radio pocket Survivor Light Holder-right chest Dragon Hide cuffs American Flag left sleeve Hung letter patch for last names Drag Rescue Device	4,534.48
1	00038 - Velcro & Snaps for Hung Letter Patch	on Roger's jacket only- NO hung letter patch, prep only	12.40
15	19721 - 3" Scotchlite Letter	Color: R/Orange, Location: Hung Letter Patch Add name to hung letter patch	37.50
4	190549N - Nomex Hand & Wrist Guards w/thumbhole		29.60
Subtotal:			\$4,613.98
4	VELDEPPATCH - Velcro Patch and Velcro to Receive Dept. Patch	Color: -, Location: - Gold PBI Matrix	140.00

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234  
 Phone: (603) 736-8500 FAX: (603) 736-9115



BERGERON PROTECTIVE CLOTHING LLC  
 For: Londonderry Fire Department

Order #: 145168  
 For Quote #: 131674

**Order Acknowledgement**

Qty	Style	Description	Your Cost
		Right shoulder names are on back of Dept supplied patches Dion-Battalion #4 patch Roger- Battalion #4 patch Butler-Battalion #3 patch Brien-Battalion #4 patch	
4	412GLMB - G-Xtreme Pant, Gemini XT w/ Matrix 7.5 Oz Gold	Trim Color: R/Orange Sizing: X42, inseam 32 Dion, Gary X36, inseam 30 Butler, James X42, inseam 34 Brien, Mark X40, inseam 32 McQuillen, Mike PLEASE MARK NAME ON TAG  Caldura SL Moisture Barrier Stedair 3000 Moisture Barrier R/O triple trim around cuffs Dragon Hide knees and cuffs Kevlar lined expansion pockets Dragon Hide pocket reinforcement Padded knees Lifeline Rope Pocket in Right expansion Pocket Padded Rip-cord Suspenders with R/O for Officers	3,584.08
1	2911604V - Rappelling Harness Loops-Snap & Velcro (9 loops) On Dion's pants only		29.00

<b>ORDER TOTAL:</b>	<b>\$8,367.06</b>
Estimated Shipping Cost:	\$27.18
<b>GRAND TOTAL:</b>	<b>\$8,394.24</b>

Please check the order for errors. We await your approval before processing the order.

NOTE: Please double check all style numbers, sizes, color of material and trim as there is a charge (25% of List Price) for changes and/or cancellations. If you find an error or omission, contact us ASAP. All prices are F.O.B. factory, shipping and handling not included. For Invoices \$5,000.00 or greater, a 3.5% processing fee will be applied when paying by credit card.

TERMS are NET 30 DAYS, shipping date is approximately 90 days A.R.O. for custom-made garments, 7 to 14 days on stock items.

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234  
 Phone: (603) 736-8500 FAX: (603) 736-9115



Order #: 145169  
 For Quote #: 131674  
 Date: 08/16/2013

\*\*\*\* ORDER ACKNOWLEDGEMENT \*\*\*\*

<p>For:</p> <p>Londonderry Fire Department          Battalion Chief Doug Cardwell          280 Mammoth Road          Londonderry, NH 03053</p>
--

Qty	Style	Description	Your Cost
2	312GLMB - G-Xtreme Jacket, Gemini XT	w/ Matrix 7.5 oz Gold Trim Color: L/Yellow Sizing: T42, slv. std, length 32 CARRIER T46, slv. +1, length 32 ANDERSON PLEASE MARK NAME ON TAG  Caldura SI Thermal Liner Stedair 3000 Moisture Barrier L/Y NYC triple trim 2 inch Scotchlite letters "LONDONDERRY" Row B 2x3.5x8 radio pocket- Left Chest Self material Mic strap above radio pocket Survivor Light Holder-right chest Dragon Hide cuffs American Flag left sleeve Hung letter patch for last names Drag Rescue Device	2,267.24
15	19721 - 3" Scotchlite Letter	Color: L/Yellow, Location: Hung Letter Patch Add name to hung letter patch L/Y for Firefighters	37.50
2	190549N - Nomex Hand & Wrist Guards	w/thumbhole	8.68
Subtotal:			\$2,313.42
2	VELDEPPATCH - Velcro Patch and Velcro	to Receive Dept. Patch Color: Gold, Location: Right Shoulder PBI Matrix Add Battalion #1 dept patch	70.00
2	412GLMB - G-Xtreme Pant, Gemini XT	w/ Matrix 7.5 Oz Gold	1,792.04

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234  
 Phone: (603) 736-8500 FAX: (603) 736-9115

BERGERON PROTECTIVE CLOTHING LLC  
 For: Londonderry Fire Department

Order #: 145169  
 For Quote #: 131674

**Order Acknowledgement**

Qty	Style	Description	Your Cost
		Trim Color: L/Yellow Sizing: X36, inseam 32 Carrier, Shawn X40, inseam 32 Anderson, Jeff PLEASE MARK NAME ON TAG	
		Caldura SL Moisture Barrier Stedair 3000 Moisture Barrier L/Y triple trim around cuffs Dragon Hide knees and cuffs Kevlar lined expansion pockets Dragon Hide pocket reinforcement Padded knees Lifeline Rope Pocket in Right expansion Pocket Padded Rip-cord Suspenders with L/Y trim	

<b>ORDER TOTAL:</b>	<b>\$4,175.46</b>
Estimated Shipping Cost:	\$16.10
<b>GRAND TOTAL:</b>	<b>\$4,191.56</b>

Please check the order for errors. We await your approval before processing the order.

NOTE: Please double check all style numbers, sizes, color of material and trim as there is a charge (25% of List Price) for changes and/or cancellations. If you find an error or omission, contact us ASAP. All prices are F.O.B. factory, shipping and handling not included. For Invoices \$5,000.00 or greater, a 3.5% processing fee will be applied when paying by credit card.

TERMS are NET 30 DAYS, shipping date is approximately 90 days A.R.O. for custom-made garments, 7 to 14 days on stock items.

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234

Phone: (603) 736-8500

FAX: (603) 736-9115

**TOWN COUNCIL**  
**MEETING MINUTES**  
**December 2, 2013**

The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH.

Present: Chairman John Farrell; Vice Chairman Tom Dolan; Councilors Tom Freda, Joe Green and Jim Butler; Town Manager Kevin Smith; Executive Assistant Kirby Wade

**CALL TO ORDER**

Chairman Farrell opened the meeting with the Pledge of Allegiance. This was followed by a moment of silence for our first responders during this Holiday season and about those who serve us overseas, those who are traveling and have unfortunate accidents and circumstances and good well thought for everyone.

**PUBLIC COMMENT**

- Londonderry Police Chief Bill Hart introduced Sergeant Nick Pinaridi. Pinaridi is a 17 year veteran who came to the Londonderry Police from Hooksett where he served as a Sergeant for a number of years. Pinaridi also spent a year as an acting Lieutenant. He has been with Londonderry Police for four years.

**[Council and audience clapped. Pinaridi shook hands with the Council]**

- Musquash conservation area tree stand and KPCA parking presented by Deb Lievens, Chair of the Londonderry Conservation Commission. Lievens stated these topics have been around for a while. Lievens stated that they would like direction from the Council on how to move forward with these situations.
- Lievens stated that is had been brought to her attention that there are a number of tree stands in the musquash that have been put there without permission. If you put a permanent tree stand in there, permission from the Town of Londonderry needs to be given. Lievens stated that after checking the RSA, they should be taken down and have people ask for permission in the future. Town Manager Smith spoke with the Town Attorney Ramsdell in regards to how it should be handled. Ramsdell mentioned that it looks to comply with the State Statute and he didn't see an issue with it.
- Lievens stated that if you have a temporary tree stand and you take it with you after your outing you can proceed as you usually do.

- 42
- 43 • Councilor Green asked what kind of permission should these people be given. Town Manager Smith
- 44 stated that what Attorney Ramsdell recommended is that there be no formal process. What the
- 45 Conservation Commission would like is to be notified, the less formal the process the less liability
- 46 we would have as a town.
- 47
- 48 • Lievens stated that 6 have been located and that there may be more. Town Manager Smith stated that
- 49 if the tree stands aren't down by a certain date, the Conservation Commission will take the stand
- 50 down.
- 51
- 52 • Councilor Green stated it should be more than just giving permission because if we just gave
- 53 permission we wouldn't have any way of keeping track of who did and who didn't. Lievens stated
- 54 that the RSA says that you cannot build anything that damages or destroys a tree without written
- 55 permission form the property owner. We the town of Londonderry own the property.
- 56
- 57 • Attorney Ramsdall stated that if a tree stand is put up in a way that the Conservation Commission
- 58 doesn't like, the Conservation Commission can go take it down without permission.
- 59
- 60 • Vice Chairman Dolan stated that there should be some form of whose tree stand is who's on the tree
- 61 stand. A name plate or something that states that is there tree stand.
- 62
- 63 • Mike Speltz, 18 Sugarplum Lane, a member of the Conservation Commission stated that as part of
- 64 the notification or asking permission, it would be reasonable to say as a condition of granting that
- 65 permission that you put your name on your stand and you also give the location of the stand. Speltz
- 66 also stated not to put a stand near the trails.
- 67
- 68 • Chairman Farrell stated the Town Manager Smith should reply back to the Conservation
- 69 Commission with an answer as to when they can set a date that the stands need to be down by,
- 70 before the Council meeting on the 16<sup>th</sup>.
- 71
- 72 • Lievens stated that at the Kendall Pond Conservation Area parking lot there has been some
- 73 inappropriate behavior after hour. Lievens suggested that the town should post it against nighttime
- 74 parking and it was discussed with Police Chief Hart. Lievens states that the Conservation
- 75 Commissions recommendation with the Council approval is to post the parking lot for no parking
- 76 between 10 PM and 5 AM. Overnight parking has been reported so it would take away that problem.
- 77
- 78 • Town Manager Smith stated it was discussed with Attorney Ramsdall who stated it would take a
- 79 change in Ordinance that the Town Council would have to pass in order to enforce these parking
- 80 hours at that particular site. Chairman Farrell stated that an Ordinance will be needed.
- 81
- 82 • The Londonderry Middle School Piratechs Lego League, Austin Smith, 25 Lawson Farm Rd.,
- 83 Elizabeth Iaconis, 1 Lancaster Dr., Carolyn Stoller, 15 Cortland St. and Billy Garvey, 110 Hardy Rd.
- 84 They're a first lego legue team, a program that seeks to expose students to science and engineering

85 while focusing on a real world problem every year. This year's problem is 'Natures Furry' and  
86 natural disasters. The Piratechs presented on winter, snow and the cardiac risk of shoveling.  
87

88 **[See attached pamphlet]**  
89

- 90 • Councilor Green stated that he is very excited about what the Piratechs are doing. Councilor Green  
91 stated that they are trying to get some high school juniors and seniors, people that are interested in  
92 doing projects, to help out and lead the project off. They would help round up kids and people who  
93 are interested in helping Londonderry seniors that are in need shovel this winter.  
94
- 95 • Reed Clark, Stonehenge Rd, stated that there have been 6 tree stands on his property for about 10  
96 years. He would like to have someone take them down.  
97

98 **PUBLIC HEARING**

99  
100 **None**

101  
102 **OLD BUSINESS**

- 103 • **Budget hearing will take place at the end of the meeting.**  
104  
105

106 **NEW BUSINESS**

- 107  
108 • Solid Waste Disposable Contract, presented by Director of Public Works and Engineering, Janusz  
109 Czyzowski.  
110 **[Czyzowski went over PowerPoint. See attached.]**  
111
- 112 • Czyzowski stated that with the current contract the Town has two, one-year options to extend the  
113 contract for fiscal year 15 and 16. Czyzowski presented a proposal with lower prices that the vendor  
114 agreed to. The vendor also agreed to a \$50,000 reduction in the current contract for fiscal year 14.  
115
- 116 • The Council approved the proposal presented by Czyzowski and directed him to proceed with the  
117 extensions to the contract.  
118
- 119 • Vice Chairman Dolan suggested making an exception one or two times a year for people to get rid of  
120 bigger items that they need to throw out. Not only for the convenience of the community but for the  
121 maintenance of the town. Czyzowski stated that it has been looked up in the past and they had done  
122 it once and it ended up being over \$120,000.00 and it was too much. Dolan stated there is a hidden  
123 cost and according to the fire dept. a lot of the items are considered fuel as they accumulate in your  
124 basement and attic. Dolan stated that we owe the citizens a solution. Czyzowski stated that they offer  
125 it at reduce cost at the drop off center. Chairman Farrell suggested that we divide the town up into

126 four pieces and charge the town a nominal amount so that we break even and we will pick it up and  
127 drop it off at the drop off center, every three years. Chairman Farrell stated that the situation is worth  
128 exploring.  
129

- 130 • **Ordinance #2011-11A Amended**, 'An Amendment to the Safety Policy, Municipal Code, Title VI,  
131 Chapter IV'. Town Manager Smith stated there are three recommended changes of the safety code.  
132 Smith went over the Ordinance.  
133
- 134 • Chairman Farrell stated that there is a general standard that is for office and DPW and things like  
135 that, so the intent is to hold the first responders to a high standard? Town Manager Smith stated a  
136 different standard depending on what is in their safety policy procedures. Police Chief Hart stated  
137 that the issue that came up was, often in police and fire service, the rules and regulations governing  
138 the safety policy for the Town of Londonderry have to be set aside.  
139
- 140 • Vice Chairman Dolan made a motion to except the first reading and to schedule a second reading  
141 and public hearing on the 16<sup>th</sup> of December. Second by Councilor Butler. **Chair votes 5-0-0.**  
142
- 143 • **Order #2013-38**, 'The Award of a Bid for Fire Vehicles', presented by Fire Chief Darren O'Brien.  
144 Chief O'Brien stated that it is a Council Order to replace two vehicles, one being a 23 year old pick-  
145 up style truck which has served as the departments first rescue truck. Chief O'Brien stated that the  
146 cost to repair it is more than the value of the vehicle. The second vehicle use to be a fire prevention  
147 vehicle from a former Marshall.  
148
- 149 • Chairman Farrell stated that he thanked Chief O'Brien for things that had gone on over the weekend  
150 and that as the alerts came out and the number of accidents that happened over the weekend, having  
151 a chief that lives in town is a great thing. Chairman Farrell thanks Chief O'Brien for being one of the  
152 responders to one of the accidents over the weekend. O'Brien stated that this is a state contract.  
153
- 154 • Motion to approve Order #2013-38 made by Councilor Green and second by Councilor Freda. **Chair**  
155 **votes 5-0-0.**  
156

## BUDGET HEARING

[Refer to attachments]

- 160
- 161 • Town Manager Smith stated that there were follow ups to inquires that were presented at the last  
162 budget workshop. Town Manager Smith went over attachments. Town Manager Smith went over the  
163 Budget schedule.  
164
- 165 • Vice Chairman Dolan stated that the deadline for petition warrant articles is Tuesday, January 14<sup>th</sup>.  
166 Dolan asked Finance Director Sue Hickey if that gave them enough time to verify signatures or do  
167 they need it beforehand. Hickey stated that it would give them time to verify signatures but the  
168 earlier the better. Hickey stated the language would need to be run by legal as well, so the sooner the

better.

- 169  
170
- 171 • Chairman Farrell asked the Council and the community if any Bonds were going to be entertained.  
172 Councilor Freda asked if there needed to be notice even if they were just thinking about doing a  
173 bond. Hickey stated yes. Hickey stated that is a Public Hearing so it needs 7 days (business days) to  
174 clear and to be posted. Councilor Freda asked Hickey hat the last date that they could have a Bond  
175 Hearing would be. Hickey stated that December 23<sup>rd</sup> is the Bond hearing if there are any bonds.  
176
  - 177 • Councilor Freda asked if there are any Bond recommendations coming out of CIP. Chairman Farrell  
178 stated that there are things that were elevated in CIP but no one has brought a Bond forward.  
179
  - 180 • Hickey stated you could always schedule a Bond hearing and close it if it's not needed. Petition  
181 Warrant Articles need to be in by the 14<sup>th</sup>.  
182
  - 183 • Chairman Farrell stated that a Bond hearing will be scheduled for the 23<sup>rd</sup> and if we don't have  
184 anything we will address it on the 16<sup>th</sup>.  
185
  - 186 • Chief Darren O'Brien presented the cost benefit analysis of hiring additional staff. Chief O'Brien  
187 stated that the Council's question was if we could save more money by hiring more people. Chief  
188 O'Brien stated that hiring the one firefighter will not benefit the department at this point in time. We  
189 would have to hire 4 to put each battalion up to 11 personelle so we can drop down to the 10 under  
190 the direction of the Council. Chief O'Brien stated that in saying that, the cost for 4 firefighters is  
191 about \$316,000.00 with an estimated overtime replacement savings of about \$70,000.00 per year.  
192
  - 193 • Chairman Chris Melcher, Budget Committee clarified that it is going to cost \$316,000.00 for the  
194 staff which is going to add to the fire salary budget line and only cut the overtime budget line by  
195 \$70,000.00. Chief O'Brien stated that that was correct. Chief O'Brien stated that he broke down and  
196 looked at the amount of shifts that they're taking and the amount of shifts that there were numerous  
197 people on that certain day, and divided that number out, which is where he came up with the  
198 \$70,000.00 in savings.  
199
  - 200 • Councilor Freda asked what the beginning salary for a firefighter is. Chief O'Brien stated it is about  
201 \$46,000.00 but with benefits and salaries it comes up to about \$79,000.00.  
202
  - 203 • Chairman Farrell stated that it needs to be explained why it's important and the reasons behind it, of  
204 whether or not the Council and Budget Committee would get behind a Warrant Article for one (1)  
205 firefighter per year for 4 years, which was suggested.  
206
  - 207 • Councilor Freda stated that a regular shift was 24 hours and asked Chief O'Brien if one of the  
208 firefighters called in sick, would they need to replace 24 hours or could that person come in after 8  
209 hours and say he feels better and he finishes his shift. Chief O'Brien stated that they have had people  
210 take 8 hours of sick time. It varies and it does happen on a 24 hour basis.  
211



- 212 • Councilor Freda asked Chief O'Brien, once a firefighter is hired how long does it take to get them  
213 trained. Chief O'Brien stated about 8 months.  
214
- 215 • Chairman Farrell stated we are not going to fix the overtime problem by adding staff. Chief O'Brien  
216 stated that the money he has in this year's budget, if it's under the Council's direction to staff at a  
217 level of 10, he won't be able to with the budget he has.  
218

219 **[Went on to discuss the Fire Department budget]**  
220

- 221 • Chairman Farrell stated that the overarching message is that the Council and the Budget Committee  
222 are on board with the fact that we need to look at how to increase staffing and how we do that  
223 through a Warrant Article. Chairman Farrell stated that the Council isn't voting right now but it  
224 seems like everyone is moving in the same direction. Chairman Farrell stated that the Council plans  
225 to be supportive going forward.  
226

227 **[Refer to attached information for the budget presentation]**  
228

- 229 • Chairman Farrell stated that there is a Police Contract that is not listed on the agenda that needs to be  
230 addressed. Chief Bill Hart, Town Manager Kevin Smith and Sergeant Kevin Dyer presented. Chief  
231 Hart brought the contract forward. Chief Hart stated that there are three significant money items.  
232  
233

234 1.) 1.8% annual COLA increase to the Union members. Last year they went with a zero increase on  
235 a one year extension. This is consistent with what is being negotiated in other communities and  
236 may be lower than most communities.

237 2.) The shift differential for afternoons and midnights, neither of which has changed since 1996 (17  
238 years).

239 3.) The tuition contribution. Chief Hart said that they have a very competitive use of that fund. Every  
240 year it is used up almost in the first semester and always by March of the fiscal year.  
241

242 **[Chief Hart went on to describe the language changes made to the contract]**  
243

- 244 • Chief Hart stated that a contract will be provided to the Council. It is a three year contract. Chief  
245 Hart stated that the airport pays their share of all contractual increases and costs.  
246

247 • Budget Committee Chairman Chris Melcher stated that last year he abstained from the contract last  
248 year as his mother was a part of the Union last year, but as of March she will not be so he will be  
249 voting on it this year.  
250

- 251 • Chairman Farrell stated that the Council will take the contract under advisement and the labor  
252 attorney will be addressed.  
253

## APPROVAL OF MINUTES

- 254
- 255
- 256 • Motion to approve minutes for November 18<sup>th</sup>, 2013 made by Vice Chairman Dolan and second by  
257 Councilor Green. **Chair votes 5-0-0.**
- 258
- 259 • Sue Hickey stated that a preliminary budget recommendation needs to be taken tonight for posting in  
260 the newspaper. If the Council takes the Town Managers recommendations as he made, the general  
261 fund number can be given. Hickey stated it is a 4.82 tax rate. Hickey stated that \$27,919,988.00 is  
262 the general fund budget recommendation. Hickey stated that it is \$166,000.00 below default.  
263
- 264 **[Hickey referred to budget packet]**
- 265
- 266 • Town Manager Smith clarified what Chairman Farrell has asked earlier about what all of these  
267 things mean in terms of the tax rate, as Hickey provided the tax rate for the operating balance. All  
268 things considered with the Warrant Articles it increases it by a penny to five-twenty.
- 269
- 270 • Councilor Freda asked what the tax rate for the Operating Budget was Hickey stated it is \$4.82 for  
271 just the general fund.
- 272
- 273 • Councilor Freda stated that he would like to make a motion that we offer for publication a  
274 preliminary operating budget number of \$27,919,988.00 which represents a tax rate of \$4.82 per  
275 thousand. Second by Councilor Freda. **Chair votes 5-0-0.**
- 276
- 277 • Councilor Freda motioned to propose an Expendable Maintenance Trust Warrant Article of  
278 \$100,000.00 and a tax rate of \$0.3. Second by Councilor Green. **Chair votes 5-0-0.**
- 279
- 280 • Councilor Freda motioned to propose for garage renovation in the amount of \$125,000.00 with a  
281 corresponding tax rate of \$0.4. Hickey stated that it is \$180,000.00 with \$0.5. Second by Vice  
282 Chairman Dolan. **Chair votes 5-0-0.**
- 283
- 284 • Councilor Freda motioned for a Warrant Article to update the commercial and industrial assessment  
285 for the town in the amount of \$145,000.00 with a tax rate of \$0.4. Second by Councilor Green.  
286 **Chair votes 5-0-0.**
- 287
- 288 • Councilor Freda motioned for a Warrant Article for Roadway Maintenance Trust Fund in the amount  
289 of \$275,000.00 with a tax rate of \$0.7. Second by Vice Chairman Dolan. **Chair votes 5-0-0.**
- 290
- 291 • Councilor Freda motioned for a Warrant Article for the Sewer Division, Sewer Funds in the amount  
292 of \$2,629,815.00 with no corresponding tax because it is offset by user fees. Second by Councilor  
293 Green. **Chair votes 5-0-0.**
- 294
- 295 • Councilor Freda motioned for a Special Revenue Fund to except Police Detail Revenues in the

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amount of \$490,322.00 with corresponding fees so that there's no tax rate effect. Second by Vice Chairman Dolan. **Chair votes 5-0-0.**

- Hickey stated that they will be posted accordingly.

**LIASON REPORT**

**None**

**TOWN MANAGER**

- Town Manager Smith stated that the Senior Center roof continues to be demolished and is moving along pretty fast.
- Town forest update from Town Manager Kevin Smith. Smith stated that he has met with both the Chairman of the Conservation Commission, Deb Levens and the Chairman of the Heritage Commission, Art Rugg, to come up with an agreement between the two groups on what should be done with the town forest in the short term, the mid-term and the long term. The agreement was that in the short term right now nothing more needs to be done in regards to town forest. The trail there now is pretty clear at the moment. Smith stated that right now it is a trail within a forest, not a forest built around a trail. In the mid-term (in the spring) the Conservation Commission, at the recommendation of the town forester, will look at mitigating the bittersweet issue that is growing in the town forest. In the long term, what happens to the town forest will come out of recommendations from the Master Plan Committee, Town Council and the voters.

**ADJOURNMENT**

- Motion made by Councilor Freda and second by Vice Chairman Dolan. Chair votes **5-0-0.**

Notes and Tapes by:	Kirby Wade	Date: 12/02/13
Minutes Typed by:	Kirby Wade	Date: 12/12/13
Approved by:	Town Council	Date: xx/xx/xx

**PIRATECHS  
PRESENTATION  
STAYING SAFE  
WHILE  
SHOVELING**

## Shoveling Tips

- Hire Someone to do it, if possible
  - Wait 30 minutes after waking, eating a big meal, smoking, drinking alcohol or caffeine
  - Warm up first and start slowly
  - Lift only small amounts of snow and push it when you can
  - Take a break every 5-10 minutes!!!
- Preferably inside to warm up

## Shoveling Tips cont.

- Stay hydrated
- Dress in layers, but don't overheat
- Cover your mouth, head and neck
- Stop immediately if you have any cardiac warning signs and get help if it lasts more than a few minutes

## Heart Healthy Tips For Hearty New Englanders

## Staying Safe While Shoveling



Brought to you by the Piratechs, a FIRST LEGO League team. [www.piratechs.org](http://www.piratechs.org)



**SOLID WASTE  
DISPOSABLE  
CONTRACT  
PRESENTATION**

# Current Trash and Recycle Collection Costs

Fiscal Year	Trash Collection (\$/year)	Trash Disposal (\$/ton)	Recycling Collection (\$/year)
10 thru 14	\$614,000	\$72	\$408,000
FY-15 Extension	\$583,000	\$72	\$440,000
FY-16 Extension	\$598,000	\$72	\$450,000

## Summary of Revised Costs

Fiscal Year	Trash Collection (\$/year)	Annual Trash Change (\$/year)	Trash Disposal (\$/ton)	Trash Quantity (Est. ton)	Trash Quantity Savings (\$/year)	Recycling Collection (\$/year)	Annual Recycling Change (\$/year)	Total Change (\$/year)
FY-14	Credit of \$50,000							
FY-15 Extension	\$560,000	(\$23,000)	\$65	8,600	(\$60,200)	\$424,000	(\$16,000)	(\$99,200)
FY-16 Extension	\$580,000	(\$18,000)	\$65	8,600	(\$60,200)	\$438,000	(\$12,000)	(\$90,200)
Totals:	(\$41,000)		(\$120,400)			(\$28,000)		(\$239,400)

## Summary of Revised Trash and Recycle Collection Costs for FY-15

<i>Fiscal Year</i> <b>15</b>	<i>Trash Collection</i> <b>(\$/year)</b>	<i>Trash Disposal</i> <b>(\$/ton)</b>	<i>Trash Quantity</i> <b>(Est. ton)</b>	<i>Trash Disposal Amount</i> <b>(\$/year)</b>	<i>Recycling Collection</i> <b>(\$/year)</b>	<i>Budgeted Amount</i> <b>(\$/year)</b>	<i>Total Savings</i> <b>(\$/year)</b>
Original Extension	\$583,000	\$72	9,125	657,000	\$440,000	\$1,680,000	
Revised Extension	\$560,000	\$65	9,125	593,125	\$424,000	\$1,577,125	\$102,875



**BUDGET  
WORKSHOP  
HANDOUT**



***Londonderry Finance Department***  
***268B Mammoth Road***  
***Londonderry, NH 03053***  
***(603) 432-1100 x138***

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Susan Hickey, Assistant Town Manager –  
Finance & Administration  
email: [shickey@londonderrynh.org](mailto:shickey@londonderrynh.org)

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To: Kevin Smith, Town Manager  
From: Susan Hickey, Finance Director  
Doug Smith, Controller  
Date: December 2, 2013  
Re: FY2015 Budget Review Analysis – Follow up Questions from November 16th,  
18th, 2013 Workshops and follow-up emails.

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The following information summarizes the Council and Budget Committee inquiries and related analysis and supporting documentation from the last Budget Workshop.

*Inquiry* – Please provide the dates for the FY15 budget workshops and public hearings. (Council)

*Analysis* – The calendar is located on attachment (A).

*Inquiry* – Please provide a list of savings due to recent position changes. (Budget Committee)

*Analysis* – The report is located on attachment (B).

*Inquiry* – Please provide a cost per election. (Council)

*Analysis* – The report is located on attachment (C).

Inquiry – Please provide a list of suggested adjustments for Fire training, Library books, Old Home Day, Roadway Maintenance, Senior Center and the Highway Garage.  
(Council)

Analysis – A listing of Town Manager suggestions is located on attachment (D).

(A)

***FY 2015 Budget Calendar***  
*(All meetings at 7:00 PM unless otherwise noted)*

- Mon., Nov. 4, 2013**                    **TOWN COUNCIL MEETING - Budget presented to Town Council** – General Overview of Proposed Budget and Estimated Revenues
- Sat., Nov. 16, 2013**  
**8:00 AM**                                **TOWN COUNCIL BUDGET WORKSHOP**
- Mon., Nov. 18, 2013**                **TOWN COUNCIL BUDGET WORKSHOP – Budget Discussion**
- Mon., Nov. 25, 2013**                **TOWN COUNCIL BUDGET WORKSHOP – Follow-up Budget Workshop & Preliminary Budget Recommendations**
- Mon., Dec. 2, 2013**                    **TOWN COUNCIL BUDGET WORKSHOP – Follow-up Budget Workshop & Preliminary Budget Recommendations and determination of Bond Hearing (if any)**
- Mon., Dec. 16, 2013**                **First budget hearing, preliminary budget adoption**
- Mon., Dec. 23, 2013**                **TOWN COUNCIL MEETING – Bond hearing (if necessary) /warrant approval**
- Tues., Jan. 14, 2014**                **Deadline for petitioned warrant articles**  
*(RSA 40:13 II-a (b) - Must be received by the 2nd Tues. in Jan.)*
- Mon., Jan. 20, 2014**                **Second budget public hearing, adoption of FY 15 Budget and final vote on warrant**  
*(RSA 40:13 II-a (c) require hearing by the 3<sup>rd</sup> Tuesday in Jan.)*
- Thurs., Jan. 23, 2014**                **TOWN COUNCIL MEETING**  
**Town Council signs Warrant**  
**Annual Town Report to printer**
- Saturday, Feb. 8, 2014**                **Deliberative Session**
- Tues., March 11, 2014**  
**7 AM – 8 PM**                            **Annual Town Meeting:** - Official Ballot session; election of Town/School Officers, Town/School budget adoption and Town/School bond articles  
*(RSA 39:1)*

Town Council Meetings  
Deadlines for Voter Involvement

*Town of Londonderry  
Budget Analysis and Comparison - FY14  
As of November 27, 2013*

Town Manager Department	Budgeted	Estimated Actual	Remaining	Notes
<b>TM Position</b>				
Salary	128,369.00	105,000.00	23,369.00	Change in TM
Benefits	23,645.00	15,032.00	8,613.00	
Medical	28,019.00	27,062.00	957.00	
<b>Exec Secretary</b>				
Salary	61,406.00	36,504.00	24,902.00	Change in Secretary
Benefits	11,310.00	6,724.00	4,586.00	
Medical	30,752.00	11,235.00	19,517.00	
<b>Town Clerk/Tax Collector</b>				
<b>TC/TX</b>				
Salary	84,725.00	-	84,725.00	Clerk Resigned
Benefits	15,607.00	-	15,607.00	
Medical	29,970.00	-	29,970.00	
<b>Community Development</b>				
<b>CDD</b>				
Salary	96,593.00	-	96,593.00	CDD Resigned
Benefits	17,792.00	-	17,792.00	
Medical	29,446.00	-	29,446.00	

(3)

**CDD Pay Adjustments**

CM	-	8,842.00	(8,842.00)	Increases given to staff
JV	-	3,206.00	(3,206.00)	
JT	-	5,158.00	(5,158.00)	
Mandatory Benefits	-	3,169.00	(3,169.00)	
Contractor (SA)	-	30,000.00	(30,000.00)	Per Cynthia May

**TC/TX Temp Staffing**

DD	-	16,640.00	(16,640.00)	4 months
DN	-	10,800.00	(10,800.00)	4 months
Mandatory Benefits	-	2,099.00	(2,099.00)	

**TC/TX Stipend**

MC - Deposit	-	2,391.00	(2,391.00)	
Mandatory Benefits	-	441.00	(441.00)	

**TC/TX Increased Hours**

CC (2.5 hrs per week)	-	2,991.00	(2,991.00)	
Mandatory Benefits	-	228.00	(228.00)	

**TM Stipend**

	-	6,250.00	(6,250.00)	
--	---	----------	------------	--

**TC/TX PT Clerk**

DD	-	10,240.00	(10,240.00)	
DN	-	15,007.00	(15,007.00)	Remainder of year
Mandatory Benefits	-	1,931.40	(1,931.40)	

**Finance Controller**

DS	72,375.00	87,680.00	(15,305.00)	Increase to \$45 per hour
Mandatory Benefits	5,537.00	14,269.00	(8,732.00)	
Medical Benefits	-	2,500.00	(2,500.00)	

Based on no change of  
position and prior Clerks rate  
of pay

TC/TX - Elected	25,600.00	(25,600.00)
Mandatory Benefits	4,715.00	(4,715.00)
Medical Benefits	28,891.00	(28,891.00)

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-  
-

**Amount of Savings**

**\$ 150,940.60**

(C)

Town of Londonderry  
Average Cost per Election

	Minimum	Maximum	Notes
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Supervisors of the Checklist

Helpers during election	-	1,785.00	15 helpers at \$8.50 per hours for 14 hours
Election workers	90.00	630.00	10 hours - 14 hours at \$9 per hour
Elected Salaries	165.00	198.00	
	165.00	495.00	

Ballot Machines - Maintenance

Ballot Machines - Maintenance	400.00	400.00	
Postage (Absentee Ballots)	264.00	990.00	.66 per ballot
Ballot Clerks	2,150.00	8,500.00	
Moderator	250.00	1,675.00	

<b>Total</b>	<b>3,484.00</b>	<b>14,673.00</b>	
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(2)

Town of Londonderry  
Town Manager Proposed Budget Allocations  
As of December 2, 2013

Default Budget	67,698.00	] GTF
Property Liability Insurance Savings	27,000.00	
Solid Waste Savings	99,000.00	
<b>Total Savings</b>	<b>193,698.00</b>	
<b>Target Amount Below Default</b>	<b>25,000.00</b>	
<b>Remaining to be Allocated</b>	<b>168,698.00</b>	
Library Books	10,000.00	] GTF
Fire Training	7,000.00	
OHD		
Fire Dept	7,000.00	
OHD	(1,500.00)	
Senior Affairs Programs	5,000.00	
Roadway Maintenance	100,000.00	
Garage Renovations	<del>85,000.00</del>	
<b>Total Allocations</b>	<b>182,500.00</b>	
<b>Total Remaining Below Default</b>	<b>11,198.00</b>	