

TOWN COUNCIL AGENDA
June 4, 2018
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**
- C. **PUBLIC HEARING**
- D. **OLD BUSINESS**
- E. **NEW BUSINESS**
 - 1.) **Order #2018-10 – Order Relative to the Expenditure of Maintenance trust Fun for Various Projects
Presented by Steve Cotton**
 - 2.) **Discussion of Leadership Londonderry**
 - 3.) **Ordinance #2018-03 – An Amendment to the Municipal Code Title IV, Public Health, Safety & Welfare, Chapter XI Itinerant Vendors, Hawkers and Peddlers, Relating to Reduction in License Fees for Itinerant Vendors (First Reading)
Presented by Richard Canuel**
 - 4.) **Appointment of CIP Committee Members**
- F. **APPROVAL OF MINUTES**
 - Approval of May 21, 2018 Town Council Minutes
- G. **OTHER BUSINESS**
 - 1. Liaison Reports
 - 2. Town Manager Report
 - 3. Assistant Town Manager Report
 - 4. Board/Committee Appointments/Reappointment
- H. **ADJOURNMENT**

I. MEETING SCHEDULE

1. Town Council Meeting – 06/18/18 Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – 07/16/18 Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – 08/13/18 Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – 09/03/18 Moose Hill Council Chambers, 7:00PM

ORDER #2018-10

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 06/04/2018

Adopted: 06/04/2018

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

WHEREAS by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$4,910.43 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$4,910.43 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:

06/04/2018

Stephen R. Cotton

From: Stephen R. Cotton
Sent: Thursday, May 31, 2018 1:34 PM
To: Kevin Smith; Kirby Brown
Cc: Stephen R. Cotton
Subject: EMTF for 6/4/18 TC Meeting (revision 1)

Kevin/Kirby, one additional invoice added, please use this revision for the 6/4/18 TC meeting. Steve

for Town Council Meeting "6/04/18"		
Description	Vendor	Amount
<u>Replace rotted siding - DPW Garage</u>	Benson Lumber - Quote 375903	\$ 2,132.90
A couple of years ago, we vinyl sided the front side of the DPW garage. It is now time to vinyl the rear gable/end along with the exterior walls of the former employee break room since they are rotting. This EMTF request is for the material costs to make these repairs. The DPW employees will be performing the labor to install the various materials.		\$ 2,132.90
<u>Replaced 10 Window Sashes - Town Hall</u>	Portland Glass - Quote 5/29/18	\$ 1,935.20
Several window sashes have developed condensation between the insulated glass. This EMTF request is for the materials and labor to replace 10 window sashes. The windows were installed in 2005, the 5 year warranty has expired.		\$ 1,935.20
<u>Back up generator repair - North Fire Station</u>	Milton Cat - Invoice 314887	\$ 842.33
The building back up power generator was failing low coolant during the weekly test cycle. This EMTF request is for the materials and labor to repair the back up generator.		\$ 842.33
Total Town Council EMTF Order		\$ 4,910.43

Steve R. Cotton
 Town of Londonderry
 Administrative Support Coordinator
 268B Mammoth Road
 Londonderry, NH 03053
 603-432-1100 x119
 FAX (603) 432-1128

ORDINANCE #2018-03
*AN AMENDMENT TO THE MUNICIPAL CODE
TITLE IV, PUBLIC HEALTH, SAFETY &
WELFARE, CHAPTER XI ITINERANT VENDORS,
HAWKERS AND PEDDLERS,
RELATING TO REDUCTION IN LICENSE FEES
FOR ITINERANT VENDORS*

WHEREAS since the adoption of ordinance provisions regulating itinerant vendors, there has not been a large influx of itinerant vendor businesses looking to operate in Londonderry, with only a handful of those operating from a stationary location; and

WHEREAS in the spirit of supporting our small businesses, and in the case of itinerant vendors, Micro-businesses, the Town Council would like to reduce the license fees for itinerant vendors and also offer itinerant vendors the option of obtaining up to a 90-day seasonal permit; and

WHEREAS vendor license fees for itinerant vendors contribute minimally to the Building Department revenue, and a reduction in fees would not have a significant impact;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Town Municipal Code, Title IV, Chapter XI, Section XII "Fees and Duration of Permits/Licenses." is hereby amended to read, in whole, as follows:

SECTION XII - FEES AND DURATION OF PERMITS/LICENSES

A. An application fee in the amount of Twenty-Five dollars (\$25.00) shall be submitted with any application for a permit or license under this Ordinance. Said application fee shall not be refundable regardless of whether a permit or license is subsequently issued.

B. If an application is approved, the applicant, prior to issuance of the permit or license shall pay the following fees based on the duration of the permit:

1. **30-Day Permit:** For a permit which authorizes place-to-place vending or for a permit for a single vending site, and for a period of any number of days up to and not exceeding 30 days: **\$35.00.**

2. **Multiple Vending Sites:** For a license for multiple vending sites, and for a period of any number of days up to and not exceeding 30 days: **\$50.00***. (*In addition, the licensee shall pay a fee of \$5.00 per vending site for the period covered by the license.)

3. **Seasonal Permit:** For a permit which authorizes place-to-place vending or for a permit for a single vending site, and for a period of any number of days up to and not exceeding 90 days. **\$75.00.**

C. The maximum period for which a permit or license may be issued is thirty (30) days

First Reading: 06/04/18
Second Reading/Public Hearing: 06/18/18
Adopted: 06/18/18

for licenses issued under this Section B.1. & B.2., and ninety (90) days for licenses issued under Section B.3., subject to the renewal provisions under Section XIII.

John Farrell - Chairman
Town Council

Sharon Farrell - Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:

Date: _____



Town of Londonderry
Planning and Economic Development Department

268B Mammoth Road
Londonderry, NH 03053
Phone 603.432.1100 x 134
www.londonderrynh.org

To: Town Council
From: Colleen P. Mailloux, AICP, Town Planner
Date: June 4, 2018
Subject: **2020-2025 Capital Improvement Program (CIP) Committee**

In accordance with Section 5.5 of the Town Charter, and RSA 674:5, the Town Council must appoint the members of the Capital Improvements Program (CIP) Committee. By Town Charter, the CIP Committee is comprised of one (1) member of the Town Council, one (1) member of the School Board, one (1) member of the Budget Committee and two (2) members of the Planning Board. The following Committee members have been recommended for appointment to the Committee by the Council:

- Town Council Representative (1) – John Farrell
- School Board Representative (1) – Jenn Ganem
- Budget Committee Representative (1) – Christine Patton (Tim Siekmann – alternate)
- Planning Board Representatives (2) – Mary Wing Soares and Rick Brideau

The CIP Committee is tasked with preparing and submitting a Capital Improvements Plan to the Planning Board, which will then hold a public hearing on the plan. The Planning Board will finalize recommendations, adopt the CIP plan and forward the plan to the Town Council and School Board for consideration.

Staff recommends that the Council accept the nominations as presented and appoint the above listed individuals to the 2020-2025 Capital Improvement Plan Committee.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1 May 21, 2018

2
3 The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall,
4 268B Mammoth Road, Londonderry, NH.
5

6 Present: Chairman John Farrell; Vice-Chairman Joe Green; Councilors Tom Dolan, Jim
7 butler & Ted Combes; Town Manager Kevin Smith; Assistant Town Manager Lisa Drabik;
8 Executive Assistant Kirby Brown;
9

10 CALL TO ORDER

11
12 Chairman Farrell called the Town Council special meeting to order. Councilor Combes led
13 the Pledge of Allegiance. This was followed by a moment of silence for those who serve
14 us both here and abroad.
15

16 PUBLIC COMMENT

17
18 Chairman Farrell invited up Chief Bill Hart to recognize National Police Week 2018 and
19 the new Londonderry Police Department employees. Hart stated that it has been fifty-one
20 years memorializing National Police Week. Twenty-three of them LPD Sargent Glen April
21 has been the leader of the memorial service that occurs every year. He spent his last year
22 this past week. Chief Hart stated that it is important for the citizens to get to know the
23 officers here in Londonderry, that is why they introduce new ones. The Council shook the
24 hands of the new Officers.
25

26 Town Assessor Rick Brideau gave the Council an update on the all veterans' tax credit and
27 all exemptions and credits. Brideau stated that we are down three with fifty-two new ones.
28 We have fifty-two news ones because we have the new developments, the fifty-five and
29 over developments. A lot are moving from out of state to here and have not been here for a
30 year so they are qualifying. Brideau stated that they will be doing their revaluation next
31 year. Councilor Dolan stated that not everyone needs to use the exemption. Some veterans
32 make plenty of money. We need to focus on those who can't afford to. Councilor Dolan
33 thanked all of those veterans who don't use it.
34

35 Representative Doug Thomas, 143 Mammoth Rd, wanted to remind the Council of the
36 second annual House of Representative softball match on June 6th.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

37 John Wilson, 5 Tranquil Drive, stated that since we are no longer going to include the School
38 District in the calculation for the unassigned fund balance. Will the Council figure out how
39 much of the balance should be held for the School District and how much for the Town
40 going forward. Chairman Farrell stated that the Town will no longer be holding money for
41 eth School Department. Wilson stated that the balance has been built up, which as of last
42 July was eight million, included the School District and the Towns. Chairman Farrell stated
43 that it was never the schools money and the town was holding it as a courtesy because the
44 did not have an undesignated fund balance. They now do. It wasn't there money it was the
45 tax payers and the town is in charge of that money.

46
47 Michel Finn, 68 Chase Rd, stated that they would like to walk about the Chase Rd wildlife
48 problem. Finn stated that he would like to put signs up to caution motorists that are passing
49 by that eras to slow down a bit. Town Manager Smith said that he will work on getting some
50 signs up.

PUBLIC HEARING

51
52
53 .NONE

OLD BUSINESS

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57 NONE

NEW BUSINESS

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61 Chairman Farrell introduced the discussion of town Council goals.

62
63 Councilor Dolan stated that he suggests that the Council ask the Town manager to focus on
64 one-three more new enterprises for the Pettengill Commerce Park for further development.
65 So one to three new businesses.

66
67 Councilor Combes stated that he would like to work with neighboring towns like
68 Manchester to see if we can work with them to expand the bus access to Pettengill. It would
69 benefit those who work on Pettengill.

70
71 Vice Chairman Green stated that he would still like to see a HUD sponsored senior housing

LONDONDERRY TOWN COUNCIL MEETING MINUTES

72 development. Town Manager Smith stated that it is taking longer than we thought it would
73 the final remediation of the site. The goal line keeps moving. We think we have a final plan
74 approved through DES. Smith stated that they are hoping to get in there this summer.

75

76 Councilor Butler stated that he and Chairman Farrell talked about one together. They would
77 like to get leadership Londonderry program up and running again. Chairman Farrell stated
78 to integrate the employee's and the citizens.

79

APPROVAL OF MINUTES

80

81
82 Motion to Approve Town Council minutes from May 7, 2018 made by Vice Chairman
83 Green and second by Councilor Dolan. Chair votes 5-0-0.

84

TOWN MANAGER REPORT

85

86
87 NONE

88

ASSISTANT TOWN MANAGER REPORT

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90
91 NONE

92

APPOINTMENTS/RE-APPOINTMENTS

93

94
95 Chairman Farrell read the recommendation from the Planning Board to re-appoint Deb
96 Lievens, Art Rugg and Leitha Reilly to the SNHPC. Also to recommend Brian Battaglia as
97 a new alternate member on SNHPC. Motion to approve the appointments made by Vice
98 Chairman Green and second by Councilor Dolan. Chair votes 5-0-0.

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LONDONDERRY TOWN COUNCIL MEETING MINUTES

ADJOURNMENT

- 106
- 107
- 108 Motion to adjourn made by Councilor Dolan and second by Vice Chairman Green. Chair
109 votes 5-0-0.
- 110
- 111 Notes and Tapes by: Kirby Brown Date: 05/21/2018
- 112 Minutes Typed by: Kirby Brown Date: 05/24/2018
- 113 Approved by: Town Council Date: 06/04/2018