

TOWN COUNCIL AGENDA
June 20, 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.) Londonderry Police Department Five Year Strategic Plan
Presented by Chief Bill Hart & Captain Chris Gandia
- 2.) Presentation on S & S Metals Recycling Inc.
Presented by Attorney Pat Panciocco

C. PUBLIC HEARING

- 1.) **Ordinance #2016-04** – An Amendment to the Zoning Ordinance Relating to Rezoning Map 16, Lots 9-5, 9-6, 9-7, 9-8 and 9-9, #13 thru 21 Wilson Road
- 2.) **Ordinance #2016-03** – An Amendment to the Municipal Code, Title IV, Chapter XIV, Noise Regulations (There will be a motion for continuance to 7/11)

D. OLD BUSINESS

E. NEW BUSINESS

- 1.) **Resolution #2016-16** – A Resolution Relative to Acceptance of Non-Monetary Donations Under RSA 31:95-e
Presented by Doug Smith
- 2.) **Resolution #2016-17** – A Resolution Relative to the Acceptance of Unanticipated Revenue Under RSA 31:95-b
Presented by Doug Smith
- 3.) **Order #2016-21** – An Order Relative to Expired Impact Fee Refunds
Presented by Doug smith
- 4.) **Ordinance #2016-05** – An Amendment to the Zoning Ordinance Relating to Transferring Parking and Loading Standards to the Site Plan Regulations (First Reading)
Presented by Colleen Mailloux
- 5.) Discussion of the Town Forest with the Conservation Commission
Requested by Councilor Jim Butler
- 6.) Contract with CHS for Drug Referral Program (Per 2016 Warrant Article)

Presented by Kevin Smith

- 7.) Appointment of Assessing Director
Presented by Kevin Smith
- 8.) **Ordinance #2016-06** – An Amendment to the Municipal Code Title IV, Public Health, Safety and Welfare, Chapter IV, Junkyard Dealers
Presented by Richard Canuel
- 9.) **Order #2016-22** – The Expenditure of Reclamation Trust Funds for Drop-Off Center Improvements

F. APPROVAL OF MINUTES

Approval of June 6, 2016 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports
2. Town Manager Report
3. Board/Committee Appointments/Reappointment
 - 1.) Interview of Mike Morin for the Budget Committee
(Note: the other interviews will take place on 7/11)

H. ADJOURNMENT

I. MEETING SCHEDULE

1. Town Council Meeting – **07/11/16** Moose Hill Council Chambers, 7:00 PM
2. Town Council Meeting – **08/15/16** Moose Hill Council Chambers, 7:00 PM
3. Town Council Meeting – **09/05/16** Moose Hill Council Chambers, 7:00 PM
4. Town Council Meeting – **09/19/16** Moose Hill Council Chambers, 7:00 PM



Londonderry Police Department

Strategic Plan 2016 – 2021

July 1, 2016

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Londonderry Police Department Mission Statement

The mission of the Londonderry Police Department is to improve the quality of life in our community by working in partnership with our citizens to protect life and liberty, maintain order, reduce crime and the fear of crime, regulate traffic and provide proactive community police services. We will strive at all times to establish relationships of trust with those in our community by demanding of ourselves the highest levels of truthfulness, honor, responsibility and professionalism.

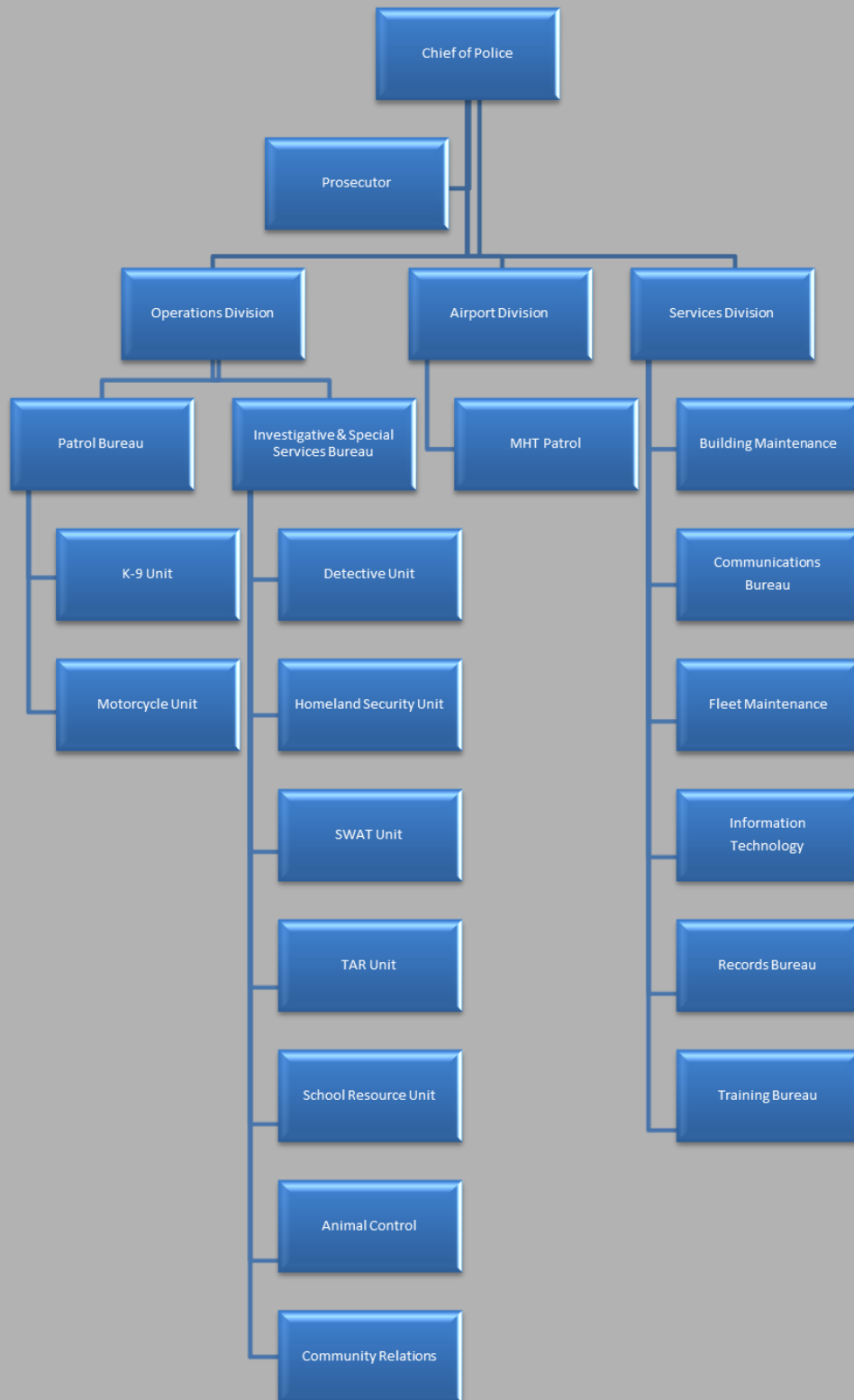


Strategic Planning Cycle

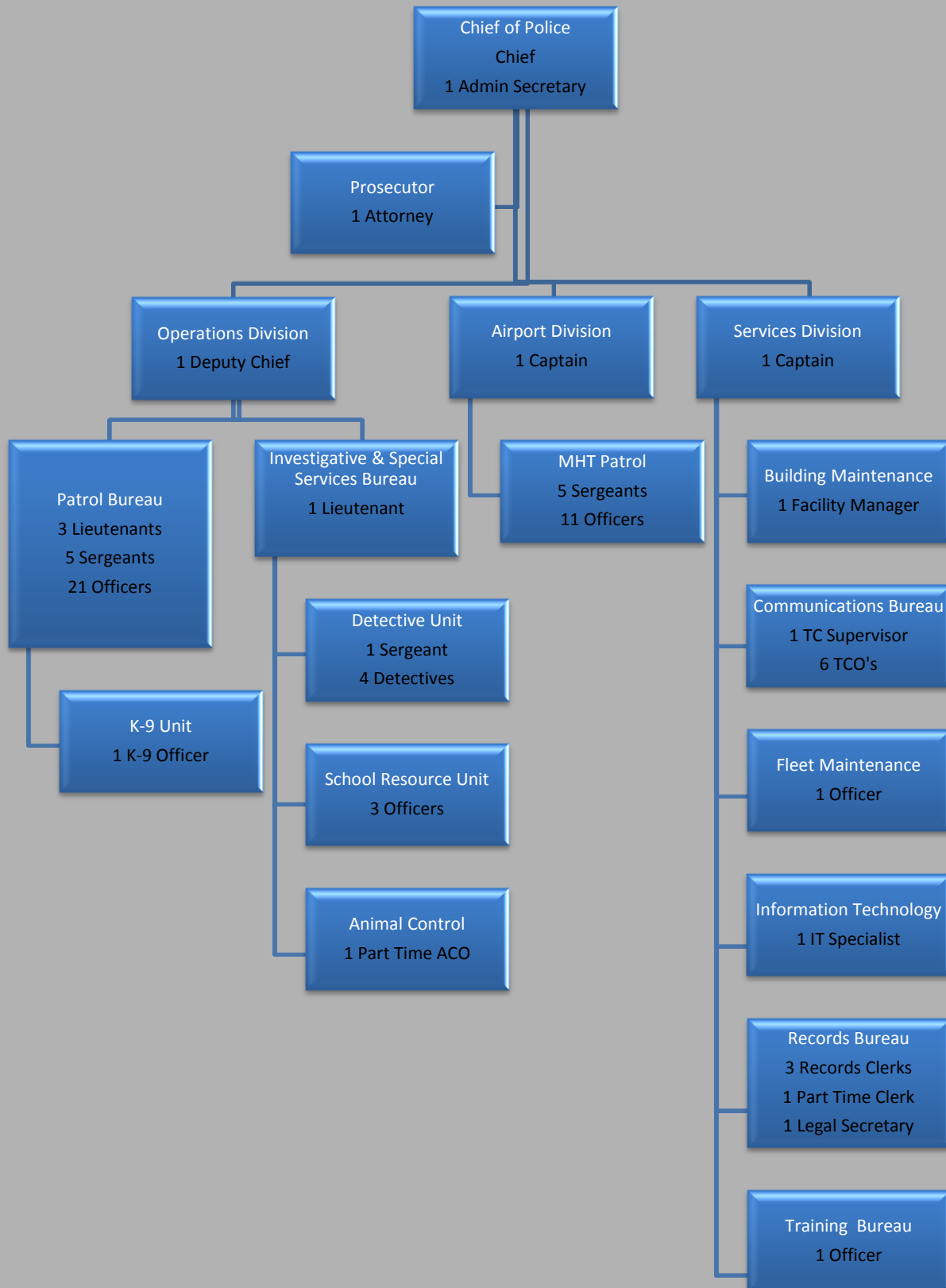
The strategic plan will assist in the current and future growth of our department by identifying needs and goals for continuous improvements. It will also assist in creating visions and providing a roadmap on how to achieve our visions. We will look at our strengths, weaknesses, opportunities, and threats that directly and/or indirectly impact our goals. The strategic plan is a continuous process of collecting information for analysis, identify future goals, analyze gaps, develop strategies, implement strategies, and monitor for success.



Londonderry Police Department - Organizational Structure



Personnel - Organizational Structure



Londonderry Police Department

Strengths:

- Strong working relationships with Town Council and Town Government.
- Strong cooperation and relationship with Londonderry School District.
- Professional and well trained personnel within department.
- Solid reputation within law enforcement community which appeals to certified officers from outside agencies looking for career opportunities.

Weaknesses:

- Staffing positions within the patrol bureau have regressed since 1999 to 2002.
- Detective Bureau – Administrative supervision limited.
- Detective Bureau – short staffed with detective positions.
- Community relations programs are limited in scope due to past fiscal & personnel restrictions.

Opportunities:

- Traffic Unit.
- Expansion of Administration by returning a Lieutenant position.
- Officer assigned to Services Division for Training and Community Relations.

Threats:

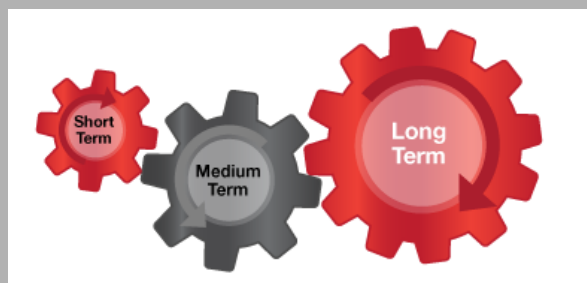
- Command Personnel are at or near retirement which could cause transitional issues for continued leadership.
- Rapid population growth with several residential projects underway.
- Significant increase in traffic issues with Woodmont Commons Project and industrial expansion near airport.

Identifying Goals & Objectives

The purpose to identify our goals and objectives is to establish a list of tasks allowing for a tangible measurement of our progress. It is important to prioritize our tasks due to limited personnel resources and budget constraints. Establishing goals and objectives should be guided by the mission of the Londonderry Police Department with a focus on strengths, weaknesses, opportunities, and threats as continuously identified in our strategic plan. The passage of time and efforts will typically cause:

- Short-term goals to be accomplished
- Medium-term goals become short-term goals
- Long-term goals to become medium-term goals
- Identifying and establishing new long-term goals

Furthermore, short, medium, and long-term goals may be standalone or interdependent on each other for ultimate accomplishment.



The categorization of goals is important to identify and recognize within the below three respective timeframes.

Short-term goals and objectives are typically identified as tasks that should be accomplished under a 1 year timeframe. These quickly obtainable goals provide momentum for success. They may be stand-alone accomplishments or may be used as building blocks towards a larger project or task that will require more time and planning. These goals are usually obtainable within our current personnel resources and/or budgets.

Medium-term goals and objectives are typically identified as tasks that should be accomplished between 1 and 2 years. These goals may require more planning and resources and/or may be obtainable by one or more short-term goals that were accomplished. These medium-term goals may also be the foundation towards our longer-term goals.

Long-term goals and objectives are typically identified as tasks that should be accomplished between 3 and 5+ years. These goals are usually not quickly obtainable due to limits on personnel resources and/or budgets. There may be a series of other tasks and objectives that

need to be obtained first before continuation towards long-term goals. Furthermore, recognition that future uncertainties within the agency and or community may need to evolve through the passage of time before decisions can be logically made. However, it is important to constantly monitor, plan, and be ready to respond when necessary.

Status of Goals

Goals and objectives will have monitoring based on certain timeframes (monthly, quarterly, semi-annual, and annual). It is important to know the status of the goals since this is the tangible identification on where tasks currently stand. The following will be the guidelines to identify the status of listed goals:

- **Not started** – efforts have not been made towards goal.
- **In progress** – efforts are currently underway towards goal.
- **On-going** – continuous efforts are necessary to maintain goal.
- **Completed** - goal has been accomplished.



Londonderry Police Department: Goals & Objectives

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Department Strategic Plan - Operations, Airport, Services	Hart	In Progress
Nixle enhanced	Gandia	Not Started
CBA's on line for public review - PLERB link	Gandia	In Progress
Seminar on Organizational Leadership	Gandia	Completed
Implement and review of all paperwork processes not included in annual procedural audit	Gandia	Not started
Noise Cancelling system in community room	Gandia	In Progress
Review of staffing levels to seek additional PO's	Dussault/Gandia	In Progress
Continue to review and revise all Policies & Procedures	Gandia	On Going
Review radio procedure	Dussault/Gandia	Not Started
Fifth Lieutenant position filled	Hart	Completed

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Annual Review of Strategic Plan	All Command Staff	On going
"How to" manuals for each unit/bureau/position	All Command Staff	In Progress
Add up to two - three additional personnel	Hart	In Progress
Reinstitute Detective Training Program	Dussault	Not started
Add an additional Detective position from existing	Dussault	Not started
Combined dispatch center	Gandia	Not started
Annual review of Process/Procedures & High Risk policies with staggered review of all others (3-4 years)	Dussault/Fulone/Gandia	On going
Review/re-assess personnel needs	Hart	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Revisit and evaluate CALEA	Hart	Not started
Review/Re-assess personnel needs (7 PO +1 Sgt.)	Hart	Not started
Begin Prosecution Assistant Program (6 mo. Assignment)	Hart	Not started

Uniformed Operations Division



UOD Mission Statement

The mission of the Londonderry Police Department's **Uniformed Operations Division** is to insure the safety of all persons living in or traveling through Londonderry to the degree we can by actively patrolling in a proactive fashion and investigating crime as it occurs with an eye to preventing reoccurrences. We will always do so in a manner that is in keeping with accepted practices, local and Federal law, and with an eye towards making ourselves an accepted and integral part of this community. Finally, we shall enforce the law fairly, impartially, courteously, and without bias.

UOD: Assignments - Organizational Structure



Uniformed Operations Division - SWOT

The following were compiled with the input of the three (3) Shift Commanders with input from sergeants on their shifts. Additionally, and where appropriate, information has also been forwarded regarding the various specialty units that work within the framework of the Uniformed Operations Division.

Strengths

- Personnel within the division possess extensive experience and talents.
- Multitude of specialized assignments available for those who wish to either excel, gain experience beyond routine patrol, or add to their knowledge base (Detectives, TAR, SOU, Use of Force unit, FTO, K-9, SRO, Motorcycle, OHRV, PT unit, etc.)
- Excellent relationship with Airport Division (in essence the UOD in an airport environment)
- Works well collectively
- Force is well trained
- Equipment is first rate (i.e. cruiser fleet)

Weaknesses

- Staffing in patrol has been pretty much static for over decades in spite of the Town's growth.
- Detective Bureau is understaffed; equipment and training needed in that bureau.
- Sergeants' leadership and supervisory skills continue to develop with experience due to growth and increase in promotion opportunities.
- The working relationship with the Dispatch Bureau of the Support Division is at times strained.
- Unified vision and follow through of the division's short, medium, and long-term goals.

Opportunities

- The current growth in the Town of Londonderry brings with it the opportunity to expand the size of the police department in the form of new patrol personnel. This will augment the personnel available to the respective shifts, will mitigate (to a minor degree) the

over expenditure of overtime funds, and finally will cause officers, especially FTO's, to freshen their skills and effectively prepare them for possible supervisory roles.

- The aging command level officers are looking at a relatively short time span before retirement. This will in turn cause upward growth through the ranks to those that are capable and prepared. (note: More on this under the "Threats" section)
- Potential growth with the various ancillary/specialty units shall also open up opportunities for personal growth.

Threats

- Budgetary constraints partially caused by the constraints imposed by the SB2 form of government adopted by the Town of Londonderry cause us to creatively work within our bottom line to fill underfunded areas at the expense of hiring personnel. The open spaces we have at any one time are not equivalent to the needs we have.
- The eventual retirement of senior personnel, from the rank of sergeant to the Chief of Police, will cause some growing pains. We are at present better prepared for the replacement of senior staff than we are at the mid-level ranks where more "seasoning" is necessary.
- The growth listed above as an opportunity is also threat. The success of the agency moving forward is dependent on an influx of a sufficient number of personnel so that we can maintain service at the level this community has come to expect. Without those personnel we shall be pressed into a purely reactive role.
- Hiring and recruitment of capable officers is difficult. It will be a challenge to maintain our expected quality level (overlap with Support)

Uniformed Operations Division - Core Duties

The Uniformed Operations Division is the main policing branch of the Londonderry Police Department as it contains within its structure the bulk of our patrol force along with the Detective Bureau. Also contained within the division are several specialty and ancillary functions which aid the division in serving the residents of Londonderry, as follows: SNHSOU, TAR, M/C patrol, SRO program, Homeland Security, and Animal Control.

Core Duties -- Personnel

First and foremost is the patrol force as it is the LPD *raison d'être*. Every other function in the police department exists to either support or augments the daily mission of the patrol force. It is fitting then to first list the core duties of the patrol officer (followed by other UOD personnel.)

- **Patrol Officers** – (Refer to job descriptions of the manual for more detail)
 - Patrol assigned sector;
 - investigate crimes and accidents;
 - arrest criminal offenders;
 - issue citations and warnings; serve subpoenas and warrants;
 - transport prisoners;
 - testify in court cases; make application for arrests and search warrants;
 - write investigative reports;
 - render emergency aid;
 - search for and preserve evidence;
 - apprehend fleeing suspects.

- **Detectives** – (Refer to job descriptions for more detail) In addition to carrying many of the roles of the patrol officer the individual assigned as a detective must also:
 - act as a liaison to other investigative agencies;
 - investigate those crimes that are beyond the skill level of the patrol officer, or that will take too much time for a patrol officer to complete;
 - utilize specialized technical skills in obtaining and preserving evidence;
 - become adept at the art of criminal interrogation;
 - become familiar with the local criminal populace along with their *modus operandi*;
 - cultivate informants;
 - any other duties as assigned by their bureau commander or sergeant.

- **Sergeants** – (Refer to job descriptions for more detail)
 - Obviously at a basic level a sergeant, whether in patrol or in detectives carries all of the core duties of those who they supervise.
 - More important though is that a sergeant has one core duty above all, and that is to make sure that the work of their subordinates is performed properly.
 - Additionally, and a core duty of a sergeant, is to serve as the first layer of the management team.
 - These personnel are best positioned to have the most important daily impact on the workforce.
 - It is incumbent on these personnel to make sure that the mission of the police department is carried out under the parameters set forth by the police department’s administration.

- **Lieutenants** – (Refer to job description for detail) The major core duty of the lieutenant in the police department is to serve as the operational and tactical commander of his or her assigned shift.
 - It is they who are responsible for operational plans,
 - scheduling,
 - routine discipline,
 - recommending training, and assignment of personnel as needed.
 - Additionally, and in the absence of senior command, they assume the role of being the decision maker of record and as necessary.
 - Of critical importance is the ability to conduct their respective shifts in their own fashion while following the vision set forth by the Chief and his staff.

- **Captain** – (Refer to job descriptions for more detail)
 - The role of the Captain is that of divisional command, and this person serves directly under the Chief of Police.
 - The essential core duty is primarily one of making sure that all under his command perform their assigned duties while following the vision of the Chief, and always with an eye to the so-called “bigger picture.” By this I mean a captain counts among his core duties the assessment of situations in not only a tactical/operational sense, but also in a fiscally and politically responsible manner. In short they must act to safeguard the Town of Londonderry’s resources.

Core Duties – Units

The above core duties actually spell out pretty clearly the core duties of the patrol and detective bureaus, along with the core duties of the UOD's administrative officers (lieutenants and captains.) The UOD also contains several sub-units that assist the division in specialized roles, as follows:

- **SNHSOU**
 - This is the regional tactical team, of which Londonderry counts as a founding member. The duty of this team and its Londonderry members is to assist communities within the coverage area with the mitigation of high-risk situations which are beyond either the scope or abilities of local departments. The in-house members of this team bring their skillsets to work every day and are an asset to both their shifts and their supervisors.

- **TAR Team**
 - This is the in-house technical accident reconstruction team, and its role is highly specialized. Their core duty is to investigate completely and in a highly technical manner those accidents that have fatalities or very serious injuries as a result, or that shall be criminally prosecuted at a felony level. The structure of the team in some ways mirrors the SOU in that it requires being on an on-call status, and is only activated in serious matters. (note: The importance of this unit should not be underestimated as they will investigate more homicide cases than will the detective bureau)

- **SRO Unit**
 - This is our school resource officer program. All of the core duties of a patrol officer apply, but their assigned coverage area is our local SAU. It is incumbent on these officers to make themselves an integral part of the school community while remaining dedicated to the mission of the police department. Additionally they are at present the closest thing we have to a community relations program, and they serve as a valuable liaison to our partners in the local SAU.

- **Homeland Security**
 - This program falls under the command of the UOD, and is staffed by a lieutenant. The core duties are to act as a liaison with our Federal partners, assist the Airport Division Commander with safeguarding the Manchester-

Boston Regional Airport, and finally this individual disseminates information to the patrol personnel on an as needed basis.

- **K-9 Unit**

- Londonderry has had an active police K-9 program since 1987. This program is useful in assisting patrol with searches of various types (SAR, apprehension, drugs, etc.) and also serves in the role of being a community relations type program in the form of demonstrations. It is relied upon by other agencies in the area that do not have their own program. The core duty is for the handler to maintain proficiency in the program while maintaining his or her basic duties of a patrol officer. (note: Our current K-9 team is nearing the end of their service life and we must begin considering whether or not we replace the program. If yes then the time to begin will be in the very short-term.)

- **Animal Control**

- This program is at present vestigial at best as most of it was gutted during the so-called "great recession." The core duty is very basic: control stray dogs and harbor those that have been picked up, along with assisting police officers in dog bite cases. That is it; it is not animal control, but rather a part-time dog officer.

- **Motorcycle Patrol**

- A limited program which is sometimes of use in high traffic areas or in running radar assignments. It is used heavily in the summer as a dedicated traffic officer on days who is expected to cover most accidents along with handling enforcement. An ancillary role is its use in parades and funerals (community relations.)

- **Community Relations**

- Develop programs for citizens based on interest and needs of community.
- Develop professional partnerships to assist with mission of our agency and mission of businesses within community.
- Educate community on law enforcement and safety related topics.

Uniformed Operations Division: Goals & Objectives

Patrol Bureau

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Increased Staffing of officers	Dussault	On-going
Restoration of the vacant spot in Detective Bureau	Dussault	Not Started
Revisit the possible implementation of TASER's	Dussault/Gandia	In Progress
Sergeants need to lead shifts based on Department goals	UOD Lieutenants	On-going
Det. to prioritize equipment needs w/ available resources	Kearney	In Progress
Dissolving barriers & mitigate friction - patrol/dispatch	Dussault/Gandia	On-going
Try to increase shift staffing	Dussault	Not Started
Use Social media to our advantage	Dussault/Gandia	In Progress
Involvement with Community Programs	Dussault/Gandia	On-going
Possible change with Union for rotating OIC list	Dussault	Not Started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Continue to increase staffing	Dussault	Not started
Continue to procurement of equipment as needed	Dussault	On going
Monitor progress with patrol/dispatch relationships	UOD Lieutenants	On going
Monitor progress expected in area of Sgts. & Dept. Goals	UOD Lieutenants	Not started
Try to improve the # of personnel vying for promotions	Dussault/Gandia	Not started
Review / revise sector assignments	Dussault	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Attain sufficient staffing to deal with residential & business Growth	Dussault	On-going
Finalize equipment updates (patrol & detectives)	UOD Lieutenants	Not started
Attain unified direction of all patrol under coherent Sgts.	UOD Lieutenants	Not started
Monitor progress with patrol/dispatch relationships	Dussault/Gandia	On-going
Continue the recruitment of high quality personnel	Dussault/Gandia	On-going
Maintain strong relations with Airport Division	Dussault/Fulone	On-going

Uniformed Operations Division: Goals & Objectives

Detective Bureau

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Camera Equipment Update	Cheetham	Completed
Detective Procedure manual	Cheetham	In Progress
Crimeline / e-tips	Cheetham	In Progress
Reinstitute vacant spot	Kearney	Not started
LPD Sponsored training for business	Cheetham	Not started
Update computer area (TV & Cell phone equip)	Kearney	In Progress
Patrol crime scene checklist	Cheetham	In Progress
Updated Sexual assault protocols	Cheetham	In Progress
Standardized warrants	Cheetham	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Additional Detective position	Kearney	Not started
Linked interview camera system	Cheetham	In Progress
Video enhancement software	Cheetham	Not started
Restore detective training position	Kearney	Not started
Office reorganization - possible future expansion	Cheetham	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Additional detective positions - Town growth	Kearney	Not started
Crime scene vehicle	Kearney	Not started
Advanced training - consider available resources	Kearney	Not started
Criminal analyst position	Kearney	Not started

Uniformed Operations Division: Goals & Objectives

Southern New Hampshire Special Operations Unit

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Additional Training	Kearney	In progress

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
LPD members work towards leadership positions	Kearney	On going
SOU line item within UOD budget line	Dussault/Kearney	Not started
Additional Operator - pending staffing and resource	Kearney	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Attempt to place 4 or more LPD operators in leader roles	Kearney	Not started
Plan for LPD leadership succession - current senior roles	Kearney	Not started

Uniformed Operations Division: Goals & Objectives

K-9 Unit

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Longevity & sustainability of K-9 Program	Dussault/Kearney	In Progress
Selection of a new handler/training/dog purchase	Dussault/Kearney	Not started
Refresher training for patrol regarding K-9 deployment	Kearney/Perry	Not started
Maintain medical insurance	Dussault/Kearney	On going
Continue to maintain training standards	Kearney/Perry	On going

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Full successful transition of new K-9 team	Kearney/Perry	Not started
Full patrol and narcotics certification obtained	Kearney	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Ensure K-9 ballistic package is up to date	Kearney	Not started

Uniformed Operations Division: Goals & Objectives

TAR Unit

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Schedule regular TAR meetings and training day	Bernard	Not started
Prepare TAR team manual and call-out checklist	Bernard/Bellino	Not started
Check status of generator and staging lights	Bellino	On going
Procure drone - photograph scene overview	Bernard	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Ensure all members have necessary certifications	Bernard	On going
Host a Total Station class @ LPD	Bernard/Jones	Not started
Review policy and update as needed	Bernard/Bellino	On going

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status

Uniformed Operations Division: Goals & Objectives

Motorcycle Unit

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Consider longevity and sustainability of program	Dussault/Bernard	In progress
Update helmets	Bernard	In progress
Refresher training for operators	Bernard/Jones	In progress
Establish a rotating list for community relation rides	Bernard	In progress
Begin tracking yearly stats for the program	Bernard	In progress
Review Policy	Bernard	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Continue and evaluate yearly stats for the program	Bernard	In progress

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status

Uniformed Operations Division: Goals & Objectives

ACO Program

Short Term Goals (under 1 year)

Description	Assigned to:	Status
ACO Van replacement	Dussault/Gandia	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Partial Program restoration to increase hours & service	Dussault	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status

Uniformed Operations Division: Goals & Objectives

Community Relations

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Community Service budgetary appropriations (\$12k)	Gandia	Completed
Active Shooter Training seminars - businesses/schools	Pending	On going
Drug Drop Off Box in Lobby, policies, etc...	Uy	Completed
"Safe Swap" - Internet exchange location @ LPD - PSA's	Pending	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Re-establish Public Relation programs (RAD, citizen acad)	Pending	Not started
LPD interactive website and utilize CTV-20	Pending	Not started
Public Service Announcements	Pending	In progress
Various Community Talks with different groups	Pending	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Potential for 2nd officer in Services for Community Relations	Pending	Not started

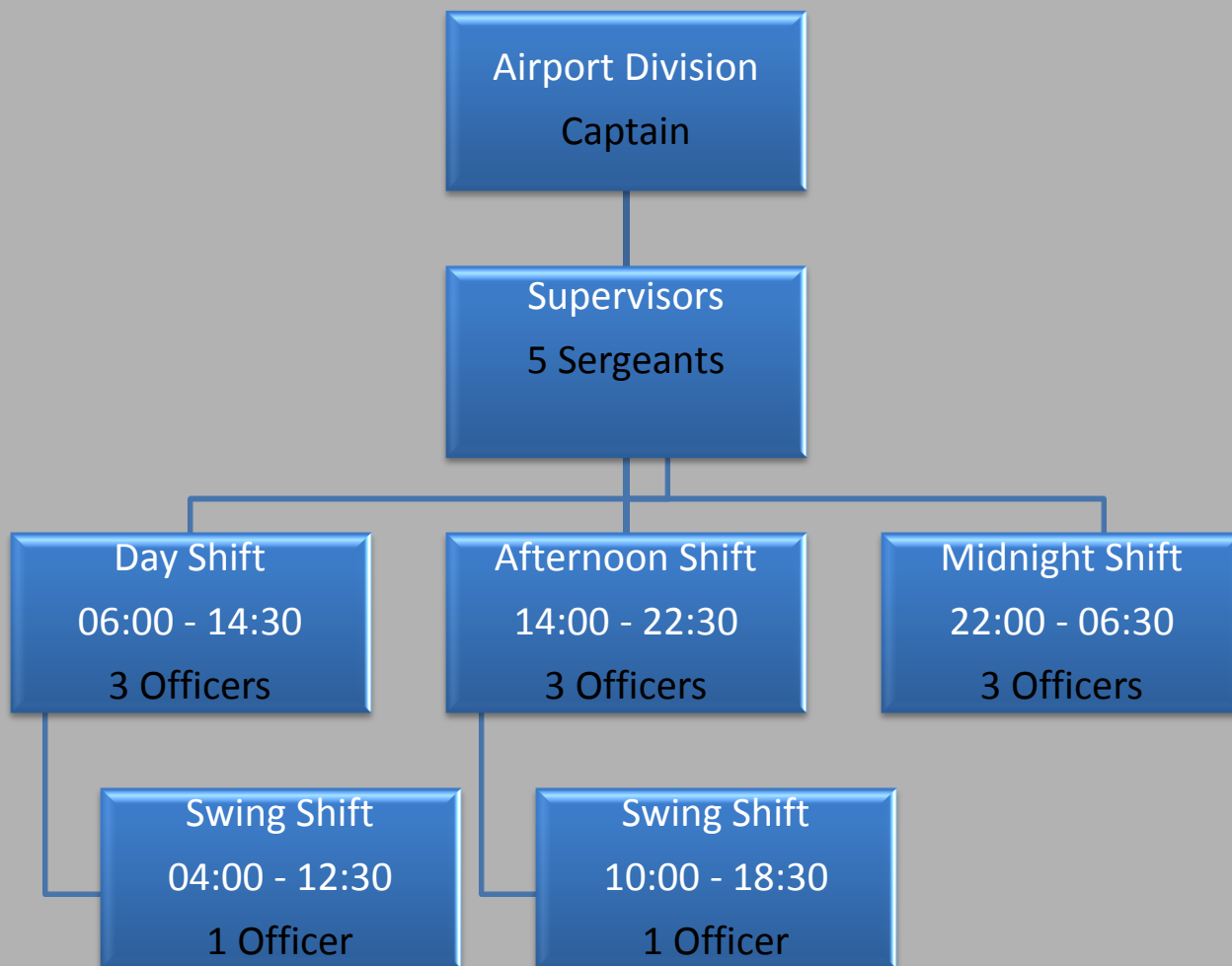
Airport Division



Airport Division - Mission Statement

The Mission of the Londonderry Police Department Airport Division is to function as the primary law enforcement arm of the Manchester-Boston Regional Airport in order to provide safety and security for the airport community and the traveling public by meeting or exceeding all federal and state standards to insure the safest and most secure airport possible.

Airport Division - Organizational Structure



Airport Division - SWOT

Strengths:

- Personnel within the division have extensive working experience, professional accomplishments, and talents
- Strong working relationships within the division
- Strong working relationships with Airport stakeholders
- Work well with Operations and Services Division
- Airport infrastructure is constantly updated and improved upon.
- Division equipment is updated and well maintained.

Weaknesses:

- Budgetary constraints limit manpower and staffing.
- Increased risk of terroristic threats calls for more security without increased staffing

Opportunities:

- Modifications to Checkpoint
- Rental facility Update
- Lower fuel costs could increase passenger loads and airport budget
- Jet Blue and other carriers may come to MHT
- Mutual Aid Relations solidified

Threats:

- Terror Attacks
- Decreased Budget
- Loss of Staffing Levels
- Loss of Airlines

Airport Division - Core Duties

- **Administrative**

- Effective communications of goals, objectives, and status of Airport Division to the Chief of Police.
- Effective communications with the Commander of the Operations Division and the Services Division.
- Effective communications with the Airport Administration.
- Effective communications with “MHT Partners” (ie. TSA)

- **Sergeants** Duties breakdown:

- **Day shift** –

- ✓ **Maintaining logs** for the end of the month submission to the airport
 - This requires maintaining a separate file for the logs
 - Managing the file to ensure each shift is accounted for
 - At the end of the month (after the final day of the month) the packet is submitted to the airport
 - This is part of the airport’s reimbursement preparation through TSA

- ✓ **Contractor Lot/ LE Parking Log**
 - Maintains overview of the log/ three ring binder
 - Ensures any changes in protocol or issues is disseminated appropriately
 - Spot checks the lot (after 1700 hours – 1x/week)
 - Ensures vehicles in the log are accounted for in the lot
 - If other known LE vehicles are not logged, takes appropriate action and notifications (Admin Lot, ‘P’ Lot)
 - Dependent on the protocol, maintains overall control of parking tags or such
 - Any issues are communicated to the division commander

✓ Cruisers/Fleet maintenance

- Does weekly checks of the three (3) MHT cruisers
- Ensures each cruiser has the right and functional equipment
- Liaisons with airport vehicle maintenance for any mechanical or other cruiser needs
- Updates the LPD P&S book as needed
- Ensures emergency plans and other needed paperwork are maintained and updates are included

✓ Office/LEO Accountability

- Overall cleanliness is maintained
- Takes the appropriate measures to ensure cleanliness (JCM, Airport Maint)
- Ensures office supplies and paperwork is at sufficient levels
- Maintains awareness of LE sensitive, SSI or other limited information is appropriately discarded, stored or other.
- Damage, maintenance or other issues are recorded and dealt with appropriately
- Roll call binders are maintained and stored appropriately

➤ Afternoon Shift –

✓ Equipment tracking, checking and maintenance (excluding cruisers)

- Maintains a tracking record/log of checks on specific pieces of equipment
 - MVB/Mobile Vehicle Barrier (1x/month)
 - X-Ray machine (1x/month)
 - Ahura/First Defender (1x/month)
 - Bomb Containment Unit (1x/week)
 - Jersey Barrier Trailer (1x/month)
 - Portable Radios (1x/week)
 - Vydex keys (Sec Rep Al Partington – updates)
 - Other –
- Ensures all equipment maintenance is completed as needed
- Tracking logs will be collected and forwarded to the division commander 1x/month

✓ Flying Armed/ Sign-in protocols tracking and dissemination

- Maintaining the sign-in protocols and ensuring all updates are logged
- Ensuring that any changes from TSA are disseminated appropriately to the division personnel
- Log sheets are checked regularly for compliance and any issues are directly to the division commander
- Updates are forwarded to the 'refresher training' binder to tour to tour information flow

➤ **Midnight Shift -**

✓ **Armory checks** (each shift)

- Maintains the weapons log (accountability)
- Ensures all weapons and equipment in the armory is accounted for
- Ensures any firearms maintenance or repair issues are handled appropriately
- Maintains order and cleanliness of the armory
- Ensures all weapons stored are 'cruiser' or 'duty' ready
 - Safety 'ON'
 - Chamber empty
 - Bolt closed
 - M4/M14 rifles magazines are full and inserted
 - Any extra magazines are available and full
 - Shotguns (LL or Lethal) are ready
 - LL rounds are maintained separate from Lethal rounds
 - Other –

✓ **Satellite storage sites/safes** (2x – 4x per week)

- Ensures appropriate firearms and equipment are in each
- Checks for any maintenance and/or repair issues
- Handles notifications and action for any maintenance/repairs
- Ensures the following shifts/personnel are notified of any changes in weapons stored (ie – M4 taken out for training, etc)
- Ensure log is maintained
 - Performs the alarm and safe security checks appropriately via communications center, etc

- **Patrol Officers**

- Checkpoint
- Gate Checks
- Rifle Posts
- General Assignments
- Calls for Service
- Badge Checks
- Sign in's
- Secret Service / VIP
- Sweeps – Sterile and Secure

Airport Division: Goals & Objectives

Airport Division

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Create Strategic Plan for Airport Division	Fulone/Pinardi	In Progress
Increase Airport and Homeland Security related training	Pinardi	Not started
Purchase & implement Tasers as UOF option at MHT	Doyle	In Progress
LEO substation integrated in new TSA Checkpoint	Fulone	Not started
Create Weapon & Equipment storage area in substation	Fulone	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Replace 2 aging Ford Crown Victoria patrol cars and Explorer	Fulone	In Progress
LEO Office of substation near main entrance	Fulone	Not started
Review and update of special orders	Fulone	On going
Create a "How to Manual"	Fulone	Not started
Contract Extensions - currently 5 (2 yr. extensions thru 2025)	Fulone	On going

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Increase MHT staffing (1-2 officers)	Fulone	Not started
Add MHT Lieutenant position	Hart/Fulone	Not started
Create LPD Airport EOD K-9 & implement upon attrition of	Randall/Pinardi	Not started
Current		

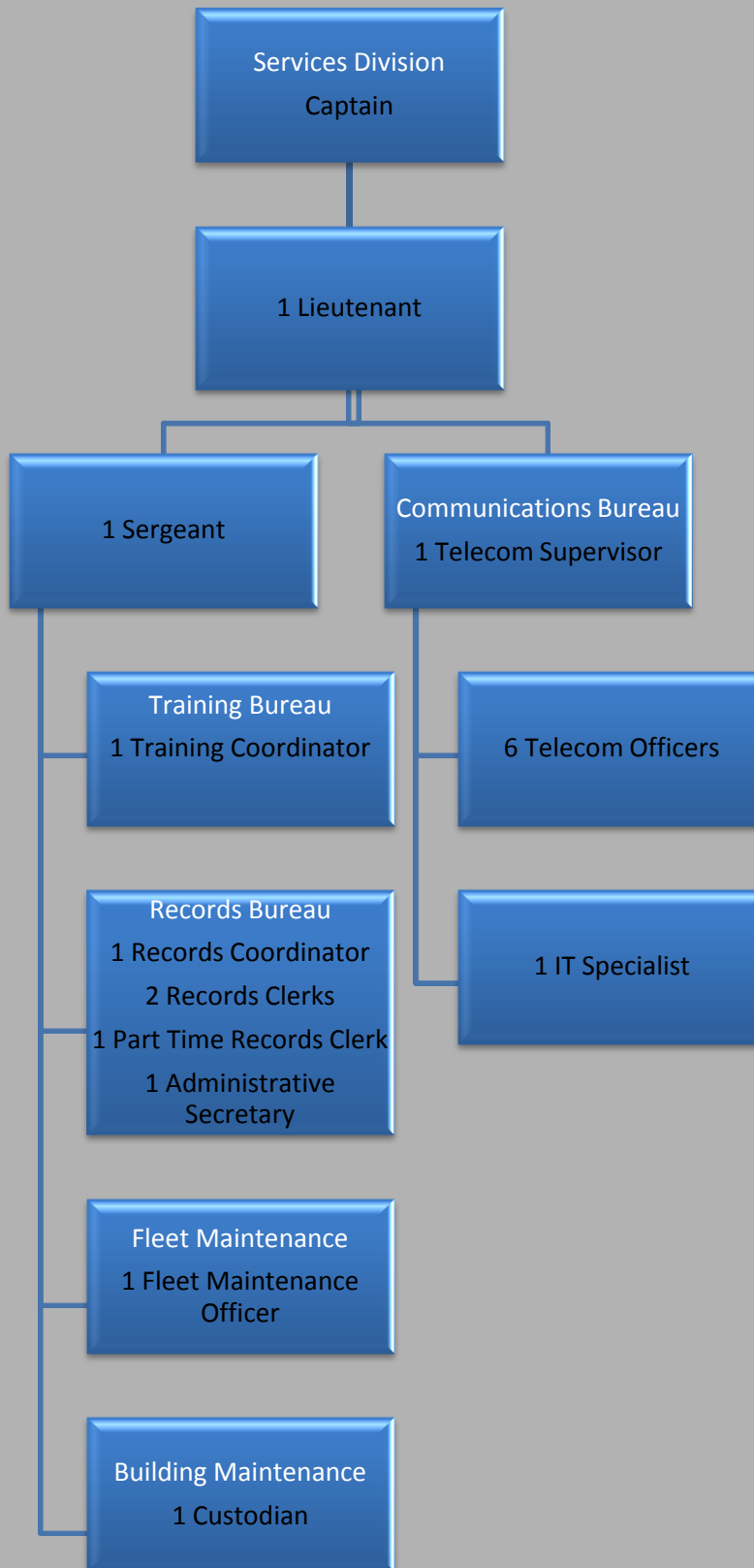
Services Division



Services Division - Mission Statement

The mission of our Services Division is to function as the organizational structure and foundation of our agency to support both the Operations Division and the Airport Division of the Londonderry Police Department to meet the needs of the community. In order to achieve this, we focus on the training of our personnel, ensuring proper acquisition and maintenance of equipment, and the continued upkeep of our facility.

Services Division - Organizational Structure



Services Division - SWOT

Strengths:

- Personnel within division have extensive working experience, professional accomplishments, and talents.
- Strong working relationships within organization and overall good morale.
- Services personnel have pride in their work product and are driven for success.
- Training in our agency is recognized as a priority for professional development. We carry a strong reputation within the law enforcement community for our training efforts and programs with sworn officers.
- Work well with Operations Division and Airport Division.
- Police building along with annex building are relatively new and in excellent shape.
- Police fleet vehicles are in good working order and outfitted with new equipment. Fleet is currently under a 3 year lease program.

Weaknesses:

- Evidence storage areas are near capacity.
- No outside evidence storage areas for containment of hazardous materials.
- Records Bureau is down staffing causing a backlog in paperwork and evidence processing.
- Police vehicle fleet is in need of more patrol vehicles. Issues arise when vehicles are down for repairs, service, or special assignments.
- Training and professional development for Sergeants needs more balance.
- Training opportunities for Telecommunications Officers is limited.
- Very little community outreach programs are able to be conducted due to limited personnel and fiscal resources.

Opportunities:

- Part Time Records Clerk position currently being filled. This will allow for expansion of capabilities in the Records Bureau.
- Training Coordinator/Community Relations Officer assignment is now filled allowing for more training programs and community outreach programs.
- Explore new application of technology to improve daily patrol operations (iPads – video, camera).
- Better forecasting, planning, acquiring, and budgeting of equipment and ammo needs.
- Joint training ventures between sworn officers and telecommunication officers.

Threats:

- Some personnel are near retirement which could cause disruption if not properly planned with successive replacement and training.
- Potential for budgetary freezes, constraints, or reductions.
- Potential for reduction of Airport Division staffing levels that could directly or indirectly affect personnel resources in the Services Division.
- High backfill overtime costs for Sergeant training.
- Building approaching age where routine maintenance costs and/or replacement costs may increase.
- Development of Woodmont Orchards project can cause personnel resource and training issues if not properly planned.

Services Division Core Duties

- **Administrative**

- Effective communications of goals, objectives, and status of Services Division to the Chief of Police.
- Effective communications with the Commanders of the Operations Division and the Airport Division.
- Assist Operations Division and Airport Division in accomplishing their respective goals and objectives.
- Guide and lead the direction of the Services Division to accomplish individual and agency goals.
- Maintain professional standards through policy and procedure reviews and ensure proper adherence to these guidelines.
- Oversight of grants.
- Equitable sharing correspondence, reporting, and certifications.
- Adherence to budget and fiscal responsibilities to our agency and the town.
- Liaison to other town departments and committees.

- **Building Maintenance**

- Ensure that facility is in proper working order.
- Perform routine maintenance for buildings and grounds.
- Assist with current and future capital improvements.

- **Communications Bureau**

- Accurately receive information from the public and ensure proper dissemination.
- Accurately receive requests from agency members and ensure proper processing and dissemination.
- Ensure effective exchange of pertinent information between Communications Bureau and Operations Division and Airport Division.
- Maintain professional standards and procedures.
- Ensure compliance with all State and Federal laws, rules, regulations, and guidelines.
- Compile, maintain, and disseminate crime statistics and bureau statistics to assist in resource allocation and usage.

- **Fleet Maintenance**

- Properly maintain police fleet vehicles and all related vehicle equipment.
- Assist in vehicle leasing program and make recommendations on vehicle selections and number of vehicles needed.
- Recommend cruiser equipment needs.
- Assign cruiser usage for daily operations and/or special assignments.

- **Information Technology**

- Ensure that all agency technology infrastructures are working properly.
- Maintain proper protection and back-up for all stored data.
- Make recommendations on new technological advances to meet operational needs of the agency.
- Maintain IT equipment inventory and monitor replacement schedules.

- **Records Bureau**

- Receive and properly handle all agency paperwork.
- Maintain files for legal prosecution.
- Receive and maintain evidence for all future needs (state labs, court).
- Properly dispose of evidence and/or property.
- Assist public with all Records related requests.
- Maintain proper correspondence with courts.

- **Training Bureau**

- Maintain professional standards and certifications for all sworn employees.
- Develop strategies and programs for professional growth.
- Perform effective recruiting efforts for sworn officer and non-sworn officer candidates.
- Conduct proper field training of new officers.
- Provide annual training to maintain standards in the entire force continuum.
- Perform quartermaster responsibilities for all uniforms, duty equipment, ammunition, and training supply inventories.
- Properly maintain and inspect all duty related equipment.
- Oversee all physical fitness requirements for new hires and 3 year certification testing.

Services Division: Goals & Objectives

Administrative

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Town & MHT Evaluation revision and usage - Officers	Gandia	Completed
Get-up and move program	T. Jones	Completed
Community Relations Officer/ Training Coordinator assign.	Gandia/Jones/Breen	Completed
Monthly individual Bureau Meetings -summary updates	Gandia	On-Going
Strategic Plan for Services Division	Gandia	On-Going
Hiring Process - Great Bay & Certified PO recruitments	Jones/Breen	On-Going
Policy & Procedure review and posting to website	Gandia	In Progress
Creating Public Service Announ. with cable department	T. Jones	In Progress
Develop our social media presence	Breen	In Progress
LPD Agency - Strategic Plan for all Divisions	Gandia	In Progress
Succession planning for Administrative roles	Gandia/Jones/Breen	In Progress
Online application and payment process	Jones/Ledoux	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Records & Documents Retention	Gandia	In progress
Respond to needs of Operations and Airport Division goals	Gandia	Not started
Development of new Services Personnel	Gandia	Not started
Expand Budgetary Line items for Services Division	Gandia	In progress
Community Room acoustics / AV equipment - hosting classes	Jones/Ledoux	In progress

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Continue to monitor growth of LPD & hiring process	Breen	On Going

Services Division: Goals & Objectives

Building Maintenance

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Workout room conversion and upgrades	M. Simpson	Completed
Complete MSDS Binder	M. Simpson	Completed
Building Maintenance Office space	M. Simpson	Completed
Sally Port Heater Replaced	M. Simpson	Completed
Roll-Call Furniture	M. Simpson	Completed
Maintenance Contract with Fire Equipment	M. Simpson	Completed
Hallway Shelving for cruiser bags	M. Simpson	Completed
PM Contract with Fire Alarm & Sprinkler	M. Simpson	Completed
Complete all painting	M. Simpson	On going
Cell block plumbing maintenance / replacement	M. Simpson	In Progress
2nd Floor Flooring estimates	M. Simpson	In Progress
Control Head for heating and A/C - expend trust	M. Simpson/Breen	In Progress
Parking Lot curb removals - spring time	M. Simpson/Goodnow	Not started
Community Room AV upgrades	M. Simpson/Breen	In Progress
Heat Panels over employee entrance	M. Simpson	Not started
Upgrade landscaping out front	M. Simpson	Not started
Purging and cleaning boiler room	M. Simpson	In Progress

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Flooring for community room and furniture	M. Simpson	Not started
Create SOP / Turnover file for maintenance	M. Simpson	In Progress
Flooring upgrades on 2nd floor	M. Simpson/Breen	In Progress
Replacing all carpeted areas in building	M. Simpson	Not started
Front & Side Walkway replacement - expend trust	M. Simpson	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status

Services Division: Goals & Objectives

Communications

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Prepare for upcoming NHSP NCIC Audit	TCS Jones	Completed
Installed Derry channel in Main Dispatch Terminal	TCS Jones	Completed
MHT Comms Protocol shared with mutual aid agencies	TCS Jones	Completed
TCO used in Command Post for political event	TCS Jones	Completed
Overdose category added for tracking purposes	Ledoux	Completed
Active shooter training scenarios - participation	TCS Jones	Completed
Research training opportunities for TCO's	TCS Jones	On going
Revisit and revise Communication policies	TCS Jones	On going
Streamline processes in dispatch	TCS Jones	On going
Dispatch training with Patrol scenarios - springtime	TCS Jones	Not started
Increase Staffing levels - 2nd seat afternoons	TCS Jones	Not started
Combined Dispatch Center input for Woodmont	TCS Jones	Not started
Fingerprint all employees - FBI, NCIC, CJIS requirements	TCS Jones	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Keep all personnel certified in SPOTS or MDT's	TCS Jones	On going
Cross training with LFD & MHT Comms.	TCS Jones	Not started
Establish Career Paths for TCO's	TCS Jones	Not started
Begin planning for Crime mapping solution	TCS Jones	In progress
Post Monthly crime stats on-line	TCS Jones	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Develop interactive Crime Mapping solution	TCS Jones	Not started
Prepare for major equipment overhaul of Bureau	TCS Jones	Not started
Fingerprint all employees - FBI, NCIC, CJIS requirements	TCS Jones	Not started
Research & prepare -possible stand-alone dispatch center	TCS Jones	Not started
Adding Radio Channel and repeaters	TCS Jones	Not started

Services Division: Goals & Objectives

Fleet Maintenance

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Equip pick-up truck for limited patrol usages	Goodnow	Completed
Purchase of a garage lift system - in house maintenance	Goodnow	Completed
Re-stripping and widening of cruiser spaces	Goodnow	Completed
Recycled / disposed of old equipment & vehicle	Goodnow	Completed
Tow Operators - application process	Goodnow/Breen	Completed
Acquired 2 additional patrol vehicles to fleet	Goodnow	Completed
Negotiated and Renewed fleet lease	Goodnow	Completed
Participate in Technical Advisory Committee - Adamson	Goodnow	On going
Keep on top of maintenance for cruisers and equip.	Goodnow	On going
New Fleet Feb. arrival - swap over March - May	Goodnow	In progress
Purchase conversion van for SOU - 1033 Program	Goodnow/Uy	Not started
ACO vehicle replacement - 1033 program?	Goodnow/Uy	Not started
Portable Radio inventory increase	Goodnow	In progress
Assign ambulance to TAR / Crime Scene vehicle	Goodnow	Not started

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Get fleet back to original numbers -continue expansion	Goodnow	In progress
Upgrade and keep equipment new for future usage	Goodnow	Not started
Fleet Tire inventory - maintain inventory (80 tires)	Goodnow	Not started
Portable Radio surplus	Goodnow	In Progress

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Fleet Lease Cycle begins in 2019	Goodnow	Not started

Services Division: Goals & Objectives

Information Technology

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Full implementation of COPsync	TCS Jones	Completed
Acquire new Dato Cloud back-up system	Ledoux	Completed
Replace desktop computers	Ledoux	Completed
Replace desktop scanners	Ledoux	Completed
Server Separation from Town Hall & New email	Ledoux	Completed
Separate Email from Town Hall - Tom Roy	Ledoux	Completed
Install new firewall and anti-spam - Tom Roy	Ledoux	Completed
Separate domain from Town Hall - Tom Roy	Ledoux	Completed
Maintain equipment lifecycle replacement schedule	Ledoux	On going
Weekly "Huddle Meetings" with Town IT	Ledoux	On going
Strategic Plan for LPD IT implemented with Town IT	Lt. Jones/ TCS Jones	On going
Ensure FBI CJIS security compliance	TCS Jones/Ledoux	On going
Monitor technological advances	Ledoux	On going
Prepare end of life change-over servers	Ledoux	On going
Strategic Plan for LPD IT implemented with Town IT	Lt. Jones/ TCS Jones	On going
Daily / Weekly Dispatch Log automation	Ledoux/B. Jones	In Progress
Redesign and roll out Connections Website	Ledoux	In Progress
Redaction Software research	Ledoux	In Progress
Online Policy & Procedure	TCS Jones /Ledoux	In progress
IMC LAN FBI CJIS Compliance	Ledoux	Not started
Create new website for Department - Tom Roy	Ledoux	In Progress
Cruiser Wireless connections - new fleet	Ledoux	In Progress

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Netwrix service - alarm for software - evaluate	TCS Jones/Ledoux	Not started
Evaluate RMS software(s)	TCS Jones/Ledoux	Not started
Department wide Windows 8 or 10 upgrade	Ledoux	Not started
Microsoft Office 2013 upgrade	Ledoux	Not started
Online Applications	Ledoux/TOL IT	Not started
Evidence / Form Label Automation	Ledoux	Not started
Replace Phone and Recording Systems	TCS Jones/Ledoux	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Ensure FBI CJIS Security compliance	TCS Jones/Ledoux	Not started

Services Division: Goals & Objectives

Records Bureau

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Get 2 week backlog from personnel absences caught up	Saucier	Completed
Get Barbara Jones into Records and initially trained	Saucier	Completed
Shredding & Purging contract services obtained	Saucier/Breen	Completed
Drug Takeback	Breen / Saucier	Completed
Drug Burns	Breen / Saucier	Completed
Reorganization of Records to include Prosecutor Sec.	Breen/Jones	Completed
Gun disposal equipment	Breen / Saucier	Completed
C. Okeefe will be fully trained in all aspects of Records	Saucier	On going
Property Room.com pick-up in Jan. 2016	Saucier/Breen	On going
Shredding & Purging of paper and property items	Saucier/Breen	On going
Citation entries	Saucier	In progress
Barbara Jones currently at 65% trained. 95% by 12/2016	Saucier	In progress
Part time Records Clerk	Gandia/Jones	In Progress
Records Roll-call training reminders	Saucier/Uy	Not started
Training Manual for Administrative secretary	Breen	Not started
Drug Drop Off box - lobby	Uy	In progress

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Ongoing training for Records Personnel	Saucier	In progress
Re-evaluate duties of Part Time Records Clerk once 100%	Breen	Not started
Property Room storage shelf expansion / space utilization	Saucier/Simpson	Not started
Work on older backlog of Records and Evidence	Saucier	In progress

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Expand hours and services	Breen/Saucier	Not started
Evidence caught up - consider part time evidence tech.	Saucier	Not started

Services Division: Goals & Objectives

Training Bureau

Short Term Goals (under 1 year)

Description	Assigned to:	Status
Order Ammo for 2015	Uy	Completed
Organize & standardize outside agency firing range request	Uy	Completed
Workout room - new equipment overhaul	T. Jones/Breen/Hurley	Completed
Create "Instructor" job book for roles & responsibilities	Uy	Completed
Turn in unserviceable Glocks	Uy	Completed
Training Supplies budgetary appropriations (\$25K)	Gandia	Completed
Training Seminars & Workshops budget appropriations(\$10K)	Gandia	Completed
Quartermaster Equipment List for issuance and return	Uy	Completed
Maintain a total reserve of 1 year ammo supply	Uy	Completed
Acquire an additional patrol rifle	Uy	Completed
Assign an additional Use of Force Instructor - two assigned	Uy	Completed
Develop efficient method for weapon maintenance	Uy	On going
Increase proficiency in rifle and shotgun skills	Uy	On going
Restructure annual firearms training sessions	Uy	On going
Ammo Inventory - keep up ordering for 1 year supply	Uy	On going
Utilize the 1033 Military surplus program	Uy	On going
Rifle Instructor Class - April / May	Uy	In Progress
Supervisor Training - Sgt Annual Request forms	T. Jones/ Breen	In Progress
Re-establish internship systematically	T. Jones	In Progress
Active Shooter Training @ MHT - checkpoint changeover	Uy	Not started
Additional Less Lethal	Uy	In Progress
Quarterly Instructor days for instructor development	Uy	In Progress
Increasing certifications for instructors	Uy	In Progress
Assign additional FTO's	Breen	In Progress
Establish better on-line / in service training for officers	Breen	In Progress
Increased Roll-call trainings	Uy	In Progress
Add to "Instructor" Job Book	Uy	In Progress
Meet NHPSTC training requirements for LPD	Uy	In Progress
Simmunition scenario training w/ dispatch	Uy/B. Jones	In Progress
First Aid & CPR training	Uy	Not started
Assign additional FTO's	Breen	In Progress

Medium Term Goals (1 - 2 Years)

Description	Assigned to:	Status
Create more internal training	T. Jones	In Progress
Stream line and make TC position more efficient	Uy	In Progress

Acquire 2 additional Simms pistol and 1 simms rifle	Uy	Not started
Shotgun usage - change to 1 platform	Uy	In Progress
Get LPD 100% trained in ICS 100/200 online for HS grants	Uy	Not started
Full transition to Bianchi duty gear	Uy	In Progress
Increase Ballistic helmets for officers	Uy	Not started

Long Term Goals (3 - 5 years)

Description	Assigned to:	Status
Upgrade to Gen 4 Glocks	Uy	Not started
Consideration to Tasers	Uy	Not started

LEGAL NOTICE

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

- 1.) **Ordinance #2016-04 – An Amendment to the Zoning Ordinance Relating to Rezoning Map 16, Lots 9-5, 9-6, 9-7, 9-8 and 9-9, 13 thru 21 Wilson Road**

The Public Hearing is scheduled for Monday, June 20, 2016 at 7:00 PM at the Londonderry Town Hall, 268B Mammoth Road, Londonderry, NH 03053. A copy of the proposed amendment may be viewed at the Town Manager's office during regular business hours and online at www.londonderrynh.org.

Londonderry Town Council

Introduced: 06/06/16
Second Read/Pub Hrg: 06/20/16
Adopted: 06/20/16

ORDINANCE #2016-04
AN AMENDMENT TO THE ZONING ORDINANCE
RELATING TO REZONING MAP 16, LOTS 9-5, 9-6, 9-7, 9-8 and 9-9, 13 thru 21 WILSON ROAD

WHEREAS The Planning Board has approved a subdivision creating 9-5, 9-6, 9-7, 9-8 and 9-9 from a section of Map 16 lot 9; and

WHEREAS the subdivision resulted in the creation of multiple split-zoned (AR-1/IND-I) parcels; and

WHEREAS the plan approval required the applicant to submit for a zoning change to rezone the entirety of all the new lots to AR-1; and

WHEREAS the requested rezoning will make this portion of the site consistent with the zoning of the surrounding parcels and intended uses;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect the rezoning of Map 16, Lots 9-5, 9-6, 9-7, 9-8 and 9-9 AR-1/IND-I to AR-1, to become effective upon passage by the Town Council

John Farrell
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Sherry Farrell, Town Clerk
06/20/16

Town Seal

MEMO

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

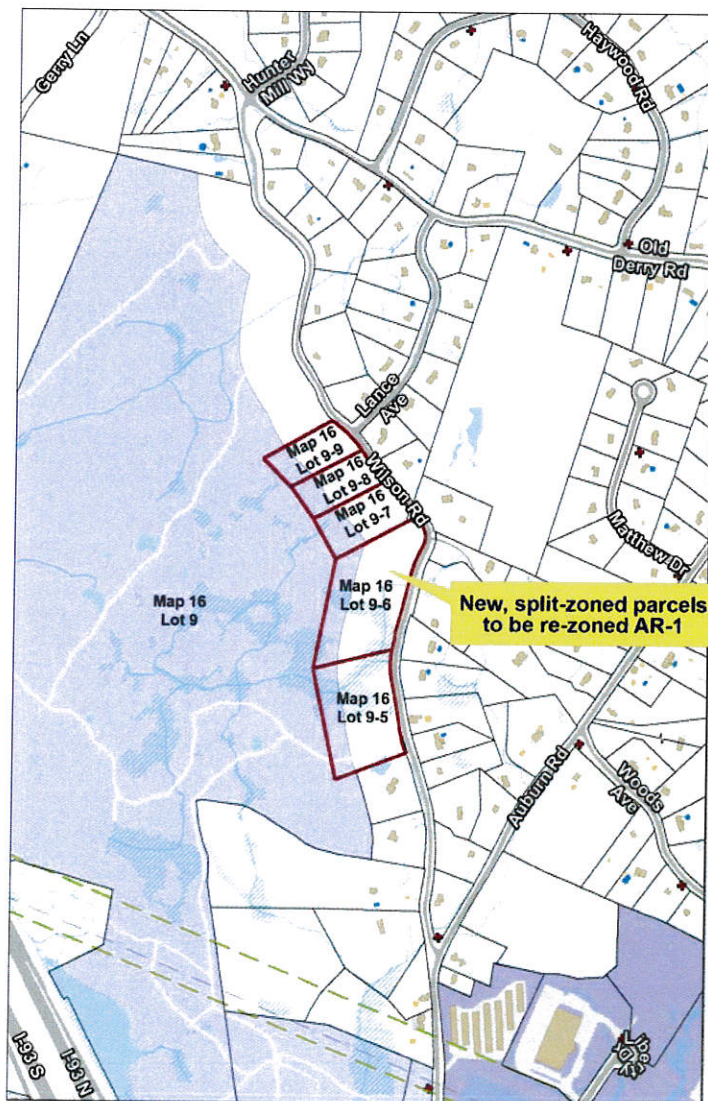
Town of Londonderry, NH

To: Town Council
From: John Vogl, GIS Manager/ Comprehensive Planner
CC:
Date: June 6, 2016
Re: Ordinance 2016-04

In early May, the Planning Board signed subdivision plans for Map 16 lot 9, creating lots 9-5, 9-6, 9-7, 9-8 and 9-9. These are all new house lots with frontage on Wilson Road. The parent lot was split-zoned IND-1/AR-1, with the frontage area along Wilson Road zoned AR-1 to a depth of roughly 250'. Each new lots has a depth ranging from 390' to 440' which has resulted in each of them being similarly split-zoned.

The approved plan states in note #5 that "newly created lots are intended to be entirely in the AR-1 zone". At the public hearing for plan adoption on December 2, 2015, the Planning Board recommended a rezoning action to rezone these lots to AR-1 and also issued a Notice of Decision requiring submission of a rezoning application. Following plan signature and recording, the Town is seeking to carry forward this rezoning attempt to a Council hearing. Both Staff and the Planning Board support this change.

Backup materials including the rezoning application, Planning Board minutes and the recorded plan follow.



Current Zoning Districts

Agricultural-Residential (AR-I) Industrial I (IND-I) Industrial II (IND-II)

Introduced: 06/06/16
Second Read/Pub Hrg: 06/20/16
Adopted: xx/xx/xx

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John Farrell
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Sherry Farrell, Town Clerk
xx/xx/xx

Town Seal

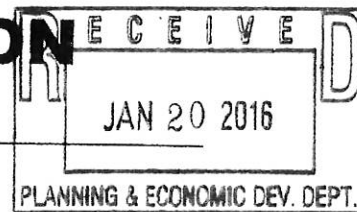


TOWN OF LONDONDERRY
Community Development Department
 Planning & Economic Development Division



268B Mammoth Road
 Londonderry, New Hampshire 03053
 Phone: (603) 432-1100, x134 Fax: (603) 432-1128

REZONING APPLICATION



Name of Applicant: DUVAL SURVEY INC

Name of Lot Owner: EVANS FAMILY LIMITED PARTNERSHIP
 (If different)

Address: 20 AUBURN ROAD LONDONDERRY, NH

Telephone #: 603 930 7911

Date Submitted: 11/12/2015

Tax Map # 16 Lot # 9
 (Please list all if multiple lots are involved)

Current Zoning: AR-1 & I-1

14/9-5 16/9-6 14/9-7 14/9-8 14/9-9

Proposed Zoning: AR-1

Please explain the purpose and justification for your rezoning request (attach additional sheets if necessary):

PROPOSAL IS FOR 5 NEW RESIDENTIAL LOT WHICH ARE PRESENTLY IN A
 SPLIT ZONE
 PROPOSED TO HAVE ALL 5 NEW LOTS ZONED AR-1 (RESIDENTIAL)

Planning Department Comments (to be filled in by Town Staff):

100 C. May asked the Board to amend their motion because the applicant intended
101 that the approval be extended to December 10, 2017, which is two years.
102

103 **L. Wiles made a motion to extend the approval for Fairwinds Properties**
104 **for two years to December 10, 2017. S. Benson seconded the motion.**
105 No discussion. **Vote on the motion: 8-0-0.**
106

107 F. Extension Request – Wallace Farm Site Plan Amendment; Wallace Farm, LLC
108 (Applicant), Wallace Farm LLC and Perkins Farm LLC (Owners), 48 & 62 Perkins
109 Rd, Zoned AR-I [NOD Issued August 12, 2015]
110

111 C. May explained that the applicant intends to go forward with the original
112 approval where the entrance would be located across from Vista Ridge Drive;
113 however, they are seeking to preserve the option for the alternative entrance
114 in the event of a worst case scenario. The Chair recognized Attorney Jay
115 Leonard, who reiterated that they would like the Board to approve the
116 amendment extension, but hope not to need to use it. Construction is currently
117 underway in accordance with the approved site plan.
118

119 **M. Wing Soares made a motion to extend the approval for Wallace**
120 **Farm Site Plan Amendment for an additional year to December 6, 2016.**
121 **L. Wiles seconded the motion. No discussion. Vote on the motion: 8-0-0.**
122

123 G. Discussions with Town Staff
124

125 J. R. Trottier asked the Planning Board to consider administrative approval by
126 Staff of a 1,700 SF addition to the utility Building at the Scobie Pond
127 Substation. A plan of the proposed improvements showed where the work
128 would occur within the fenced compound and that the required parking would
129 be relocated at the end of the addition. The consensus of the Board was that
130 the Eversource Scobie Pond Substation improvements could be handled
131 administratively.
132

133 M. Wing Soares asked about creating a noise ordinance. It was discussed
134 briefly with the Board concluding that it can limit the hours of construction
135 activity as part of an approval. Historically there have been informal
136 agreements about construction hours, but they may need to consider a more
137 formal approach in the future. There was a suggestion to consult with the code
138 enforcement official.
139

140 **Public Hearings/Workshops/Conceptual Discussions**

141 A. Application Acceptance and Public Hearing for formal review of a five-lot
142 subdivision at 13 Wilson Road (Map 16 Lot 9, Zoned AR-I and I-I) – Evans
143 Family Limited Partnership (Owner and Applicant).
144

145 J. R. Trottier stated there were no outstanding checklist items and that Staff
146 recommends the application be accepted as complete.
147

148 A. Rugg asked for Board input. There was none.

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M. Wing Soares made a motion to accept the application as complete per Staff's Recommendation memo dated December 2, 2015. L. Wiles seconded the motion. No discussion. Vote on the motion: 8-0-0.

A. Rugg noted that the 65 day time frame for the Board to render a decision under RSA 676:4 commenced with acceptance of the application as complete.

Don Duval, of Duval Survey presented. He was accompanied by Bernie Temple representing John Rokeh the project engineer. Mr. Duval noted that the proposal was to create 5 additional lots along Wilson Road, all with access from the two-way portion of the street. The majority of the waiver requests related to the large remainder parcel and plan sheet scale.

A. Rugg asked for Staff input.

J. R. Trottier read into the record the seven (7) waiver requests from the Staff Recommendation memo and Staff supports granting:

1. Sections 3.03.A. and 4.12.C.3. requiring metes and bounds descriptions for the entire subject parcel. Staff supports **granting** the waiver because there is a plan on file which provides the boundary information for the parent parcel and boundary information has been provided for all the relevant lots created by the subdivision plan.
2. Section 3.02.A. and 4.12.C.4. requiring that monuments be placed around the boundary of the entire subject parcel. Staff supports **granting** the waiver because monuments relevant to the 5-lot subdivision will be set, and a number of monuments associated with the parent parcel have been set.
3. Section 3.02.C. and 4.12.C.14. requiring that Conservation Overlay District signs for the entire subject parcel be set. Staff supports **granting** the waiver because the required signs will be placed as shown on this plan on the lots to be developed.
4. Section 4.17.A.23 requiring 2-foot contours be shown on the entire subject parcel. Staff supports **granting** the waiver because the Applicant has provided sufficient topography to demonstrate that the lots meet current zoning requirements.
5. Section 4.17.A.25 requiring benchmarks be provided for the entire subject parcel. Staff supports **granting** the waiver because the Applicant has provided sufficient benchmarks to support the 5 lot subdivision.
6. Section 3.10 requiring HISS mapping be shown over the entirety of the subject lots. Staff supports **granting** the waiver because the Applicant has provided sufficient HISS mapping to demonstrate that the lots meet current zoning requirements.

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7. Section 4.01.C requiring that the plan be prepared at a scale of 1" = 100'. Staff supports **granting** the waiver because the plan shows the majority of the subject parcel with sufficient clarity.

J. R. Trottier also summarized the engineering review letter (attached). Staff supports final approval.

All of the precedent conditions below must be met by the applicant, at the expense of the applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development/Public Works & Engineering/Stantec review memo dated December 2, 2015.
2. The Applicant shall provide the Owner's signature on the plans.
3. For the Rezoning Application, the Applicant shall submit the requisite abutter's list with 6 sets of mailing labels (3 sets are for the Planning Board and 3 sets for the Town Council public hearing). The Applicant shall also provide notification fees for each public hearing, including abutter notifications and legal notice advertising fees for both hearings.
4. The Applicant shall provide a digital (electronic) copy of the complete final plan to the Town prior to plan signature by the Board in accordance with Section 2.05.n of the regulations.
5. The Applicant shall provide a check for \$25 (made payable to the *Rockingham County Registry of Deeds*) to pay for the LCHIP tax that became effective on recording of all plans and documents at the registry on July 1, 2008 **or** shall record the plan and submit the plan number and date of recording to the Town within one week of that submission date to the Registry of Deeds.
6. The applicant shall note all general and subsequent conditions on the plans **(must be on a sheet to be recorded, or a separate document to be recorded with the subdivision plan)**, per the new requirements of RSA 676:3.
7. Outside consultant's fees shall be paid within 30 days of conditional site plan approval.
8. Financial guarantee if necessary.
9. Final engineering review.

PLEASE NOTE - If these conditions are not met within two (2) years to the day of the meeting at which the Planning Board grants approval, the board's approval

249 will be considered to have lapsed and re-submission of the application will be
250 required. See RSA 674:39 on vesting.

251

252 **GENERAL AND SUBSEQUENT CONDITIONS**

253

254 All of the conditions below are attached to this approval.

255

256 1. **No construction or site work for the subdivision may be undertaken**
257 **until the pre-construction meeting with Town staff has taken place,**
258 **filing of an NPDES-EPA Permit and the site restoration financial**
259 **guaranty is in place with the Town.** Contact the Department of Public
260 Works to arrange for this meeting.

261

262 2. The project must be built and executed exactly as specified in the approved
263 application package unless modifications are approved by the Planning
264 Department & Department of Public Works, or if staff deems applicable, the
265 Planning Board.

266

267 3. All of the documentation submitted in the application package by the
268 applicant and any requirements imposed by other agencies are part of this
269 approval unless otherwise updated, revised, clarified in some manner, or
270 superseded in full or in part. In the case of conflicting information between
271 documents, the most recent documentation and this notice herein shall
272 generally be determining.

273

274 4. It is the responsibility of the applicant to obtain all other local, state, and
275 federal permits, licenses, and approvals which may be required as part of
276 this project (that were not received prior to certification of the plans).
277 Contact the Building Division at extension 115 regarding building permits.

278

279 C. May explained the need for the new lots to be rezoned so that they would
280 be entirely within the AR-I District as required by the ordinance.

281

282 A. Rugg asked for comments and questions from the Board.

283

284 J. Butler asked if the utility poles would be moved. J.R. Trottier responded
285 the poles would only be moved if necessary. M. Wing Soares asked about the
286 flow of school buses. L. Wiles asked if there were substandard sections along
287 this part of Wilson Road. J.R. Trottier confirmed that the substandard sections
288 were further north on the road beyond Lance Avenue. Chairman Rugg asked
289 if there were any plans for the remainder of the lot. D. Duval responded that
290 there were no plans at this time.

291

292 A. Rugg asked for public input.

293

294 Steven Socci of 32 Wilson Road expressed concerns about sight distance and
295 the road width, asking if the road would be widened. D. Duval responded that
296 there were no changes to the road proposed. J.R. Trottier asked Mr. Socci if
297 he would be willing to work with the Town to fix the issues in that location,
298 and Mr. Socci responded that he would.

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James T Mazzuchelli of 2 Lance Avenue expressed concerns about traffic, specifically people from outside the neighborhood speeding. He asked if a speed bump could be installed. J.R. Trottier would review placement of a sign limiting traffic to local use only. Chairman Rugg responded that the problem is with cut-through traffic, which is more of an enforcement issue regarding speeding. The 5 additional houses would only add incremental traffic to the neighborhood.

Douglas Jones of 55 Wilson Road asked how the roadway would be improved and if they would fix the "triangle". J.R. Trottier responded that improvements related to drainage are still under review. He also noted that there are no plans for the Town to upgrade the one-way section at this time.

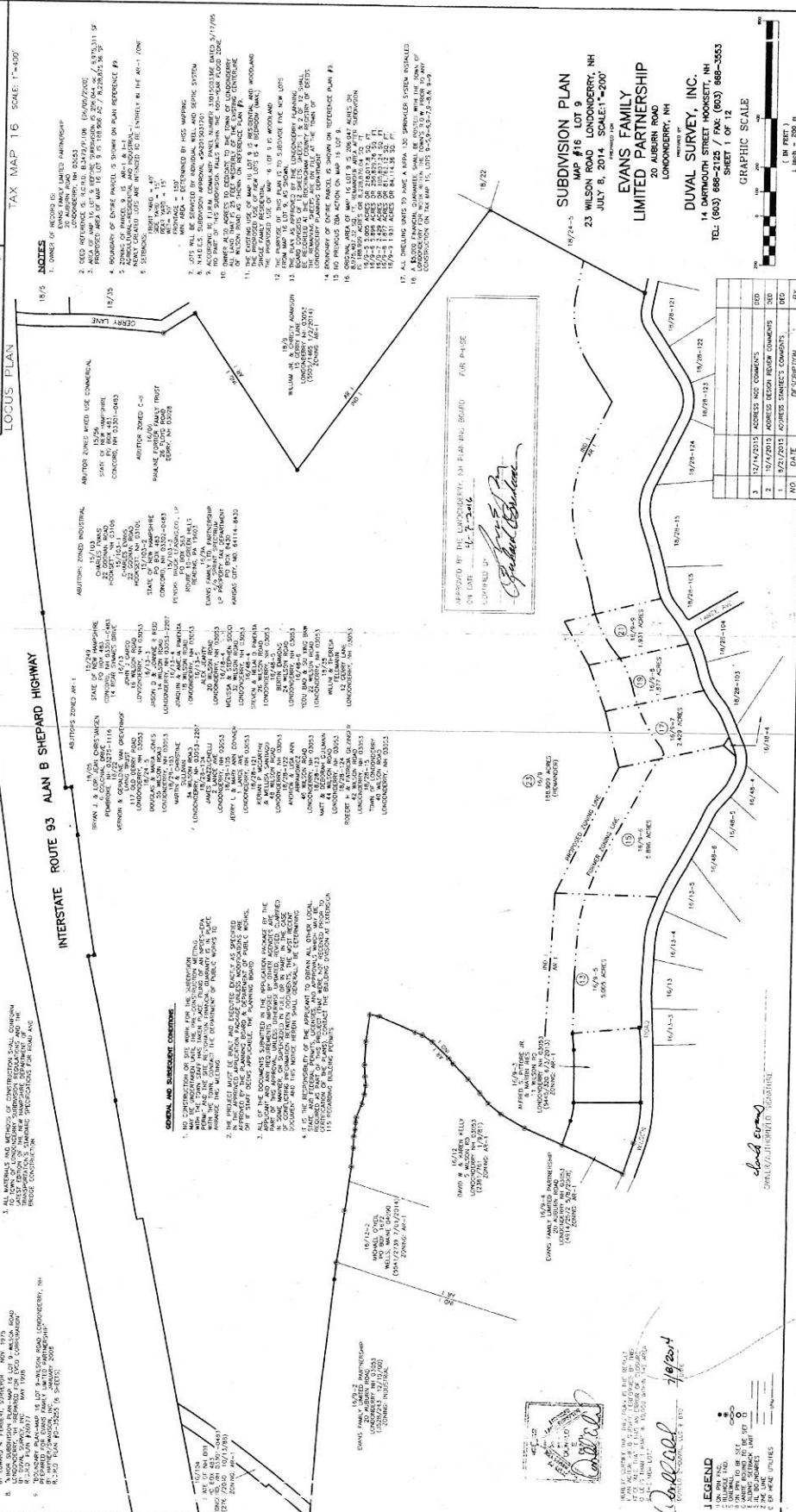
M. Wing Soares made a motion to approve the Applicant's request for the seven (7) waivers to the Site Plan regulations as outlined in Staff's Recommendation memo dated December 2, 2015. L. Wiles seconded the motion. No discussion. Vote on the motion: 8-0-0.

J. Butler excused himself and departed from the meeting.

M. Wing Soares made a motion to Grant Final Approval to the Wilson Road Subdivision Plan for Evans Family Limited Partnership (Owner and Applicant), Tax Map 16 Lot 9, Zoned AR-I and I-I, in accordance with the plans prepared by Duval Survey, Inc., dated July 8, 2014, last revised October 4, 2015, with the precedent conditions to be fulfilled within two (2) years of the approval and prior to plan signature, and the general and subsequent conditions of approval to be fulfilled as noted in the Staff memo, dated December 2, 2015. L. Wiles seconded. No Discussion. Vote on the motion: 7-0-0.

B. Application Acceptance and Public Hearing for review of a waiver from the Site Plan Regulations Section 6.01.c requiring placement of the final pavement wearing course prior to the issuance of a Certificate of Occupancy to the previously approved site plan (May 6, 2015) for "Mammoth Road Self-Storage" at 6 Smith Lane, 486 Mammoth Road, Tax Map 15 Lots 127, 128 and 129 and 484 Mammoth Road, Zoned C-II - RCA Development (Owner and Applicant).

J. R. Trottier referred to a letter from the applicant dated October 26, 2015 requesting a waiver to the requirement to have final pavement in place prior to the issuance of a certificate of occupancy for the first building at the self-storage facility. He noted that all the infrastructure is in place, anticipating a request for the first CO in January. The applicant is requesting the waiver because the window for paving has closed due to the low temperatures. They will return to landscaping in the spring. The remaining fencing will be constructed next week. Staff supports granting the waiver with the conditions outlined in the memo.



TAX MAP 16 SCALE 1"=400'
LOCUS PLAN SCALE 1"=200' 1/2"

SUBDIVISION PLAN
MAP #16 LOT 9
JULY 8, 2014 SCALE 1"=200'
EVANS FAMILY LIMITED PARTNERSHIP
20 AUBURN ROAD
LONDONBERRY, NH
DVAL SURVEY, INC.
STREET CORNER, NH
TEL: (603) 888-2122 FAX: (603) 888-3553

GRAPHIC SCALE
1 INCH = 200 FT.
1 INCH = 400 FT.

NO.	DATE	DESCRIPTION	BY
1	12/11/2013	ADDRESS NOT COMPLETED	ED
2	12/11/2013	ADDRESS NOT COMPLETED	ED
3	12/11/2013	ADDRESS NOT COMPLETED	ED
4	12/11/2013	ADDRESS NOT COMPLETED	ED
5	12/11/2013	ADDRESS NOT COMPLETED	ED
6	12/11/2013	ADDRESS NOT COMPLETED	ED
7	12/11/2013	ADDRESS NOT COMPLETED	ED
8	12/11/2013	ADDRESS NOT COMPLETED	ED
9	12/11/2013	ADDRESS NOT COMPLETED	ED
10	12/11/2013	ADDRESS NOT COMPLETED	ED

NOTES

- OWNER OF RECORD IS EVANS FAMILY LIMITED PARTNERSHIP
- SEE PLAN FOR NOTES TO BE NOTED
- SEE PLAN FOR NOTES TO BE NOTED
- SEE PLAN FOR NOTES TO BE NOTED
- SEE PLAN FOR NOTES TO BE NOTED

GENERAL AND SUBMITTAL CONDITIONS

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PLANNING BOARD'S RESOLUTIONS AND ORDINANCES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE PLANNING BOARD AND THE TOWN ENGINEER.
- ALL UTILITIES SHALL BE DEPTH MARKED AND PROTECTED IN ACCORDANCE WITH THE TOWN ENGINEER'S REQUIREMENTS.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES AT ALL TIMES.
- ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION.
- THE CONTRACTOR SHALL MAINTAIN THE WORKING OF ALL ADJACENT ROADS AND DRIVEWAYS.
- ALL UTILITIES SHALL BE DEPTH MARKED AND PROTECTED IN ACCORDANCE WITH THE TOWN ENGINEER'S REQUIREMENTS.
- THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND PUBLIC UTILITIES AT ALL TIMES.
- ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION.
- THE CONTRACTOR SHALL MAINTAIN THE WORKING OF ALL ADJACENT ROADS AND DRIVEWAYS.

APPROVED BY THE TOWN ENGINEER, NH PLANNING BOARD FOR PHASE 1
DATE: 7/10/2014

Christine E. Egan

LEGEND

1. SUBDIVISION BOUNDARIES
2. LOT BOUNDARIES
3. PUBLIC UTILITIES
4. EXISTING ROAD CENTER LINES
5. PROPOSED ROAD CENTER LINES
6. PROPOSED DRIVEWAY CENTER LINES
7. PROPOSED DRIVEWAY BOUNDARIES
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17. PROPOSED DRIVEWAY BOUNDARIES

RESOLUTION 2016-16

A Resolution Relative to the
Acceptance of Non-Monetary Donations Under RSA 31:95-e

First Reading: 06/20/16
Second Reading: Waived
Adopted: 06/20/16

WHEREAS the Town of Londonderry adopted the provisions of RSA 31:95-e with the passage of warrant article 20 at their March, 1994 town meeting; and,

WHEREAS the Town Council desires to comply with paragraph II relative to the acceptance of gifts of personal property in amounts less than \$5,000; and,

WHEREAS the Town has received non-monetary donations valued at \$1,597.00 during the fiscal year ended June 30, 2016,

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the donations appearing on the attached list, totaling \$1,597.00 for the fiscal year ended June 30, 2016, are hereby accepted.

John Farrell - Chairman
Town Council

Sharon Farrell - Town Clerk/Tax Collector

(TOWN SEAL)

A TRUE COPY ATTEST:

06/20/16

**TOWN OF LONDONDERRY
FY 2016 NON-MONETARY DONATIONS**

1. Police Department - Television valued at \$1,597 – Donated by Charles George Trucking

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31 POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-e

31:95-e Acceptance of Personal Property Donated to Towns and Village Districts. –

I. Any town or village district at an annual meeting may adopt an article authorizing the board of selectmen or board of commissioners to accept gifts of personal property, other than money, which may be offered to the town or village district for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town or village district meeting.

II. Prior to the acceptance of any such gift with a value of \$5,000 or more, the selectmen or board of commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of less than \$5,000, a public hearing on the proposed acceptance shall be at the discretion of the selectmen or board of commissioners. If no public hearing is held, the board of selectmen or board of commissioners shall post notice of the gift in the agenda and shall include notice in the minutes of the board of selectmen or board of commissioners meeting at which such gift is discussed. The acceptance of gifts under this paragraph shall be made in public session of any regular board of selectmen or board of commissioners meeting.

III. No acceptance of any personal property under the authority of this section shall be deemed to bind the town or village district to raise, appropriate or expend any public funds for the operation, maintenance, repair, or replacement of such personal property.

Source. 1991, 25:2, eff. June 18, 1991. 1997, 105:2, eff. Aug. 8, 1997. 1998, 196:1, eff. Aug. 17, 1998. 2008, 24:1, eff. July 11, 2008.

RESOLUTION 2016-17

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

First Reading: 06/20/16
Second Reading: Waived
Adopted: 06/20/16

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

WHEREAS the Town Council desires to comply with paragraph III, (b) relative to unanticipated moneys received in amounts less than \$10,000; and,

WHEREAS the Town has received unanticipated revenue in the amount of \$405.87 during the fiscal year ended June 30, 2016,

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the revenues appearing on the attached list, totaling \$405.87 for the fiscal year ended June 30, 2016, are hereby accepted.

John Farrell - Chairman
Town Council

Sharon Farrell - Town Clerk/Tax Collector

(TOWN SEAL)

A TRUE COPY ATTEST:

06/20/16

**TOWN OF LONDONDERRY
FY 2016 UNANTICIPATED REVENUES**

1. Recreation Department - \$405.87 Donated by Londonderry Moms Club

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –

I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.

III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

ORDER 2016-21

An order relative to
Expired Impact Fee Refunds

First Reading: 06/20/16
Second Reading: Waived
Adopted: 06/20/16

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 06/30/2010 which have not been encumbered or legally bound to be spent in accordance with the Ordinance and will expire on 06/30/2016, and there being no plans to encumber or spend such funds as of 06/30/2016; and

WHEREAS the Director of Finance recommends that expired impact fee refunds be issued in the amount of \$3,430.80 plus accrued interest of \$8.56, for a total disbursement of \$3,439.36;

NOW THEREFORE BE IT ORDERED by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$3,439.36 as detailed on the attached spreadsheet of expired impact fees.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:
06/20/16

**Town of Londonderry
12 Month Impact Fee Activity Summary
Period Ended May 31, 2016**

Date	Description	School	Recreation	Library	Police	Various Roads	Offsite Imp	Rte 28 West	Rte 28 East	Rte 102 Upper	Rte 102 Central	Rte 102 Lower	West Fire	Fire	Total
5/31/2015	Balance Forward	117,422.48	96,772.05	3,498.76	22,543.59	2,368.51	1,836.64	1,043.31	-	-	22,922.69	-	-	12,886.54	281,294.58
	Impact Fee Additions:														
	June, 2015 Interest	0.97	0.8	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.34
	July, 2015 Interest	1.00	0.82	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.39
	August, 2015 Interest	1.00	0.82	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.39
	September, 2015 Interest	0.97	0.8	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.34
	October, 2015 Interest	1.00	0.82	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.39
	November, 2015 Interest	0.97	0.8	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.39
	December, 2015 Interest	1.00	0.82	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.34
	January, 2016 Interest	0.99	0.82	0.03	0.19	0.02	0.02	0.01			0.19			0.11	2.39
	February, 2016 Interest	0.93	0.77	0.03	0.18	0.02	0.01	0.01			0.14			0.10	2.18
	March, 2016 Interest	0.99	0.82	0.03	0.19	0.02	0.02	0.01			0.14			0.11	2.33
	April, 2016 Interest	0.58	0.79	0.03	0.18	0.02	0.02	0.01			0.13			0.11	1.87
	May, 2016 Interest	-	0.82	0.03	0.19	0.02	0.02	0.01			0.14			0.11	1.34
	Total Impact Fee Additions:	10.40	9.70	0.36	2.26	0.24	0.23	0.12	-	-	2.01	-	-	1.31	26.63
	Impact Fee Deductions:														
	Withdrawals	117,000.00													117,000.00
	Expired Fees Refunds										6,584.61				6,584.61
	Total Impact Fee Deductions:	117,000.00	-	-	-	-	-	-	-	-	6,584.61	-	-	-	123,584.61
5/31/2016	Ending Balance	432.88	96,781.76	3,499.12	22,545.85	2,368.75	1,836.87	1,043.43	-	-	16,340.09	-	-	12,887.85	157,736.60

Introduced: 06/20/16
Second Read/Pub Hrg: 07/11/16
Adopted: xx/xx/16

ORDINANCE #2016-05
AN AMENDMENT TO THE ZONING ORDINANCE
RELATING TO TRANSFERRING PARKING AND
LOADING STANDARDS TO THE SITE PLAN
REGULATIONS

WHEREAS The Zoning Audit commenced in 2014 identified certain inconsistencies and deficiencies within the Zoning Ordinance related to parking and loading standards in Londonderry; and

WHEREAS The Planning Board has identified that parking and loading standards are best administered through the Site Plan Regulations which promote flexibility in site design and process administration; and

WHEREAS The Planning Board has commissioned Town Staff and Consultants to propose amendments and Planning Board has conducted public workshops and a public hearing on these amendments; and

WHEREAS The Planning Board has voted to recommend Council adoption and has already adopted associated Site Plan Regulation amendments, to become effective at the time of Council adoption of this ordinance.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the following Sections of the Zoning Ordinance are amended as posted:

- 2.3.1 Residential Districts
- 2.4 Commercial Districts
- 2.5 Industrial Districts
- 2.6 Overlay Districts
- 2.7 Gateway Business District
- 2.8 Planned Unit Development
- 3.6 Elderly Housing
- 3.10 Vehicle Access and Parking

John Farrell
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Sherry Farrell, Town Clerk
xx/xx/16

Town Seal

MEMORANDUM

TO: TOWN COUNCIL
FROM: PLANNING DEPARTMENT
DATE: JUNE 20, 2016
RE: PARKING & LOADING ZONING AMENDMENTS

PARKING & LOADING ZONING ORDINANCE CHANGES:

Town Staff continues to work diligently along with the Planning Board to review, update and revise certain portions of the zoning ordinance relative to the parking and loading standards. The goal is to move content from the Zoning Ordinance to the Site Plan Regulations. This action will provide greater flexibility to the Planning Board in reviewing/approving site design, reducing regulatory impediments to businesses, promoting economic development, and lessening reliance on the Zoning Board of Adjustment for parking/loading issues. This action will initiate new and updated minimum parking standards in a manner that is user-friendly and which affords the Planning Board flexibility to administer. These zoning amendment are recommended by the Planning Board, who already adopted the accompanying Site Plan Regulation amendments contingent on Council's adoption of the zoning changes. This step was necessary to avoid inconsistencies between the two documents should one document be adopted absent the other.

The changes to the Zoning Ordinance are presented to you in the attached packet for a first reading. Please note that while the document is characterized by deletions, the content has not been lost but rather transferred to Site Plan Regulations.

PROCEDURAL ACTIONS

After the passage of the ordinance's first reading (a first reading is simply a reading of the ordinance in the form required for passage – no discussion is necessary and is reserved for the public hearing), it shall be published at least once, together with a notice of the time and place it will be given a public hearing and considered for final passage. The first publication shall precede the date of said hearing by at least (5) working days. No ordinance shall be introduced and adopted during the same meeting. Notices to abutters are sent after the introduction and passage of the first reading.

Zoning Ordinance Parking Amendments June 20, 2016 Town Council 1st Read

[The "Track Changes" shows deletions as struck through in red, additions underlined in red, and language moved from another part of the document in green. Staff/Consultant notes are in purple italics.]

2.3.1.5. Location of Religious Facilities

- D. Parking for religious facilities shall be determined by the requirements of Section 3.09 of the Site Plan Regulations~~Section 3.10, Table 1 of this ordinance.~~

2.3.1.6 Parking Requirements

A minimum of two parking spaces per dwelling unit shall be provided in the AR-I district.

[As single- and two-family residential uses are not subject to Site Plan Review, this should remain in the Zoning Ordinance]

2.3.1.7 Accessory Dwellings

- K. There shall be one parking space in the rear or side yard for the accessory dwelling and no additional curb cut.

[Leave in Ordinance because Accessory Dwellings are not subject to Site Plan review]

2.3.1.8 Bed and Breakfast Homestay

- A. Bed and breakfast homestay uses shall be subject to the following regulations:

~~9. A minimum of two parking spaces for the dwelling unit and one additional for each guest room shall be required.~~ *[Already listed in the Site Plan Regulations under Business Uses in the parking requirement table. A B&B should be subject to Administrative Review (Administrative Review process is proposed in update to Site Plan Regulations by Staff)]*

2.3.2 MULTI-FAMILY RESIDENTIAL (R-III)

2.3.2.3 Regulations and Design Criteria

B. Density, Design and Dimensional Standard for Development Lot

7. *Parking [Parking requirements will be addressed in the Site Plan Regulations. Multi-family parking will be reduced from 2.5 to 2 spaces per current developer/management requirements. Delete a. - d. retain e.,; add new language as follows:]*

- a. ~~A minimum of two (2) parking spaces per dwelling unit shall be provided for single family and two family dwellings.~~ *[Addressed in Site Plan Regulations]*
- b. ~~A minimum of two and one-half (2.5) parking spaces per dwelling unit shall be provided for multi-family dwellings (i.e.: off the internal legal lot so long as the offsite parking is located within the development lot) and the parking spaces shall be within four hundred feet (400') of the building they are intended to serve.~~ *[Addressed in Site Plan Regulations]*

~~e. Assisted living and nursing home uses shall require one half (0.5) a parking space per resident unit or bed, plus one per employee. [Addressed in Site Plan Regulations]~~

~~d. Parking for other uses shall comply with standards applicable to such uses in other districts.~~

~~e.a. Parking areas shall be designated in accordance with requirements for parking areas set forth in Section 3.09 of the Site Plan Regulations, 3.10 of the Zoning Ordinance (parking).~~

b. No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street and no parking shall be located off-site. The line of the front building plane for each structure shall extend to the side property lines to establish the parking lot setback.

c. Parking spaces may be located offsite in accordance with Section 3.09 of the Site Plan Regulations.

2.3.3 INCLUSIONARY HOUSING

2.3.3.4 Conditional Use Permit Criteria for Workforce Housing

B. Multi-Family Workforce Housing

11. Dimensional Relief by Conditional Use Permit for Multi-Family Workforce Housing

a. The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement for multi-family workforce housing (for example: setback, density, green space, or frontage, ~~roads and driveways, or parking~~). *[Parking will not be subject to conditional use permits (CUP's are only administered in zoning) going forward. The Planning Board will have flexibility to approve variations to parking spaces required, especially if shared parking is utilized, with justification that meets at least one of the criteria listed in the Site Plan Regulations.]*

12. Parking:

~~a. A minimum of 2.0 parking spaces per dwelling unit shall be provided for all dwelling units in an inclusionary multi-family development. [Covered in Site Plan Regulations]~~

~~a. b.~~ Parking areas shall be designated in accordance with requirements for parking areas set forth in Section 3.10-09 of the ~~Zoning Ordinance~~ Site Plan Regulations (parking).

~~b. e.~~ No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street. The line of the front building plane for each structure shall extend to the side property lines to establish the parking lot setback.

2.3.3.6 Small Workforce Housing Developments

D. No parking shall be located between the front lot line and the front plane of the building(s) closest to the existing Town street. ~~A minimum of two parking spaces shall be provided for each dwelling unit.~~ *[Moving forward the goal is to keep the parking requirements for residential uses (except elderly housing) at 2 spaces per unit, including multi-family. We are learning that Multi-family rental housing never has 100% occupancy because a number of units are regularly vacant as they transition to new occupants. All parking requirements will be in the Table in the Site Plan Regulations.]*

2.3.3.7 Live-Work Units

The business component of live/work units are intended for use by entrepreneurs and professionals in occupations including but not limited to : accountants; architects; artists and artisans; attorneys, computer software and multimedia-related professionals; consultants; engineers; fashion, graphic, interior and other designers; hair stylists; insurance, real estate and travel agents; one-on-one instructors; photographers; and for light manufacturing/assembly and similar occupations;

I. ~~The live/work unit shall be required to provide parking at least 3 spaces per unit.~~ *[Move to site Plan Regulations]*

2.4 COMMERCIAL DISTRICTS

2.4.2 General Standards for all Commercial Sub-Districts

- F. **Vehicle access** - see regulations listed in Section ~~___3.08~~ of the Site Plan Regulations. ~~3.10 of the Zoning Ordinance (parking).~~
- G. **Parking standards** - see regulations listed in Section ~~3.10-09~~ and Table ~~1-X of Section 3~~**Error! Reference source not found.**10 to determine the quantity of spaces required for specific uses.
- H. **Loading space standards** *[Keep #2 as amended and move #1, 2.a. & 3-7 to Site Plan Regulations Section 3.09, with an amendment to #7 to add concrete as a loading surface]*
 - 2. Where off-street loading is required, loading bays shall be provided and maintained in accordance with ~~the following~~Section 3.09 of the Site Plan Regulations:
 - a. ~~Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such exception is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as practical. [Move to Site Plan Regulations]~~
 - 1. ~~No on-street loading or unloading shall be permitted.~~
 - 3. ~~Specific size of loading space shall be determined by building usage or function.~~
 - 4. ~~Loading areas shall be designed to permit on-site backing or maneuvering as well as forward driving to the lot exit.~~
 - 5. ~~Other than Planning Board approval to use parking aisles as maneuvering space, loading areas requirements shall not encroach on parking areas.~~
 - 6. ~~The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading or unloading spaces shall have direct access to a public right-of-way at all times.~~
 - 7. ~~All loading areas shall be surfaced with a durable, concrete or asphalt material and graded and drained to dispose of all surface water accumulation.~~

2.4.5 General Standards for MUC sub-district:

D. Conditional Use Permits for the MUC Sub-district

- 2. Dimensional Relief by Conditional Use Permit: The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement of the district (including but not limited to: setback, density, green space, or ~~frontage, or~~ parking) for projects that are determined to be consistent with the general vision statements and recommendations from the Londonderry Northwest Small Area Master Plan or the most recently adopted Town Master Plan.

2.5 INDUSTRIAL DISTRICTS

2.5.1 Industrial District

2.5.1.3 General Standards

- E. Vehicle access - see regulations listed in Section ~~3.10-3.08~~ of the Site Plan Regulations.
- F. Parking standards - see regulations listed in Section ~~3.09 of the Site Plan Regulations and Table X. 3.10 and Table 1 of Section 3.10~~ to determine the quantity of spaces required for specific uses.
- G. **Loading space standards** *[Move #1 – 6 to Section 3.09 of the Site Plan Regulations, amend #6 in the Regulations to include Concrete, and add the following new language to the Ordinance:]*
 - 1. Loading bays shall be provided and maintained in accordance with section 3.09 of the site plan regulations.

- ~~1. No on-street loading or unloading shall be permitted.~~
- ~~2. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted as part of an area to satisfy the off-street parking requirements.~~
- ~~3. Loading bays shall be at least fourteen (14) feet wide, forty-eight (48) feet long and may be located either within a building or in the open.~~
- ~~4. No loading bay area abutting a residential zoning district shall be located within fifty (50) feet of the residential boundary line. Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.~~
- ~~5. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.~~
- ~~6. All loading bay areas shall be surfaced with a durable, **concrete or** asphalt material and graded to dispose of all surface water accumulation.~~

2.5.2 AIRPORT DISTRICT

2.5.2.4 General Standards

- E. **Parking standards:** - parking standards for the airport district are described within 3.09 of the Site Plan Regulations~~Section 3.10 access and parking~~ with the exception of longer term airport parking lots.
- F **Parking standards for longer term parking lots (airport district)**
 1. The design standards for parking within the airport district vary with the intended use of the parking facility. The high turnover rate for vehicles in airport lots intended for hourly parking requires adequate room for the maneuvering of multiple vehicles. In longer term (more than one hour permissible) airport parking lots, the volume of simultaneous traffic is significantly less, and the dimensional requirements are lower. All parking spaces shall comply with the design standards of Table ~~X-A and Figure 1~~ in Section ~~3.10-09 access and parking~~3.09 of the Site Plan Regulations, except for longer term airport parking areas which shall follow Table ~~X1 below in Section 3.09 of the Site Plan Regulations~~, and its associate parking layout, unless otherwise approved by the Planning Board.

~~**Table 1 – Minimum Dimensional Requirements for Longer Term Airport Parking Areas**
(Based on 8.5' x 18" Parking Stall, except for zero (0) degrees) [Move Table to Site Plan Regulations]~~

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Angle of Parking Space (Degrees)	"A" (Ft.)	"A'" (Ft.)	One-Way Traffic "C" (Ft.)	Two-Way Traffic "C" (Ft.)	"D" (Ft.)	One Way Traffic "E" (Ft.)	Two-Way Traffic "F" (Ft.)
0	20.0	8.0	12.0	20.00	---	28.0	36.0
30	17.0	14.7	12.0	20.0	—	41.4	49.4
45	12.0	18.7	12.0	20.0	31.5	49.4	57.4
60	9.8	19.8	12.5	20.0	35.4	52.1	59.6
90	8.5	18.0	22.0	22.0	36.0	58.0	58.0

Note: See parking diagram under Table 2, Section 3.10

G. **Handicapped parking spaces** - parking spaces designed to accommodate the needs of the handicapped shall be provided in accordance with federal and state law. See the Town of Londonderry Site Plan Regulations Section 3.09 for parking space standards.

I. ~~**Curb and gutter** - curb and gutter shall be installed within off-street parking and loading areas in order to manage storm drainage, channelize traffic, protect buildings and landscaping areas, and separate pedestrian and vehicular circulation areas. [Move to Site Plan Regulations Section 3.09]~~

J. **Sidewalks** - sidewalks shall be provided onsite as necessary to protect pedestrians and promote the safe and efficient movement of pedestrian and vehicular movement, ~~in accordance with the design standards in Section 3.08 of the Site Plan Regulations. Sidewalks shall have a minimum unobstructed width of four (4) feet. Sidewalks which are constructed to a six (6) foot width and directly abut the front of a parking or loading space may include two (2) feet of the sidewalk width when determining the length of the parking or loading space. [Covered in Site Plan Regulations Section 3.08]~~ in accordance with the design standards in Section 3.08 of the Site Plan Regulations.

2.6 OVERLAY DISTRICTS

2.6.1 PERFORMANCE OVERLAY DISTRICT - ROUTE 102 CORRIDOR

2.6.1.7 Performance Standards *[Amendments to the Route 102 and Route 28 POD's will be limited to updating references. The POD's are anticipated to be comprehensively addressed in the Zoning Overhaul.]*

D. Landscape Performance Standards

2. Specifics about landscaping materials, caliper sizes, and specifics of the design details shall be as defined by Section ~~3.09 and 3.11~~ 3.10 of the Site Plan Regulations. In the event that requirements of this district and the Site Plan Regulations conflict, the more restrictive of the two documents shall govern.

4. Required Landscaping Areas

d. Side and Rear Buffer Areas

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- ii. the side and rear buffers shall be constructed to provide a dense 4 season visual screen in accordance with Section ~~3.09.e~~3.10 of the Site Plan Regulations.
 - iii. Perimeter parking lot landscaping and interior parking lot landscaping shall be in accordance with Section ~~3.11.g~~3.10 of the Site Plan Regulations.
 - e. Other screening: screening of storage areas, dumpster enclosures, loading docks, receiving areas, above ground utility fixtures, and any other items deemed necessary by the Planning Board, shall be in accordance with Section ~~3.09~~3.10.e of the Site Plan Regulations.
3. General Performance Standards for Off-Street Parking.
- a. The minimum number of parking spaces, dimensional requirements for parking stalls and aisle widths shall be determined by the requirements of the underlying zoning district (Section ~~3.103.09 of the Site Plan Regulations~~) except for parking lot setbacks (also called green area setbacks as defined in Sections 2.5.1.3 (H) and 2.4.2 (B) which are governed by the performance standards for landscaping, as outlined in Section 2.6.1.7 ~~(B)(D)~~.
 - c. Coordinated or joint parking design should be provided whenever feasible in accordance with Section 3.09 of the Site Plan Regulations. ~~when feasible, a~~ butting parcels shall be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.
4. In parking lots where shared access and/or interconnected parking lots occur, the side and rear landscape area requirements of 2.6.1.7 ~~(B)(D)~~ can be omitted. *[Correction]*

2.6.2 PERFORMANCE OVERLAY DISTRICT - ROUTE 28 CORRIDOR
2.6.2.7 Performance Standards

D. **Landscape Performance Standards** - landscape performance standards shall be the same as **Section 2.6.1.7 ~~(B)(D)~~**, with the following exceptions: *[Correction]*

2. Side and Rear Buffer Areas

b. The side and rear buffers shall be constructed to provide a dense 4 season visual screen in accordance with Section ~~3.09.e~~3.10 of the Site Plan Regulations.

2.7 GATEWAY BUSINESS DISTRICT

2.7.2 General Standards

G. **Parking, Loading, & Vehicle Access Standards** - See ~~Section 3.10 of this Ordinance~~ **Section 3.09 of the Site Plan Regulations.**

2.7.3 Conditional Use Permits

B. **Dimensional Relief by Conditional Use Permit:** The Planning Board may through the granting of a Conditional Use Permit adjust standards of any dimensional requirement of the district (including but not limited to: setback, density, green space, OR frontage, ~~or parking~~) for projects that are truly supportive of the goals of the GB District as noted above, and where such adjustments would allow the developer to more fully meet these goals and objectives. *[Parking will no longer be subject to conditional use permits, so it is removed from all sections covering parking and CUP's]*

2.8 PLANNED UNIT DEVELOPMENT

2.8.7 Standards of Development.

- A. Off street parking and loading shall comply with the Section 3.09 of the Site Plan Regulations ~~3.10~~ for each proposed use. However, the Planning Board may grant waivers for parking if the Board finds that waivers will be compatible with the design and purposes of the PUD.

3.2 PERFORMANCE STANDARDS *[for Commercial and Industrial Districts]*

3.2.9 Curb and Gutter

~~Curb and gutter shall be installed where deemed necessary by the Director of Public Works Planning Board, within off-street parking and loading areas in order to manage storm drainage, channelize traffic, protect buildings and landscaping areas, and separate pedestrian and vehicular circulation areas.~~ *[Move to Site Plan Regulations Section 3.09 and change Director of Public Works to Planning Board]*

3.2.910 Sidewalks and Pedestrian Facilities

Sidewalks shall be provided on-site, as necessary and as determined by the Planning Board to protect pedestrians and promote the safe and efficient movement of pedestrian and vehicular ~~movement~~ circulation. ~~Sidewalks shall have a minimum unobstructed width of four feet. Sidewalks which are constructed to a six-foot width and directly abut the front of a parking or loading space may include two feet of the sidewalk width when determining the length of the parking or loading space.~~ Sidewalks shall be constructed in accordance with the standards set forth in Section 3.08 of the Site Plan Regulations. *[Keep in Ordinance with amendments; change second "movement" to "circulation" in first sentence; delete second sentence; add new sentence as shown Renumber subsequent paragraphs.]*

3.6 ELDERLY HOUSING

3.6.4 Regulations and Design Criteria

- E. Parking - ~~There shall be 1.2 parking spaces per each unit for elderly housing. There shall be 0.5 parking spaces required for each bed in an assisted living facility, plus one space per employee on the largest shift.~~ The Planning Board shall carefully consider the location of parking, the parking area and the parking area's access to the unit it serves in keeping with its attendant use by the elderly, in accordance with sections 3.09 of the Site Plan Regulations. *[Move first sentence to Site Plan Regulations Section 3.09; add to second sentence as shown]*

3.10 VEHICLE ACCESS AND PARKING

[The design controls for parking, loading and vehicle access in Section 3.10 will be moved to the Site Plan Regulations. The remaining language related to the control of land use will be retained in the ordinance, and amended as needed. There were standards in the Zoning Ordinance covering streets, driveways and site access, which will be placed in Section 3.08 of the Site Plan Regulations. All parking standards will move to a new Section 3.09 in the regulations. Landscaping standards were divided between Section 3.09 and 3.11, and will now be consolidated into Section 3.10 of the regulations. The section on wetlands will be renumbered 3.11. The references below reflect the proposed section numbers.]

3.10.1 Purpose and Intent

In order to minimize traffic congestion, air pollution, and the risk of motor vehicle and pedestrian accidents, as well as to promote other elements of sound community planning; off-street parking, loading spaces, circulation, and access shall be required of all structures and land uses. Parking spaces, aisles, and circulation shall be provided for all permitted and conditional uses of structures, lots, and land in amounts not less than those specified in ~~this Ordinance~~ Section 3.09 of the Site Plan Regulations. It is further the intent of this ordinance to:

~~A. Ensure there are adequate parking and loading facilities to serve the use or uses of the property;~~Ensure there are adequate parking and loading facilities to serve the majority of traffic generated by the use or uses permitted to occupy the property. The number of required parking spaces shall be found in Section 3.09 of the Site Plan Regulations, and in most cases shall correspond to broad use categories rather than specific uses. Assumptions about the number of parking spaces required need to be consistent with Londonderry's long-term vision for growth as articulated in the current Master Plan.

~~A.B. Promote strategies that go beyond minimum parking requirements and encourage shared parking, cross access agreements over interconnected sites, and mixed-use development wherever practical in accordance with the current Master Plan.~~

~~B.C. Ensure that any parking facility is so designed to provide proper circulation, reduce hazards to pedestrians, and protect the users of adjoining properties from nuisance caused by the noise, fumes, and glare of headlights which may result from the operation of vehicles parking off the street;~~

~~C.D. Reduce congestion in the streets and contribute to traffic safety.~~

~~D.E. Encourage environmentally friendly access and parking areas.~~

[The following 3 sections are no longer applicable to this section or are covered elsewhere in the Ordinance. All three are proposed to be deleted.]

3.10.2 Authority

~~A. Pursuant to the authority granted by Chapter 674 et seq., New Hampshire Revised Statutes Annotated, as amended, the Town of Londonderry adopts the following vehicle access and parking regulations:~~

3.10.3 Severability

~~A. If any section, clause, provision or phrase of this Section is held to be invalid or unconstitutional by any court of competent authority, such holding shall not affect, impair or invalidate any other section, clause, provision, portion or phrase of the Ordinance.~~

3.10.4 Application, and Non-Conforming Structures

~~A. New Structures~~

~~The requirements of this section shall apply to all new structures erected for use on a property.~~

~~B. Legally Pre-Existing Structures~~

~~Any structure or land use lawfully in existence prior to the adoption of this Section shall not be subject to the requirements of this Section so long as the kind or extent of use is not changed, and provided further that any parking facilities now serving such structures shall not in the future be reduced below such requirements.~~

~~Loss of Legal Non-Conforming Status~~

~~Loss of legal non-conforming status will occur under the following circumstances:~~

~~Any structure which is hereafter altered or enlarged.~~

~~All new uses of a property.~~

~~Any use of a property which is hereafter altered or enlarged.~~

3.10.5.2 Vehicle Access

A. Vehicle access to all lots shall be from public right-of-way by one or more curb cuts/driveways.

B. The location and design of curb cuts/driveways shall minimize traffic hazards and not unduly ~~retard-impede~~ traffic flow in public right-of-way as provided in Section 3.08 of the Site Plan Regulations. *[Retain A & B and move C - F to Section 3.09 of the Site Plan Regulations; Revise E in the regulations]*

~~C. No portion of any driveway shall be closer than fifty (50) feet to any intersecting street.~~

~~D. The closest points of any two (2) driveways servicing a single lot shall exceed fifty (50) feet at their intersection with the street lot line.~~

~~E. The width of any driveway, except for radii per Subsection 3.10.8, shall not exceed twenty-four (24) feet. The Planning Board may specifically approve an exception not to exceed thirty-six (36) feet.~~

~~F. Vehicle access ways and driveways shall be maintained and kept clear of debris.~~

3.10.6-3 Location of Off-Street Parking and Loading Facilities:

A. Parking Facilities *[Amend #1 as follows and retain in Zoning; retain #3; move #2 and #4 to Section 3.09 of the Site Plan Regulations; amend #4 in the regulations]*

1. Every lot shall have an off-street parking area. Parking on public rights-of-way, unless specified as part of an approved PUD, or parking where it will obstruct property or public rights-of-way access is not permitted. The Planning Board may also approve parking that is off-site where the Applicant can show that the intent of the ordinance is achieved relative to the provision of safe pedestrian routes.

~~2. Loading spaces shall in all cases be on the same lot as the use they are intended to serve.~~

~~3.2.~~ All off-street parking shall have direct access at all times by on-site travelways to a public right-of-way.

~~4. All parking areas within ten (10) feet of any structure shall have a curb or substantial bumper not less than four (4) feet from the structure.~~

~~Off-Site Locations~~ *[Move to Section 3.08 of the Site Plan Regulations]*

~~1. Entrances to facilities not located on the principal use lot shall be no more than four hundred (400) feet from the principal lot or by special exception no further removed than eight hundred (800) feet.~~

~~B. Industrial District Loading Space Standards~~ **Loading Facilities** *[Moved from Section 3.10.9 below, and amended to add new information to #1 and fix a typo in #4; delete #6 and move to Site Plan Regulations.]*

1. No on-street loading or unloading shall be permitted, unless approved as part of a PUD

2. Off-street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off-street loading space be counted to satisfy the off-street parking requirements.

3. Loading bays shall meet the dimensional requirements of Section 3.10.7(B).~~09~~ Loading Space Dimensions.

4. Loading bay area abutting a residential zoning district shall not be located within fifty (50) feet of the residential (AR-I or R-III) zoning boundary line. Loading bays shall not be located on sides of buildings facing a public right-of-way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.

5. The area approved for loading or unloading shall not obstruct access to a property or right-of-way. All loading spaces shall have direct access to a public right-of-way.

6. All loading bay areas shall be surfaced in compliance with Section 3.10.13(B).

3.10.7.4 Off-Street Parking Requirements: *[Moved from Section 3.10.13 with Amendments to #C and #D.1]*

- A. Circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas.
- B. Snow removed from parking spaces and traffic lanes shall not be deposited in a manner or in locations that will result in its being a traffic hazard.
- C. Parking areas shall not be used for outdoor storage, display of items for sale, or other activities. Temporary displays require site plan approval.

Move below to Section 3.09.g of the Site Plan Regulations:

~~Coordinated or joint parking design: when feasible, abutting parcels shall be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.~~

~~Development prior to abutting use. In the event that the site is developed prior to an abutting property, it shall be designed to ensure that its parking, access and circulation may be easily tied in to create a coordinated parking design at a later date.~~

~~Existing abutting uses. In the event that the site abuts an existing developed property, it shall be so designed as to tie into the abutting parking, access and circulation to create a coordinated system unless the Planning Board finds that this would be impractical.~~

3.10.7 Dimensional Requirements: *[Move to Site Plan Regulations]*

~~A.—Standard Stall Dimensions~~

- ~~1.—Exclusive of compact auto spaces, all parking spaces shall comply with the design standards of TABLE 1 of section 3.10.7.2.2 and its associated parking layout unless otherwise approved by the Planning Board.~~
- ~~2.—Compact Automobile Spaces. Parking spaces for compact automobiles shall contain a rectangular area of at least fifteen (15) feet in length and eight (8) feet in width. The length shall be increased to eighteen (18) feet where the spaces are located parallel to the travel aisles. These spaces must be conspicuously designated as reserved for compact automobiles by a sign in accordance with section 3.11.6.1.5.3 of this ordinance, located such that it will not be obscured by a vehicle parked in the space.~~

~~B.—Loading Space Dimensions~~

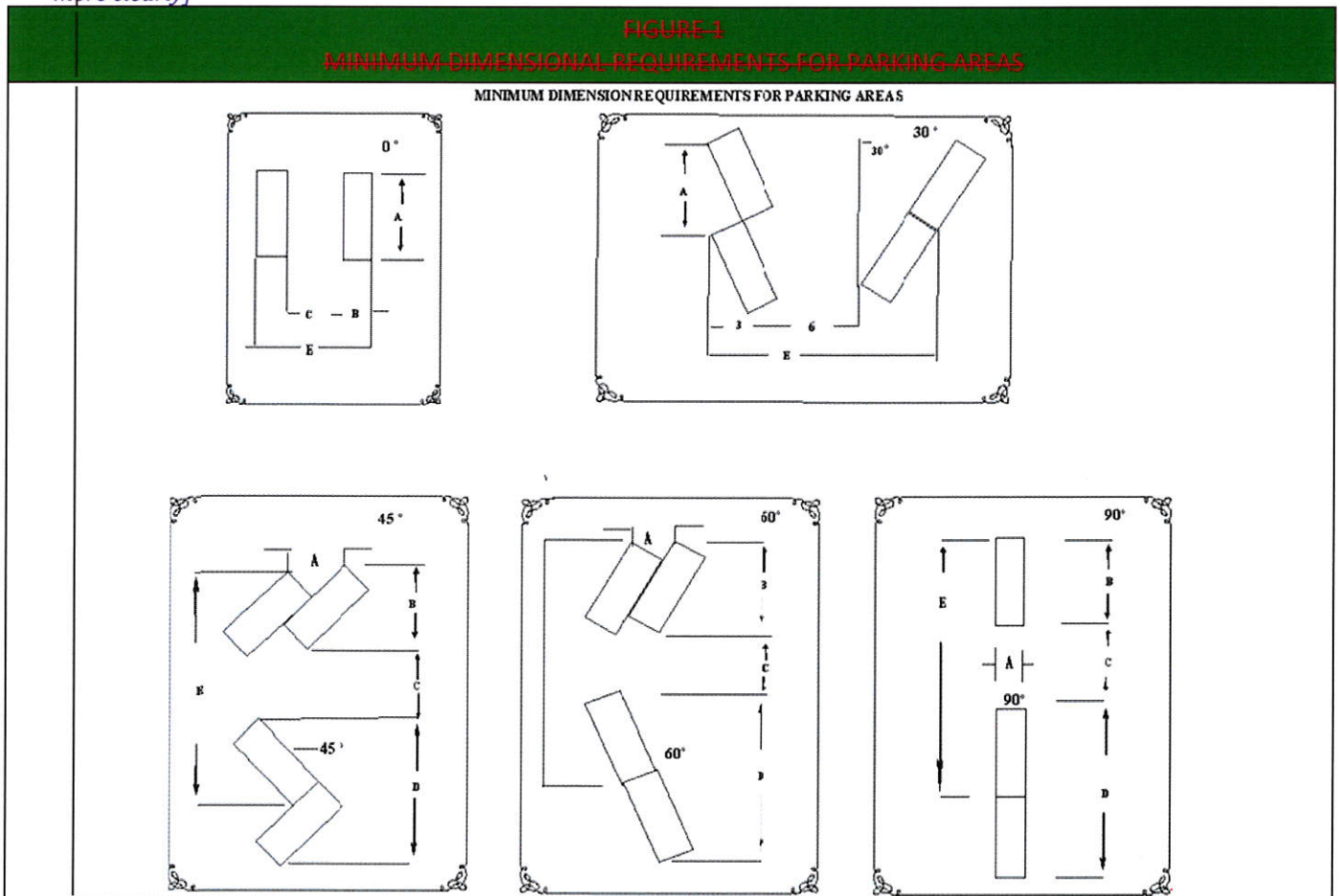
- ~~1.—Minimum dimensions for industrial loading spaces shall be fourteen (14) feet in width and forty (48) feet in length. A vertical clearance of fifteen (15) feet is also required~~
- ~~2.—Minimum dimensions for a commercial loading space shall be determined by evaluation of the size of anticipated delivery vehicles. Under no circumstances shall a commercial loading space be any smaller than ten (10) feet in width and twenty-eight (28) feet in length.~~

- ~~3.—TABLE 1 *[Move to Site Plan Regulations Section 3.09; Delete 30 degree parking]*~~

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TABLE 1 MINIMUM DIMENSIONAL REQUIREMENTS FOR PARKING AREAS (Based on 9 x 20' Parking Stall except for 0 degrees)							
Angle of Parking Spaces	"A"	One-Way Traffic "B"	Two-Way Traffic "C"	"C"	One-Way Traffic "D"	Two-way Traffic "E"	"F"
(Degrees)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)	(Feet)
0	22.5	8.0	12	20	—	28.0	36.0
30	18.0	17.8	12	20	27.8	47.6	55.6
45	12.7	20.5	12	20	34.6	53.0	61.0
60	10.4	21.8	12.5	20	39.1	56.1	63.6
90	9.0	20.0	22	22	40.0		
61.0	62.0						

[Delete Figure 1 below and move to Site Plan Regulations Section 3.09; amend graphic to convey the information more clearly]



3.10.8 General Off-Street Parking and Loading standards: *[Delete Section and move to Site Plan Regulations Section 3.09 with amendments]*

~~In all districts, at the time any new building or structure is erected or any existing building or structure is subject to a substantial alteration or a change in use, off-street parking and loading space shall be provided in accordance with the minimum standards set forth below.~~

~~A. Calculation of Parking and Loading Requirements~~

- ~~1. Where the principal use is not enclosed in a building, the portion of the lot so used shall be considered as part of the gross floor area for computing parking and loading requirements.~~
- ~~2. Where a principal or accessory use of a lot is not enclosed in a building, the Planning Board shall determine the parking and loading area required to service such use in accordance with Table 1 of this section.~~
- ~~3. Quantity of parking and loading spaces shall comply with the minimum listed within Table 2 of section 3.10.10 based on allowed uses.~~
- ~~4. Loading and unloading areas shall not be considered as parking spaces.~~
- ~~5. When the schedule requires the number of spaces to be calculated per employee and employees are on the site in shifts, the number to be used is the number of employees present during the largest shift. In all other cases it shall mean the total number of employees on the site or who will use the site for parking at any one time.~~
- ~~6. When the schedule requires the number of spaces to be calculated by more than one standard (meaning multiple uses on the site), then the sum of the required parking spaces for all uses shall be provided.~~

~~B. Minimum Stacking Space Requirements~~

~~All uses which include a drive-up window or which are characterized by patrons remaining in their vehicles to receive service shall provide stacking spaces in order to alleviate traffic congestion. Stacking spaces shall be a minimum of ten (10) feet in width and eighteen (18) feet in length. All stacking areas must be separated from other circulation aisles and parking spaces. The use of a landscaped island with curbing is recommended to channelize traffic.~~

~~1. Restaurant Drive-Thru Windows~~

~~A minimum of ten (10) stacking spaces shall be required for restaurants with drive-up window. The distance shall be measured from the drive-up window.~~

~~2. Car Washes~~

~~A minimum of three (3) stacking spaces per car wash bay shall be required.~~

~~3. Financial Institution Drive-Thru Windows~~

~~A minimum of eight (8) stacking spaces shall be required for financial institutions having one drive-thru window and four (4) stacking spaces for each additional window.~~

~~4. Other Uses With Drive-Thru Windows or Similar Characteristics~~

~~For other uses not specifically provided herein, the Planning Board (with a recommendation from the Zoning Officer) shall make a determination regarding the number of stacking spaces required.~~

~~C. Compact Auto Spaces Permitted by Conditional Use Permit~~

~~For nonresidential principal uses, not more than ten (10) percent of the total number of required spaces may be designated for compact automobiles and marked accordingly may be allowed where the Planning Board issues a conditional use permit pursuant to Section 3.10.12(A) of this ordinance.~~

3.10.9 Off-Street Parking and Loading Standards by District: *[Move up to New Section 3.10.3 and Amend]*

A. Industrial District Loading Space Standards

- ~~1. No on street loading or unloading shall be permitted~~
- ~~2.1. Off street loading spaces shall be provided on the same lot as the principal use they are intended to serve. In no case shall an off street loading space be counted to satisfy the off street parking requirements.~~
- ~~3.1. Loading bays shall meet the dimensional requirements of Section 3.10.7(B), Loading Space Dimensions.~~
- ~~4.1. Loading bay area abutting a residential zoning district shall be located within fifty (50) feet of the residential (AR I or R III) zoning boundary line. Loading bays shall not be located on sides of buildings facing a public right of way except as specifically approved by the Planning Board. Where such request is granted, the Board shall require an opaque wall, fence, natural terrain, vegetation or other solution to provide screening as effectively as possible.~~
- ~~5.1. The area approved for loading or unloading shall not obstruct access to a property or right of way. All loading spaces shall have direct access to a public right of way.~~
- ~~6.1. All loading bay areas shall be surfaced in compliance with Section 3.10.13(B).~~

B. Route 102 & Rt. 28 POD Parking Requirements *[Delete because parking requirements will be in the Site Plan Regulations; POD districts to be amended as part of Zoning Overhaul]*

- ~~1. General performance standards for off street parking:

 - ~~a. The minimum number of parking spaces, dimensional requirements for parking stalls and aisle widths shall be determined by the requirements of the underlying zoning district (See Section 3.10.10, Table 2) except for parking lot setbacks (also called green area setbacks as defined in Sections 2.5.1.3(H) and 2.4.1(C)(9)) which are governed by the performance standards for landscaping, as outlined in Section 2.6.1.7(B).~~
 - ~~2. In parking lots where shared access and/or interconnected parking lots occur, the side and rear landscape area requirements of 2.6.1.7(B) can be omitted.~~~~

3.10.10 Minimum Parking and Loading Required: *[Delete and move to Site Plan Regulations Section 3.09 with amendments; footnotes to be removed; other amendments to be noted in Regulation update]*

~~Off street parking spaces shall be provided whenever any new use is established or any existing use is enlarged. The quantity of required spaces will be determined as shown in TABLE 2 of this section.~~

TABLE 2 OFF-STREET PARKING AND LOADING			
USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT	
Subject to the requirements of section 3.10.8(A)(6)			
Agricultural and Residential			
	Agriculture	GFA	1 per 1,000 sq. ft.
	Assisted Living Facilities	ed and employees	0.5 per employee
	Back Lot Development	DU and type	2 spaces per DU
	Dwelling, multi family 1,3	DU	2.5 per DU
	Dwelling, single family 1	DU	2 per DU
	Dwelling, two family 1	DU	2 per DU
	Dwelling, with accessory apartment 2	DU	2 per DU, (4 total)
	Elderly Housing	DU	per DU

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TABLE 2 OFF-STREET PARKING AND LOADING			
USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT	
	Elderly Housing (Affordable)	DU	1-2 per DU
	Mixed use residential	Various	As mandated per use by percentage
	Nursing Home and accessory uses	Resident unit or bed and employees	0.5 per resident unit or bed plus one per employee
	Planned residential development	DU	2 per DU
Civic Uses			
	Community center	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Public Facilities	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Recreational Facilities, Public	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Religious Facilities	Seats or linear feet of bench space	1 per each 3 seats or 6 linear ft.
	Cultural Uses and Performing Arts	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
Business Uses			
	Aeronautical Facilities	Various	1 per employee on maximum shift, plus 1 per vehicle used in connection with terminal, plus sufficient number of space to accommodate the largest number of vehicles that may be expected at any one time
	Assembly, testing, repair, and packing operations up to 100,000 sq. ft.	GFA or employees	1 per 500 sq. ft. or 1 per employee
	Assembly, testing, repair, and packing operations 100,001 sq. ft. or larger	GFA or employees	1 per 600 sq. ft. or 1 per employee
	Bed and Breakfast Homestay	D.U and guest room	2 per D.U plus 1 per guest room
	Computer Services	GFA	1 per 200 sq. ft. or 1 per employee
	Conference/Convention Center.	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Day Care Center, Adult	Employees and attendees	1 per employee plus 1 per 7 attendees at peak attendance plus parking for any associated busses or vans
	Day Care Center, Child	Employees and attendees	1 per employee plus 1 per 8 attendees at peak attendance
	Drive-in establishments	Employees and vehicles served	2 per employee plus 1 per each vehicle served
	Drive-in theatres	Capacity	1 per vehicle at capacity plus 10%
	Financial institution	GFA	1 per 300 sq. ft.
	Funeral homes	Various	1 per 5 seats in largest chapel, plus 1 per employee, plus 1 per service vehicle
	Education and Training Facilities	Faculty, students, & administrators	1 per faculty member, administrator, and employee, plus .5 per student at peak attendance
	Excavation, including Temporary and Permanent Manufacturing Plants as an accessory use.	GFA or employees	1 per associated vehicle plus 1 per 600 sq. ft. or 1 per employee
	Health Clubs	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Home Occupation	Variable	Applicant must demonstrate that parking is adequate for the proposed use, in no case less than 2 spaces in addition to those required for the residence
	Hotels up to 50,000 sq. ft.	Various	1 per room, plus 1 per 20 rooms (staff), plus 50% normally required for accessory uses
	Hotels 50,001 sq. ft. or larger	Various	1 per room, plus 1 per 20 rooms (staff), plus 75% normally required for accessory uses
	Manufacturing, Heavy	GFA or employees	1 per 800 sq. ft. or 1 per employee

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TABLE 2 OFF-STREET PARKING AND LOADING			
USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT	
	Manufacturing, Light up to 100,000 sq. ft.	GFA or employees	1 per 600 sq. ft. or 1 per employee
	Manufacturing, Light 100,000 sq. ft. or larger	GFA or employees	1 per 800 sq. ft. or 1 per employee
	Membership club	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Motels	Rooms and employees	1 per room plus 1 per employee
	Motor Vehicle Maintenance, Major Repair and Painting	GFA and bays	1 per 800 sq. ft. but no less than 3 per service bay
	Motor Vehicle Rental	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay
	Motor Vehicle Sales	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay
	Motor Vehicle Station, Limited Service	Various	1 per 300 sq. ft. of floor area, plus 1 per accessory service bay, plus 1 per employee, plus 1 per vehicle used for the business and kept on premises
	Outdoor Storage of goods or materials (not to exceed 5-10% of the gross floor area) as an Accessory Use	Storage area	1 per 1,500 sq. ft. of storage area
	Personal Service Businesses up to 3,000 sq. ft.	GFA or chairs	1 per 200 sq. ft. or 2 per chair
	Personal Service Businesses 3,001 sq. ft. or larger	GFA or chairs	1 per 300 sq. ft. or 2 per chair
	Professional Office up to 50,000 sq. ft.	GFA	1 per 200 sq. ft.
	Professional Office 50,001 sq. ft. or larger	GFA	1 per 300 sq. ft.
	Recreation, commercial	GFA, or seats and persons accommodated	1 space per 200 sq. ft. or 1 per 3 seats or 3 persons the facility is intended to accommodate
	Rental Car Terminal up to 50,000 sq. ft.	Various	1 per 300 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay
	Rental Car Terminal 50,001 sq. ft. or larger	Various	1 per 400 sq. ft. indoor sales per office area, plus 1 per 1,500 sq. ft. outdoor storage, plus 4 per service bay
	Repair services	GFA	1 per 400 sq. ft.
	Research or Testing Laboratories up to 100,000 sq. ft.	GFA	1 per 600 sq. ft.
	Research or Testing Laboratories 100,001 sq. ft. or larger	GFA	1 per 800 sq. ft.
	Restaurant	Seats and employees	1 per 3 seats plus 1 per employee
	Restaurant, fast food	Seats and employees	1 per 4 seats plus 1 per employee
	Retail Stores up to 75,000 sq. ft.	GFA	1 per 200 sq. ft.
	Retail Stores 75,001 sq. ft. or larger	GFA	1 per 300 sq. ft.
	Sales of Heavy Equipment or Heavy Trucks as an accessory use	Lot area	1 per 2,000 sq. ft. of lot area
	School, Private, Elementary and Middle	Various	1 per faculty, employee and bus if bus transportation is provided, plus 1 per each 4 seats for assembly areas
	School, Private, High	Various	1 per faculty member, administrator, and employee, plus 1 per bus if bus transportation is provided, plus 1 per each 4 students
	Service establishment	GFA or employees	1 per 300 sq. ft. or 2 per employee
	Sexually-oriented businesses	GFA or occupants	1 per 300 sq. ft. or 1 per 2 occupants at building capacity
	Storage, self serve	GFA	1 per 1,200 sq. ft.
	Terminal, Airplane	Various	1 per employee on maximum shift plus 1 per vehicle used in connection with terminal, plus sufficient number of spaces to accommodate the largest number of vehicles that may be expected at any one time
	Terminal, Trucking	Various	1 per 200 sq. ft. plus adequate parking and loading spaces for each company vehicle operating from the premises plus 1 per employee

Zoning Ordinance Parking Amendments
June 8, 2016 Planning Board Public Hearing

TABLE 2 OFF-STREET PARKING AND LOADING		
USE	UNIT OF MEASUREMENT	SPACES REQUIRED PER UNIT OF MEASUREMENT
	Warehouse and Storage up to 100,000 sq. ft.	GFA 1 per 1,200 sq. ft.
	Warehouse and Storage 100,001 sq. ft. or larger	GFA 1 per 1,400 sq. ft.
	Wholesale Businesses up to 100,000 sq. ft.	GFA 1 per 800 sq. ft.
	Wholesale Businesses 100,001 sq. ft. or larger	GFA 1 per 1,000 sq. ft.
<p>* Other Uses: Parking and loading requirements shall be calculated for the closest similar use as determined by the Planning Board * Refer to section 3.10.8.1.5 for a definition of "employee(s)" as used in this table * GFA = Gross Floor Area * DU = Dwelling Unit(s) Footnotes: — Elderly affordable housing is exempt from this requirement. Refer to Section 3.6 for elderly affordable requirements. — Off street parking shall be provided for at least four (4) vehicles. Garage and "piggy back" parking is encouraged. — In the R-III District, parking spaces may be located offsite (i.e.: off the internal legal lot so long as the offsite parking is located within the development lot) and the parking spaces shall be within four hundred feet (400') of the building they are intended to serve.</p>		

~~**3.10.11 Flexibility in Off-Street Parking and Loading Standards:** *[Delete from Zoning and address in Section 3.09 of Site Plan Regulations with amendments; Some CUP criteria to be retained in regulations as criteria for flexibility]*~~

~~**A. Flexibility in Administration Required**~~

~~1. Due to the particularities of any given development, the inflexible application of the parking standards set forth in Subsection 3.10.10) may result in a development either with inadequate parking space or parking space far in excess of its needs. The former situation may lead to traffic congestion or parking violations in adjacent streets as well as unauthorized parking in nearby private lots. The latter situation wastes money as well as space that could more desirably be used for valuable development or environmentally useful open space. Therefore, the Planning Board may permit deviations from the presumptive requirements of Subsection 3.10.10 and may require more parking or allow less parking by granting a conditional use permit meeting the requirements of section 3.10.11(B).~~

~~**B. Conditional Use Permits for Deviations in the Number of Required Off-Street Parking Spaces**~~

~~1. The Planning Board may allow deviations from the parking requirements set forth in section 3.10.10 by issuance of a conditional use permit when it finds that at least two of the following criteria are met (one of which must be Section 3.10.11(B)(1)(a)):~~

- ~~a. Such deviations are consistent with the purpose and intent of section 3.10.1~~
- ~~b. The applicant is able to demonstrate through studies of similar uses or similar facilities owned by the same company that the actual parking demand for the property is significantly different from the requirements of 3.10.10, and can document that there have been no parking shortages at such studied sites.~~
- ~~c. There exists the availability of alternate transportation modes, and the applicant has demonstrated to the satisfaction of the Planning Board that the business and its employees will utilize such alternative modes of transportation.~~
- ~~d. A residential development is irrevocably oriented toward the elderly or other demographic group that, due to the driving characteristics of the group, requires fewer or more parking stalls than the general populace; or,~~
- ~~e. A sole business (not part of a larger multi-tenant building) is primarily oriented to walk-in trade.~~

~~2. Whenever the Planning Board grants a conditional use permit for a deviation from the parking requirements set forth in section 3.10.10, the applicant shall note on the plans the parking requirement that the Planning Board allows for and any reasons for allowing or~~

~~requiring the deviation and/or conditions of approval as deemed appropriate by the Planning Board.~~

3.10.12 Alternative Parking Standards. *[Delete from Zoning and move to Section 3.09 of the Site Plan Regulations with amendments]*

~~In order to encourage alternate modes of travel that will reduce dependence upon the single-occupancy automobile, the following guidelines and standards are offered:~~

~~A. Compact Auto Spaces~~

~~In parking lots containing one hundred (100) or more spaces serving a nonresidential principal use, the Planning Board may permit an increase in the proportion of total parking spaces which may be devoted to compact automobiles to a proportion of not greater than ten (10) percent of the total.~~

~~B. Shared Parking~~

~~Where the Planning Board determines that a proposed development consisting of two or more uses located on a single parcel will generate different hourly, daily and/or seasonal parking demand due to the varied hours of operation of each use and frequencies of customer and employee occupancy of available parking spaces, the Planning Board may approve a site plan utilizing shared parking. The applicant shall provide the parking space count and justification analysis. Approved shared parking requires the present construction of a lesser number of spaces, provided that:~~

- ~~1. The applicant shall provide the Planning Board with a shared parking plan which shall be based upon the following:
 - ~~a. A complete and accurate description of the proposed uses, floor areas devoted to such uses, the number of seats or rooms assigned to each use, and the days and hours of operation of each use for each day of the week and for any seasonal variations in operations.~~
 - ~~b. A complete and accurate description of the number of employees and their respective shifts.~~
 - ~~c. A complete and accurate description of the projected total peak hour or daily period of occupancy by patrons for each proposed use during weekdays, Saturday, Sunday and any seasonal variations in peak hour or period of occupancy.~~~~
- ~~2. In all cases, at least two-thirds (2/3s) of the number of required parking spaces shall be provided. A reserved parking plan shall be required. The Planning Board may order the property owner to construct reserved parking spaces if need arises as per Subsection 3.10.12(C).~~
- ~~3. The approval of such shared parking shall be automatically terminated upon the termination of the operation of any of the involved uses.~~

~~C. Future Parking – The Planning Board may allow a reduction in the number of parking spaces actually constructed as long as an area is clearly shown as “reserved for future parking” and a note on the plan indicates a prohibition on any structural improvement in that area. Each plan will be reviewed on individual need. Future Parking Areas shall be designed for their eventual construction (including all drainage ways and structures), and shall be required to be constructed if deemed necessary by the Town of Londonderry if after initial occupancy of the building it is determined that the future parking spaces are needed to accommodate the number of vehicles parking at the site~~

~~D. Transportation Mitigation Plans~~

- ~~1. Transportation mitigation plans may be implemented in conjunction with any use at the option of the Planning Board, exclusive of large scale parking facilities.~~

- ~~2. Properties with a required number of parking spaces exceeding two hundred fifty (250) spaces shall be classified large scale parking facilities.~~
- ~~3. New construction of large scale parking facilities, or any change to existing uses that requires additional parking on site for large scale parking facilities, may require the applicant employ parking mitigation to reduce the number of surface parking spaces if determined appropriate by the Planning Board.~~
- ~~4. Qualifying parking mitigation shall include but not be limited to: structured parking, parking shuttles, employee carpool plans, incentives for employees to use alternative transportation such as bicycles, telecommuting plans for employees, shared parking, and other similar plans.~~
- ~~5. The Planning Board shall have the discretion to require parking mitigation for large-scale facilities as appropriate taking into consideration stormwater, surface water impairment, the character of the neighborhood, traffic, pedestrian safety, landscaping, and circulation.~~

~~E. Alternative Transportation *[Delete from Zoning; difficult for Town to manage and unlikely to be used in Londonderry; flexibility standards of Site Plan Regulations would enable these provisions to still be implemented if desired and agreed upon by the Board]*~~

~~1. Carpooling/Vanpooling:~~

~~A reduction of up to ten (10) percent of required parking, based on substantiated projections of reduction in parking demand, may be granted for any building or use exceeding fifty thousand (50,000) square feet of gross floor area that institutes and maintains a locally approved carpooling/vanpooling program. Such reduction may be terminated immediately upon failure of the owner, operator, tenant, or others responsible for such programs to maintain such programs in an ongoing and acceptable manner. When permitted by the Planning Board, the applicant shall note on the plans the Carpooling/Vanpooling plan that the Planning Board allows for and any reasons for allowing or requiring the deviation and/or conditions of approval as deemed appropriate by the Planning Board.~~

~~2. Shuttle Service:~~

~~A reduction of up to fifteen (15) percent of required parking, based on substantiated projections of reduction in parking demand, may be granted for any building or use that institutes and maintains a continuous, personalized shuttle service. Said reduction may be terminated immediately upon failure of the owner, operator, tenant or others responsible for such program to maintain such program in an ongoing and acceptable manner. When permitted by the Planning Board, the applicant shall note on the plans the Shuttle Service plan that the Planning Board allows for and any reasons for allowing or requiring the deviation and/or conditions of approval as deemed appropriate by the Planning Board.~~

3.10.13 Design & Construction Standards

A. General *[Move #1 to Site Plan Regulations; Move #2 up to new Section 3.10.4; delete 3-5 because they are in the Site Plan Regulations]*

~~A. All parking spaces shall be so marked by use of painted lines or other permanent striping materials.~~

~~B. Circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas.~~

~~C. Snow removed from parking spaces and traffic lanes shall not be deposited in a manner or in locations that will result in its being a traffic hazard.~~

~~D. Parking areas shall not be used for outdoor storage, display of items for sale, or other activities.~~

~~E. Coordinated or joint parking design: when feasible, abutting parcels shall be so designed as to provide for mutually coordinated or joint parking, access and circulation systems, and~~

~~shall include stub-outs and other design features as necessary to make it visually obvious that the abutting properties may be tied in to create a unified system.~~

~~F.A. Development prior to abutting use. In the event that the site is developed prior to an abutting property, it shall be designed to ensure that its parking, access and circulation may be easily tied in to create a coordinated parking design at a later date.~~

~~G.A. Existing abutting uses. In the event that the site abuts an existing developed property, it shall be so designed as to tie into the abutting parking, access and circulation to create a coordinated system unless the Planning Board finds that this would be impractical.~~

[Delete #B – F and relocate to Site Plan Regulations Section 3.09 with amendments]

~~B. Paving Materials~~

- ~~1. All parking areas shall be surfaced with asphalt or other suitable durable material approved by the Planning Board and graded and drained to dispose of all surface water accumulation except as identified in section 3.10.13(B)(3).~~
- ~~2. Design and choice of paving materials used in pedestrian areas shall consider such factors as function, climate, characteristics of users, availability, cost maintenance, glare, drainage, noise, appearance, and compatibility with surroundings.~~
- ~~3. Alternative Surfacing – For uses that function less than six (6) months each year, the Planning Board may permit a complete or partial substitution of an alternative surfacing for a paved surfacing on a parking lot, provided that the Board finds that the alternative surfacing will not be detrimental to adjacent property and streets by reason of the generation of dust, the disintegration of the surfacing, or the dispersal of stormwater runoff; that the surfacing is appropriate to the intensity of vehicular movements associated with the use; and that the surfacing will support an acceptable degree of access to the property by Fire Department apparatus.~~

~~C. Landscaping – Landscaping of parking lots shall be designed in accordance with the Landscape Design Standards of the Londonderry Site Plan Regulations, as most recently amended.~~

~~D. Walls and Fences~~

- ~~1. Walls and fences shall be erected where required for privacy, screening, separation, security, erosion control, or to serve other necessary and reasonable functions.~~
- ~~2. The design and materials used shall be functional and compatible with existing and proposed site architecture.~~
- ~~3. No fence or wall shall be so constructed or installed as to constitute a hazard to traffic or safety.~~

~~E. Lighting~~

- ~~1. All parking area lighting shall be subject to the Outdoor Lighting Standards of the Town of Londonderry Site Plan Regulations, as most recently amended and the following:~~
- ~~2. All artificial lighting used to illuminate a parking lot shall be so arranged that all direct rays from lighting fall entirely within such parking lot or accessory walkways~~
- ~~3. The maximum mounting height of a lighting fixture above the ground shall be twenty (20) feet in a residential district and twenty-five (25) feet in a nonresidential district.~~

~~F. Street Furniture~~

- ~~1. Street furniture, such as, but not limited to, trash receptacles, benches, and phone booths, shall be located and sized in accordance with function.~~
- ~~2. The different street furniture components shall be compatible in form, material and finish. Design and materials shall be coordinated with existing and proposed site architecture.~~

~~Selection of street furniture shall take into consideration function, durability, maintenance and long-term cost.~~

3.10.14-5 Parking for Disabled Persons

A. Handicapped Parking Spaces - Parking spaces designed to accommodate the needs of the handicapped shall be required per state and federal law, and in accordance with the Town of Londonderry Site Plan Regulations, as most recently amended, and Section 1106 of the Building Code.

3.10.15-6 Pedestrian and Bicycle Circulation

A. Pedestrian Safety - Insofar as practical, pedestrian and bicycle circulation shall be separated from motor vehicle circulation. Safe and convenient pedestrian circulation, including appropriate sidewalks, shall be provided on the site and its approaches. The pedestrian circulation plan shall be designed to minimize conflicts with vehicular traffic.

3.10.16-7 Bicycle Parking

Off-street bicycle parking may be required by the Planning Board whenever any new use is established or any existing use is enlarged for which more than ten (10) automobile parking spaces are required. If required by the Planning Board, the quantity of required bicycle stalls will be determined as shown in ~~TABLE 3 of this section.~~Section 3.09 of the Site Plan Regulations.

~~A. Tabular Bicycle Parking Requirements~~ *[Move Table and following related requirements to Site Plan Regulations, Section 3.09.]*

TABLE 3 BICYCLE PARKING	
Auto Spaces Required	Bicycle Stalls Required
10-50	10% of auto
51-100	5% of auto
100+	3% of auto

~~B. Requirements are additive. Once a threshold is met the previously existing requirement shall be maintained and additional stalls shall be provided at the new level until the next threshold is met.~~

~~C. A minimum of two (2) and a maximum of twenty (20) stalls shall be provided~~

~~D. In calculating stall requirements all decimals and fractions shall be rounded up to the nearest whole number.~~

~~E. All bicycle parking stalls shall be located within one hundred (100)ft. of the primary use or as close as the closest auto space.~~

~~F. A bicycle "stall" shall include a delineated and safe parking area, and an appropriate structure to which bicycles can be locked.~~

~~G. Appropriate structure means a stand or other device constructed so as to enable the user to secure by locking the frame and one wheel of each bicycle parked therein. Racks must be easily usable with both U-locks and cable locks. Racks should support the bikes in a stable upright position so that a bike, if bumped, will not fall or roll down. Racks that support a bike primarily by a wheel, such as standard 'wire racks' are damaging to wheels and thus are not acceptable.~~

- ~~H. Bicycle parking racks, shelters or lockers must be securely anchored to the ground or to a structure.~~
- ~~I. Outdoor bicycle parking areas shall be surfaced with hard surfacing material having a minimum depth of two inches, such as pavers, asphalt or concrete, unless otherwise permitted by the Planning Board.~~
- ~~J. Provision of additional amenities including but not limited to covered parking and shower facilities is encouraged for lots over one hundred (100) automobile spaces but not required.~~

3.10.17 Definitions

~~Definitions pertaining to vehicle access and parking may be found in Section 4.7 of this the Zoning Ordinance. *[When the regulations are converted to EnCode, there will be automatic links to the definitions, which will all be located in one section as part of the Zoning Ordinance overhaul.]*~~



14 Tsienneto Road – Suite 301 – Derry, NH 03038
603-425-2545 ~ FAX 603-425-2378

Proposal to: Kevin Smith, Town of Londonderry

From: Donna Tighe,
Greater Derry Community Health Services, Inc.

Re: Addiction Support Service Proposal

Date: May 5, 2016

Greater Derry Community Health Services, Inc. (CHS) has been engaged in providing health care access and community support services including comprehensive Case Management support to individuals in need since 1989.

Addiction affects many people beyond the addict. Those struggling with addiction are victims of a criminal enterprise that has seized the opportunity to prey on the vulnerable rendering them incapable of freeing themselves from its grasp. Additional victims of addiction are spouses, children, parents, siblings, extended family, friends and co-workers as well as loyal and concerned employers. The disease spares no one.

CHS is pleased to offer its services to residents of Londonderry who are searching for solutions, support and encouragement as they attempt to alleviate their suffering. Already an integral part of the work of substance misuse prevention through the South Central NH Public Health Network, CHS views this opportunity as a first step in assisting the Town of Londonderry in its desire to provide compassionate and discreet resource identification and guidance.

What CHS Can Provide:

- Discreet Outreach
- Prompt Case Management Support
- Ongoing Services as Needed

Discreet Outreach:

CHS will provide referral materials and information to all of the following:

- Area Hospitals, Clinics and Medical Practices
- First responders (EMS and Law Enforcement)
- School Departments (Administration, Guidance and Nursing)
- Faith Communities
- County Courts
- Public Library

While public forums might offer a faster and broader outreach to residents, a public event draws press and observers and may prove to deter the truly needy from participating. When coping with addiction, the victim as well as those who are closest to him or her has already had contact with one of the above entities. First line contacts are the most reliable source of appropriate referrals.

First Reading: 06/20/16
Second Reading/Public Hearing: 07/11/16
Adopted: 07/11/16

ORDINANCE #2016-06
AN AMENDMENT TO THE MUNICIPAL CODE
TITLE IV, PUBLIC HEALTH, SAFETY AND
WELFARE, CHAPTER IV, JUNKYARD DEALERS

WHEREAS the Town's current license application for a junkyard requires the social security number of the junkyard applicant; and

WHEREAS it is in the best interest of both the Town and the junkyard applicant to protect the applicant's privacy by not requiring the above personal information;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Town Municipal Code, Title IV, Chapter IV, be amended to reflect the changes made to the Junkyard Dealers license application, to become effective upon passage of this ordinance.

John Farrell - Chairman
Town Council

Sharon Farrell - Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
07/11/16

CHAPTER IV - JUNK YARDS/DEALERS

SECTION I PURPOSE

- A. It is the policy of the Town of Londonderry and determined to be in the public interest to provide for effective control of the establishment, use and maintenance of junk yards adjacent to the interstate, federal aid primary, and turnpike systems in order to protect the public investment in such highways, to promote the safety and recreational value of public travel and to preserve the natural beauty.

SECTION II DEFINITIONS\GOVERNANCE

- A. Definitions and regulations as provided by New Hampshire statute (RSA 236:111 through 236:129 and New Hampshire statute (RSA 322:1) as may be amended from time to time are hereby adopted.

SECTION III PERMITS/LICENSING

- A. Pursuant to the Londonderry Zoning Ordinance, no new junk yards may be permitted within the confines of the Town.
- B. Established junk yards shall apply for annual licenses by May 30, which shall be valid to the following July 1.
 - 1. The applicant shall complete a Renewal Application for Motor Vehicle Junk Dealers' License and pay the fee set by the Town Council.
 - 2. The Building/Health Inspector shall receive the application, and physically view the junk yard for compliance with Statute.
 - 3. The Town Council will review the application, sign it and return it to the Town Clerk for processing.
 - 4. **The Senior Building Inspector, with approval from the Town Manager, may amend the license application when necessary.**

SECTION IV FINES

- A. Violations cited by the Building/Health Inspector shall be fined as provided under statute.

TOWN OF LONDONDERRY
Renewal Application For
Motor Vehicle Junk Dealers License

Date: _____ Date of Birth: _____ SS#: _____

Name of Applicant: _____

Address: _____ City/State/Zip _____

Location of Junk Yard: _____

Chapter 236-123- Fencing: "A junk yard shall be compounded with a solidly constructed fence at least six feet (6') in height which substantially screens the area and with a suitable gate which shall be closed and locked except when the applicant or his agent are within. All motor vehicles and parts stored or deposited by the applicant shall be kept within the closure of the junk yard except as removal is necessary for its transportation in the reasonable course of business."

Chapter 236:93 Requirements for Operation or Maintenance - "Application for the license and the certificate of approved location shall be made in writing to the Commissioner of Transportation or his agent. The application must contain a description of the land to be included within the junk yard or automotive recycling yard, by reference to so-called permanent boundary markers."

Chapter 261:98 Bond Required: "Each dealer shall be required to file annually bonds in the following amounts, dependent upon the length of time said dealer has done business under the same name in the community: (a) one year: \$20,000; (b) over one year, but less than two years, \$15,000; (c) over two years \$10,000."

Chapter 261:102 - Penalty: "Any dealer failing to post a bond in accordance with the provisions of this subdivision shall be guilty of a misdemeanor"

I hereby certify, under penalties prescribed per perjury, that the junk yard for which I seek application meets with the standards as set forth under the RSA Chapters as noted above.

Signature of Applicant

I hereby certify, under penalties prescribed per perjury, that the junk yard has been inspected and remains in compliance and the proper bonds filed with the Town pursuant to the above-referenced State statutes.

Building/Health Inspector - Town of Londonderry, NH

I hereby certify, under penalties prescribed per perjury, that the Town Council has approved renewal of the above-referenced junk yard license.

Chairman - Londonderry Town Council

Fee paid \$ _____ Date: _____ Town Clerk Signature _____

Prompt Case Management Support:

Through a confidential referral, CHS will be available to meet with any Londonderry resident who needs guidance and support around addiction options and services. Such services will include:

- Circumstance assessment
- Identification of priority need
- Resource Identification (treatment, recovery support, support groups, behavioral health options, emergency care when needed)
- Outreach to potential partners
- Application for public assistance support programs when needed (Medicaid, Medicare or Town assistance if appropriate)
- Follow up as needed for any additionally identified needs

CHS is prepared to conduct a thorough assessment in every case with an eye to uncovering unmet needs that might further assist the household in addressing their problems.

Ongoing Services as Needed:

Once an individual, family or group of individuals is connected to CHS they are drawn into the agency for any further follow up or service related to other needs as they arise. Often it is the consistent and reliable relationship that is built between client and case manager that fosters a sense of wellbeing and vision that success is possible.

There are no magical solutions for individuals and families coping with addiction. Perspective, courage and calm are critical and CHS works with each individual to help them to maintain balance and momentum throughout the relationship.

Cost to the Town:

*CHS is proposing a one (1) year agreement for a total cost of **\$8,500** to include all services described above.*

The Town of Londonderry has already invested in CHS to manage its Human Services Assistance program with excellent results. The Alexander Eastman Foundation and Granite United Way provide some funding of case management activity which includes services in Londonderry. Each of those resources will be used to support a portion of the costs of this project.

Moving Forward:

CHS suggests that there should be regular (quarterly) evaluation of utilization and progress in this work. It is possible that additional valuable opportunities may be uncovered and the agency respectfully asks for the chance to present those to Town Leadership when they arise for consideration.

As always, CHS is grateful to have the opportunity to provide services to residents of Londonderry and thanks town leadership for their commitment to improving the lives of those in need.



TOWN OF LONDONDERRY
Building, Health & Zoning Enforcement

268 Mammoth Road
Londonderry, New Hampshire 03053
432-1100 ext. 115 Fax: 432-1128

MEMORANDUM

To: Kevin Smith, Town Manager
From: Richard G. Canuel, Senior Building Inspector
Date: June 13, 2016
Subject: Amendment of Junkyard License Renewal Application

In response to a recent concern regarding the inclusion of sensitive personal information on the Town's junkyard license application, I am requesting that the Council take action to amend the application.

The application presently requires the applicant to include their Date of Birth and Social Security Number. That information has no relevance to the approval of a renewal license. Although an applicant may refuse to provide that personal information, it has not been an issue of concern in the past.

As you know, once an application is submitted, it becomes a part of the public record, which is available to anyone upon request.

The reason this request is being brought to the Council is because the License Renewal Application is a part of the Junkyard Dealers Ordinance in the Municipal Code, ***Title IV - Public Health, Safety and Welfare – Chapter IV***. To amend the ordinance will require an official order from the Council.

The Council may elect to amend the license application to exclude the DOB and SS#. However, I recommend that the Council consider omitting the license application from the ordinance all together. This would help facilitate future changes to the application as needed (to reflect statutory amendments, for example) without requiring Council action.

For reference, other chapters of the Municipal Code, where permit or license applications are required, do not include application forms as part of the ordinance; Chapter XI – Itinerant Vendors, Chapter XII Secondhand Dealers.

Attached is a draft application form for the Council's consideration.



TOWN OF LONDONDERRY

268 Mammoth Road

Londonderry, New Hampshire 03053

432-1100 ext. 120 Fax: 432-1128

RENEWAL APPLICATION FOR MOTOR VEHICLE JUNKYARD DEALER'S LICENSE

Name of Applicant: _____ Date: _____

Address: _____

Location of Junkyard: _____

An application for renewal of a junkyard license must be made to the Town Council of the Town of Londonderry annually, on or before July 1st pursuant to RSA 236:121.

Accompanying this application form please attach the following:

- a. All state permits and supporting documentation, e.g., motor vehicle dealer's permit, inspection station's permit, etc.
- b. Any environmental studies, reports developed by or on behalf of or in the possession of the applicant or notices from the New Hampshire Department of Environmental Services.
- c. Best Management Practice Compliance Certification Statement form.

In order for a renewal license to be issued, the junkyard:

- a. May not become a public nuisance, RSA 236:119;
- b. May not violate the terms of RSA 236:111-129;
- c. May not have an adverse impact on the surrounding environment, RSA 236:111; and
- d. Must be completely surrounded with a solidly constructed fence at least six feet (6') in height which substantially screens the area and includes a suitable gate which shall be closed and locked, except when the applicant or his agent is at the site. All motor vehicles and parts must be stored within the fenced area.

Any person who is in violation of any provisions of this subdivision shall be guilty of a violation and each day or fraction thereof shall constitute a separate offense, in accordance with the provisions of RSA 236:127.

I hereby certify, under penalties prescribed for perjury, that this application is complete and that the junkyard for which I seek application meets the standards set forth under the applicable statutes.

(Signature of Applicant)

I hereby certify, under penalties prescribed for perjury, to the best of my knowledge the junkyard has been inspected and remains in compliance with town and state regulations, as required by statute.

Code Enforcement Officer
Town of Londonderry

Fees Paid: \$ _____ Date: _____
Town Clerk

ORDER #2016-22

An Order Relative to

EXPENDITURE OF RECLAMATION TRUST FUNDS FOR DROP-OFF CENTER IMPROVEMENTS

Reading: 06/20/2016

Adopted: 06/20/2016

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

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

NOW THEREFORE BE IT ORDERED by the Town Council that the Town Treasurer is hereby ordered to expend \$267,311.75 from the Reclamation Trust Fund for recycling containers.


John Farrell, Chairman
Town Council

Sherry Farrell
Town Clerk

A TRUE COPY ATTEST:
06/20/2016



Memorandum

To: Kevin Smith
From:  Robert Kerry, Environmental Engineer
Subject: Reclamation Fund Withdrawals – Recycling Carts
Date: June 20, 2016

Attached are invoices from Schafer Systems International, #PCINV022239, PCINV022291, PCINV022355, PCINV022405, PCINV022461, and PCINV022539, for the total amount of \$267,311.75 for Recycling Carts. I am requesting that \$267,311.75 be withdrawn from the Reclamation Trust Fund for FY-2016, for payment of the attached invoices.

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

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1
2 **June 6, 2016**

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

14
15 **PUBLIC COMMENT**

16
17 Chairman Farrell opened up the floor to the public. There was no comment from the public.

18
19 Chairman Farrell invited up Police Chief Bill Hart to present the LPD members who are being promoted. Chief Hart
20 introduced Sgt. Jason Breen who is being promoted to Lieutenant; Sgt. Patrick Cheetham who is being promoted to
21 Lieutenant; Detective Dan Hurley who is being promoted to Sergeant; Officer Randy Duguay who is being promoted to
22 Detective; and Officer Keith Lee who is being promoted to Sergeant. Chief Hart, the Council, and members of the public
23 congratulated all officers on their promotions.

24
25 Chief Hart also recognized Lt. Tim Jones for his years of service to the Police Department. Lt. Jones retired from LPD on
26 Wednesday, May 31, 2016. The Council thanked Lt. Jones for his years of service.

27
28 Chairman Farrell read in a Proclamation recognizing school crossing guards in the Town of Londonderry. The Council
29 presented the Proclamation to the crossing guards present at the meeting.

30
31 Councilor Dolan thanked the families that were present to support those being recognized and promoted.

32
33 **PUBLIC HEARING**

34
35 Chairman Farrell introduced the continuation of Ordinance #2016-03, an amendment to the Municipal Code, Title I, Chapter
36 XIV, Noise Ordinance to the next Town Council meeting on June 20th. Motion to continue the Public Hearing made by
37 Councilor Green and second by Councilor Butler. Chair votes 5-0-0.

38
39
40 **OLD BUSINESS**

41
42 **~ NONE ~**

LONDONDERRY TOWN COUNCIL MEETING MINUTES

NEW BUSINESS

44
45
46
47 Chairman Farrell introduced Resolution #2016-15, a Resolution relative to the revision of general assistance guidelines [**see**
48 **attached**]. This Resolution was presented by Finance Director Doug Smith. Smith stated that this Resolution is asking the
49 Council to approve the requested adjustments to emergency assistance. Smith referred to the attachments and stated that the
50 schedule hasn't been amended since its original adoption in 2004. Motion to approve Resolution #2016-15 made by
51 Councilor Green and second by Vice Chairman Freda. Chair votes 5-0-0.

52
53 Chairman Farrell introduced Order #2016-20, an Order relative to the withdrawal of the Cable Equipment Capital Reserve
54 Funds. Order was presented by Finance Director Doug Smith [**see attached**]. Smith stated that this money is sharing a
55 separate component of the franchise agreement the Town has with Comcast that annually provides for a \$28,000 payment
56 into the towns Capital Reserve Account. This agreement shares some of the funding with the School District. Motion to
57 approve Order #2016-20 made by Councilor Dolan and second by Councilor Green. Chair votes 5-0-0.

58
59 Chairman Farrell introduced Orders #2016-17, #2016-18 and #2016-19, the licensing of a junkyard pursuant to RSA 236 for
60 S & S Metals, Londonderry Salvage and Murray's Auto. Building Inspector Richard Canuel presented. Canuel stated that
61 after his year-end inspections with the yards, there have been no infractions observed and right now all of the yards are
62 operating within the conditions of their license. Canuel recommended that the Council approve all three licenses. Motion to
63 approve Orders #2016-17, #2016-18 and #2016-19 made by Councilor Green and second by Councilor Butler. Chair votes
64 5-0-0.

65
66 Canuel stated that it has been brought to his attention that the license application includes a requirement for the applicant to
67 include their SSN #. The packet was posted on the town website. Canuel stated that to change it so the applicant doesn't have
68 to put their SSN # on it, it requires action by the Council based on the Ordinance. Chairman Farrell stated that the Council
69 will take the required action. It is a Town and State form. Chairman Farrell stated that no one should put their SSN # on
70 anything nowadays and it has been a public document for over ten years.

71
72 Chairman Farrell introduced the first reading of Ordinance #2016-04, an amendment to the Zoning Ordinance relative to
73 rezoning Map 16, Lots 9, 9-5, 9-6, 9-7, 9-8 and 9-9, 13 through 23 Auburn Road. Town Planner Colleen Mailloux presented.
74 Mailloux stated that this rezoning request has been recommended by the Planning Board. There was a five lot residential
75 subdivision and the lots are split-zoned, partly the first two-hundred and fifty (250) feet of the parcel is zoned AR-1 and the
76 remaining portion is zoned industrial, so the request is to rezone the entire parcel to be AR-1 zone. Councilor Green asked if
77 the abutters have been notified. Mailloux stated that they will be notified after tonight. The certified letters will be going out.
78 Councilor Green stated that he would like to have the certified letters back before the Council approves.

79
80 Chairman Farrell introduced the request for issuance of a building permit on a Class VI road (RSA 674:41), Map 17, lot 42A,
81 36 Jack's Bridget Road. Mailloux and Canuel presented. Canuel stated that this came about because we don't have many
82 properties developed on Class VI roads and in the past it has been common practice for someone who wanted to develop on
83 their property that didn't have access to a Class V or better road, proceed to the Zoning Board with a request for a variance.
84 Once that variance is granted and they file what is known as a release of municipal liability with the Registry of Deeds, the
85 building permit is issued and they proceed with construction. Canuel stated that is not the way the statute reads. It reads that
86 no building permit shall be issued for properties on a Class VI road until after review by the Planning Board and approval by
87 the Town Council. Mailloux stated that this has gone to the Planning Board for their review and comments. Mailloux stated
88 that there must be a waiver of municipal liability that is filed. The Council was provided a sample of the language. Mailloux
89 stated that they would like to see approval by the Town Council this evening. [**See attached map**]

90
91 Town Manger Smith stated that the Council has to approve the stipulations from the Planning Board as part of this. Vice
92 Chairman Freda proposed a motion to approve a request for a building permit on the Class IV road located in reference to the
93 memorandum dated to the Town Council by the Building Department on June 2, 2016 subject to all the conditions and
94 requirement in that memorandum. Councilor Green corrected Vice Chairman Freda's motion to read class VI and not

LONDONDERRY TOWN COUNCIL MEETING MINUTES

95 Class IV. The motion was second by Councilor Green. Chair votes 5-0-0.

96

97

APPROVAL OF MINUTES

98

99 Approval of the Town Council minutes from May 16, 2016 made by Councilor Green and second by Vice Chairman Freda.
100 Chair votes 5-0-0.

101

102

LIAISON REPORTS

103

104 Councilor Butler stated that at the last Heritage meeting, they found out that the contract with the Conservation Commission
105 for spraying the bittersweet in the Town Forest was terminated. Councilor Butler stated that he believes it was a five year
106 contract. Councilor Butler stated that he finds cancelling the contract very unprofessional and recommended to have the
107 Conservation Commission come to the Town Council meeting and meet with the Town Council as an agenda item. Chairman
108 Farrell agreed.

109

110 Town Manager Smith asked the Council if they have a preference date/time about meeting with seniors to discuss senior
111 transportation. The Council is looking to hold a meeting at the Senior Center. Chairman Farrell suggested circulating an e-mail
112 and as long as it's done by budget season, they will be good.

113

114

ADJOURNMENT

115

116 Motion to adjourn made by Vice Chairman Freda and second by Councilor Green. Chair votes 5-0-0.

117

118 Notes and Tapes by: Kirby Wade Date: 06/06/2016

119 Minutes Typed by: Kirby Wade Date: 06/08/2016

120 Approved by: Town Council Date: 06/20/2016

CURRENT

APPENDIX A

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR THE TOWN OF LONDONDERRY

MONTHLY SHELTER AND LIVING EXPENSE ALLOWANCES					
Rooms	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent w/o heat	\$675.00	\$775.00	\$875.00	\$1,000.00	\$1,200.00
Rent w / heat	\$775.00	\$875.00	\$1,000.00	\$1,300.00	\$1,500.00
Electric	Current month	Current month	Current month	Current month	Current month
Heating fuel	100 gals	100 gals	100 gals	100 gals	100 gals

* Amounts are based on current market value.

FOOD AND NON-FOOD LIVING EXPENSE ALLOWANCES				
Household Size	Weekly Food	Weekly Non-Food	Monthly Food	Monthly Non-Food
1	\$25.00	\$6.25	\$100.00	\$25.00
2	\$35.00	\$7.50	\$140.00	\$30.00
3	\$35.00	\$7.50	\$140.00	\$30.00
4	\$45.00	\$10.00	\$180.00	\$40.00
5	\$45.00	\$10.00	\$180.00	\$40.00
6	\$65.00	\$10.00	\$260.00	\$40.00
7	\$65.00	\$12.50	\$260.00	\$50.00
8	\$75.00	\$12.50	\$300.00	\$50.00
Add each	\$5.00	N/a	\$20.00	\$2.00

* Amounts are based on current market value.

Burial Allowance: \$500.00

Telephone Allowance: \$30.00

Reviewed and established by vote of the Londonderry Town Council on July 22, 2004.

Reviewed and approved with no change: November 17, 2008

PROPOSED

APPENDIX A

ALLOWABLE LEVELS OF ASSISTANCE PAYMENTS FOR THE TOWN OF LONDONDERRY

MONTHLY SHELTER AND LIVING EXPENSE ALLOWANCES					
Rooms	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent w/o heat	\$775.00	\$895.00	\$1,005.00	\$1,200.00	\$1,380.00
Rent w / heat	\$895.00	\$1,095.00	\$1,250.00	\$1,500.00	\$1,625.00
Electric	Current month	Current month	Current month	Current month	Current month
(In some cases utility supplier will disconnect unless a more substantial sum is paid)					
Heating fuel (Market Rates)	100 gals	100 gals	100 gals	100 gals	100 gals

* Amounts are based on current market value.

FOOD AND NON-FOOD LIVING EXPENSE ALLOWANCES				
Household Size	Weekly Food	Weekly Non-Food	Monthly Food	Monthly Non-Food
1	\$40.00	\$10.00	\$160.00	\$40.00
2	\$80.00	\$12.00	\$320.00	\$45.00
3	\$120.00	\$15.00	\$480.00	\$50.00
4	\$160.00	\$20.00	\$640.00	\$50.00
5	\$200.00	\$25.00	\$800.00	\$55.00
6	\$240.00	\$25.00	\$960.00	\$55.00

For each additional household member, ADD \$10 per wee/\$40 per month. No additions for non food items

* Amounts are based on current market value.

Burial Allowance: \$800.00
Telephone Allowance: \$40.00


Reviewed and established by vote of the Londonderry Town Council on July 22, 2004.
Reviewed and approved with no change: November 17, 2008
Reviewed and approved with changes: June 6, 2016 (Resolution 2016-15)

**AGREEMENT FOR THE DISTRIBUTION OF PEG ACCESS PROGRAMMING FUNDS TO THE
LONDONDERRY SCHOOL DISTRICT**

This agreement, dated June 1, 2016, provides for the annual distribution of Public, Educational and Government (PEG) Access programming funds by the Town of Londonderry (Town) to the Londonderry School District (School District).

The Town, in accordance with Section 7.4 of its franchise agreement with Comcast, receives annual payments of \$28,000 to provide funding for PEG Access capital funding. The Town agrees to distribute \$7,500 of this funding to the School District, annually during July of each fiscal year beginning July 1, 2016, contingent upon continued funding of PEG Access capital funding by Comcast at its current level. The Town will also distribute \$5,000 to the School District subsequent to the execution of this agreement and before June 30, 2016 as the initial installment hereunder. Should the Town's franchise agreement with Comcast not provide for such PEG Access capital funding after the current agreement expires on June 30, 2019, or if the amount of such funding is changed in future franchise agreements, the Town and School District agree to open discussions pertaining to this agreement for the purpose of agreeing on the level of future distributions by the Town to the School District, if any. The Town's distribution of PEG Access capital funding to the School District represents the Town's total obligation for providing support to the School District. The Town shall not be obligated to provide additional funding to the School District from the Town's annual operating budget.

As the Town currently places the annual PEG Access capital funding payments received from Comcast in the Town's Cable Division Equipment Capital Reserve fund, the School District acknowledges that all disbursements from this capital reserve require approval by the Londonderry Town Council. The Town shall be responsible for submitting the necessary Town Council request for withdrawal of the annual funding to be provided to the School District in July of each fiscal year.

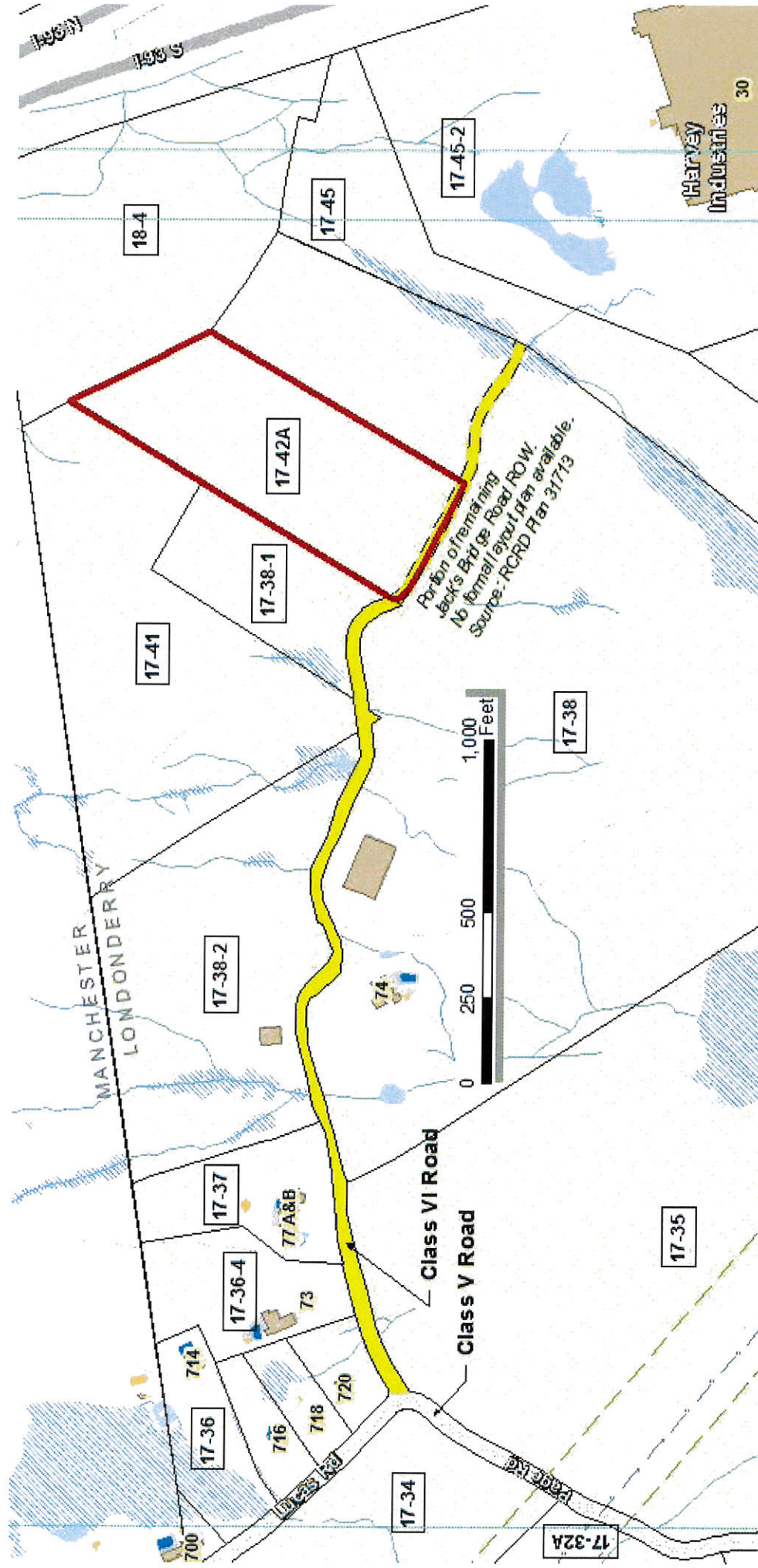

Nathan S. Greenberg

Superintendent of Schools



Kevin H. Smith

Town Manager



1993
1993

Harvey Industries 30

MANCHESTER
LONDONDERRY

Class VI Road
Class V Road



Portion of remaining
Jack's Bridge Road ROW.
No formal layout plan available.
Source: RCRD Plan 31713

18-4

17-45

17-45-2

17-42A

17-38-1

17-41

17-38-2

17-38

17-37

17-36-4

17-35

17-36

714

71A&B

73

716

718

720

17-34

17-32A

700