

TOWN COUNCIL AGENDA
April 4, 2016
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.) Introduction of New Town Planner, Colleen Mailloux
Presented by Kevin Smith
- 2.) National Public Safety Telecommunicators Week Proclamation
Presented by Chief Bill Hart

C. PUBLIC HEARING

D. OLD BUSINESS

E. NEW BUSINESS

- 1.) **Confirmation of Deputy Town Treasurer – Joe Paradis**
- 2.) **Order #2016-10** – Expenditure of Maintenance Trust Fund for Various Projects
Presented by Steve Cotton
- 3.) **Ordinance #2016-02** – An Amendment to the Municipal Code, Title 1, Chapter XXIX, Dogs
Presented by Steve Cotton
- 4.) **Resolution #2016-02** – Approving the Londonderry Hazard Mitigation Plan Update, 2015
Presented by John Vogl
- 5.) **Order #2016-11** – Expenditure of Reclamation Trust Funds for Drop-Off Center Improvements
Presented by Public Works Director Janusz Czyzowski
- 6.) Recommendation to Award Contract for Carts for Curbside Recyclables
Presented by Public Works Director Janusz Czyzowski

F. APPROVAL OF MINUTES

Approval of March 21, 2016 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports
2. Town Manager Report
3. Board/Committee Appointments/Reappointment
 - 1.) Appointment of Jay Hooley to the Joint Negotiation Committee

H. ADJOURNMENT

I. MEETING SCHEDULE

1. Town Council Meeting – **04/18/16** Moose Hill Council Chambers, 7:00 PM
2. Town Council Meeting – **05/02/16** Moose Hill Council Chambers, 7:00 PM
3. Town Council Meeting – **05/16/16** Moose Hill Council Chambers, 7:00 PM
4. Town Council Meeting – **06/06/16** Moose Hill Council Chambers, 7:00 PM

National Public Safety

Telecommunicators Week Proclamation

WHEREAS, the Public Safety Dispatchers of the Town of Londonderry, who process on average over 100,000 telephone calls per year, are the first critical contact that our citizens have with Londonderry's emergency services; and

WHEREAS, these dispatchers are the vital link to those calling for help and to firefighters, paramedics, and police officers; and

WHEREAS, dispatchers monitor emergency personnel's activities by radio and telephone, and provide them with lifesaving information to ensure their safety; and

WHEREAS, the safety of our firefighters, paramedics, and police officers, is dependent upon the quality and accuracy of information obtained by all Public Safety Dispatchers from the citizens who telephone the Londonderry Fire and Police Departments; and

WHEREAS, the Public Safety Dispatchers of the Londonderry Fire and Police Departments have contributed significantly to the suppression of fire, treatment of patients, and the apprehension of criminals, in life threatening situations; and

WHEREAS, each dispatcher, the unseen individual providing a calm voice when emergencies arise, has exhibited compassion, empathy, and professionalism, keeping our town and citizens safe;

NOW, THEREFORE, I, John Farrell, Chairman of the Town Council of Londonderry, New Hampshire, do hereby proclaim **April 10 - 16, 2016**, as

NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

in Londonderry and urge all citizens to honor the employees of the Londonderry Fire and Police Communication Centers and recognize them for their diligence and professionalism in helping to keep our town, its citizens, employees, and visitors safe.

Signed this 4th day of April 2016 at the Town of Londonderry, New Hampshire in the witness thereof the seal and signature of the Town of Londonderry and its Town Council.

John Farrell – Chairman

Tom Freda – Vice Chairman

Jim Butler – Councilor

Joe Green – Councilor

Tom Dolan – Councilor

ORDER #2016-10

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 04/04/2016

Adopted: 04/04/2016

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 \$1,960.00 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 \$1,960.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:
04/04/2016

**Expendable Maintenance Trust TC Order Request
for Town Council Meeting "4/04/16"**

Description	Vendor	Amount
<u>Winter Maintenance - TH/PD/Library/Cable Access</u>	Lawn Butler - Invoice # 1559	\$ 1,045.00
Shoveling/Plowing/Treatment of parking lots, walkways, fire lanes at TH/PD/Library/Cable Access on 3/21/16. This EMTF request is for the labor/materials for snow & ice treatment at our various town buildings.		\$ 1,045.00
<u>Drainage and swale maintenance - LPD</u>	Lawn Butler - Invoice # 1562	\$ 915.00
The drainage system & swale behind the LPD parking area needed maintenance and trash clean up. This EMTF request is for the labor/materials to cut the brush, clear the leaves, remove the down limbs, and remove the trash in this drainage area.		\$ 915.00
Total Town Council EMTF Order		\$ 1,960.00

First Reading: 04/04/16
Second Reading/Public Hearing: 04/18/16
Adopted: 04//18/16

ORDINANCE #2016-02

*AN AMENDMENT TO THE MUNICIPAL CODE, TITLE 1, CHAPTER
XXIX, DOGS*

WHEREAS there is a need to provide for the health and safety of the public in the Town of Londonderry;

WHEREAS to further provide public safety, there is the need to prohibit dogs from:

- a. Running at large;
- b. Fouling; and
- c. Creating disturbing noise; and

WHEREAS the Town Council has the authority pursuant to RSA 39:31, and Town Charter to enact such regulations.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title I – General Code, Chapter XXIX (newly created chapter) Dogs, is hereby amended as attached.

John Farrell - Chairman
Town Council

Sharon Farrell
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
04/18/16

CHAPTER XXIX – Dogs

SECTION I - AUTHORITY

- A. The enabling legislation is RSA 39:31, and Title I – General Code, Chapter XXIX.

SECTION II – RUNNING AT LARGE PROHIBITED

- A. No owner, possessor, controller, or keeper of any dog shall permit such dog, whether licensed or unlicensed to run at large within the Town of Londonderry at any time.
- B. Notwithstanding anything in this section to the contrary, no person shall be compelled to keep any dog in his possession on a leash while in or upon any public street, alley, park, parkway, cemetery, town forest, trail-way or other public place in the Town of Londonderry, if the dog is securely confined in an vehicle.
- C. Notwithstanding any definition to the contrary, a dog shall be deemed “at large” if the dog is in, on, or being walked upon, a public street, park, parkway, cemetery, town forest, trail-way or other public place in the Town of Londonderry, or a public street, sidewalk or right-of-way adjacent to a public place and is not secured by a leash or chain or within a carrier which is in the possession of a person of sufficient strength and age to effectively restrain the dog.

SECTION III – DOG FOULING PROHIBITION

- A. It shall be unlawful for any person owning, possessing, or controlling a dog on street, park, parkway, cemetery, town forest, trail-way or other public place in the Town of Londonderry, any public street, sidewalk or right-of-way adjacent to a public place, or on any private property neither owned nor occupied by said person to:
- i. Fail to remove and dispose of any feces left by the dog in or on such public or private property.

SECTION IV – NOISE REGULATION

- A. It shall be unlawful to keep any animal, including a bird, in a manner that causes frequent or long continued noise that disturbs the comfort or repose of any person in the vicinity.

SECTION V – ENFORCEMENT

- A. The Londonderry Animal Control Officer and/or the Londonderry Police Department may seize, impound or restrain any dog in violation of this chapter, and deliver said dog to an authorized boarding shelter for dogs. Such dogs shall be handled as strays or abandoned dogs pursuant to applicable laws.

SECTION VI – VIOLATION AND PENALTIES

- A. In addition to impounding a dog found at large or in violation of this chapter, the Londonderry Animal Control officer and/or Londonderry Police Department may issue in the name of the owner, possessor, controller, or keeper of such dog a notice of violation. Such notice shall impose upon the owner, possessor, controller, or keeper of such a dog a forfeiture of Twenty-Five Dollars (\$25.00) which must be paid to the Londonderry Town Clerk within 96 hours of the date and time notice is given, in full satisfaction of the assessed penalty. In the event that such penalty is not paid to the Londonderry Town Clerk within the time limitation specified, a summons shall be issued for appearance in Derry District Court, and any person found guilty of violating the provisions of this section shall be guilty of a violation.

~~ End of Chapter ~~

RESOLUTION 2016-02

A Resolution Relative to

Approving the Londonderry Hazard Mitigation Plan Update, 2015

First Reading/Hearing: 4/04/16

Adopted: 4/04/16

WHEREAS the Town Council in 2014 chartered a Committee to develop a Hazard Mitigation Plan Update; and

WHEREAS several planned public planning meeting/hearings were held between January, 2015 to June, 2015 regarding the development and review of the Londonderry Hazard Mitigation Plan Update; and

WHEREAS the Hazard Mitigation Plan Update contains several potential future projects to mitigate hazard damage in the Town of Londonderry; and

WHEREAS the Federal Emergency Management Agency (FEMA) Region I has completed it's review of the Hazard Mitigation Plan Update and found it approvable pending adoption; and

WHEREAS a public hearing was held by the Londonderry Town Council on April 4, 2016 to formally approve and adopt the Londonderry Hazard Mitigation Plan Update,

NOW THEREFORE BE IT RESOLVED that the Londonderry Town Council approves the Londonderry Hazard Mitigation Plan Update 2015.

John Farrell, Chairman
Town Council

(TOWN SEAL)

Sherry Farrell
Town Clerk
4/04/16

MEMO

Planning and Economic Development
Department
268B Mammoth Road
Londonderry, NH 03053

Town of Londonderry, NH

To: Town Council
From: John Vogl, GIS Manager/Comprehensive Planner
CC:
Date: March 30, 2016
Re: Approval of Hazard Mitigation Plan Update 2015

Since January of last year, the Town of Londonderry has been working with the Southern NH Regional Planning Commission (SNHPC) to update the local Hazard Mitigation Plan, last adopted in 2010. Local governments are required to develop such Plans as a condition for receiving certain types of mitigation grants administered through FEMA. A final version of the plan can be found on the Town website here: http://londonderrynh.org/Pages/LondonderryNH_BComm/hazard/HazMitPlan2015FINAL.pdf

A Hazard Mitigation Plan forms the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of repeated losses and reconstruction. Adopted plans must be must reviewed and revised on a regular basis to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval at least every five years to continue to be eligible for mitigation project grant funding.

A Committee made up of Town employees from the Building, Police, Fire Public Works and Planning Departments and Al Sypek representing the Planning Board met regularly throughout 2015 to update the Plan. A final draft was completed in December and submitted to FEMA for review. The FEMA review is akin to the Planning Board's design review where FEMA confirms the submitted plans conform to current regulations. On March 9, 2016, FEMA Region 1 reported that Londonderry's Hazard Mitigation Plan was "approvable pending adoption". We are now seeking adoption by the Town Council.

The Hazard Mitigation Plan contains an encyclopedic discussion of past incidents has examined the potential severity and likelihood of different types of hazards. The Plan also identifies critical facilities and areas of need, and provides an assessment of programs and practices currently in place to mitigate natural hazards. Following this review, the Plan identified a series of recommendations that should be undertaken to further mitigate hazards, as follows:

1. Update the schools' emergency plan
2. Conduct the multiple hazard mitigation educational public outreach effort
3. Develop a local sheltering plan
4. Encourage the extension of public water in Town
5. Construct emergency service access targeted for the Musquash Conservation Area
6. Conduct a radio propagation analysis and upgrade capabilities to repeater or microwave links.

These recommendations will be forwarded to the responsible parties for consideration. Regarding the Musquash access, early discussions have already taken place between the Fire Department and the Conservation Commission.

The document has been reviewed internally and has been available for public comment through a series of update meetings, with notice provided both on cable access channel and on the Town's website. The update was authored by the Southern NH Planning Commission at no cost to the Town. Funding was made available to SNHPC through the NH Homeland Security and Emergency Management.

ORDER #2016-11

An Order Relative to

EXPENDITURE OF RECLAMATION TRUST FUNDS FOR DROP-OFF CENTER IMPROVEMENTS

Reading: 04/04/2016

Adopted: 04/04/2016

WHEREAS in 2003 voters established a Reclamation Trust Fund to fund the disposal of motor vehicle waste, and recycling and reclamation of other wastes pursuant to RSA 149-M; and

WHEREAS improvements are necessary to the Drop-Off Center to allow for the proper recycling and reclamation of wastes; and

WHEREAS improvements to the Drop-Off Center have been identified as a need in the Town's Capital Improvement Program;

NOW THEREFORE BE IT ORDERED by the Town Council that the Town Treasurer is hereby ordered to expend \$2,450.00 from the Reclamation Trust Fund for improvements to the Drop-Off Center.

John Farrell, Chairman
Town Council


Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:
04/04/2016



Memorandum

To: Kevin Smith

From: Janusz Czyzowski, P.E. 

Subject: Reclamation Fund Withdrawals – Drop Off Center Storage Container

Date: March 25, 2016

Attached is an invoice from Fortin Modular Storage Co, #13,250, in the amount of \$2,450.00 for the purchase of a RC2002 Mobile storage container for collecting electronic recyclable material at the Drop Off Center. I am requesting that \$2,450.00 be withdrawn from the Reclamation Trust Fund for FY-2016, for payment of the attached invoice.

*Public Works & Engineering Department
Town of Londonderry
268 B Mammoth Road
Londonderry, NH 03053
603-432-1100 ext. 139
Fax: 603-432-1128*



Memorandum

To: Kevin Smith, Town Manager
From: ^{ZOB KERRY} ^{FEL} Janusz Czyzowski, P.E., Director of Public Works and Engineering
Date: ^{JANUSZ CZYZOWSKI} March 31, 2016
Re: Purchase of Carts for Curbside Recyclables

Approved
J.H.A.

The Department of Public Works and Engineering has reviewed the bid proposals received on March 29, 2016 to “Provide /Assemble/ Distribute Recycling Carts to each household”. All submitted bids were in accordance with bid requirements. The attached table is the tabulation of the received bids.

I recommend that the contract for this service be awarded to the lowest responsible bidder, who is Schaefer Systems.

The required funding for this contract is to be withdrawn from the Reclamation Trust Fund.

***Public Works & Engineering Department
Town of Londonderry
268 B Mammoth Road
Londonderry, NH 03053
603-432-1100 ext. 193 Fax: 603-432-1128***

March 29, 2016 - Provide/Assemble/Distribute recycling carts to each household in the Town of Londonderry - BID TABULATION SHEET

BID ITEM	ITEM DESCRIPTION	ESTIMATED QUANTITY	Cascade Cart Solutions		OTTO Environmental		Rehrig Pacific		Schaefer Systems		Toter, LLC	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	96-Gallon Wheeled Cart, including freight for shipping to Londonderry, NH, assembly, and distribution to all designated households in Londonderry, NH	8500	\$ 47.59	\$ 404,515.00	\$ 49.72	\$ 422,620.00	\$ 48.95	\$ 416,075.00	\$ 47.25	\$ 401,625.00		
2	35-Gallon Wheeled Cart, including freight for shipping to Londonderry, NH, assembly, and distribution to all designated households in Londonderry, NH	300	\$ 36.00	\$ 10,800.00	\$ 34.39	\$ 10,317.00	\$ 37.12	\$ 11,136.00	\$ 38.52	\$ 11,556.00		
BID TOTAL:				\$ 415,315.00		\$ 432,937.00		\$ 427,211.00		\$ 413,181.00		
3	Optional RFID Tag	8800	\$ -	\$ -	\$ 0.50	\$ 4,400.00	\$ 0.75	\$ 6,600.00	\$ 0.50	\$ 4,400.00		
OTHER VENDOR PROVIDED OPTIONS / ALTERNATIVES												
1	12" wheels for 96 Gal Cart	17000	\$ 2.00	\$ 34,000.00								
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10" wheels standard on 96 gal 10" wheels standard on 96 gal 10" wheels standard on 96 gal 12" wheels standard on 96 gal
 Note: 12" wheels preferred, Cascade cost with 12" wheels would be \$449,315

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1
2 **March 21, 2016**

3
4 The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry,
5 NH.

6
7 Present: Chairman John Farrell; Vice Chairman Tom Freda; Councilors Jim Butler, Joe Green and Tom Dolan; Town
8 Manager Kevin Smith; Executive Assistant Kirby Wade

9
10 **CALL TO ORDER**

11
12 Chairman Farrell opened the meeting with the Pledge of Allegiance. This was followed by a moment of silence for all the
13 men and women who serve us here and abroad and all first responders and the men and women who serve us here and
14 abroad.

15
16 **PUBLIC COMMENT**

17
18 Chairman Farrell invited up Cassie Gudek, the Community Liaison Director for New Hampshire Job Corps Center. She
19 presented the council with a brief history, who they serve and how they serve them. It is a federally funded program through
20 the Department of Labor. Gudek discussed the programs that they offer. The Council thanked Gudek for attending the
21 meeting and informing the public about New Hampshire Job Corp Center.

22
23 Chairman Farrell opened up Public Comment. There was no comment from the public.

24
25 **PUBLIC HEARING**

26
27 **NONE**

28
29 **NEW BUSINESS**

30
31 Chairman Farrell introduced the appointment of the Tax Collector/Deputy Town Clerk and the Deputy Tax Collector.
32 Chairman Farrell stated that pursuant to RSA 41:33, the Council hereby appoint Kathleen Donnelly of 23 Rainbow Drive,
33 Londonderry, NH, as the Town of Londonderry Tax Collector and Deputy Town Clerk starting on March 16th, 2016 and shall
34 be valid until March 16, 2017. Councilor Green motioned to accept the appointment. Second by Vice Chairman Freda. Chair
35 votes 5-0-0. Chairman Farrell stepped down from the appointment due to his relationship with the appointee. Vice Chairman
36 Freda read in the motion to appoint the elected Town Clerk Sherry Farrell as the Deputy Tax Collector pursuant to RSA
37 41:18. Motion to approve made by Councilor Green and second by Councilor Dolan. Chair votes 4-0-1.

38
39 Chairman Farrell introduced Order #2016-09, the expenditure of Maintenance Trust Fund for various projects. This Order is
40 for the vent pipe replacement at South Fire Station and the energy wheel bearings ERU-1 at North Fire Station. Motion to
41 approve Order #2016-09 made by Councilor Green and second by Vice Chairman Freda. Chair votes 5-0-0.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

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APPROVAL OF MINUTES

Motion to approve the Town Council minutes from March 7, 2016 made by Councilor Green and second by Councilor Butler. Chair votes 4-1-0. Councilor Dolan stepped out of the meeting for a minute.

BOARD/COMMITTEE APPOINTMENTS

The Council motioned to appoint Todd Ellis as an alternate member to the Recreation Commission. That is the Recreation Departments recommendation. Motion to appoint made by Councilor Green and second by Councilor Butler. Chair votes 5-0-0.

ADJOURNMENT

Motion to adjourn made by Councilor Dolan and second by Councilor Green. Chair votes 5-0-0.

Notes and Tapes by:	Kirby Wade	Date: 03/21/2016
Minutes Typed by:	Kirby Wade	Date: 03/24/2016
Approved by:	Town Council	Date: 04/04/2016