

**Kim Alan Bernard**  
Acting Town Manager

**Kellie Caron**  
Assistant Town Manager



**Town Council**  
Chad Franz, Chair  
Ted Combes, Vice Chair  
John Farrell  
Ron Dunn  
Shawn Faber

**Town of Londonderry • 268B Mammoth Road • Londonderry, NH 03053**

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**Londonderry Town Council Meeting**

**Monday, March 17, 2025, 7:00 p.m., Moose Hill Council Chambers**

**A. CALL TO ORDER**

**B. ELECTION OF OFFICERS**

**C. PUBLIC COMMENT**

**D. NEW BUSINESS**

1. Update on the 2025 Town & School Elections  
*(Jonathan Kipp, Moderator & Sherry Farrell, Town Clerk)*
2. Order 2025-06: An Expenditure from the Cable Equipment Capital Reserve Fund (Studio Lighting LED Upgrade)  
*(Kim Bernard, Acting Town Manager)*

**E. OLD BUSINESS**

**F. APPROVAL OF MINUTES**

1. March 3, 2025 Town Council Minutes

**G. OTHER BUSINESS**

1. Liaison Reports
2. Town Manager Report
3. Assistant Town Manager Report

**H. ADJOURNMENT**

**I. MEETING SCHEDULE**

1. April 7, 2025; Moose Hill Council Chambers; 7:00 p.m.

*In addition to the items listed on the agenda the Town Council may consider other matters not on the posted agenda and may enter a non-public session or convene in a non-meeting in accordance with RSA 91-A if the need arises.*



# Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

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## ORDER 2025-06

*An Order Relative to*

### **AN EXPENDITURE FROM THE CABLE EQUIPMENT CAPITAL RESERVE FUND**

**WHEREAS** the Town of Londonderry annually receives the sum of \$32,500 for the purposes of supporting PEG access capital funding through its franchise agreement; and

**WHEREAS** the funding received from Comcast is deposited annually into the Cable Equipment Capital Reserve, established by Warrant Article 5 at the 2013 Town Meeting, which appointed the Town Council as agents to expend; and

**WHEREAS** the Cable Access Center desires to purchase and install new LED stage lighting to replace the aging infrastructure; and

**WHEREAS** the Cable Access Center has selected Key Code Media, Inc as the vendor for the purchase of the aforementioned equipment with a total cost of \$60,927.00; and

**WHEREAS** there are sufficient funds in the Cable Equipment Capital Reserve Fund for the purchase.

**NOW THEREFORE BE IT ORDERED** by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$60,927.00 from the Cable Equipment Capital Reserve Fund for the aforementioned purchase.

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**Chair  
Town Council**

\_\_\_\_\_  
**Sharon Farrell – Town Clerk**

**A TRUE COPY ATTEST:**  
03/17/2025

First Reading: 03/17/2025

Second Reading: n/a



## **Town of Londonderry, New Hampshire**

### **Cable Department**

The Town of Londonderry Cable Department is soliciting bids from qualified vendors, to upgrade the studio lighting at the Londonderry Access Center

#### **INSTRUCTIONS TO BIDDERS**

All proposals must be submitted in a sealed enveloped marked "Cable Department Studio Lighting" and addressed as follows:

Town of Londonderry  
Finance Department  
ATTN: Justin Campo  
268 B Mammoth Road  
Londonderry, NH 03053

**Bids must be received no later than 5:00 pm on Friday, February 7<sup>th</sup>, 2025, no public opening will take place.**

The Town of Londonderry reserves the right to accept or reject any and/or all proposals, to waive any formalities and informalities in the proposals received, and to accept any proposal, which in its opinion, may be in the best interest of the Town. Bids will not be accepted from any proposer who is considered either suspended or debarred from doing business with the Federal Government, and is listed as ineligible on the System for Award Management (SAM) website.

The Town of Londonderry is accepting proposals to provide upgrades to the current tungsten light grid to LED lighting and the infrastructure to support it. The project includes the following:

- Convert 21 various ARRI tungsten lights to similar LED versions.
- Remove wall mounted inefficient Smartfade DMX Panels
- Install new power source and controls for LED lights
- Install or provide interface necessary to control lights from ground
- Interface control can change light temperature & color without having to gel

This is specialized work, and the Londonderry Access Center needs a vendor capable of not only providing quality LED lights but converting the 20-year-old electrical power to a more efficient source necessary for modern studio lighting. Requirements include, but may not be limited to:

- Disconnecting and removing current Smarpacks power source.
- Rewire circuit panels to connect to new light grid.
- Remove old tungsten lights and replace and hang new LED lights
- Position new lights on current pipe grid to take full advantage of three point lighting theory and proper green screen lighting.
- Install lighting board in control room equipped with the Digital Multiplex Lighting interface necessary to dim and gel lights.
- Provide a rudimentary overview to LAC staff on use of board and overview of lighting capabilities.

Any questions regarding this bid should be directed to Drew Caron, Cable & technical Services Director. He can be reached via email at [dcaron@londonderrynh.gov](mailto:dcaron@londonderrynh.gov) or at (603) 275-2092. Interested vendors should contact him to arrange a walk-

through between January 13th-17th or January 20th-24th. Packages are available in the Town Manager's Department or at [www.londonderrynh.org](http://www.londonderrynh.org).

A decision will be based on various factors including, but not limited to, the financial cost, and what is in the best interest for the Town. The Londonderry Access Center is hoping to make its decision by mid-February and to begin work and complete the job in March 2025.

Additional items:

- Bidder is responsible to explain all exceptions to bid specifications in writing. Any exceptions not taken shall be assumed by the purchaser to be included in the proposal, regardless of the cost to the bidder.
- Bidder may provide a separate list of any recommended or common option(s) with associated costs that may be considered by the Londonderry Cable Department.
- Bidders shall include all warranty documents within bid proposal.

**Key Code Media, Inc. - New Hampshire**

10 Commerce Park North

Suite 6

Bedford, NH 03110-6959

(603) 224-2300



## Studio Lighting LED Upgrade

Quote # 236665 Version 2

Prepared for:

Londonderry Access Center

Prepared by:

Patrick Murphy

## Client Objectives

Customer looking to upgrade the lights in his access center studio.

Currently has Arri Lights from 20-30 years ago.

Old Smartfade DMX panels on wall.

Looking to upgrade to LED.

Mix of 3 point lighting theory with fills, flat light for green screen background and RGB lights for set design to eliminate the need for Gels.

## Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
1	OVATIONP56FC-2	Chauvet	Ovation P-56FC. (ships w/ MFL & WFL). - Power Con on unit	8	\$900.00	\$7,200.00
2	OVATIONF415VW-2	Chauvet	F-415VW Fresnel - Power Con on unit	10	\$1,400.00	\$14,000.00
3	OF625BARNDOR V2	Chauvet	Barn Doors for F415VW	10	\$56.00	\$560.00
4	ONAIRPANEL2IP	Chauvet	On-Air Panel 2 - TRU1 Con on unit	4	\$2,925.00	\$11,700.00
5	OAPANEL1HONEY COMB60	Chauvet	60 degree Honeycomb Panel for On-Air Panels	4	\$117.00	\$468.00
6	S4WRDT-A	ETC	Source 4WRD II, Retrofit Kit, 120 V (S4WRDT120) - Edison	1	\$773.00	\$773.00
7	S4WRDACCKIT	ETC	INCLUDED RJ45 Data Accessory Kit  Contains 6.5' RJ45 to Female XLR Adapter, 6.5' RJ45 to Male XLR Adapter, and RJ45 DMX Terminator	1	\$0.00	\$0.00
8	CS40	ETC	40 Fader ColorSource console (80 Channels or Devices) - 7225A1001-US	1	\$3,127.00	\$3,127.00
9	CS40DC	ETC	Dust cover CS40 and CS40AV - 7225A4021	1	\$58.00	\$58.00
10	70579	ENTTEC	ENTTEC DMX splitter. (5 pin XLR)	1	\$160.00	\$160.00
11	SC	The Light Source	SC Safety Cable, Silver	24	\$5.00	\$120.00
12	MAB	The Light Source	MAB Mega-Clamp, Black Anodized	18	\$15.00	\$270.00
13	429619	Matthews	Matthews Junior Pipe Clamp	4	\$86.00	\$344.00
14	HBL5266C	Hubbell	Straight Blade Male Plug, Industrial/Commercial Grade, Straight, 2-Pole 3- Wire Grounding, 15A125V, 5-15P	22	\$17.00	\$374.00

## Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
15	A5016	Lex Products	20A Stage Pin (Bates) to NEMA 5-15 (Edison) Adapter	14	\$64.00	\$896.00
16	50201B	E-String	Molded NEMA 5-15 (Edison) Tri-Tap	14	\$10.00	\$140.00
17	ACE14-15BU	Watson	NEMA 5-15 (Edison) Extension - SOOW Cable --> 15ft	9	\$17.00	\$153.00
18	ACE14-25BU	Watson	NEMA 5-15 (Edison) Extension - SOOW Cable --> 25ft	9	\$26.00	\$234.00
19	DMX-5P-15	Lex Products	DMX 5-Pin XLR Extensions --> 15ft	12	\$69.00	\$828.00
20	DMX-5P-25	Lex Products	DMX 5-Pin XLR Extensions --> 25ft	12	\$88.00	\$1,056.00
21	DMX55P-100-S	Kopul	DMX 5-Pin XLR Extensions --> 100ft From Control to the opto-splitter in the grid	2	\$66.00	\$132.00
22	DMX5P-TERM	Lex Products	DMX 5-Pin XLR Terminator	3	\$29.00	\$87.00
23	115-CB105	Stage Rigging Warehouse	Right Angle Cheeseboro Pipe Clamp for 1-1/4" to 1-1/2" Pipe	10	\$20.00	\$200.00
24	1548PBL	Plumbers Choice	Black Iron Pipe 4' X 1.5" Schedule 40	4	\$45.00	\$180.00
25	1572PBL	Plumbers Choice	Black Iron Pipe 6' X 1.5" Schedule 40	6	\$68.00	\$408.00
26	521-207HN	Southland	1-1/2 in. Black Malleable Iron FPT x FPT Coupler	3	\$10.00	\$30.00

**Subtotal:** **\$43,498.00**

## Professional Services

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
27	KCM-INT	Key Code Media	Installation and Commissioning	1	\$10,370.00	\$10,370.00
28	KCM-INT-MAT	Key Code Media	Integration Materials budget	1	\$499.00	\$499.00
29	KCM-T&E	Key Code Media	Travel, Mileage, Accomodations, Expenses.	1	\$228.00	\$228.00
30	KCM-TRAIN	Key Code Media	KCM Training	1	\$155.00	\$155.00
31	OUT-INT	Key Code Media	Outsource Integration	1	\$4,920.00	\$4,920.00

**Subtotal:** **\$16,172.00**



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## Scope of Work

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### 1. Decommission Smartpacks on Wall

- **Disconnect Power:** Ensure the power is turned off at the breaker before starting.
- **Remove Smartpacks:** Unscrew and carefully take down the Smartpacks.
- **Rewire Circuit Panels:** Rewire the circuit panels to connect them to the grid, ensuring all connections are secure and properly insulated.

### 2. Remove Current Light Fixtures

- **Safely Remove Fixtures:** Disconnect and take down all existing light fixtures.
- **Customer Storage:** Make arrangements with the customer for the storage of these fixtures.

### 3. Spotlight Adjustment

- **Bulb Upgrade:** Keep the spotlight for bulb upgrade and rehang it later according to the new configuration.

### 4. Add Piping to Grid

- **Install Piping:** Refer to your drawing to add the necessary piping for lower-hanging fixtures. Secure the piping to the grid with appropriate supports and fittings.

### 5. Install C-Clamps

- **Attach C-Clamps:** Install C-clamps to each fixture. Ensure they are tightly secured to prevent any movement.

### 6. Hang Fixtures

- **Position Fixtures:** Refer to your drawing and hang each fixture according to the specified locations. Ensure they are level and securely fastened.

### 7. Connect Power and DMX

- **Wiring:** Connect the power and DMX cables to each fixture. Double-check connections for correct wiring and secure them properly.

### 8. Install Lighting Board

- **Mount Lighting Board:** Install the lighting control board in the control room, ensuring it is securely mounted and easily accessible.

### 9. Ensure DMX Control

- **Test DMX Control:** Verify that the DMX control is functional from the control room to each fixture. Test each fixture to ensure it responds correctly to DMX signals.

### 10. Focus and Position Fixtures

- **Align Fixtures:** Focus and position each fixture as needed. Adjust angles and settings to achieve the desired lighting effects.

### 11. Basic Tutorial on Lighting Board

- **Control Board Basics:** Provide a rough tutorial on how to use the lighting board. Cover the following:
  - **Turn On/Off:** How to power up and shut down the board.
  - **Basic Navigation:** Overview of the main menu and control layout.

- **Set Designs:** How to create and save lighting designs.
- **Color Chosing on RGB Fixtures:** Demonstrate how to adjust colors and create color scenes using RGB fixtures.
- **Program Presets:** Show how to program and recall lighting presets.

### Account Notes

No.	Part #	Description	Qty	Price	Ext. Price
<b>50% Deposit Required with Project Acceptance</b>				<b>\$30,463.50</b>	
<b>50% Due at Project Completion 30 Day Net</b>				<b>\$30,463.50</b>	
<b>*** NEW ADDRESS ***</b>					
<b>Checks payable to:</b>					
Key Code Media					
10 Commerce Park North, Unit 6					
Bedford, NH 03110					
All credit card payments will be charged a 3% processing fee.					

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## Key Code Total Care

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### 30 Day Key Code Total Care Bronze

Thank you for choosing Key Code Media, this quote is covered under a 30-day remote support plan. The equipment is covered under manufacturing warranty and the labor is covered by Key Code Support.

Key Code support hosts its own secure remote access support system. This system is much like a TeamViewer remote access, with the exception that it's hosted by Key Code Media and sits behind our firewall. As part of Change Me and Key Code Media support agreement, we can install this lightweight utility on all purchased computers at the discretion of facility staff. This will allow a support engineer to log in and see what the operator is seeing in real time.

### Service Expectations

This support proposal includes the following Service Level agreements:

1. Provide normal business hours support
  - a. Access to M-F 9am EST - 6pm PST support line
  - b. Includes emergency and non-emergency call for:
    - i. Software Issues and Version Upgrades
    - ii. Hardware support for purchased equipment
    - iii. Remote support
  - c. Major Holidays are not included in coverage
    - i. Christmas Day
    - ii. July 4<sup>th</sup>
    - iii. Thanksgiving +1
    - iv. New Year's Day
    - v. Memorial Day
    - vi. Labor Day
2. Contract Includes Costs for Mileage Associated with support visits
  - a. Does not include for Airfare, Hotel, Rental Car, or Per-Diem
  - b. Does not include Travel Costs associated with other quotes
  - c. All Non-Covered T&E will be invoiced at actual cost

### Warranty Terms

The warranty begins upon completion of install and lasts for 30 days.

#### Support Contract Information

Service Hotline: 818-303-3980

Email Support: [Support@keycodemedia.com](mailto:Support@keycodemedia.com) (Email is monitored from 9a – 6p)

#### Call Back Response Time

9am – 6pm response time 5 – 30 minutes

Studio Lighting LED Upgrade

Prepared by:

Key Code Media, Inc. - New Hampshire

Patrick Murphy  
978-979-4752  
pmurphy@keycodemedia.com

Bill To:

Londonderry Access Center

281 Mammoth Rd  
Londonderry, NH 03053  
Drew Caron  
6034321147  
drewcaron@londonderrynh.org

Ship To:

Londonderry Access Center

281 Mammoth Rd  
Londonderry, NH 03053  
Drew Caron  
6034321147  
drewcaron@londonderrynh.org

Quote Information:

Quote #: 236665

Version: 2  
Delivery Date: 02/24/2025  
Expiration Date: 03/06/2025  
Terms: Payment in Advance

Quote Summary

Description	Amount
Equipment	\$43,498.00
Professional Services	\$16,172.00
Subtotal:	\$59,670.00
Shipping:	\$1,257.00
Total:	\$60,927.00

This Sales Quote ("SO") includes the Terms and Conditions ("T&C") available at <https://www.keycodemedia.com/purchase-terms-conditions/> and <https://www.keycodemedia.com/master-service-agreement/>, which are applicable to all professional service-related purchases. It constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications ("Seller"). This SO, along with the incorporated T&C, becomes binding upon the Buyer listed herein ("Buyer") at the earliest of the following events: (i) Buyer's acknowledgment of this agreement; or (ii) the receipt of any goods and/or services ordered under this agreement. Please note that no Buyer acknowledgment form, purchase order, or any other document can modify the terms outlined in the SO or the T&C.

Key Code Media, Inc. - New Hampshire

Londonderry Access Center

Signature: \_\_\_\_\_

Name: Patrick Murphy

Title: Account Manager

Date: 02/24/2025

Signature: \_\_\_\_\_

Name: Drew Caron

Date: \_\_\_\_\_

**.Londonderry Town Council Minutes  
Monday, March 3, 2025, 7:00 p.m.  
Moose Hill Council Chambers**

**Meeting Link:** <http://173.166.17.35/CablecastPublicSite/show/12767?channel=4>

**Attendance:** Chair Chad Franz; Vice Chair Ted Combes; Councilors Shawn Faber, Ron Dunn, John Farrell; Acting Town Manager Kim Bernard; Assistant Town Manager & Director of Economic Development Kellie Caron

**CALL TO ORDER**

Chair Franz called the Town Council meeting to order at 7:00 p.m. and led the Pledge of Allegiance. He asked for a moment of reflection and prayer for First Responders and their families.

**PUBLIC COMMENT**

Councilor Farrell thanked the Morrill family for allowing access to Century Village across their property during the emergency situation last week. He acknowledged the First Responders for their response to this tragic situation.

Chair Franz opened public comment.

**Bring Back the Trades Skills Expo**

Captain Patrick Cheetham shared information on the Bring Back the Trades Skills Expo being held at the high school gym on Saturday, April 26. The event is free and all are invited to attend.

**Name:** Ray Breslin

**Address:** 3 Gary Drive

Mr. Breslin believes the Town feels obligated to help move development forward, as businesses have been told the Town will do this. He said traffic, sewer, water, and public safety are top priorities, and questioned grant funds being spent on the rail trail. He believes cuts can be made on things that are not essential in the budget.

**Name:** Deb Paul

**Address:** 118 Hardy Road

Ms. Paul said it is frustrating when residents ask questions during public comment and the Council does not respond. She asked that this change moving forward.

**Name:** Glenn Douglas

**Address:** 6 Overlook Avenue

Mr. Douglas expressed concern that the rapid growth and development Londonderry is experiencing is not being addressed. He asked about impact fees and development agreements. Ms. Caron noted she sent Mr. Douglas the information he requested before the meeting.

**Name:** Richard Belinsky

**Address:** 89 Hall Road

Mr. Belinsky asked the Council to enforce the vote taken in 2014 regarding the tax clerk and tax collector positions.

**Name:** Kevin Smith

**Address:** 6 King Phillip Drive

As a former Town Manager, Mr. Smith shared historical information on the tax clerk and tax collector positions to provide clarification and correct misconceptions.

**Name:** Ted Coos (sp)

**Address:** 57 Griffin Road

Regarding the tax incentive program, Mr. Coos shared his concern that the Town is growing fast. He said business is welcome, industry is maybe not as welcome due to groundwater quality issues. He is not in favor of excessive tax breaks for businesses. He asked for more enforcement regarding drivers under the influence.

**Name:** Daniel Bouchard

**Address:** 8 O'Connell Drive

Mr. Bouchard thanked the Police Department and First Responders for protecting the community during the recent emergency situation. Their training has paid off.

**Name:** Maureen Quinlan

**Address:** 17 Reed Street

Ms. Quinlan asked if she could give Kevin Smith her five minutes to finish his comments. Chair Franz said time cannot be yielded, although the Council could vote to overrule the Chair.

Vice Chair Combes made a motion to overrule the Chair. Seconded by Councilor Dunn. Motion passed 4-0-1, with Councilor Farrell abstaining. Chair votes in the affirmative.

**Name:** Kevin Smith

**Address:** 6 King Phillip Drive

Mr. Smith continued his earlier comments about the history of the tax clerk and tax collector positions. He noted that Town counsel verified that Councilor Farrell can vote on the Town budget in spite of his relationship with the Town Clerk. He clarified Sherry Farrell is not part of the union nor a department head. He also addressed the Town Clerk's compensation. He said nothing has

93 been done illegally; everything is being done in public.

94  
95 **Name:** Bob Slater

96 **Address:** 1 Stonehenge Road

97  
98 Mr. Slater thanked Chair Franz for his service to the community. He asked voters to allow time to  
99 vote on the nine ballots on Election Day, and to be patient. He urged residents to vote.

100  
101 **Name:** Martha Smith

102 **Address:** 38 Chester Drive

103  
104 Ms. Smith reiterated Mr. Slater's comments. She urged residents to vote.

105  
106 **Name:** Sherry Farrell, Londonderry Town Clerk

107  
108 Ms. Farrell thanked Mr. Slater and Ms. Smith for their comments on the election. She said while  
109 Mr. Belinsky and others say they have nothing against her and her family, certain people have  
110 been questioning what she, the tax collector, and the deputy town clerk do for the community. It  
111 is not right and needs to stop. She thanked the people who have spoken up on their behalf.  
112 Individuals who criticize her have not contacted her directly to discuss any of these issues. She  
113 thanked Chair Franz and the Council for their service. She thanked Allison Parsons for her support  
114 and her work for the Town. She thanked Kevin Smith for being transparent and for speaking the  
115 truth. She asked people to be kind and care for each other.

116  
117 **Name:** Jim Butler

118 **Address:** 5 Danbury Court

119  
120 Mr. Butler thanked Chair Franz for his service. He said Kevin Smith's description of the town clerk  
121 position was accurate. He spoke in support of Councilor and Ms. Farrell and the work they do. He  
122 said no Town employees should have to go through what Ms. Farrell is going through. It is a  
123 disgrace and needs to stop.

124  
125 Vice Chair Combes addressed a comment from Mr. Coos (sp), clarifying that apartment buildings  
126 are not part of the commercial and industrial tax program.

127  
128 Councilor Farrell said Ms. Caron is working on impact fees and will present her recommendations  
129 to the Council. He is not an expert on impact fees and never claimed to be.

130  
131 Chair Franz closed public comment.

132  
133 **TOWN MANAGER UPDATE**

134  
135 Chair Franz reported the Council has selected Shaun Mulholland as the top candidate for the Town  
136 Manager position and reviewed Mr. Mulholland's background and qualifications. If Council votes  
137 to approve the resolution to appoint Mr. Mulholland as Town Manager, the appointment will be  
138 effective June 1, 2025.

Councilors Dunn and Faber and Vice Chair Combes explained why this decision was made by the current Council and not delayed until the new Council is elected.

Councilor Farrell made a motion for a roll call vote on this appointment. Seconded by Vice Chair Combes. Faber - aye, Combes - aye, Franz - aye, Dunn - aye, Farrell - abstain. Motion passed 4-0-1. Chair votes in the affirmative.

The Council congratulated Mr. Mulholland and looks forward to his service to the community.

### **PUBLIC HEARINGS**

Vice Chair Combes made a motion to open the public hearing. Seconded by Councilor Dunn. Motion passed 5-0-0. Chair votes in the affirmative.

### **Resolution 2025-02: Adoption of the Pettengill Road Area Tax Increment Financing (TIF) District**

Ms. Caron offered a brief introduction to the resolution.

The Council took a five-minute recess.

Stu Arnett, ADG Solutions, explained how a Tax Increment Financing (TIF) district works. He explained the TIF will address traffic safety issues, improve overall infrastructure, and help with tax-based expansion in the district. He reviewed successful TIF districts in the area and what the full build-out of this district will look like.

The Council asked clarifying questions and discussed the responses.

Chair Franz asked for public comment.

**Name:** Marge Badois

**Address:** 189 Litchfield Road

Ms. Badois asked if a warrant article would be required, if a bond is elected as part of the financing agreement. The Council verified that all bonds require a warrant article passed by three-fifths of the voters. Mr. Arnett clarified the TIF does not affect any Town procurement processes.

**Name:** Ray Breslin

**Address:** 3 Gary Drive

Mr. Breslin asked if the TIF includes infrastructure besides roads. Ms. Caron verified funds can be used for other infrastructure issues. Mr. Breslin asked about the cost. Ms. Caron said the estimated cost for Pettengill Road improvements needs to be finalized. Mr. Breslin asked how this would be financed and Mr. Arnett explained. Councilor Farrell clarified that the district is designed to be self-funding.



**Name:** Daniel Bouchard  
**Address:** 8 O'Connell Drive

Mr. Bouchard asked how funds are released for the projects. Ms. Caron explained use of the funds will require either a Council vote or a vote of the people, depending on the situation.

**Name:** Deb Paul  
**Address:** 118 Hardy Road

Ms. Paul asked about the difference in size between the old district and the new one, and was told there is about a five percent difference. She asked if there is a plan to fix the traffic issues in this area. Chair Franz said one of the benefits of the TIF could be traffic mitigation. She asked if there is a time limit on the TIF. Mr. Arnett explained the requirement to end the district.

**Name:** Kevin Smith  
**Address:** 6 King Phillip Drive

Mr. Smith clarified that a business will not benefit from being in a TIF district; they will still pay full taxes. Mr. Arnett explained it can be a benefit for future businesses.

**Name:** Robin Stewart  
**Address:** 522 Old Mammoth Road

Ms. Stewart asked how the TIF will benefit residents living near the district. The Council discussed the possibility of developers addressing traffic issues at intersections in the area.

Chair Franz closed public comment.

Vice Chair Combes made a motion to adopt Resolution 2025-02: Adoption of the Pettengill Road Area Tax Increment Financing (TIF) District. Seconded by Councilor Dunn. Motion passed 5-0-0. Chair votes in the affirmative.

**Ordinance 2025-01: Creating the Londonderry Commercial and Industrial Property Tax Incentive Program**

Ms. Caron noted that the Council requested edits be made to the ordinance to provide clarifications and more options when considering an application. She worked with counsel on this and reviewed the proposed changes.

Councilor Dunn thanked Town counsel and fellow State reps for their work on these edits. He believes the document is defensible in a court of law, if an application is denied. Councilor Farrell thanked Councilors Dunn and Faber for their work on this document.

Vice Chair Combes clarified that a business within a TIF can apply for this program. The Council has the option to deny such an application, if they choose.

231  
232 Chair Franz opened public comment.  
233

234 Members of the public asked for clarification on specific features of the program and the Council  
235 provided it. They commented on the benefits of the program. They questioned whether it is  
236 necessary and recommended waiting to implement it. They also noted that it can be amended or  
237 rescinded at any point.  
238

239 Chair Franz closed public comment.  
240

241 Councilor Farrell made a motion to accept Ordinance 2025-01. Seconded by Councilor Dunn.  
242 Motion passed 5-0-0. Chair votes in the affirmative.  
243

244 Vice Chair Combes made a motion to close the public hearing. Seconded by Councilor Faber.  
245 Motion passed 5-0-0. Chair votes in the affirmative.  
246

### 247 **NEW BUSINESS** 248

#### 249 **Reappointment of Allison Parsons as Tax Collector** 250

251 Acting Town Manager Bernard commented on the quality of the Town employees and  
252 complimented Ms. Parsons on her work. Chair Franz thanked her for her continued service.  
253

254 Councilor Farrell made a motion to reappointment Allison Parsons as tax collector. Seconded by  
255 Vice Chair Combes. Motion passed 5-0-0. Chair votes in the affirmative.  
256

#### 257 **Amendment to Pre-Disaster Mitigation (PDM) Grant Period of Performance** 258

259 Ms. Caron explained this grant relates to the Town's hazard mitigation plan, which was established  
260 in 2021. As the final stages of the plan are being wrapped up to ensure compliance, amendments  
261 are needed. She asked that the grant period of performance be extended to May 29, 2025.  
262

263 Vice Chair Combes made a motion to accept the amendment to the Pre-Disaster Mitigation (PDM)  
264 grant period of performance. Seconded by Councilor Dunn. Motion passed 5-0-0. Chair votes in  
265 the affirmative.  
266

### 267 **OLD BUSINESS** 268

269 There was no old business to conduct.  
270

### 271 **APPROVAL OF MINUTES** 272

#### 273 **February 18, 2025** 274

275 Vice Chair Combes made a motion to approve the minutes of the February 18, 2025, Town Council  
276 meeting as presented. Seconded by Councilor Dunn. Motion passed 4-0-1, with Councilor Farrell

277 abstaining. Chair votes in the affirmative.

278  
279 **OTHER BUSINESS**

280  
281 **Liaison Reports**

282  
283 Councilor Farrell reported JFK was added to JetBlue for the season, so there is access to the full  
284 network of JetBlue out of Manchester Airport.

285  
286 **Town Manager Report**

287  
288 Acting Town Manager Bernard offered the Town Manager report.

289  
290 **Assistant Town Manager Report**

291  
292 Assistant Town Manager Caron offered the Assistant Town Manager report.

293  
294 **MEETING SCHEDULE**

- 295  
296 1. March 11, 2025; Londonderry High School Gymnasium; 6:00 a.m. to 8:00 p.m. (Town  
297 Election)  
298 2. March 17, 2025; Moose Hill Council Chambers; 7:00 p.m.  
299 3. April 7, 2025; Moose Hill Council Chambers; 7:00 p.m.

300  
301 **ADJOURNMENT**

302  
303 Councilor Dunn made a motion to adjourn the meeting. Seconded by Vice Chair Combes. Motion  
304 passed 5-0-0. Chair votes in the affirmative.

305  
306 The meeting was adjourned at 9:48 p.m.

307  
308 Minutes prepared by Beth Hanggeli