

**Kim Alan Bernard**  
Acting Town Manager

**Kellie Caron**  
Assistant Town Manager



**Town Council**  
Ron Dunn, Chair  
Shawn Faber, Vice-Chair  
Ted Combes  
Dan Bouchard  
Deb Paul

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

---

**Londonderry Town Council Meeting**  
**Monday, April 7, 2025, 7 p.m., Moose Hill Council Chambers**

**A. CALL TO ORDER**

**B. NON-PUBLIC SESSION**

1. Non-Public Session in accordance with RSA 91-A:3, II(c)

**C. PUBLIC COMMENT**

**D. NEW BUSINESS**

**E. OLD BUSINESS**

1. Town Council Rules of Order
2. Town Council 2025-2026 Goals

**F. APPROVAL OF MINUTES**

1. March 3, 2025 Town Council Minutes
2. March 17, 2025 Town Council Minutes

**G. OTHER BUSINESS**

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

**H. PUBLIC COMMENT**

**I. ADJOURNMENT**

*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.*

## **J. MEETING SCHEDULE**

1. April 7, 2025; Moose Hill Council Chambers; 7 p.m.
2. April 21, 2025; Moose Hill Council Chambers; 7 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.*

# RESOLUTION #2011-10

AS AMENDED

A Resolution Relative to

## *Adopting Rules of Order for the Town Council*

First Reading: 06/06/11

Continued First Read: 06/20/11

Adopted: 06/20/11

**WHEREAS** the Town Council adopted revisions to Title I of the Municipal Code at its May 16, 2001 meeting; and

**WHEREAS** Section V of Chapter V requires the Town Council to adopt Rules of Order not inconsistent with the Town Charter;

**NOW THEREFORE BE IT RESOLVED** that the Londonderry Town Council adopts the attached Rules of Order.

*Sean O'Keefe*

Sean O'Keefe, Chairman  
Town Council

( TOWN SEAL )

*Marguerite A. Seymour*

Marguerite A. Seymour  
Town Clerk/Tax Collector  
06/06/11



**RULES OF ORDER  
TOWN COUNCIL  
LONDONDERRY, NEW HAMPSHIRE**

**A. PURPOSE:**

Pursuant to Section 3.6 D of the Town Charter, these Rules of Order describe the duties and methods of operation of the Londonderry Town Council.

**B. ORGANIZATION:**

**1. Responsibilities of Members:**

All members shall make every effort to attend each scheduled meeting.

The Council shall act in all matters as a body. Except as expressly provided elsewhere in this Charter, neither the Council nor any of its members shall direct or request the appointment of any person to office or employment; or direct the removal, suspension, discipline, adjustment in pay, benefits, or working conditions of any employee by the Manager or of any of the Town department heads.

No Councilor shall give orders to or interfere with the performance of the duties of any of the administrative officers or employees, either publicly or privately. Nothing contained in this section shall prohibit the Council from meeting with the Manager to discuss the operation or conduct of any department head or employee and to recommend an investigation and report by the Manager of any complaint. Any violation of the provisions of this section by a Councilor shall constitute grounds for forfeiture of office under the provisions of Town Charter Section 3.3. (*Charter, Section 4.8*)

**2. Officers:**

- (a) Election - A Chairman and Vice-Chairman shall be elected for a term of one (1) year at the first regular meeting within 10 calendar days following the annual election of officers. Election shall be by a majority vote of those present. (*Charter, Section 3.2*)

Vacancies occurring in the office of Councilor at any time shall be filled, by appointment, until the next regular election, by the Council at its next regular meeting by majority vote of the Councilors, provided, however, that, if the vacancy occurs fewer than ninety (90) days prior to the next regular election, the vacancy shall not be filled by appointment, but shall be filled at the next regular election. (*Charter Section 3.4*)

- (b) Duties - The Chairman shall preside at all meetings of the Council and perform all duties required by law.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chair.

**3. Committees:**

The Chairman may delegate members of the Council to serve on committees and to perform other duties.

**C. OPERATION:**

**1. Meetings:**

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held in accordance with B.2(a). The Council may adopt the previous Council's Rules of Procedure, subject to amendment as provided in these Rules of Procedure. The Council shall establish a schedule for meetings.
- (b) Regular Meetings - A formal meeting of the Council generally conducted in accordance with the order of the "Agenda" contained herein.
- (c) Workshop Meetings - A less formalized meeting of the Council generally conducted for the purpose of providing Council members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
- (d) Non-Public Meetings - A meeting of the Council held in accordance with RSA 91-A:3.
- (e) Special Meetings - May be called by the Chairman upon the written request of at least three (3) members of the Council or the Town Manager through the Chair. The method of delivery of notice for special meetings shall be by established Council rule. (*Charter, Section 3.6.C*)
- (f) Emergency Meetings - May be called by the Chair when immediate un-delayed action is deemed to be imperative by the Chair, who shall employ whatever means are reasonably available to inform the public and all council members that an emergency meeting is to be held. (*Charter, Section 3.6.C*)
- (g) Committee Meetings - Meetings shall be called by the Chairman of the committee under the rules governing special meetings.

**2. Schedule of Meetings:**

Shall be published monthly on the Town's website. Each meeting shall be posted in accordance with RSA 91-A.

**3. Reports of Committees:**

Written/Oral reports from committees received by the Council shall be filed with and distributed with the minutes of the Council.

**4. Review of Audit Reports:**

The Council shall review the audit report as soon as the report is made available and take any action related thereto.

**5. Town Manager**

Annually, the Town Council is responsible for evaluating the job performance of the Town Manager. It is the Chairman's responsibility to coordinate the evaluation, including obtaining input from the other members of the Council, aggregating that information, and presenting to the Council a comprehensive draft of the evaluation document. The Town Council shall complete the final evaluation document during the budgetary process. (*Charter, Section 4.2*)

The final evaluation document shall remain on file with the Human Resources Manager in the Finance and Administration Department.

**D. RULES OF ORDER:**

1. **Quorum** - A quorum of the Council for the transaction of any business shall be three (3) of the members currently in office. However a smaller number may adjourn the meeting to another time or date. (*Charter, Section 3.6.B*)
2. **Agenda** - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the chair or by vote of the Council.

**AGENDA**

- Call to Order
  - Public Comment
  - Public Hearing
  - Old Business
  - New Business
  - Meeting Minutes
  - Other Business
  - Liaison Reports
  - Town Manager's Report
  - Board/Committee Appointments/Reappointments.
  - Adjourn
- (a) Councilors wishing to place an item on the agenda must notify the Town Manager or his Executive Assistant before Wednesday at 5:00 p.m. prior to a Monday meeting. Citizens wishing to place an item on the Councilors' agenda and plan to make a presentation must provide a copy of all presentation material and documentation to be included in each Councilor's "packet" by Thursday at 9:00 a.m.
  - (b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

**3. Role of the Chairman:**

The Chairman's duties are as follows:

- To open the session at the time at which the Council is to meet by calling the members to order; to announce the business before the Council in the order in which it is to be acted upon;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- to protect the Council from annoyance;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if the Chair thinks it advisable;
- to restrain the members when engaged in debate within the rules or order;
- to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless the Chair prefers to submit the question for the decision of the Council;
- to inform the Council on a point of order or practice pertinent to pending business;
- to authenticate by their signature, when necessary, all resolutions, orders and ordinances as directed by vote of the Council.

The Chairman shall issue calls for candidates and specify dates for return of applications for positions appointed by the Council.

The Chairman shall vote as a member of the Council.

Discussions which are not addressing the business before the Council, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

**4. Role of the Vice-Chairman:**

Please see section 2(b) above.

**5. Conduct of Meetings:**

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters a vote of the Council shall be the final deciding authority.

- (a) **Motions** - All matters of business shall be brought before the Council by motion from a Councilor, duly seconded by another Councilor. All matters duly seconded will be subject to debate, discussion, amendment (by motion) and approval by a majority of the present Councilors. (*Charter, Section 3.6. A, D*).
- (b) **Motion to Table** - A Councilor may move to table any pending matter of business. The motion to table shall be seconded and requires approval by a majority of the present Councilors. The motion is not debatable. Approval of the motion is equivalent to defeating the question tabled. Successive motions to table a matter of business previously voted on and defeated shall not be permitted. (*Charter, Section 3.6. A, D*).
- (c) **Motion to Reconsider** - A Councilor who voted on the prevailing side in the original vote on a motion may make a motion to reconsider that vote. A motion to reconsider may only be made during the same meeting that the vote whose reconsideration is sought passed. A motion to reconsider, made by a Councilor who was on the prevailing side, shall be seconded (by any Councilor) and is debatable. The motion to reconsider requires approval of a majority of the present Councilors. (*Charter, Section 3.6. A, D*).

**6. Council Objection:**

On the first occasion that the question on adoption of a measure is put to the Council, if a single Councilor objects to the taking of the vote, the vote shall be postponed until the next meeting of the Council whether regular or special. If two (2) or more other Councilors shall join in the objection, such postponement shall be until the next regular meeting. This procedure shall not be used more than once for any agenda item. Any item once postponed shall not be further postponed under this section. The Council objection privilege is not available with respect to the emergency ordinance. (*Charter, Section 3.6. E*)

**7. Ordinances:**

- A. An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Clerk shall distribute a copy to each Councilor and to the Manager, shall file a reasonable number of copies in the office of the Clerk and shall post a copy in such other public places as the Council may designate.
- B. Every proposed ordinance of the Council shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. Each ordinance shall be identified by a number and a short title. The enacting clause shall be "The Town of Londonderry ordains.....". Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics. After passage of the ordinance's first reading, it shall be published at least once together with a notice of the time and place when and where it will be given a public hearing and be considered for final



passage. The first such publication shall precede the date of said hearing by at least five (5) working days. Publication for purposes of this section shall mean the publication of a notice in any paper distributed in the Town of Londonderry, stating the number and title of the ordinance and either the text of the ordinance in full or if the full text is not published, then a brief explanation of the purpose of the ordinance and information as to where and when any interested person may obtain a copy of the complete ordinance.

- C. Every ordinance, including zoning ordinances, adopted by referendum, shall take effect upon passage and publication as ordinances required by law, or at a later date as specified in the ordinance. No ordinance shall be introduced and adopted during the same meeting.
- D. All ordinances, including any amendments thereto, shall be recorded in full, uniformly and permanently, by the Clerk, and each ordinance so recorded shall be authenticated by affixing the signatures of the Council Chair and the Clerk and the Town Seal, and kept on file in the office of the Clerk. The Clerk shall be responsible for the systematic indexing, printing, publication and maintenance of the ordinances of the Town. Copies of all ordinances shall be available to the public, and the Clerk may charge a fee to defray the printing costs. (*Charter, Section 3.7*)

**8. Emergency Ordinances:**

Notwithstanding other provisions of the Town Charter to meet a public emergency affecting life, health, property or the public peace, the Council may adopt one or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or extend a franchise, regulate the rate charged by a public utility for its services or authorize the borrowing of money, except as provided in Section 3.9 of the Charter. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but two-thirds majority vote of the councilors present shall be required for adoption.

After its adoption the ordinance shall be published and printed as prescribed for other adopted ordinances. It shall become effective upon adoption. Every emergency ordinance, except one made pursuant to Sec. 3.10 of the Charter, shall automatically stand repealed as of the sixty first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances. (*Charter, Section 3.8*)

**9. Recording of Votes:**

Votes shall be by a voice vote or by a roll call. Every matter coming before the Council for action shall be put to a vote and all members shall vote "aye", "nay", or abstain and give a reason for abstaining. The results of such voting shall be duly recorded. All votes shall be recorded by roll call except votes on procedural matters.

**10. Requests for Information:**

Should it become apparent to the Chairman or an individual Council member, in the interim between meetings, that additional information relative to a specific item may be needed for Council use at the next regularly scheduled meeting, a request for this information shall be submitted to the Town Manager before the agenda is set.

Any information provided to any individual Councilor shall be provided to the rest of the Council.

**E. EMPLOYEES:**

**1. Duties:**

The Executive Assistant shall be the official recorder of the minutes of the Town Council and an official copy of the records are to be filed in the Town Manager's Office and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Executive Assistant to keep a roll of members and to call the roll when required. The Executive Assistant shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The type of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of Council members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The hour of adjournment.

The Executive Assistant shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

In addition to the strict record of what is transacted, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of committees should be printed exactly as submitted. The minutes should show what action was taken by the Council in regard to them.

**F. AMENDMENT PROCEDURE:**

An amendment to these Rules of Procedure may be moved at one Council meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Clerk for inclusion in the Town Records.

**G. APPOINTMENT TO COUNCILS AND COMMISSIONS:**

1. The Chair shall request from members their choices of committees, Councils and commissions they wish to serve on as Councilor Liaison. The Chairman shall distribute to the Council all choices and set a meeting date as to when the Chair shall make appointments.
2. The term of all appointments of Councilor Liaison, including the terms of any ex-officio members (voting members) of the Town Council serving on local land use Boards (i.e., Planning Council, Conservation Commission) shall be for one (1) year, or until the Council's organizational meeting, whichever is sooner.

**Londonderry Town Council Minutes  
Monday, February 18, 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; 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 silence for the slain hostage family returned by Hamas.

**PUBLIC COMMENT**

Deputy Police Chief Breen introduced Patrol Officer Jasdeep Kaur and shared information about her background and qualifications.

Chair Franz opened public comment and reviewed the rules

**Name:** Richard Belinsky

**Address:** 89 Hall Road

Mr. Belinsky spoke on the tax collector and town clerk positions. He urged the Council to implement warrant articles that were voted on in the past.

**Name:** Deb Paul

**Address:** 118 Hardy Road

Ms. Paul asked why the Town is considering the Londonderry Commercial and Industrial Property Tax Incentive Program. She spoke against implementing it and asked why it is being rushed through.

**Name:** Kristine Perez

**Address:** 5 Wesley Drive

Ms. Perez spoke against the Londonderry Commercial and Industrial Property Tax Incentive Program. She recommended that the Council read the RSAs. She asked the Council to reconsider impact fees.

Chair Franz closed public comment.

**APPOINTMENTS/REAPPOINTMENTS**

**Interview with Leo Lee for the Conservation Commission (Alternate exp. 12/2025)**

The Council conducted an interview with Leo Lee, candidate for an alternate position on the Conservation Commission. Mr. Lee introduced himself and provided information on his background and qualifications for this position.

Vice Chair Combes made a motion to appoint Leo Lee to the alternate position on the Londonderry Conservation Commission, with an expiration date of December 2025. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

**PUBLIC HEARINGS**

Vice Chair Combes made a motion to open the public hearing. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

**Resolution 2025-04: Acceptance of Unanticipated Revenue under RSA 31:95-b, III(a); Project Safe Neighborhoods**

**Resolution 2025-05: Acceptance of Unanticipated Revenue under RSA 31:95-b, III(a); New England High Intensity Drug Trafficking Area**

Finance Director Justin Campo presented these resolutions. They allow for the purchase of equipment and payment for a vehicle lease and overtime costs associated with these programs.

Acting Town Manager Bernard thanked Mr. Campo for attending the meetings and assisting the Police Department. He reviewed the details of these federal programs.

Chair Franz asked for public comment; there was none.

Vice Chair Combes made a motion to accept Resolution 2025-04 and Resolution 2025-05. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

Councilor Faber made a motion to close the public hearing. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

**NEW BUSINESS**

**Resolution 2025-06: The Revision of General Assistance Guidelines**

Ms. Caron explained that as a result of recommendations from Greater Derry Community Health Services (CHS), the Town needs to update the allowable levels of assistance for payments for the general assistance program. She presented a revised Appendix A that includes these changes.

Elizabeth Jones from CHS shared information about the general assistance program and how it works. She explained that the rent guidelines needed to be revised, as they were established in 2016.

Vice Chair Combes made a motion to accept Resolution 2025-06. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

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

Vice Chair Combes made a motion to waive the first reading of Ordinance 2025-01.

Ms. Caron explained that in January, the Council asked that the Ordinance be revised to provide Council with “better teeth” for any potential denial or rejection for a site application they felt did not meet the criteria. As a result, Section 8 has been revised, providing additional language that gives the Council the ability to deny an application. It decreases the risk level when it comes to a potential appeal of the decision.

Seconded by Councilor Faber. Motion passed 4-0-0. Chair votes in the affirmative.

**Order 2025-03: An Expenditure from the Fire Equipment Capital Reserve Fund (Z Vent Portable Ventilator)**

**Order 2025-04: An Expenditure from the Fire Equipment Capital Reserve Fund (LUCAS Chest Compression System)**

Acting Fire Chief Heinrich provided background on these requests, which will allow for the purchase of equipment for the ALS intercept program.

Vice Chair Combes made a motion to approve Order 2025-03 and 2025-04. Seconded by Councilor Faber. Motion passed 4-0-0. Chair votes in the affirmative.

**Order 2025-05: An Expenditure from the Emergency Maintenance Trust Fund (Winter Maintenance)**

Director of DPW Wholley explained this is the third allocation for winter maintenance for facilities. He noted they are in the midst of the 18<sup>th</sup> event this season, with 41” of total precipitation. He thanked past and current Councils and Administration for their support for increasing the salt budget and help in accessing more sand.

Vice Chair Combes made a motion to approve Order 2025-05 for \$17,000 from the Expendable Maintenance Trust Fund. Seconded by Councilor Faber. Motion passed 4-0-0. Chair votes in the affirmative.

**OLD BUSINESS**

There was no old business to conduct.

### **APPROVAL OF MINUTES**

**February 2, 2025 Town Council Minutes**

**February 3, 2025 Town Council Minutes**

**February 8, 2025 Town Council Minutes**

**February 9, 2025 Town Council Minutes**

**February 10, 2025 Town Council Minutes**

**February 11, 2025 Town Council Minutes**

Vice Chair Combes made a motion to approve the minutes of the February 2, 3, 8, 9, 10 and 11, 2025, Town Council meetings as presented. Seconded by Councilor Dunn. Motion passed 4-0-0. Chair votes in the affirmative.

### **OTHER BUSINESS**

#### **Liaison Reports**

Planning Board: Councilor Faber said SHNPC Executive Director Sylvia von Aulock presented the Master Plan report to the Board.

Beautify Londonderry: Councilor Dunn thanked the Londonderry Police Association for their generous donation toward the Welcome to Londonderry signs.

#### **Town Manager Report**

Acting Town Manager Bernard thanked Mr. Wholley and the DWP staff for their work during the recent storms. He complimented the Town staff for their work and dedication. He reviewed the background and qualifications of the new Town Planner, Kristan Farr. Glenn Aprile will be assuming the role of part-time Code Enforcement Officer. He reviewed past and future events.

#### **Assistant Town Manager Report**

Assistant Town Manager Caron reported on past and future events. She noted the Planning Department is fully staffed.

Chair Franz noted Ms. Caron holds leadership positions on several Boards and thanked her for representing the community.

### **MEETING SCHEDULE**

1. March 3, 2025; Moose Hill Council Chambers; 7:00 p.m.
2. March 17, 2025; Moose Hill Council Chambers; 7:00 p.m.

### **ADJOURNMENT**

183

184 Vice Chair Combes made a motion to adjourn the meeting. Seconded by Councilor Dun. Motion  
185 passed 4-0-0. Chair votes in the affirmative.

186

187 The meeting was adjourned at 7:55 p.m.

188

189 Minutes prepared by Beth Hanggeli



**.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.

Chair Franz opened public comment.

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

Chair Franz closed public comment.

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

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

### **NEW BUSINESS**

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

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

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

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

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

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

### **OLD BUSINESS**

There was no old business to conduct.

### **APPROVAL OF MINUTES**

#### **February 18, 2025**

Vice Chair Combes made a motion to approve the minutes of the February 18, 2025, Town Council 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