

Shaun Mulholland
Town Manager

Kellie Caron
Deputy 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, February 2, 2026, 7 p.m., Moose Hill Council Chambers

A. CALL TO ORDER

B. PUBLIC COMMENT

C. BOARD APPOINTMENTS & REAPPOINTMENTS

D. PUBLIC HEARING

1. **POSTPONED FROM 1/19/2026 - Receive public input, discuss and act upon a proposed amendment to the Purchasing Policy.**
 - a. Presentation: Vice Chair Shawn Faber
 - b. Opening of the Public Hearing
 - c. Questions & Comments by the Public
 - o Residents who are unable to attend the public hearing may submit written comments to the Town Council by using the link: [SUBMIT PUBLIC COMMENT ONLINE](#)
 - d. Closing of the Public Hearing
 - e. Council Deliberation & Action

Documents:

[2026-02-02 AGENDA ITEM COVER SHEET_PURCHASING POLICY.PDF](#)
[PURCHASING POLICY REVISED 012626.PDF](#)
[ADM-910 CURRENT PURCHASING POLICY.PDF](#)

E. NEW BUSINESS

1. **Discuss and act upon the Londonderry Historical Society's request for Potter House wood**

(Linda Green, President, Londonderry Historical Society & Kirsten Hildonen, Administrative Services Director)

Documents:

[2026-02-02 LHS POTTER HOUSE REQUEST COVER SHEET.PDF](#)
[2026-02-02 LHS AGENDA REQUEST - REDACTED.PDF](#)
[2026-02-02 LEGAL DOCUMENTS - POTTER HOUSE - LHS AND TOWN.PDF](#)
[2026-02-02 2005 AND 2007 WARRANT ARTICLES FOR POTTER HOUSE.PDF](#)
[2026-02-02 2017 ASSESSMENT OF POTTER HOUSE MATERIALS - PRESERVATION TIMBER.PDF](#)

2. **Discuss and approve an expenditure from the Expendable Maintenance Trust Fund for winter maintenance.**

(Dave Wholley, Director of Public Works & Municipal Facilities)

Documents:

[2026-02-02 - COVER SHEET - EMTF 2026-03 2ND WINTER MAINTENANCE.PDF](#)
[WINTER MAINTENANCE_2.PDF](#)
[2026-03 - EMTF \(WINTER MAINTENANCE\).PDF](#)

3. **Discuss motion for reconsideration to rezone Map 12 Lot 68 (2 Litchfield Road).**

(Kellie Caron, Deputy Town Manager and Director of Economic Development)

Documents:

[2026-02-02 - 2 LITCHFIELD REHEARING.PDF](#)
[2026-01-13 MOTION FOR REHEARING.PDF](#)

4. Discuss alternate funding mechanisms for infrastructure.

(Shaun Mulholland, Town Manager)

Documents:

[2026-02-02 AGENDA ITEM COVER SHEET_ALT. INFRASTRUCTURE.PDF](#)
[ALTERNATIVE INFRASTRUCTURE FUNDING OPTIONS.PDF](#)

5. Discuss and determine next steps regarding the selection of Legal Counsel for the Town.

(Shaun Mulholland, Town Manager)

Documents:

[2026-02-02 COVER SHEET_COUNSEL RFQ.PDF](#)
[2025-07-03 PAUL REQ-NEW LAW FIRM_REDACTED.PDF](#)
[LONDONDERRY_LEGAL_COUNSEL_RFQ_PACKET.PDF](#)

F. OLD BUSINESS

1. None

G. APPROVAL OF CONSENT ITEMS

1. **Town Council Meeting Minutes from January 19, 2026**

Documents:

[TC-MINUTES-2026-01-19.PDF](#)

2. **Sewer Warrant**

Documents:

[2026-02-02 SEWER WARRANT.PDF](#)

3. **Pavement Condition Index Study**

H. OTHER BUSINESS

1. **Liaison Reports**
2. **Town Manager Report**
3. **Deputy Town Manager Report**

I. PUBLIC COMMENT

J. NON-PUBLIC SESSION

1. Pursuant to RSA 91-A:3, II(b), discussion regarding the hiring of a public employee.

K. ADJOURNMENT

L. MEETING SCHEDULE

1. **Proposed Future Agenda Items: Dates may be tentative, and this list is not considered all-inclusive**

a. **February 7, 2026; Londonderry High School Cafeteria; 9 a.m. – Town Deliberative Session**

b. **February 17, 2026; Moose Hill Council Chambers; 7 p.m.**

- Board appointments from January Postings
- Discuss and schedule a public hearing for March 2, 2026 regarding an amendment the Municipal Code repealing Title IV- Public Health, Safety, Welfare, Chapter X Emergency Management Plan

c. **March 2, 2026; Moose Hill Council Chambers; 7 p.m.**

- **Public hearing:** Receive public input, discuss and act upon an amendment to the Municipal Code rescinding Title IV- Public Health, Safety, Welfare, Chapter X Emergency Management Plan
- Discuss the renovation of the basketball courts (Restore the Recs)
- Discuss and approve roadway improvements agreement with Procopia and Pillsbury Realty (Woodmont)
- Discuss and set a public hearing to revise the PUD Zoning Regulations
- Discuss and repeal TC-901 Financial Management Policy
- Discuss and approve TC-100 Cash Investment Policy

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.

View the most recent Town Council agenda online.





Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026

Submitted By: Councilor Shawn Faber

Department: Town Council

Contact Information: Email or Telephone

Estimated Discussion Time: 10 Minutes

Agenda Item Number: TC OFFICE USE

Agenda Item Title: Public hearing to rescind ADM-910 Purchasing Policy (formerly Town Code, Chapter VI-Purchasing Policy) and adopt a new Purchasing Policy.

Background and Purpose: The Town Council adopted a purchasing policy contained within Town Code, Chapter VI on June 3, 2002 which was subsequently amended on May 5, 2007, again on November 7, 2011 and by resolution on April 1, 2013. On September 15, 2025 Ordinance 2025-09 rescinded Town Code Chapter VI and renumber it as ADM-910. Councilor Faber has proposed a new policy (procedure) which would make changes to the existing policy and shift approval for all consulting agreements for professional services from the Town Manager to the Town Council. Further, approval for many other expenditures will shift the authority of the approval from the Town Manager to the Town Council.

Action: Hear public input to rescind ADM-910 Purchasing Policy and replace the existing purchasing policy by adopting the Purchasing Policy document proposed by Councilor Faber.

Proposed Motion: *MOVED, that the Londonderry Town Council hereby rescinds ADM-910 Purchasing Policy and adopts the document entitled Purchasing Policy.*

Attachments: Chapter VI (ADM-910) Purchasing Policy
Purchasing Policy

PURCHASING POLICY

Section 1.0: Purpose and Policy Statement

- 1.1. Sound fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, construction, and services for the Town of Londonderry, New Hampshire ("Town"). This Purchasing Policy establishes uniform procedures to ensure that all expenditures:
 - Comply with Town policies;
 - Conform to generally accepted accounting principles (GAAP) and Government Account Standards Board pronouncements;
 - Adhere to applicable New Hampshire Department of Revenue Administration administrative rules; and
 - Comply with existing Town policies and all applicable laws and regulations.
- 1.2. No exception to this Policy shall be permitted if it would conflict with state or federal law.
- 1.3. This Policy shall:
 - Ensure consistent accountability for all Town funds, including enterprise funds and all Town departments. This Policy does not supersede the purchasing requirements of separate boards/committees/commissions (e.g., the Library Trustees, Conservation Commission).
 - Require that all purchases be properly authorized and documented.
 - Require that Town personnel maintain a clear and complete audit trail from receipt of funds to disbursement of funds.

Section 2.0: Definitions

For purposes of this Policy, the following definitions apply:

Department Head/Approving Official – Any Town official authorized to initiate and approve purchases within their respective authority.

Purchase Order – A written or electronic authorization issued by the Town approving the purchase of goods or services from a vendor.

Blanket Purchase Order – A Purchase Order issued for repeated purchases of incidental items from a vendor over a specified period.

Consulting Services – Third-party professional services including, but not limited to, information technology services, human resources services, management consulting, engineering, architectural, legal services, and similar professional advisory services.

Sole Source – A purchase where only one vendor is reasonably available due to proprietary rights, technical compatibility, or unique qualifications.

Section 3.0: General Purchasing Requirements

3.1. All purchases shall be supported by one or more of the following:

- An approved Purchase Order; or
- An itemized credit card receipt (consistent with the Town’s Credit Card Policy). Credit card use does not eliminate the requirement to use Purchase Orders where practicable, including for contracts; or
- Must be documented in the Town’s ERP software

3.2. Payment shall be made only upon:

- Receipt of a vendor invoice or monthly credit card statement; and
- Acknowledgement by the department or individual receiving the goods or services that the order has been completed.

3.3. When authorized by the Town Manager, or the TM’s designee, Town personnel may make a cash purchase and shall submit the original itemized receipt for reimbursement. If the original receipt is missing, the employee must provide a written explanation and a duplicate receipt or other supporting documentation when available; reimbursement is subject to approval by the Town Manager.

3.4. Exceptions

Utility Bills & Property Tax Bills	Principal & Interest Payments on Bonds/Leases/Loans
Advertising	Welfare Payments
Travel	Legal & Audit Fees
Vehicle Allowance	Insurance Premiums
Subsistence & Support to Persons	Postage
Rents & Leases (after initial approval)	
Payroll Related Payments	Maintenance Agreements and Service Contracts for their 2 nd and subsequent payments
Judgements & Claims	Subscription Renewals

Budgeted payments to Outside Human Service Agencies, Outside Recreation Organizations, Advance Transit, etc.	Remittance of Property Taxes Levied and Collected on Behalf of the School District, County or State
Annual Dues	Salt & Winter Sand

Section 4.0: Purchase Requisitions and Accounting Controls

- 4.1. All purchase requisitions shall be entered into the Town’s financial software system and must:
- Identify the correct function and object codes, consistent with applicable New Hampshire Department of Revenue Administration rulesⁱ;
 - Bear the electronic approval of the appropriate Department Head/Approving Official.
- 4.2. Purchases requiring bids or price quotations shall include documentation of all bids or quotations received.
- 4.3. The Finance Office shall review requisitions to ensure:
- Compliance with Town policy; and
 - Correct accounting codes prior to issuing a Purchase Order (see endnote i).
- 4.4. If a purchase would cause a function/object line to exceed the approved budget by 10% or more:
- The Town Manager may request a budget transfer, or a new threshold amount for any given function budget line;
 - The expenditure must be approved by the Town Manager with confirmation by the Town Council; and
 - The Town Manager should identify savings or reductions in other budget lines to offset such expenditure and to maintain a balanced budget.

Section 5.0: Spending Authorization Thresholds

For expenditures within an approved budget line:

- **\$0 – \$5,000:** Approval by department heads/approving official.
- **\$5,000 and above:** Approval by Town Manager

Section 6.0: Quotation and Bidding Requirements

Unless otherwise exempted under Section 7, the following requirements apply:

- **\$0 – \$5,000:** Purchase must be in the best interest of the Town, as determined by the Town Manager.
- At least three (3) written quotations shall be requested when available. If fewer than three quotations are received after reasonable efforts, the Department shall document the efforts made and the quotations received, and the Town Manager (or designee) may authorize proceeding based on the best value to the Town.
- At least three (3) written quotations or formal bids shall be obtained in compliance with Town bidding requirements. If fewer than three quotations/bids are received after reasonable efforts, the Department shall document the efforts made and the responses received, and the Town Manager (or designee) may authorize proceeding based on the best value to the Town.

Section 7.0: Exceptions to Quotation and Bidding Requirements

The following purchases may be exempt from quotation or bidding requirements when properly documented: Purchases made through collaborative purchasing groups

- Purchases of utility services where competitive sources are not available, including current multi-year utility service contracts for the Town.
- Purchases involving the procurement of personal or professional services (including legal, engineering, architectural, auditing, and similar professional services) when selection is based on qualifications, experience, and/or statutory requirements rather than low bid. The Town Manager will maintain a yearly list of professional service providers where the pool of qualified providers is limited.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Town Manager determines renewal is in the best interest of the Town of Londonderry.
- Purchases involving major repairs where bidding or formal request for quotation requirements are waived by the Town Manager due to the urgency of the repair.
- Purchases involving a documented Sole Source of supply or Town Council approved Sole Source vendors.
- Any additional purchases considered to be in the best interest of the Town and authorized by the Town Council.
- Expense reimbursement.
- Specific software already approved and in use by the Town’s Technology Department to perform the functions of the Town of Londonderry. The IT Director will maintain a yearly list.
- Services that are directly contracted with the Town’s public schools.

- Professional development that is directly related to the Town’s adopted Strategic Plan goals and initiatives, or other Town Manager–approved organizational priorities.

Section 8.0: Town Council Approval Requirements

8.1. The following require Town Council approval regardless of dollar amount:

- All third-party agreements for Consulting Services. Exception: Applications before the Planning Board or Zoning Board regarding site plans or subdivisions as long as those services do not exceed \$30,000.
- All multi-year contracts and agreements (excluding routine mutual aid agreements and memoranda of understanding that do not create a financial obligation beyond the approved budget and that are authorized by the applicable Department Head);

8.2. Contracts for engineering, construction, and capital equipment purchases exceeding \$15,000:

- Require Town Council approval; and
- Shall be subject to Requests for Qualifications (RFQs) for professional engineering/architectural services, or Requests for Proposals (RFPs) / Requests for Bids as appropriate, to be issued by the Finance Director’s Office in coordination with the requesting Department unless otherwise authorized by the Town Council.

8.3. Purchases over \$15,000 that do not qualify for an exception under Section 7.0 require Town Council approval.

8.4. All new or renewed proprietary maintenance contracts and vendor service contracts with values that exceed \$15,000 require Town Council approval.

8.5. Town Council budget approval does **not** constitute approval of a specific purchase. All purchases must comply with this Policy.

Section 9.0: Purchase Order Procedure

9.1. All Purchase Orders must be approved by the Town Manager or designee prior to placement of any order.

9.2. Blanket Purchase Orders may be issued for recurring incidental purchases and must be approved by the Town Manager with confirmation of the Town Council. Any price increase requires issuance of a new Purchase Order or a change order.

9.3. Every Purchase Order shall include the following information:

- Date;
- Total amount, including shipping estimates;
- Vendor name and address;
- Quantity and description of items or services; and
- Department and account to be charged.

9.4. The Purchasing Agent may require additional documentation as necessary.

9.5. Approved Purchase Orders shall either be returned to the Department placing the order or sent directly to the vendor (electronically whenever practicable), as appropriate. Vendor order forms must accompany direct mail Purchase Orders where necessary.

9.6. Unapproved Purchase Orders shall be returned with written explanation.

Section 10.0: Cooperative Purchasing

10.1. Whenever feasible and in the best interest of the Town, purchases shall be made through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or municipalities in order to take advantage of lower prices for bulk purchasing and reduce the administrative costs associated with bidding procedures.

10.2. The Town Manager is authorized to enter into cooperative purchasing arrangements and shall periodically evaluate opportunities to reduce costs and administrative burden.

Section 11.0: Conflicts of Interest

11.1. No employee, elected or appointed official, or volunteer of the Town shall perform any type of work, participate in the award or administration of a contract, or participate in decision-making where a conflict of interest exists or may reasonably be perceived to exist, unless authorized by the Town Council at a public meeting.

11.2. No employee, elected or appointed official, or volunteer of the Town shall authorize, confirm, or permit funds to be expended with any entity in which they or any member of their immediate family is an owner, officer, or employee. This includes, where applicable, approval of warrants, manifests, and other payments. Any exception must be authorized in writing by the Town Manager with notice to the Town Council, or by the Town Council when required by law or policy.

11.3. No employee, elected or appointed official, or volunteer of the Town who is participating or is about to participate in the selection, negotiation, award, or administration of a contract (including bids, RFQs, and RFPs) shall solicit or accept any kickback, gratuity, contingent payment, or any other pecuniary benefit from any person or entity involved in such contract.

Section 12.0: Emergency Purchases

An “emergency” is an unforeseen situation that threatens public health or safety, the protection of Town property, or the continuity of essential services, and that requires immediate action such that normal purchasing procedures would cause unreasonable delay. In the event of an emergency, the Town Manager, or their designee, shall have the authority to make such immediate purchases as deemed necessary. Once the emergency has been resolved, a detailed report of all emergency expenditures, the circumstances, and justification for all purchases shall be submitted to the Town Council.

Section 13.0: Spending Controls and Freezes

The Town Manager independently or at the recommendation of the Town Council, may implement partial or full freezes on spending to prevent budget deficits while maintaining compliance with applicable New Hampshire law, fulfilling all relevant contractual obligations, and maintaining essential services obligations.

This Policy shall take effect 14 days from the date adopted by the Town Council to provide the Town Manager time to distribute and train Department Heads/Approving Officials and staff with purchasing authority.

Section 14.0: Effective Date, Distribution, and Training

Upon adoption by the Town Council, this Policy supersedes the Purchasing Policy in the Londonderry Municipal Code (Chapter VI). All other provisions of the Municipal Code not addressed herein remain in effect. Where related policies (including the Credit Card Policy, Grants Policy, and Ethics Code provisions) conflict with this Policy, the Town Manager shall propose conforming amendments for Town Council consideration.

ⁱ As of the date of this policy the Town’s account codes do not follow the NH DRA administrative rules. The Town is in the process of considering the purchase of new software and will be updating the codes as part of the software implementation process. The completion timeline is TBD.

CHAPTER VI – PURCHASING POLICY

Index

SECTION	Purpose	1
SECTION II	Application of Policy.....	1-2
SECTION III	Purchasing Agent	2
SECTION IV	Purchasing Procedure	
	Exemptions	2-3
	Purchase Orders.....	3-4
	Competitive Purchasing	4
	Emergency Purchasing	5
SECTION V	Advertised Competitive Selection	
	Purchasing	5-6
SECTION VI	Property Disposition	
	Sealed Bid.....	6-7
	Auction	7
	Payment	7
SECTION VII	Award	7-8
SECTION VIII	Specifications	8
SECTION IX	Intergovernmental Relations	9
SECTION X	Ethics in Public Purchasing.....	8-10

CHAPTER VI – PURCHASING POLICY

SECTION I PURPOSE

This policy is authorized under Article 4, Section 4.6 of the Charter of the Town of Londonderry, New Hampshire. The purpose is to ensure the fair and equitable treatment of all persons who deal with the purchasing system of the town; to maximize to the fullest extent practicable the purchasing value of public funds; to obtain in a cost-effective and responsive manner the materials, services and construction required by the town in order to better serve the town's businesses and residents.

Effective Date

This policy shall be effective immediately upon its adoption by the Town Council.

SECTION II APPLICATION OF POLICY

General. This policy applies to the expenditure of public funds for public purchasing irrespective of the source of the funds. When purchasing involved the expenditure of federal or state assistance or contract funds, purchasing shall be conducted in accordance with any mandatory applicable federal and state law and regulations. This policy also applies to the disposal of town supplies. Nothing in this policy shall prevent the town from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement. This policy shall also provide direction that, whenever possible, the Town will direct its business to those vendors located in Londonderry.

Exceptions. Certain purchases are not readily adaptable to the open market and formal competitive selections process. Exceptions from this policy shall be considered on a case-by-case basis by the Town Manager.

Computer and Computer Related Purchases. Computer and computer-related purchases must be approved beforehand by the Information Services Division. Software programs installed on a local hard drive may interact negatively with existing programs. All employees shall receive approval from the Information Services Division before purchasing or installing any software. If during normal service/support activities unapproved software is found on a workstation the Information Services Division will remove the unapproved software and notify the department head of the policy violation. Any software modifications or installation on town file servers will be modified or

CHAPTER VI – PURCHASING POLICY

SECTION II APPLICATION OF POLICY (Cont'd.)

installed by the Information Services Division only. If an employee desires to install personally acquired software on their assigned equipment they must obtain approval from the Information Services Division and their department head. In addition, a copy of the license agreement must be kept on file with the Information Services Division.

SECTION III PURCHASING AGENT

- A. The Director of Finance and Administration, subject to the Charter Authority of the Town Manager in purchasing, shall serve as the designated Purchasing Agent.
- B. Powers and Duties - The Purchasing Agent shall have the following powers, duties:
 - 1. To purchase materials, supplies and equipment, and the procurement of contracted services requisitioned by any agency of the Town, subject to the provisions of federal, state and local regulations;
 - 2. To maintain high standards of quality in materials, supplies, equipment and services for the lowest reasonable cost;
 - 3. To take advantage of bulk, seasonal or cooperative purchasing, where possible;
 - 4. To dispose of obsolete or unusable personal property of the Town; and
 - 5. To coordinate and assist departments and agencies of the Town in purchasing and contract matters, and otherwise observe practices in the best interests of the Town.

SECTION IV PURCHASING PROCEDURE

- A. In order to achieve the goals of this policy, the following set of procedures is established. These procedures recognize the need for convenience and flexibility in making routine and small individual purchases. This is balanced with the principles of effective budget management at the department level, and the interests of the Town in making purchases with consistently high standards of quality at reasonable prices.

CHAPTER VI – PURCHASING POLICY (Cont'd.)

SECTION IV PURCHASING PROCEDURE (Cont'd.)

B. Exemptions - The following items shall be exempt from the purchasing procedures contained in this policy:

1. Utility bills
2. Fuel purchases (vendors shall be contacted to ensure purchases are made at lowest price possible)
3. Expense reimbursement
4. Office equipment maintenance and repairs
5. Vehicle and equipment maintenance and repairs (except major repairs exceeding \$ 2,500, which shall require a purchase order)
6. Equipment lease payments under an approved original lease agreement.
7. Identical recurring purchases such as uniform rental, cleaning services, etc. (except that the original contract must be authorized prior to any payments).
8. Service or maintenance contracts payments (except that the contract or agreement must be authorized prior to any payments).
9. Professional services (engineers, auditors, legal services)
10. Town attorney appointed by Town Council pursuant to Chapter I, Section 4.10 of the Town Charter.

C. Purchase Orders

Purchase Orders shall be requested and approved by the Purchasing Agent *prior* to placement of an order through the requisition process. Once approved, the purchase requisition will be turned into a purchase order by the Finance Department. Included with the requisition will be a bid worksheet (electronically through New World or manual if unable to access the specific account requesting funds to be drawn from.

1. Purchase orders shall be required for individual purchases of more than \$2,500.00. The distribution of copies of the approved completed purchase order is as follows:
 - a. Original copy to vendor, where necessary;
 - b. One copy for requesting department files; and
 - c. One copy for Finance Department files.
2. The following information must be included on the purchase order:
 - a. Date;
 - b. Vendor's name and address;
 - c. Quantity and description of item(s); and
 - d. Department and account to be charged.
3. The Purchasing Agent may request further information about the purchase.

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION IV PURCHASING PROCEDURE (Cont'd.)

4. Approved purchase orders shall either be returned to the department placing the order, or mailed directly to the vendor, as appropriate. Direct mail purchase orders must be accompanied by vendor order forms where necessary.
5. Purchase orders that are not approved by the Purchasing Agent shall be returned to the department placing the order accompanied by a memorandum explaining why the purchase order was not approved.
6. Purchase orders over \$5,000 shall require the signature of the Town Manager.
7. Purchases under \$100,000 that were budgeted and does not require budgetary transfers shall require the approval of the Town Manager.
8. Purchases over \$25,000 that were not budgeted and require budgetary transfers, and all purchases over \$100,000 or more shall require a vote of the Council.

D. Competitive Purchasing

1. In order to represent the interests of the Town, some purchases should be made competitively, but without the more time-intensive formal bid process. The purpose of competitive purchasing is to assure the highest quality goods or services at the lowest cost. As outlined below, competitive purchasing is required only for purchases over \$2,500, but may be used for any purchase as a means of gaining the best value.
2. Verbal Quotations - Verbal quotations from at least three (3) qualified vendors are required for individual purchases from \$2,500 - \$5,000. The amount, source, date and subject of verbal quotations must be noted as proof for this level of competitive purchasing.
3. Written Quotations - Written quotations from at least three (3) qualified vendors are required for individual purchases of \$5,001 - \$10,000. Copies of written quotations must be submitted with the purchase order requisition as proof for this level of competitive purchasing.
4. Competitive Bid Selection Process should be followed for purchases over \$10,000.
5. Exceptions - Quotations may not be required if the department placing the order can demonstrate that competitive purchasing requirements have already been satisfied through other means (i.e. state contract, federal contract). The department requesting an exception on a particular purchase must file a request with the Purchasing Agent, stating the reasons for the exception. The request for an exception must be approved prior to making the purchase.

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION IV PURCHASING PROCEDURE (Cont'd)

E. Emergency Purchasing

1. Under certain circumstances such as, but not limited to a declared emergency the interests of the Town are best served by quick action. To that end, observance of these purchasing policies may be temporarily suspended as a means of satisfying an immediate need.
2. In the event of an emergency, the Department Head shall have the authority to make such immediate purchases as deemed necessary, provided that all reasonable efforts to contact the Purchasing Agent or Town Manager have been made. Once the emergency has been resolved, the Department Head shall submit a detailed report of all emergency expenditures, the circumstances and justification for all purchases to the Purchasing Agent.

SECTION V ADVERTISED COMPETITIVE SELECTION

- A. Purchasing -** For some equipment, materials or supplies purchases, or contracting for professional or other services, advertised competitive selection of the vendor provides a greater level of choice and a better overall value for the Town. While situations and the approach demanded will vary, the following is included as a recommended outline for this process:
1. Following the development of specifications or the scope of work, as appropriate, the timetable for the competitive selection process is set-up by the Department Head and Purchasing Agent
 2. The Purchasing Agent and Department Head will review bid documents prior to advertisement.
 3. A notice is placed in the legal classified section of a newspaper of general circulation and posted in, at least two (2) public places with the following information:
 - a. A brief description of the item or service desired;
 - b. Identify a contact for questions or copies of specifications, scope of work, request for proposals (RFP) or request for qualifications (RFQ);
 - c. The mailing address for response to the notice (Town of Londonderry, Finance Department, 268B Mammoth Road, Londonderry, NH, 03053);
 - d. Other applicable information about the form in which submissions should be made (i.e. how packages are to be labeled, specific items to be included);

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION V ADVERTISED COMPETITIVE SELECTION (Cont'd)

A. (Cont'd)

- e. The deadline for receipt of responses to the notice;
- f. Information about the opening of responses (i.e. date, time and place);
- g. Statement reserving the exclusive right to accept or reject any or all responses to the notice.
- h. Notices should appear in a newspaper of general circulation at least one (1) time, and be posted in at least two (2) public places not less than seven (7) days prior to the last date for receipt of responses.
- i. Notices of RFP or RFQ for professional services or other significant items or projects should be advertised at least fourteen (14) days, but usually not more than thirty (30) days prior to the last date for receipt of responses. In all cases, notice to potential vendors should be made early enough to provide reasonable opportunity to participate and prepare responsible proposals.
- j. Following the receipt of bids or proposals, a bid list containing the names and addresses of those submitting bids or proposals, and any prices or other pertinent information shall be sent to all bidders. The Purchasing Agent and the Department Head will review the bid summaries prior to the award of the bid.
- k. The Purchasing Agent may waive advertised competitive selection requirements after consultation with the Town Manager.

SECTION VI PROPERTY DISPOSITION

A. Property such as automobiles, office equipment and other items purchased by the Town are periodically removed from service and disposed of in light of obsolescence. Many of these items retain significant value and need to be disposed of to recover their value in a timely and equitable fashion once their usefulness to the Town has ended. If property is to be disposed of, the Town Manager must give prior approval to the disposal. The method of disposal will be determined by the Purchasing Agent and may include sealed bid, auction, trade in, or any other method deemed appropriate.

- 1. Sealed Bid - Notice should be placed in a newspaper of general circulation with the following information:
 - a. A brief description of the item to be sold;
 - b. Contact information for bidders with questions;
 - c. The deadline for submission of sealed bids;

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION VI PROPERTY DISPOSITION (Cont'd.)

- d. Information regarding the opening of bids received; and
 - e. A statement reserving the right to accept or reject any or all bids.
2. Auction - In situations where a large number of items are to be disposed, an auction may be held in which prospective bidders view and make bids at a specific time and place. Notice of auction shall be posted in at least two (2) public places and advertised in a newspaper not less than seven (7) days prior to the date of the auction, which notice shall include:
- a. The time and place at which the auction will be held;
 - b. A brief description of the items offered at auction; and
 - c. Payment requirements.
- B. Payment - The Town of Londonderry will accept payment for items awarded by sealed bid or auction in the following forms:
- 1. Cash;
 - 2. Certified treasurer's or cashier's check; or
 - 3. Money order.
 - 4. Payment by personal check may be accepted. However, a minimum ten-(10) day waiting period is recommended before the bidder takes possession of any item to allow checks to clear.

SECTION VII AWARD

- A. The award of a contract or purchase, or sale of Town property, follows the competitive selection process. Consistent with the other provisions of these guidelines, the criteria for award are flexible enough to allow consideration of all factors involved, yet still provide a clear sense of public policy intent.
- B. Purchasing - After bids or proposals have been received through the competitive selection process, the bids or proposals must be reviewed for completeness. The bids or proposals must be reviewed to determine how well they meet the specifications or scope of work, the input from references, or other aspects indicating the overall ability of the prospective vendor to provide the goods or service desired.
- 1. In all cases, the goal of the award shall be to select the vendor offering the best overall value to the Town; the "lowest, best" bidder. Price, quality, service, and experience, either demonstrated through other clients or with the Town of Londonderry, should be included in the determination of award.

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION VII AWARD (cont'd.)

2. Proper – Disposition - Bids for property being sold by the Town should be awarded to the bidder making the highest responsible bid. In making this determination, bidders may be requested to supply proof of their ability to meet their bid before the final award is made.

SECTION VIII SPECIFICATIONS

- A. Specifications for any purchases under the advertised competitive selection process must be reviewed with the Purchasing Agent prior to the purchasing process. Specifications must adequately define the operating characteristics, performance requirements, or scope of work to be performed. They should not be so specific as to unnecessarily restrict competition, but complete enough to represent superior value for the Town.
- B. Any specifications maintained by individual departments or agencies for particular items or services should be reviewed periodically and revised if necessary. All specifications for products or services should be placed on file with the Purchasing Agent.

SECTION IX INTERGOVERNMENTAL RELATIONS

The Town may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of any supplies, services or constructions with one or more government entities.

SECTION X ETHICS IN PUBLIC PURCHASING

- A. **General – Public employment is a public trust. Town employees must discharge their duties impartially so as to assure fair competitive access to Town purchasing by responsible contractors. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of a Town employee's duties is a breach of public trust. Any effort to influence any Town employee to breach the standards of ethical conduct is also a breach of ethical standards.**

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION X ETHICS IN PUBLIC PURCHASING (Cont'd.)

B. Conflict of Interest - It is a breach of ethical standards for any employee to participate directly or indirectly in any purchase activity when the employee knows that:

1. The employee or any member of the employee's immediate family has a financial interest pertaining to the purchase; or
2. A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the purchase: or
3. Any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the purchase.
4. Upon discovery of an actual or potential conflict of interest, an employee shall notify their department head and withdraw from further participation in the transaction involved.

C. Specific Actions Prohibited:

1. Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision influencing the content of any specification, procurement standard or contract award. Prohibited actions include:
2. Kickbacks. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to the prime contractor or any person associated therewith, as an inducement for the award of a subcontract or order.
3. Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a town purchase award upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
4. Contemporary Employment. Except as may otherwise be permitted by town Ordinance it shall be a breach of ethical standards for any employee who is participating directly or indirectly in the purchasing process to become or be, while such an employee, the employee of any person or business contracting with the town.

CHAPTER VI – PURCHASING POLICY (Cont'd)

SECTION X ETHICS IN PUBLIC PURCHASING (Cont'd.)

5. Misuse of Confidential Information. It shall be a breach of ethical standards for any employee or former employee knowingly to use information of a confidential nature for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.
- D. Supplemental Remedies. In addition to existing remedies which may be promulgated in the town administrative code or other official policy, an employee who knowingly breaches ethical standards during a public purchasing transaction may be subject to any one or more of the following (in accordance with relevant provisions of any applicable collective bargaining agreement):
1. oral or written warnings or reprimands;
 2. suspension with or without pay for specified periods of time; and
 3. termination of employment.

~~End of Chapter~~



Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026
Submitted By: ASD Kirsten Hildonen
Department: Town Manager's Office

Contact Information: khildonen@londonderrynh.gov
Estimated Discussion Time: 15 minutes
Agenda Item Number: TC OFFICE USE

Agenda Item Title: Discuss and act upon the Londonderry Historical Society's request for Potter House wood

Background and Purpose: In 2006, Londonderry residents Ann & Robert Perry donated their historic home, located at 50 Gilcrest Road, to the Londonderry Historical Society on the condition that the house be disassembled and removed from the property. Over the past two decades, the house has been known by a number of names, including the Perry House, the Reverend Morrison House, and the Potter House. It will here be referred to as the Potter House to avoid confusion with other structures in Town.

In order to fund the disassembly and storage of the house, the Town passed Article 15 at the March 12, 2005 annual budgetary town meeting, appropriating \$150,000 for said project. At the same meeting, the Town declined to support the full costs of disassembly, storage, and reconstruction through either a bond (Article 3 voted on by secret ballot on March 8, 2005) or taxation (Article 16). The property was conveyed from the Perrys to the Londonderry Historical Society in June 2006. At the same time, the Town and the Londonderry Historical Society entered into a security agreement and mortgage agreement regarding the materials of the house. The cost to disassemble and store the Potter House was approximately \$50,000.

At the annual budgetary town meeting on March 24, 2007, the Town voted in support of Article 12, reappropriating the remaining \$100,000 for the purpose of reassembling the Potter House. In the following years, the Londonderry Historical Society expended approximately \$60,000 in site work and initial reconstruction. However, the reconstruction was not completed at that time and the majority of the Potter House remained in two trailers on the Historical Society property. In 2017, the Londonderry Historical Society contracted Preservation Timber to inventory the materials in the trailers and determine what would be needed to reassemble the Potter House in a way that preserved the historic elements but also adhered to modern code requirements, including electric, plumbing, HVAC, restroom facilities, and ADA access. The projected total cost was \$852,610 in 2017 construction costs.

Since then, no further action has been taken toward reconstructing the Potter House or disposing of the materials. The Londonderry Historical Society finds it unlikely that they would be able to raise funds to reconstruct the Potter House. Therefore, they are requesting that the Town Council authorize the Town Manager to look into the legal process of releasing the mortgage, which would allow the Londonderry Historical Society to do with the Potter House materials what is most advantageous for the well-being of the Society.

Action: Hear a presentation on the background of the Potter House's disassembly and storage. Discuss the Town's interest in the materials of the Potter House moving forward. Direct the Town Manager to review with legal counsel what would be needed to release the Town's interest in the Potter House materials.

Proposed Motion: No motion is needed. The consensus of the Council and the Chair's direction to the Town Manager to review legal options is sufficient.

Attachments: Londonderry Historical Society agenda request; legal documents regarding the Potter House; 2005 & 2007 warrant articles and budgetary meeting minutes relating to the Potter House; 2017 Preservation Timber report on the Potter House materials

Print

Town Council Agenda Request Form - Submission #368

Date Submitted: 10/12/2025

The Town Council Agenda Request Form is available for anyone who wishes to propose an item for inclusion on a Town Council meeting agenda. Submissions are reviewed by the Town Manager's office.

Please note that members of the public may speak during the "Public Comment" sections of an upcoming Town Council meeting without needing sponsorship.

Contact Information

First Name*

Linda

Last Name*

Green

Email Address*

[REDACTED]

Phone Number*

[REDACTED]

Address 1*

[REDACTED]

Address 2 (Optional)

Town / City*

Londonderry

State*

New Hampshire

ZIP Code*

03053

Requester Information

If you are not a member of the Londonderry Town Council, a Councilor has to sponsor your agenda request form. There will be a space later in the form to select the Councilor's name.

Are you the requester?*

Yes

Requester's First & Last Name*

Are you a member of the Londonderry Town Council?*

No

If not, which Councilor has agreed to sponsor your agenda request?*

Councilor Ted Combes

Agenda Request Date

The Londonderry Town Council generally meets on the first and third Mondays of the month. If Monday is a holiday, the meeting will be moved to Tuesday.

Preferred Date of Council Meeting to Consider Item*

10/3/2025

Please keep in mind that if this request is for an agenda item and is not urgent in nature, a date **ten days in the future** is preferable in order to allow proper time to prepare materials.

Is there a deadline associated with this item, and if so, what is it?*

No

Agenda Request Information

Name of Agenda Topic Item*

Londonderry Historical society of Potter House wood and Lions Club besms

Reason for Topic Item*

Historical Society wants to make a decision on Potter House project

Specific Questions Related to the Topic Item*

Can rhe Historical Society own the wood in trailers on the property

What possible action, motion, goal, and / or Town Code or Policy amendment are you proposing?*

Approval of ownership of Potter House wood

What documentation and / or references related to the topic item would you like to provide?

Mortgage document referring to Potter House

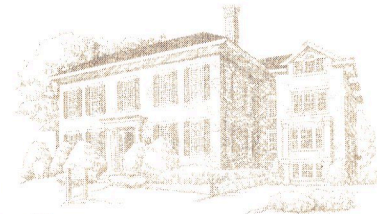
This information is for background purposes only and will not be included in the agenda packet.

Do you have any requests for supporting documentation from staff and if so, what materials are needed?

Other Information

Attachments

Choose Files No file chosen



**Upton
& Hatfield**^{LLP}
ATTORNEYS AT LAW

Concord Office

10 Centre Street
PO Box 1090
Concord, NH
03302-1090
603-224-7791
1-800-640-7790
Fax 603-224-0320

Attorneys At Law

Robert Upton, II
Gary B. Richardson
John F. Teague
Russell F. Hilliard
James F. Raymond
Barton L. Mayer
Charles W. Grau
Margaret-Ann Moran
Thomas T. Barry*
Bridget C. Ferns
David P. Slawsky
Heather M. Burns
Matthew H. Upton
Lauren Simon Irwin
Kenneth J. Barnes
Matthew R. Serge
Justin C. Richardson
Beth A. Deragon

*Also Admitted In Virginia

Of Counsel

Frederic K. Upton

Hillsborough Office

8 School Street
PO Box 13
Hillsborough, NH
03244-0013
603-464-5578
1-800-640-7790
Fax 603-464-3269

Attorneys At Law

Douglas S. Hatfield
Margaret-Ann Moran
Paul L. Apple

North Conway Office

23 Seavey Street
PO Box 2242
North Conway, NH
03860-2242
603-356-3332
Fax 603-356-3932

Attorney At Law

Robert Upton, II

Portsmouth Office

159 Middle Street
Portsmouth, NH
03801
603-436-7046
Fax 603-431-7304

Attorneys At Law

Russell F. Hilliard
Justin C. Richardson

www.upton-hatfield.com
mail@upton-hatfield.com

Please respond to the Concord office

June 29, 2006

Virginia Dahlfred
Londonderry Historical Society
P.O. Box 136
Londonderry, NH 03053

Re: Town of Londonderry--Perry House

Dear Ginny:

Enclosed is the recorded Quitclaim Deed from the Perrys to you, recorded at Book 4667, Page 2798, and a copy of the Mortgage Deed from the Historical Society to the Town, recorded at Book 4667, Page 2795.

Very truly yours,

James F. Raymond

JFR/amb
Enclosures

Upton & Hatfield, LLP
P.O. Box 1090
Concord, NH 03302-1090

MAIL 10

036278

QUITCLAIM DEED

ANN M. PERRY and ROBERT PERRY, of 375 Birdsall Road, Frankestown, new Hampshire 03043, for consideration paid, grant to **LONDONDERRY HISTORICAL SOCIETY**, a New Hampshire not for profit corporation, of P.O. Box 136, Londonderry, New Hampshire 03053, with QUITCLAIM COVENANTS:

A building, but not land, located in Londonderry, Rockingham County, New Hampshire, known as the Reverend William Morrison House, located at 50 Gilcrest Road, Londonderry, New Hampshire.

The purpose of this deed is to convey all of the Grantors' interest in the building known as the Reverend William Morrison House, but no interest in the underlying land, which shall be retained by the Grantors.

The Grantors acquired their interest in the property conveyed by this deed by deed of Hope O'Gara, dated January 7, 1960, recorded in the Rockingham County Registry of Deeds at Book 1534, Page 282.

The property conveyed is not homestead property.

This conveyance is a noncontractual transfer and is exempt from the real estate transfer tax.

2006 JUN 14 AM 10:02

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

Executed as of June 5th, 2006.

Ann M. Perry
Ann M. Perry

Robert Perry
Robert Perry

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

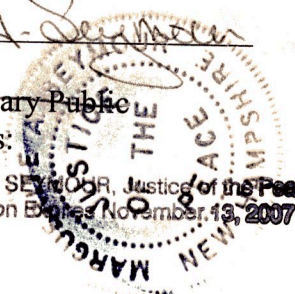
This instrument was acknowledged before me on June 5th, 2006, by Ann M. Perry.

Marguerite A. Seymour

Justice of the Peace/Notary Public

My Commission expires:

MARGUERITE A. SEYMOUR, Justice of the Peace
My Commission Expires November 13, 2007



STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

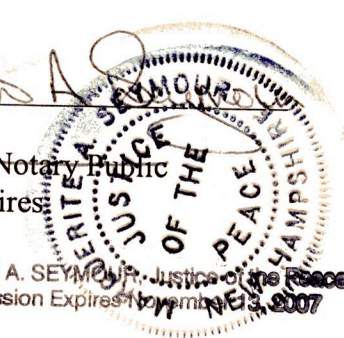
This instrument was acknowledged before me on June 5th, 2006, by Robert Perry.

Marguerite A. Seymour

Justice of the Peace/Notary Public

My Commission expires:

MARGUERITE A. SEYMOUR, Justice of the Peace
My Commission Expires November 13, 2007



MAIL TO

Upton & Hatfield, LLP
P.O. Box 1090
Concord, NH 03302-1090

036277

MORTGAGE DEED

LONDONDERRY HISTORICAL SOCIETY, of P.O. Box 136, Londonderry, New Hampshire 03053, for consideration paid, grants to the **TOWN OF LONDONDERRY**, of 268 B Mammoth Road, Londonderry, New Hampshire 03053, with **MORTGAGE COVENANTS**, to secure payment of One Hundred Fifty Thousand Dollars (\$150,000.00), plus interest thereon, and performance of all the agreements and conditions of an agreement entitled "The Reverend William Morrison House Agreement" (the "Agreement"), of even date:

A building, known as the Reverend William Morrison House, located at 50 Gilcrest Road, Londonderry, Rockingham County, New Hampshire (the "Premises"), together with all improvements existing now or created hereafter, and all fixtures, equipment, machinery, and furnishings, now or hereafter acquired, located on or used in connection with the Premises.

This Mortgage is upon the **STATUTORY CONDITIONS**, for any breach of which the Mortgagee shall have the **STATUTORY POWER OF SALE**, and, without limited its other remedies, shall have the right to take possession of the Premises for the account of the Mortgagor. Provided, further, that upon the sale, transfer or assignment of legal or beneficial ownership or interest in the Premises, or any part thereof, without the Mortgagee's prior written consent, the whole of the principal sum of the Note secured by this Mortgage shall, at the option of the Mortgagee, become immediately due and payable.

2006 JUN 14 AM 10: 01

ROCKINGHAM COUNTY
REGISTRY OF DEEDS

The Mortgagor hereby grants and conveys to the Mortgagee an easement to enter on and upon the Premises at all reasonable times and from time to time for the purpose of making such audits, tests, inspections, and examinations, including without limitation subsurface and groundwater exploration and testing, as the Mortgagee, in the good faith exercise of its discretion, deems necessary, convenient, or proper in order to determine whether the condition, ownership, use, and operation of the Premises and the conduct of any and all activities engaged in thereon are in full compliance with the Agreement.

The Mortgagor grants Mortgagee a security interest in all fixtures and personal property described herein. If the Mortgagor has executed a security agreement to Mortgagee for the same collateral, the security agreement shall be deemed as additional security and in confirmation of the foregoing. Mortgagee shall have all rights of a secured party pursuant to the New Hampshire Uniform Commercial Code, RSA 382-A, with respect to the security interests in personal property created by this mortgage.

The Historical Society acquired its interest in the Premises by deed from Ann M. Perry and Robert Perry, of approximately this date.

Executed on June 5, 2006.

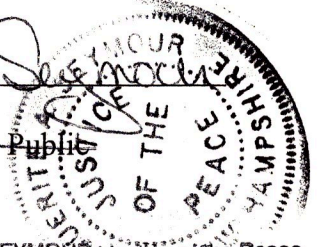
Londonderry Historical Society

By: Virginia Dahlfred
Virginia Dahlfred, President

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

This instrument was acknowledged before me on June 5th, 2006, by Virginia Dahlfred as President of the Londonderry Historical Society.

Marguerite A. Seymour
Justice of the Peace/Notary Public
My Commission expires:

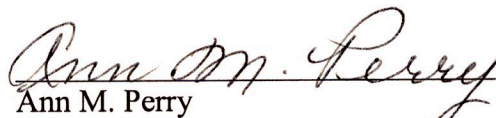


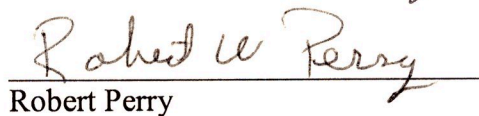
MARGUERITE A. SEYMOUR, Justice of the Peace
My Commission Expires November 13, 2007

BILL OF SALE

For consideration paid, Ann M. Perry and Robert Perry convey to the Londonderry Historical Society the personal property consisting of the Reverend William Morrison House, located at 50 Gilcrest Road, Londonderry, New Hampshire, and all fixtures and contents as described in a certain agreement among the Grantors, the Grantee, and the Town of Londonderry of approximately this date.

Executed on JUNE 5, 2006.


Ann M. Perry


Robert Perry

SECURITY AGREEMENT

Agreement made as of JUNE 5, 2006, between **LONDONDERRY HISTORICAL SOCIETY**, of P.O. Box 136, Londonderry, New Hampshire 03053 (the "Debtor"), and **TOWN OF LONDONDERRY**, of 268 B Mammoth Road, Londonderry, New Hampshire 03053 (the "Creditor").

In consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

1. Creation of Security Interest.

Debtor grants to Creditor a first security interest in the collateral described in Section Two, to ensure the performance and payment of an agreement among the Debtor, Creditor, and other parties, of approximately even date, known as The Reverend William Morrison House Agreement (the "Agreement").

2. Description of Collateral.

The collateral that is subject to this security interest consists of the personal property of the Debtor of the following description:

All materials, parts, furnishings, fixtures, and equipment that are part of or associated with the Reverend William Morrison House, as described in the Agreement, including the House as disassembled and stored, and all contract rights and intangible property held or acquired by the Debtor under the Agreement.

3. Obligations of Debtor.

a. Performance of Agreement. Debtor shall perform its obligations under the Agreement.

b. Financing Statements. At the request of the Creditor, the Debtor will execute all necessary financing statements and other instruments in a form satisfactory to Creditor, and will pay the cost of filing such statements. A carbon, photographic, or other reproduction of this agreement or of a financing statement shall be sufficient as a financing statement.

c. Location and Identification of Collateral. Debtor will not remove the collateral from the locations in Londonderry, New Hampshire, described in the Agreement, without the written consent of the Creditor.

d. Maintenance of Collateral. Debtor will not, without the written consent of Creditor, sell, lease, encumber, or otherwise dispose of any interest in the Collateral, and Debtor shall keep the Collateral in good order and repair. Creditor shall have the right to inspect the Collateral at reasonable times, upon reasonable notice.

e. Insurance. Debtor shall insure the Collateral as required by the Agreement. Such insurance shall be for the benefit of the Debtor and Creditor as their interests may appear.

f. Taxes. Debtor shall pay promptly all taxes and assessments levied on the Collateral.

g. Records and Accounts. Debtor shall keep an accurate record of the Collateral and will deliver a copy of such records to the Creditor at such intervals as the Creditor may reasonably require.

h. Additional Liens: Debtor will not grant or incur any other lien, security interest, or other encumbrance on the Collateral without Creditor's prior written consent.

4. Default. If Debtor fails to perform any of the provisions of this agreement or the Agreement, and upon lapse of any applicable grace period and delivery of any notice required by the

Agreement, Debtor shall be in default. In addition to all rights granted the Creditor under the Agreement, Creditor may exercise any and all of the rights granted by Part 5 of RSA 382-A, Article 9. Creditor shall be entitled to deduct from the proceeds of the sale of the Collateral, its expenses incurred in enforcing this agreement, including reasonable attorneys' fees and legal expenses.

Written notice mailed to Debtor ten (10) days before public or private sale of the collateral shall constitute reasonable notice. Creditor may require Debtor to assemble the collateral and to make it available to Creditor at a designated place reasonably convenient to both parties.

5. New Hampshire Agreement. This security agreement shall be construed according to RSA 382-A and all other applicable laws of the State of New Hampshire.

IN WITNESS WHEREOF, the parties have executed this agreement on the date written above.

Londonderry Historical Society

By: Virginia Dahlfred
Virginia Dahlfred, President

Town of Londonderry

By: David Caron
David Caron, Town Manager

THE REVEREND WILLIAM MORRISON HOUSE AGREEMENT

AGREEMENT made as of 5th of JUNE, 2006, by and among Ann M. and Robert Perry, of 375 Birdsall Road, Frankestown, New Hampshire 03043 (the "Perrys"), the Londonderry Historical Society, of P.O. Box 136, Londonderry, New Hampshire 03053 (the "Historical Society"), and the Town of Londonderry, with a business address of 268 B Mammoth Road, Londonderry, New Hampshire 03053 (the "Town").

Recitals.

A. The Perrys own an historical building, known as the Reverend William Morrison House, an approximately 1725 colonial building (the "House"), on land located at 50 Gilcrest Road, Londonderry, New Hampshire (the "Property").

B. The Historical Society is a not for profit organization in Londonderry, recognized as a charitable organization under Section 501(c)(3) of the Internal Revenue Code.

C. The Perrys have offered to donate the House to the Historical Society, on the condition that the Historical Society remove the House for eventual reassembly in an appropriate location.

D. The Historical Society is willing to acquire the House, and, subject to raising necessary funds, to assemble and restore it at 140 Pillsbury Road, Londonderry, New Hampshire (the "New Site").

E. The Town has appropriated funds for the disassembly and storage of the House.

Now, therefore, for consideration paid, the parties agree that:

1. Transfer of Ownership of the House. The Perrys shall transfer ownership of the House to the Historical Society by a deed in the form of Exhibit A, and certain contents specified

below, by a bill of sale in the form of Exhibit B, for no consideration, and as a donation to the Historical Society.

2. Removal of House. The Historical Society shall remove the House from the Property by December 31, 2006, or as soon thereafter as possible. The Historical Society shall have reasonable access to the Property, and may use the remainder of the Property as a staging area for materials and equipment in connection with the disassembly of the House.

3. Fixtures, Personal Property, and Other House Contents.

A. Perrys. The Perrys may keep the chests and Franklin fireplace on the second floor, the lights, and any valuable items discovered during disassembly of the House.

B. Historical Society. The Historical Society may obtain all other fixtures in the House, but if the Historical Society determines that it does not intend to use the boiler system, it shall return it to the Perrys.

4. Restoration of the Property. After the Historical Society removes the House, the Historical Society shall fill in the cellar hole and the well on the Property, and shall remove all debris from the disassembly.

5. Contractors. The Historical Society shall contract with one or more contractors, qualified for disassembly of historical structures, for the disassembly and storage of the House, on terms acceptable to the Town. The Town shall pay the costs of disassembly, moving, and storage of the House, up to a maximum amount of \$150,000.00, net of the Town's expenses, subject to such disbursement requirements as the Town may require to verify performance of the work and payment of all contractors in connection with the removal of the House, which procedures may include submission of requests for disbursements on the Town's forms,

inspection of the work by the Town's inspector or agent, and delivery of releases of mechanic's liens by the contractor and any subcontractors.

6. Storage. The Historical Society shall store the disassembled House in a storage facility acceptable to the Town. The Town shall have the right to inspect the House. The Historical Society shall give the Town copies of all disassembly and storage records, including any inventory of House parts and House plans.

7. Reassembly. Subject to the Historical Society's raising sufficient funds, and by a date to be determined by the Historical Society and the Town, the Historical Society shall reassemble the House, in a manner to preserve its historical value, at the Morrison House Museum land at 140 Pillsbury Road, Londonderry, New Hampshire. The Historical Society shall obtain all necessary land use approvals for the reassembly. For this section, reassembly shall mean reassembly of the frame, outside sheathing, and roof.

8. Security for Historical Society's Performance; Town's Remedies Upon Default. To secure the Historical Society's performance of its obligations under this Agreement, the Historical Society shall grant the Town a mortgage and security interest in the House and its disassembled parts, in the form of Exhibits C and D. If the Historical Society fails to perform its obligations under this Agreement for disassembling, storing, and reassembling the House, and fails to cure its default following 30 days written notice by the Town, or within such additional time as is reasonably required diligently to cure the default, unless the extension in time would irreparably harm the interests of the Town in the House, the Town may declare the Historical Society in default, may take possession of the House, or its stored parts, and may transfer ownership of the House to the Town in full satisfaction of the obligations of the Historical Society. The Historical Society waives any requirement of consent or notice of the Town's

acceptance of the collateral otherwise required under RSA 382-A:9-620, and this Agreement shall constitute the Historical Society's consent to the Town's acceptance of the collateral in full satisfaction of the Historical Society's obligations, under RSA 382-A:9-620(c). The Historical Society further agrees that, upon a default, and the lapse of any applicable grace period, the Town, in exercise of its rights under the mortgage granted by the Historical Society, may convey title to itself or to a non-profit entity operating in the Town of Londonderry having a similar mission of preservation of historical structures and artifacts, free of any right of redemption or accounting of proceeds by the Historical Society.

The Perrys acknowledge that, upon such event, the Town, or its assignee, shall have all of the rights of the Historical Society to complete the disassembly and removal of the House, in accordance with this Agreement, subject to the same obligations of the Historical Society for the benefit of the Perrys.

9. Insurance. The Historical Society will maintain the following insurance in full force and effect:

A. Liability Insurance. While it or its contractors or agents are conducting any activities on the Property, the Historical Society shall maintain public liability insurance in the amount of \$500,000.00 per occurrence, including contractual liability, issued by insurance companies licensed to issue insurance in the State of New Hampshire reasonably acceptable to the Perrys and the Town, which policy shall list the Perrys as additional insureds, and shall provide for at least 30 days prior written notice to the Perrys of any intended cancellation of the policy.

B. Property Insurance. The Historical Society shall maintain property insurance on the House, including the House when disassembled and stored, against risks to loss customarily covered by all risk or special perils form policies, and such additional insurance

required for similar coverage of the House when disassembled. The Town shall be named as a lender loss payee or mortgagee on a standard non-contributory mortgagee endorsement or its equivalent. The Historical Society shall provide such evidence of the Town's interests under any insurance as the Town may reasonably require from time to time, including an ACORD 28 certificate of insurance.

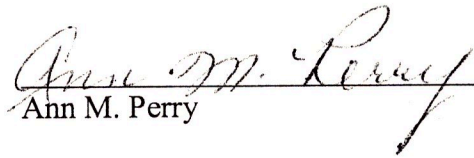
C. General Requirements for Insurance. The Historical Society shall deliver evidence of renewal of any required insurance to the Perrys, for liability insurance, and to the Town, for liability and property insurance, at least 30 days before the expiration of any policy. If the Historical Society fails to maintain any insurance, the Town may purchase the insurance in the name of the Historical Society, or in its own name, which shall not constitute a waiver of any of its rights on account of the default by the Historical Society.

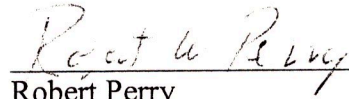
10. Permits and Approvals. The Historical Society shall be responsible for obtaining all permits and approvals required for the disassembly, moving, and reassembly of the House. The Perrys shall join in signing any required applications for demolition permits.

11. Appraisal and Evidence of Valuation of the Donation. The parties acknowledge that the Perrys are donating the House as a charitable deduction. The Perrys shall give to the Historical Society and the Town copies of any appraisals obtained by them evidencing the value of the House. The Historical Society shall, as a condition to this Agreement, give the Perrys copies of its IRS 501(c)(3) determination letter, and such other documents as the Perrys reasonably request, to establish their gift of the House as a tax deductible donation to a charitable organization.

12. Closing. The closing for the transfer of the House to the Historical Society shall occur on or before May 30, 2006, unless further extended by agreement of the parties.

13. Miscellaneous. This Agreement may be executed in counterparts; is to be construed as a New Hampshire contract; is to take effect as a sealed instrument; sets forth the entire contract between the parties; is binding upon and inures to the benefit of the parties and their heirs, devisees, executors, administrators, successors and assigns; and may be cancelled, modified or amended only by a written instrument signed by the parties.

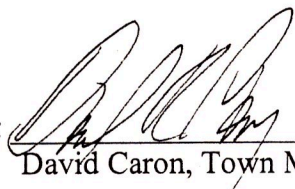

Ann M. Perry


Robert Perry

Londonderry Historical Society

By: 
Virginia Dahlfred, President

Town of Londonderry

By: 
David Caron, Town Manager

Revised to: 6/2/2006 4:01 PM

ARTICLE NO. 3: [MOVE AND RECONSTRUCT HISTORIC HOME]

To see if the Town will vote to raise and appropriate **FOUR HUNDRED THIRTY-THREE THOUSAND DOLLARS (\$433,000)** for the purpose of relocating the circa 1725 saltbox house presently located at 50 Gilcreast Road, Londonderry, NH to the Morrison House Museum land in the Historic District at 140 Pillsbury Road, Londonderry, NH.

Further, to authorize the Town Manager, acting on behalf of the Heritage Commission in consultation with the Londonderry Historical Society, to enter into such contracts as necessary to complete the work. Said work will include, but not be limited to disassembly at current location, transportation to new location and re-assembly, but will not include interior finish work.

Said sum to be raised by the issuance of serial bonds or notes not to exceed **FOUR HUNDRED THIRTY-THREE THOUSAND DOLLARS (\$433,000)** under and in compliance with the provisions of the Municipal Finance Act (NH Revised Statutes Annotated Chapter 33) and to authorize the Town Council to issue and negotiate such bonds or notes, to determine the rate(s) of interest thereon and to take such other actions as may be necessary to effect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town of Londonderry, and to authorize the Town Council to accept any funds from the State of New Hampshire, the Federal Government, and private sources, as may become available, and pass any vote relating thereto and further, to raise and appropriate **EIGHT THOUSAND SIX HUNDRED SIXTY DOLLARS (\$8,660)** for the first year's interest payment on said bond and to authorize the transfer of the June 30 fund balance in that amount for this purpose. (Ballot Vote – 3/5 approval required) (By Petition)

(If passed, this article will require the Town to raise \$0 in property taxes, resulting in a tax rate increase of \$0.00 in FY 06; \$ 59,754 in property taxes, resulting in a tax rate increase of \$0.02 in FY 07; and \$ 58,100 in property taxes, resulting in a tax rate increase of \$0.02 in FY08, based upon projected assessed values.)

This article is supported by:

Town Council - (Yes: 2-3-0)

Budget Committee - (Yes: Not Voted)

Yes ---- 792
No ---- 1,629*
Blanks - 76

Council Chairman Bove made a **MOTION** to move Article 16 before Article 15 because the people who made the petition who brought this up first should be heard first.

Councilor Farmer **SECOND**.

VOTE TO MOVE TO ARTICLE 16 PASSES.

Moderator Conley read Article No. 16:

ARTICLE NO. 16: *[MOVE AND RECONSTRUCT HISTORIC HOME]*

To see if the Town will vote to raise and appropriate **FOUR HUNDRED THIRTY-THREE THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS (\$433,717)** for the purpose of funding the costs associated with moving and reconstruction of the circa 1725 saltbox house presently located at 50 Gilcreast Road, Londonderry, NH to the Morrison House Museum land in the Historic District at 140 Pillsbury Road, Londonderry, NH; and further, to authorize the Town Manager, acting on behalf of the Heritage Commission in consultation with the Londonderry Historical Society, to enter into such contracts as necessary to complete the work. This appropriation shall be non-lapsing pursuant to RSA 32:7, for a period of five years. (By Petition)

(If passed, this article will require the Town to raise \$433,717.00 in property taxes, resulting in a tax rate increase of \$0.17 in FY 06 based upon projected assessed values.)

Ken Hajjar **MOTION** to accept Article No. 16 as written.

Mary Wing Soares **SECOND**.

Ginny Dahlfred made a **MOTION** to amend Article 16 to read as follows “...and to further authorize the use of the June 30 fund end balance for this purpose in the amount of \$300,000. and the balance of \$133,717. to be raised through the appropriation of this Article, and to authorize the Town Manager”. **SECOND** by Reed Page Clark III.

Ginny Dahlfred said that this is one of the oldest houses in town, it is a circa 1725 saltbox house presently located at 50 Gilcreast Road, Londonderry, NH. It is a valuable historic structure that should remain in Londonderry. The Heritage Commission along with the Londonderry Historical Society are working in conjunction to get the funding necessary to move and reconstruct the house to the Morrison House Museum land in the Historic District at 140 Pillsbury Road, Londonderry, NH. They have not had any cooperation with the utilities because they do not work with small towns.

Reed Page Clark, III asked the audience to save the house. John McGarry questioned timeframe. Ginny said they were approached in the spring of this year that the house would be available if we could move it. Large project for a small group, been getting prices since summer of this year. They have been working on the project since the summer, 2004. The Committee has not yet had the opportunity to find the grant money. Mr. McGarry questioned if they approached any corporations for funding. Some nominal amounts were offered, no one has approached them.

Pasquale Vitale voted for the bond issue because it would be the easiest and cheapest way to get the project done. That bond was defeated by almost a 2-1 margin; majority of the people said no to the bond issue. Now we have an amendment to take money out of the June 30 fund; the Town previously received an explanation about the amount of funds available in fund balance. This is the same as the bond issue; voters of the Town said no to this project.

Budget Committee member Ken Hajjar stated that the Committee does not support Article 16, 0-6-0. He said that he initiated Tuesday's ballot by petitions. The land that this building sits on is being sold for commercial purposes. The Historical Society is trying to do the best they can to preserve it. The Town Council came to the conclusion that if we couldn't come up with the \$433,717 then it might make sense to dismantle and store the building for \$150,000 for future reconstruction. He further stated that he supports saving the house but he does not support the rise in taxes whereas the bond was only 2 cents per thousand. Larry O'Sullivan voted for the bond Tuesday, it should not come out of next year's budget. Mary Williams Soares said she voted for the bond, wants the house saved. Take it out of the general fund. Art Ruggero, Chairman of the Heritage Commission, stated the Heritage Commission unanimously supported saving the house. Preserve the Town history, and character. Town is designated as a Certified Local Government which makes grants available and the Commission is looking into it. Paul DiMarco is in favor of saving the house, would gladly give voluntarily, as a taxpayer it is an inappropriate use of public funds.

Paul DiMarco made a **MOTION** move the question of amendment.

Ken Hajjar **SECOND**.

VOTE AFFIRMATIVE, motion passes.

Moderator Conley read the amended Article and called the vote on amended Article No. 16.

AMENDMENT FAILS.

Moderator Conley stated that we were back to Article 16.

Richard Picano agreed with saving the house, would vote for Article 15. Article 15 gives us the option to have fundraisers and investigate grant money.

Moderator Conley called the vote on the Motion to accept Article 16 as read.

VOTE FAILS.

Meg Seymour **MOTION** to restrict reconsideration.

Mary Tetreau **SECOND**.

VOTE IN THE AFFIRMATIVE; ARTICLE IS RESTRICTED FROM RECONSIDERATION.

Moderator Conley then read Article No. 15.

ARTICLE NO.15: *[DISMANTLE AND STORE HISTORIC HOME]*

To see if the Town will vote to raise and appropriate **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000)** for the purpose of funding the costs associated with dismantling and storing the circa 1725 saltbox house presently located at 50 Gilcreast Road, Londonderry, NH, with future assembly and restoration at the Morrison House Museum land in the Historic District at 140 Pillsbury Road, Londonderry, NH; and further, to authorize the Town Manager, acting on behalf of the Heritage Commission in consultation with the Londonderry Historical Society, to enter into such contracts as necessary to complete the work. This appropriation shall be non-lapsing pursuant to RSA 32:7, for a period of five years.

(If passed, this article will require the Town to raise \$150,000.00 in property taxes, resulting in a tax rate increase of \$0.06 in FY 06 based upon projected assessed values.)

Councilor Farmer **MOTION** to accept Article 15 as read, Council voted to support 3-2-0
Council Chairman Marty Bove **SECOND**.

Council Chairman Bove stated this is the way to go, dismantle and store it so that funds could be raised to reconstruct it.

Budget Committee member Joe Paradis stated that the Committee voted 1-5-0 not to support this Article; the Committee was counting on the bond going through.

Lynne Wagner questioned Ginny Dahlfred if any fundraising events were raised and how much money they had collected. Ginny responded they didn't know how much was needed until recently. Ginny said they always try to raise funds. Councilor Farmer stated that when this issue first came up there was an initial estimate given to the Historical Society of \$275,000 by a mover, which was completely off-base. The Historical Society then ran into a number of obstacles to get a cost. They had different organizations who were interested in the barn, the plan was to sell the barn and use the money to move the house. The barn burnt, resulting in less anticipated off-setting revenues for this project. Reed Page Clark, III, stated the Historic Society is always asking for donations. They are continuing to try and look for grants. Laura El-Azer stated it is not an appropriate use of taxpayer's money. Appropriate for private citizens to raise the money to preserve the house. Paul DiMarco stated he would voluntarily give money to restore the house but it was an inappropriate use of public funds. Paul Margolin credited the Historical Society for their work. He stated this is our only remaining option to save this historic house and asked what the timeframe was to do this. Councilor Farmer said the timeframe was set by the property owner and developer at around August.

Ann Gaffney **MOTION** to move the question.

Neil Pilotte asked how the house ended up in a commercial zone and are there other historical properties in Town that warrant saving. Councilor Farmer explained that the house was in a residential zone grandfathered as commercial in a non-conforming use. Property owner has a pending law suit against Town to re-zone it to commercial use. Town Council on advice of Town Attorney re-zoned based upon the Town's Master Plan and the location of this property.

The Historical Society does have a list of approximately 50 properties that are at risk of being lost to development. Marilyn Hoffman wants to save the house; in twenty years it will be 300 years old, and she must find some way to raise the money. Al Baldasaro said he supports the voters, they voted not to support this house.

Ken Hajjar **MOTION** to move the question.

Kathy Wagner **SECOND**.

VOTE AFFIRMATIVE, MOTION PASSES

Moderator Conley called the vote on the Motion to accept Article No. 15 as read:

VOTE IN THE AFFIRMATIVE; ARTICLE PASSES.

Council Chairman Bove **MOTION** to restrict reconsideration.

Mary Tetreau **SECOND**.

VOTE IN THE AFFIRMATIVE; ARTICLE IS RESTRICTED FROM RECONSIDERATION.

ARTICLE NO. 18: ***[TRANSACTION OF OTHER BUSINESS]***

To transact any other business that may legally come before this meeting. No business enacted under this article shall have any binding effect upon the Town.

Councilor Oswald spoke that Leadership Londonderry Class member Frank Hegarty was not recognized previously.

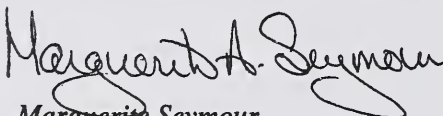
Reed Page Clark, III, said final count of attendees was 247.

Councilor Mike Brown **MOTION TO ADJOURN AT 1:23 P.M.**

Ken Hajjar **SECOND**.

Vote **UNANIMOUS**.

Respectfully submitted,



Marguerite Seymour
Town Clerk/Tax Collector

Asst. Moderator Michels called the vote on the motion to accept Article No. # 10 as amended.
VOTE IN THE AFFIRMATIVE; ARTICLE 10 PASSES AS AMENDED.

Ken Hajjar **MOTION** to restrict reconsideration.
Mark Oswald **SECOND**.

VOTE IN THE AFFIRMATIVE; ARTICLE IS RESTRICTED FROM RECONSIDERATION.

Moderator Conley read Article No. 12

ARTICLE NO. 12: [REASSEMBLY OF HISTORIC HOME]

To see if the Town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of funding the costs associated with reassembling a circa 1725 saltbox house at the Morrison House Museum land in the Historic District at 140 Pillsbury Road; to authorize the Town Manager, acting on behalf of the Heritage Commission in consultation with the Londonderry Historical Society, to enter into such contracts as necessary to complete the work; and further, to authorize the use of June 30 Fund Balance for this purpose. This appropriation shall be non-lapsing pursuant to RSA 32:7, for a period of five years. This appropriation is a continuation of the work authorized under Article 15 of the 2005 Town Meeting warrant which authorized the dismantling and storing of the house formerly located at 50 Gilcreast Road. The June 30 Fund Balance for this purpose resulted from funds remaining from the 2005 Article 15 appropriation.

(If passed, this article will require the Town to raise \$0 in property taxes, resulting in a tax rate impact of under \$0.00 in FY 08 based upon projected assessed values.)

This article is supported by:

Town Council - (Yes 5-0-0) Budget Committee - (Yes 7-0-0)

Councilor Farmer made a **MOTION** to accept Article 12
SECOND Councilor Dolan

Ginny Dahlfred explained the actual plan of work. Have \$100K available, need to The 2005 Warrant Article was worded to only allow the disassembly and storage of the house. The money is already raised; need to re-direct money to assemble the house. No tax impact.

Budget Committee Member Mike Brown stated the Committee voted for the Article, 7-0-0. Open for discussion.

Marilyn Hoffman, 45 Hardy Rd. urged the voters to support this Article. Art Rugg, Chairman of the Heritage Commission, 11 Pine Hollow Drive, stated he was proud of the Historical Society, and also supports this Article.

Art Rugg made a **MOTION** to move the question
Sean O'Keefe **SECOND**.

VOTE IN FAVOR TO MOVE THE QUESTION

VOTE IN THE AFFIRMATIVE, ARTICLE 12 PASSES

Ken Hajjar **MOTION** to restrict reconsideration

Art Rugg **SECOND**

VOTE IN THE AFFIRMATIVE; ARTICLE IS RESTRICTED FROM RECONSIDERATION.

Moderator Conley read Article No. 13:

ARTICLE NO. 13: [FIRE DISPATCH CENTER SOFTWARE]

To see if the Town will vote to raise and appropriate **ONE HUNDRED FIFTEEN THOUSAND DOLLARS (\$115,000)** for the purpose of replacing the Fire Department Dispatch Center software; and to authorize the use of the June 30 Fund Balance for this purpose.

(If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax rate impact of \$0.00 in FY 08 based upon projected assessed values.)

This article is supported by:

Town Council - (Yes: 5-0-0) Budget Committee - (Yes: 5-2-0)

Councilor Paradis made a **MOTION** to accept Article 13.

SECOND Councilor Bove

Susan Hickey stated this appropriation will allow for the replacement of the Fire Dispatch Software, which is outdated and unreliable. This software will allow tracking and generation of reports

Budget Committee member Mike Toth stated the Committee voted for the Article, 5-2-0. Open for discussion

VOTE IN THE AFFIRMATIVE, ARTICLE 13 PASSES

Ken Hajjar **MOTION** to restrict reconsideration.

Art Rugg **SECOND**.

VOTE IN THE AFFIRMATIVE; ARTICLE IS RESTRICTED FROM RECONSIDERATION.

Moderator Conley said she has received a request for a secret ballot for the next 6 articles. She requested Town Employees from the Town Clerk's Office to help with the counting of the ballots.

Robert Lebreux made a **MOTION** we waive reading of cost impacts of each Article.

SECOND Steve Young. Waive reading of all money items masses.

Asst. Moderator Michaels read Article 14.

Londonderry Historical Society
Attn: John Savina
P.O. Box 136
Londonderry, NH 03053

October 11, 2017

Reverend William Morrison House Assessment

I have taken a great deal of time to analyze and decipher the Reverend William Morrison House. Built circa 1725, the house has undergone significant changes over time. In recent history, the structure was dismantled and stored in trailers on land owned by the Londonderry Historical Society. For years the building has sat in storage with its preservation moving forward in fits and starts.

Preservation Timber Framing arrived in April of this year to pull the frame from storage, assess its condition, and propose estimates and a prioritized timeline for its reconstruction and full preservation.

We arrived to find a foundation already in place. Bob Pothier had disassembled and tagged the frame some years ago and from his work he was able to determine a footprint from which a foundation was poured and a timber framed undercarriage with a mixture of old and new material was created for the house.

Numerous pictures were taken during the take down of the house and each member of the frame and many house parts were numbered with metal tags inscribed with a "Sharpie" marker to denote their individual locations in the house. The tagging system key remains with Bob Pothier, the pictures, largely taken by volunteers from the historical society, namely David Colglazier, are almost overwhelming but important as we finalize details on the interior of the home.

My crew and I were successful in procuring a number of key beams from Bob Pothier and, during our site visit, he and his wife delivered the beams; some of which had repair attempts made to them. These were some of the largest and most defining beams in the house. Their condition is marginal in some cases and the repair methods employed are haphazard and inappropriate and cannot be used. Our goal is to take all of the original materials and perform necessary repairs to make the timbers viable both structurally sound and aesthetically correct.

This is a considerable task. We discovered the overall construction sequence and timber layout during our onsite investigation but there is much work ahead to determine actual joinery cohesion so that the frame stands on its own and interprets the Morrison Family home in an authentic way.

This task is daunting and somewhat complicated given that the historical society remains unclear as to how the house will be finally used. Many in the group have desire to interpret the house as it stood in 1725, but others understand that in order to be useful, it must meet the most modern needs of the society and the community at large.

I will try to address both authenticity and practical adaptive re-use in this report. I find that these structures in order to survive must have modern purpose and serve the future of the society. Without this consideration during the preservation effort the endeavor will fall short of expectations and suffer disuse. It is my goal to invigorate the Reverend Morrison House by restoring its frame, interior and exterior to correct period and proportions. From there I will work with society members to ensure that the use of the house fits its current timeframe. This will require some worthwhile compromise and it will require great thought and patience among society members. Consensus must be reached as

to purpose and use and I will work closely with all of you to find that special balance that allows the house to survive and flourish.

Below, I use a phased bullet point outline to describe the sequence of events that must occur to recreate the house on its current foundation. I will provide cost parameters for each phase and the phases are prioritized according to the most efficient and cost effective way to complete the job. This does not mean that the sequence is set in stone, we can determine the most important way to move forward together. It will require significant finances to complete.

I will do my best to provide numbers that reflect projects of similar scope and size. Actual costs will vary with the array of subcontractors that will be employed by the society once the preservation effort is ready for construction. Preservation Timber Framing is willing and able to participate in the reconstruction at any level comfortable for the society. We often provide oversight and collaborate with local contractors that you know and trust to successful completion of the project.

The Reverend William Morrison House and the Londonderry Historical Society have been through a lot to reach this point. Member changes and time inevitably influence how a project of this scale gets done. It is my sincere hope that you move forward with the preservation of this house and that this process is both healing and fun. The house is a wonderful example of early hand hewn timber framing with exquisite joinery. It is well worth saving and it will become an integral and vibrant addition to the society's holdings.

PHASE ONE: INVESTIGATION: \$10,100 (Completed in April 2017).

On April 27th, we arrived on site and began unloading the frame from the trailers and placing it in the yard for measuring and assessment. Much of the frame was partially assembled on the existing deck and it became painfully clear that major portions of the frame were missing.

We knew from society members that Bob Pothier retained some of the beams with the intent of continuing work on the house and repairing some of the most important beams in the frame, namely the first floor parlor summer beam and its adjacent large gable end wall girt.

As we recorded the frame we began the process of discovering the layout and joinery of the house. Jessica MilNeil, my designer, has created accurate drawings of the frame and these drawings become part of this report. As the beams were measured we now know how the house went together and, in some part, the sequence of changes over time. The house enlarged considerably over time to its current footprint and understanding how this occurred is crucial to the repair process and the overall interpretation of the spaces within.

Please see the drawings included with this report as reference for the following list of required tasks.

PHASE TWO: ANALYSIS AND ESTIMATES: \$5,100 (Completed October 2017).

The frame is analyzed and members of the frame are catalogued and a determination of their viability and method of repairs is established. The frame will need a number of in kind replacement beams integrated with original members; some of which will require sensitive repair to ensure structural and historical integrity. The timber frame creates the bones of the house from which we can interpret spaces and recreate the floor plan and room use according to historic documentation and some educated conjecture. Efforts are made to balance current use with period authenticity. New infrastructure is considered to make the building useful and comfortable for society members and provide public access.

PHASE THREE: TIMBER FRAME REPAIRS: \$118,000.00 (To begin in Spring 2018).

Phase Three is the structural phase of work that recreates the timber framed structure from which the form of the building is determined. It is essential to retain as much of the original fabric of the historic frame while repairs and added elements are integrated in a way that meets all modern building codes while retaining the essence of the original construction.

We are fortunate to combine our 30 years of experience with period homes with the “marriage marks” and other clues for layout remaining on the frame from its original builder. There is great advantage to working in this period of construction because the original joiner left clear and indisputable proof of his work and his method of creating and raising the frame.

Fortunately for us, the original experienced joiner understood structural load paths and overbuilt his frame to resist the test of time. Current engineering requirements will determine loads imposed by public access and the climate on this historic house and we will adapt the joinery and the construction of the frame to accommodate those requirements. This work will always keep the original form and integrity of the frame in mind with a delicate balance struck between original and current use.

Please refer to drawings provided for areas of the frame in need of repair and or replacement in kind.



East Gable, Second Floor Girt and Summer Beam

OUTLINE OF TIMBER FRAME REPAIRS:

Modern building code will require structural review.

Foundation and First Floor existing framing: (See existing structure).

- Remove existing rubber roof and insulation.
- Fully clean and abate all mold and dirt from existing framing.

- Replace in kind any rotten sheathing or framing member.
- Create mortises in existing sills for repaired frame.

Front Eave/South Elevation circa 1800 Repairs: (Pages 2 and 17 in drawings).

- East Post repaired in kind.
- Ell West posts: original first floor post and added 1800, 2nd floor post.
- 2nd floor girt from original west gable to new ell west shed replaced in kind.
- Junction of original south eave top plate as it meets later added ell top plate, in kind repair and reinforcement for code.

Left Gable/West Elevation circa 1800 Repairs: (Pages 3, 19 and 20).

- Original west gable second floor girt repair in kind.
- West gable c.1800 post repairs at back/North wall both floors.
- West gable c.1800 post repairs at northwest corner of saltbox.
- West gable junction reinforcement at rafter/top plate connection.

Back Eave/North Wall Elevation circa 1800 Repairs: (Page 4).

- The entire north saltbox top plate will need multiple repairs.
- Post repairs/replacement necessary along saltbox eave wall.
- Infill studs repaired/replaced along entire saltbox eave wall.
- Entry ell top plate replaced in kind.
- Entry ell post repaired in kind at Northeast corner.
- Rafter heel and tie beam junctions reinforced to meet code.

Right Gable/East Wall Elevation circa 1800 Repairs: (Page 5).

- In kind replacement of original Northeast corner post.
- In kind replacement of original East gable second floor girt.
- In kind repair to gable post of the entry ell.
- In kind repair of entry ell tie beam (severed for chimney).
- Creation of entry ell rafters and purlins.

Second Floor Framing in Main House and Saltbox Ell: (Page 11).

- In kind repair of the parlor summer beam.
- In kind repair of the main house original west gable top plate. (This plate has become a second floor girt in the 1800 configuration).
- In kind repair of three salt box tie beams and their associated floor joists.

Third Floor ceiling framing: tie beam ends and joists: (Page 13).

- In kind repair and reinforcement of tie beam ends to plate connections.
- In kind repair and reinforcement of tie beam ends to rafter heel connections.
- Associated additional ceiling joists and joist bolsting for code.

Roof Framing for Main House and Saltbox Roof Systems: (Page 15).

- Repair and reinforcement of rafter heels on main house.
- Repair and reinforcement of rafter heels on saltbox roof.
- Repair/Replace and bolsting of existing roof purlins.

PHASE FOUR: EXTERIOR SHEATHING, CLADDING AND EXTERIOR TRIM, DOORS, WINDOWS, AND WOOD SHAKE ROOF: \$273,200.00 (To begin in the Fall of 2018).

The exterior of the timber frame should be clad with rough one-inch-thick pine boards to match the photographic evidence provided during the take down of the house. From these photographs we can determine layout of fenestration and adjacent clapboarding and shingling of the exterior. A white cedar shake roof is most appropriate for this structure. Exterior trim details are created in high quality Eastern White Pine to match original fabric. Some conjecture is warranted here to determine the earliest trim details that existed on the home as much of its exterior was changed and replaced over time.

Clapboards will be radially sawn, vertical grain pine sourced locally. We are able to procure local authentic materials that existed at the time of original construction. This material is available and made much as it was in the day and remains of high quality and appropriate historically for this work.

Photos of doors and windows exist and even some physical evidence was retained during the dismantling of the house. Many of these elements are later additions to the home and do not reflect the 1725 period of interpretation. I will offer cost estimates for the appropriate recreation of period elements for this house with the added advantage of their form complying with current code requirements.

I refer to specific photographs provided during deconstruction as reference for the following tasks.

Exterior Wall Sheathing:



Exterior rough board sheathing was saved but large sections will need to be replaced in kind. The boards appear to be beveled along their edges and new in kind boards will be beveled to match original fabric.

- The exterior of the house is clad with wide pine rough boards. Many of the existing boards will not adequately protect the building. New sheathing is recommended. If

- old sheathing is desired for use it would be scrutinized and consolidated as much as needed to fully protect the structure.
- Exterior wall sheathing appears beveled and all new sheathing will be beveled to match the original fabric.

Exterior Cladding and Trim:

- Horizontal clapboards cover and protect the exterior of the Reverend William Morrison house. Original clapboards were removed long ago and replaced with a mixture of clapboards covered with lead paint. These clapboards were discarded so the exterior of the house will require new clapboards, trim and flashings.
- The new clapboards must be radially sawn, vertical grain pine or spruce. These clapboards match closely with original fabric and are far superior to clapboards flat sawn. They are sourced locally and back primed and painted they will hold up well and last a very long time.
- Exterior trim will be created from photographic documentation and original fragments. This fabric will be created in eastern white pine of high quality and back primed before installation for longevity. Much of the trim on the house when disassembled was simplified and not necessarily age appropriate. Some research and decision-making will determine the best trim profiles to recreate for the house.
- Painting the exterior of the house will be completed using the highest quality latex paints. Color and brand will be determined through consensus with the historical society board.

Doors and Windows:



- Doors and windows reflect changes made to the house over time. Existing windows are not original but they are early and may have been retained.

- All of the windows will require repair. Exterior trim around the windows will be made in kind to match original fabric. Sash can be re-glazed and re-used upon full inspection of each window unit.
- Interior trim was carefully removed and catalogued. Individual room assessments of these trim elements will determine use of historic fabric and or drive the recreation of new fabric to match original intent.
- Modern doors have replaced historic fabric in some areas and period appropriate alternatives for these elements will be researched and utilized.
- Creating period appropriate new windows can be an alternative to using damaged or inappropriate existing fabric.

Remainder of page intentionally left blank. Report continues on next page

Wood Shake Roof:



Roof boards in the Saltbox Ell and Main House had so many layers of shingles over them that they were cut out and discarded.



None of the roof sheathing was viable for reuse.

- At least three layers of asphalt roof was discovered during dismantling. This was removed with the sheathing requiring all new roof sheathing. This new vertical sheathing will be shiplap with the rough side down to give the best underlayment for a white cedar shake roof.

- White cedar shakes are 5/8- inch at the butt and 18 inches in length. They lay up on a 5-inch reveal to provide a triple coverage for the roof. These shingles are sourced in Maine and provide the only roof covering appropriate for the age of the structure. They are beautiful and long lasting.

PHASE FIVE: INFRASTRUCTURE: FIRE PROTECTION, HVAC, WIRING, PLUMBING ETC.: \$98,900.00 (To begin in the winter of 2018).

There are many choices to be made with regards to infrastructure. These decisions will be made through consensus and ensure the desired balance of historic authenticity and desired current and future use. Technology advances have made striking this balance engaging and joyful. Heating and cooling units are demure and efficient. Subcontractors sensitive to the historic importance of the house will be employed to carefully outfit the house with needed systems.

Some conjecture based upon successful projects allows us to provide contingencies for planning purposes in this phase of work. Actual systems and those providing installation services will be sought out for input and ability. Exact planning and pricing can be achieved in advance of installation, but the house must be standing and protected from the elements before these system experts can be employed fully.

The following tasks are outlined with contingency pricing for planning and fundraising. Actual costs will vary with design options:

Fire Protection: \$30,000.00 allowance.

- A dry fire protection system is appropriate for the Reverend Morrison House. Chases to bring the piping up through the building is the challenge but with careful design this system can be hidden to some degree.

Heating and Cooling: \$28,000.00 allowance.

- Heating and cooling can take a number of forms. Radiant heating (typically around \$19,000) is a noninvasive option but heats slowly and with limited use periods may not serve the best use for the building. The best systems will be designed to accommodate your use plans. Modern systems are very efficient and can be implemented with minimal damage to the frame through the use of chases to bring the system through the house.

Wiring: \$18,900.00 allowance.

- Modern wiring is necessary to meet modern building codes. Fire alarms and adequate lighting and outlets are key elements to the use and viability of the spaces. Technology wiring for computer systems is included here.

Plumbing: 22,000.00 allowance.

- Plumbing for the museum space should be kept to a minimum but public access is essential to the long-term use of the museum space. Most infrastructure can be placed in the basement level and with careful planning the bathrooms will not impede on the historic interpretation of the space.

**PHASE SIX: CHIMNEY, INTERIOR RESTORATION AND FINISHES:
\$347,310.00 (To begin in 2019).**

The interior restoration of the Reverend William Morrison House is both simple and complicated. It is simple because blue board and plaster can simulate original plaster and lathe removed during deconstruction. Process photographs from the take down can direct us to interior door treatments and finish floors.

Great care was taken to successfully remove historic interior fabric. Bob Pothier and his crew labeled and carefully removed flooring and trim details including fireplace surrounds that can and should be reused in the recreated space. Repairs will be needed on some of this fabric and in kind materials will be sought out to make the old and new work blend perfectly.

The use of saved fabric here is coupled with in kind materials to produce an authentic interior. Modern use and code requirements will drive decisions regarding finish floor coatings and paint. Infrastructure systems will integrate into but remain largely hidden in the interior fabric. Our goal here is to recreate friendly living spaces for society members and the public at large. Contingencies are provided for planning and fundraising. Actual costs will be determined exactly through a careful vetting of experienced subcontractors hired for the work.

Please refer to the following process photographs as reference for this work:

Chimney and Fireplaces: \$66,000.00 allowance



- A new chimney is essential to the use and aesthetic of the Reverend William Morrison House. While many bricks were saved, it is unknown if they are appropriate for use.
- A new chimney will incorporate all modern building codes for fire safety. This will determine flue size, and the choice of brick and other materials used here. This

estimate includes the use of concrete block where unseen with perhaps some of the original bricks used in the fireplaces visible in the historic rooms.

- Great detail pictures during deconstruction will drive the new construction. Modern code requires some adaptation of the fireplaces to ensure safe use.

Interior Finishes: Flooring:



Subflooring and finish flooring boards are retained for reuse. Some repairs and in kind replacement will be necessary.

- Subflooring will be new rough pine boards. Any salvageable subflooring is already in place on the first floor level but will need to be fully cleaned and mold abated.
- Many pieces of original finish flooring can be reused. Great care was taken to remove and catalog these boards and they can be laid up in original configuration with patching of in kind pine boards of similar quality and dimension.
- All new and old boards will be fully cleaned and protected with coatings that allow retaining of original patina. Protective coatings can be applied to old and new wood to blend the floorboards and create an authentic interior aesthetic.

Interior Finishes: Fireplace Surrounds:



Remainder of page intentionally left blank. Report continues on next page



- Fireplace surrounds were also removed carefully and stored for reuse. Each will be assessed and reinstalled with repairs done in kind to match original fabric.
- Code requirements may indicate some adaptation of existing surrounds for fire safety. These issues will be discussed and resolved with the intent to utilize the historic fabric as much as possible.

Interior Finishes: Plaster:



- Interior plaster will be new but match photographic evidence. A blue board backing with a skim coat of plaster can be made to replicate the original walls very closely.
- Skim coating would be completed once all trim elements are in place.

Interior Finishes: Baseboards and Crown Moldings:

- Many of the rooms retain original baseboard and crown moldings. Plaster walls will accommodate the original trim details so that mitres and lengths of molding will fit precisely.

Interior Finishes: Door and Window Casings:



- Interior doors, door casings, wainscot, and window treatments will be reinstalled and repaired as needed to create an authentic interior for each room. Some of the original fabric has been lost and newer fabric will be rejected to interpret the rooms as closely to their original form as possible.
- All hardware will be assessed for authenticity and decisions with the historical society will be made to best interpret these elements. Reproduction hardware can be created to mirror original fabric locally sourced.

CONCLUSION:

The Reverend William Morrison House is an incredible example of early 18th century timber framing. Its historic integrity, while challenged over the years, has remained largely intact. The careful dismantling and cataloging of the frame has saved the structure but its future use and its construction on the existing foundation is still ahead. The work is considerable but worthwhile. The investment you make in this structure will serve the historical society and preserve an irreplaceable piece of Londonderry history.

This report attempts to create a path for success for the house with a defined scope of work and cost estimates that reflect the amount of work ahead. Our goal is authentic craftsmanship throughout coupled with the necessary and reasonable building codes that make the house safe and livable. We thank you for the opportunity to study your historic home and we look forward to working with you throughout its successful preservation.

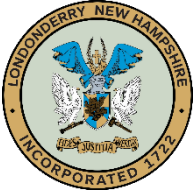
SUMMARY OF COSTS:

PHASE ONE: INVESTIGATION: (Completed in April 2017).	\$10,100.00
PHASE TWO: ANALYSIS AND ESTIMATES: (Completed October 2017).	\$5,100.00
PHASE THREE: TIMBER FRAME REPAIRS: (To begin in Spring 2018).	\$118,000.00
PHASE FOUR: EXTERIOR SHEATHING, CLADDING, WOOD SHAKE ROOF, DOORS, WINDOWS, AND EXTERIOR TRIM: (To begin in Fall of 2018).	\$273,200.00
PHASE FIVE: INFRASTRUCTURE: FIRE PROTECTION, HVAC, WIRING, PLUMBING ETC.: (To begin in winter of 2018).	\$98,900.00
PHASE SIX: CHIMNEY, INTERIOR RESTORATION AND FINISHES: (To begin in 2019).	\$347,310.00
ESTIMATED PROJECT COST:	\$852,610.00

Please review the details of this summary in the pages above. I am happy to meet with you to answer your questions and begin to forge a preservation plan for the full preservation of your historic landmark. This report is the beginning of a very interesting conversation. Numbers will be refined and plans put in place to complete the project. I look forward to this process and I will enjoy working with all of you.

Respectfully Submitted,

Arron J. Sturgis
Preservation Timber Framing Inc.
www.preservationtimberframing.com



Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026
Submitted By: Dave Wholley
Department: DPW

Contact Information: dwholley@londonderrynh.gov
Estimated Discussion Time: 5 minutes
Agenda Item Number: TC OFFICE USE

Agenda Item Title: EMTF request for Winter Maintenance of Town facilities

Background and Purpose: 2nd Annual request for an allocation of funding for the purpose of paying invoices received for plowing and treating parking lots at municipal facilities.

Action: Approve a withdrawal from the Expendable Maintenance Trust Fund.

Proposed Motion: ***MOVED that the Londonderry Town Council hereby approves Order 2026-03 and directs the Trustees of the Trust Fund to disburse \$18,000 from the Expendable Maintenance Trust Fund for winter maintenance of Town facilities.***

Attachments: Click or tap here to enter text.

Winter Maintenance #2 EMTF Order #2026-03	Vendor	Amount
<p>Winter Maintenance - TH, LFD, LPD, Library, Morrison & Access Ctr.</p> <p>This EMTF request is to allow for a draw down on Winter Maintenance funds. This request is for \$18,000 which is slightly over 50% of the average amount spent over the previous 5 fiscal years from the Expendable Maintenance Trust fund. This is being requested in order to prevent requesting a withdrawal of funds after the expense has already occurred. This request will be used for Plowing, salting, and shoveling and other any other winter maintenance items that may occur at our various town buildings (TH, Library, LPD, Access Center, Senior Center, and all 3 Fire Stations).</p> <p>If the total amount of Winter Maintenance does not total \$18,000 this request will be void after June 30, 2026. If the total amount of Winter Maintenance exceeds \$18,000 there will be another request for an amount that will be determined based on what month the funds are utilized fully. Invoices for the services paid for can be provided upon request at the following council meeting.</p>	FY 2021	\$ 26,730.00
	FY 2022	\$ 35,935.00
	FY 2023	\$ 41,840.00
	FY 2024	\$ 28,320.00
	FY 2025	\$ 44,630.00
	Average:	\$ 35,491.00
	50% of Avg:	\$ 17,745.50
Requested	\$ 18,000.00	



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

ORDER 2026-03

An Order Relative to

AN EXPENDITURE FROM THE EXPENDABLE MAINTENANCE TRUST FUND

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

WHEREAS the Department of Public Works requests a disbursement of \$18,000 for winter maintenance at various Town buildings; and

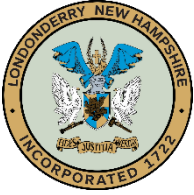
WHEREAS the amount requested reflects approximately 50% of the average cost for winter maintenance for the previous five fiscal years; and

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the request to withdraw funds from the Expendable Maintenance Trust Fund is approved and that the Trustees of the Trust Funds are directed to disburse the sum of \$18,000 from the Expendable Maintenance Trust Fund for the anticipated winter maintenance costs.

Ron Dunn – Chair
Town Council

Sharon Farrell – Town Clerk

PASSED AND ADOPTED by the Londonderry Town Council this 2nd day of February 2026.



Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026

Submitted By: Kellie Caron ATM

Department: PED

Contact Information: kcaron@londonderrynh.gov

Estimated Discussion Time: 5

Agenda Item Number: TC OFFICE USE

Agenda Item Title: Reconsideration to rezone Map 12 Lot 68 (2 Litchfield Rd)

Background and Purpose:

On December 15, 2025, the Town Council voted to adopt Ordinance 2025-10, amending the Zoning Ordinance to rezone 2 Litchfield Road (Map 12, Lot 068) from C-III with Historic District Overlay to AR-1.

The Town has since received a Motion for Rehearing from the property owner and/or their representative pursuant to RSA 677, which establishes the required procedural step for reconsideration of a land use decision prior to any appeal to Superior Court. A motion for rehearing provides the Council with the opportunity to review its decision for alleged errors of law, procedure, or fact, or to consider whether the decision was unreasonable or unlawful based on the record.

Procedurally, the Council must act on the Motion for Rehearing within 30 days of receipt. The Council may vote to grant or deny the request. A rehearing may be granted if the Council determines that the motion identifies a specific and material issue warranting reconsideration, such as a procedural defect, misapplication of the ordinance, or a factual error that could affect the validity of the decision.

At this stage, the Council's review is limited to reconsideration of the written motion and the existing record, and no public testimony is taken. If the Council votes to grant the Motion for Rehearing, a public hearing will be scheduled at a future meeting, and the scope of the rehearing may be limited to the specific issues identified in the motion. If the motion is denied, the original decision remains in effect.

Action: Town Council determination to reconsider the request for rehearing.

Proposed Motion:

Motion 1: Moved that the Town Council **grant** the Motion for Rehearing Ordinance 2025-10, amending the Zoning Ordinance to rezone 2 Litchfield Road (Map 12, Lot 068) from C-III with Historic District Overlay to AR-1.

OR

Motion 2: Moved that the Town Council **deny** the Motion for Rehearing regarding Ordinance 2025-10, amending the Zoning Ordinance to rezone 2 Litchfield Road (Map 12, Lot 068) from C-III with Historic District Overlay to AR-1.

Attachments: Motion for Rehearing

THE STATE OF NEW HAMPSHIRE

C.C. Properties, LLC

v.

Town of Londonderry
Londonderry Town Council

MOTION FOR REHEARING

NOW COMES CC Properties LLC, a New Hampshire limited liability company, by and through its attorneys, Devine, Millimet & Branch, P.A., who submits this Motion for Rehearing pursuant to RSA 677:2 specifying the grounds therefor as follows:

FACTUAL BACKGROUND

1. Two Litchfield Road (the "Property") is a 1.38 acre lot previously zoned Commercial III (C-III) (Town Council voted to rezone the Property from C-III to AR-1 on December 15, 2025).
2. The Property is also zoned Historic Overlay District (HOD) and was further encumbered by a Historic Preservation Easement Deed ("HDP")(the HPD was granted to the Town of Londonderry in 2006 and extinguished in 2025).
3. The Property has a unique history as it relates to the Town Council's actions regarding zoning designations, subsequent actions and inactions and enforcement activities.
4. In 2005, the Property owned by Joseph and Marcy Lynn DiCarlo ("DiCarlos"), consisted of a single-family residence, a barn and an inground pool.
5. In 2006, the DiCarlos approached the Town regarding rezoning the Property from Agriculture-Residential (AR-1) to Commercial (C-IV).

6. Between January and March 2006, the DiCarlos appeared before the Town on multiple occasions in pursuit of their rezoning request which was eventually approved by the Town Council on May 1, 2006.
7. The Town Council adopted Town Council Ordinance 2006-03 which rezoned the Property from AR-1 to Commercial III (“C-III”) and the Historic Overlay District (“HOD”) with a further requirement that a Historic Preservation Easement Deed be placed on the Property.
8. On or about September 18, 2006, a Historic Preservation Easement Deed (“HPD”) was executed by the Town and the DiCarlos pursuant to the terms of the ordinance and recorded at the Rockingham County Registry of Deeds; however, the terms of the HPD extended beyond the terms of the ordinance and the parties’ discussions at that time.
9. On or about September 18, 2006 the Property was sold to Crowell’s Corner Properties, LLC. The formation document list Christopher Paul as its manager with an address of 118 Hardy Road, Londonderry, New Hampshire. Christopher Paul is the husband of Deborah Paul. At that time, the Property was occupied and used for a local newspaper operation owned or otherwise managed by Christopher Paul and/or Deborah Paul.
10. On or about June 10, 2009, a site plan entitled “Publishing Office “prepared for the Property for Crowell’s Corner Properties, LLC was approved by the Planning Board for office use which showed 17 parking spaces (*emphasis added*);

11. Upon information and belief, the Property was used for years as part of the newspaper operation until it was then sold or otherwise transferred to CC Properties, LLC, the current owner, on or about August 25, 2017.
12. The ownership of the Property by Crowell's Corner and subsequent transfer to CC Properties, LLC consisted of a rancorous and hostile relationship between the two entities resulting in contentious litigations and threats of physical assault against the Owner.
13. Upon obtaining ownership of the Property, CC Properties, LLC (the "Owner") expended a significant amount of time and money in the Property based on the requirements of the HDP, maintained its position to the Town that the HPD extended beyond what was contemplated in the Town Council Ordinance 2006-03, and consistently fought for its removal.
14. On or about June 5, 2023, the Town Council discussed and recounted the unusual history of the Property and the HPD along with the Town's previous history and actions related to the Property and recommended further exploration.
15. The Owner continued to investigate the removal of the HPD along with its legal counsel while trying to undertake feasible options to maintain the economic viability of its investment.
16. Part of this exploration involved the New Hampshire Attorney General's Office – Office of Charitable Trust (the "Division") as the HPD quoted state statute(s) invoking the possible jurisdiction of the Division. The Owner forwarded a letter with supporting documentation to the Division and obtained an opinion that provided the

following conclusions:

Having reviewed your memo and the materials you provided, which include the Deed, minutes from relevant Town of Londonderry board meetings contextualizing the Deed, and a Town Ordinance related to the Deed, CTU has concluded that the easement was not “donated” as a charitable gift but was rather a condition imposed by the Town of Londonderry on a rezoning approval. Accordingly, CTU will take no action in relation to a modification or termination of the easement as it is our view that charitable trust principles do not apply to it.

Easements required by government agencies as a condition on approval of property uses are not charitable trusts as defined by RSA Chapter 7 and the administrative rules CTU has adopted thereunder. *See* RSA 7:21, II(a) (defining “charitable trust”); Jus 401.17 (defining “donated conservation easement”). As the meeting minutes and ordinance indicate, executing the Deed was a condition on the Town’s approval of the requested rezoning, and the Property owners offered the Deed as a compromise to concerns about future development regarding the Property. Aside from a stray reference to RSA 477:45 – 47 in the Deed, there is insufficient evidence in the Deed and other relevant materials for us to conclude that a charitable intent existed with respect to granting the easement to the Town. For those reasons, CTU will take no action with respect to any modification or termination of the Deed.

17. With this information in hand, the Owner requested to appear before the Town Council for removal of the HPD. This request was granted and a hearing was scheduled for September 15, 2025. To the Owner’s chagrin, that meeting unfolded in an unexpected way.
18. At that meeting, the Town Council voted to remove the HPD but immediately after that vote made a motion which was approved that directed the Town Manager to take all necessary steps to initiate the rezoning of the Property to AR-1.
19. This second motion was made and voted upon without any consultation, knowledge, approval, input, or consent from the Owner prior to the meeting. This occurred despite the Owner’s understanding that the Town Council was *only* voting on the HPD.

20. It appears that the Town Manager responded to this direction as a Planning Board meeting was scheduled for November 5, 2025. The typical rezoning process for the Town entails the filing of an application with a Planning Board public hearing, two Town Council readings and a Town Council public hearing.
21. At no point during the initial Town Council meeting to the November 5, 2025 Planning Board meeting did the Town provide the Owner with a copy of a rezoning application or ordinance outlining the Town Council's reasoning to rezone its Property.
22. At the initial Planning Board hearing, the Owner discussed the concern that the Planning Board was given the task of reviewing the rezoning request without any documentation outlining the Town Council's reasons for this request. Due process and notice requirements were discussed.
23. The Planning Board meeting was continued until December 10, 2025.
24. At the second Planning Board meeting, the Owner raised the same due process concerns and the fact that it did not receive any documentation from the Town outlining its basis for the request. Additional concerns were raised regarding the reasons why the rezoning was unlawful and/or unreasonable. The Planning Board voted *to not recommend* the rezoning to the Town Council.
25. Thereafter, the Town Council had its first read of the rezoning application which was waived and again there was no documentation forwarded to the Owner. The Owner was unable to locate the "proposed" ordinance and was unsure of its existence at the time of the so-called first read.

26. At the December 15, 2025 second reading and public hearing, the “proposed” ordinance became available and was obtained by the Owner using its own initiative.
27. At this Town Council public hearing, on behalf of the Owner, Richard Flier, a managing member, appeared with its legal counsel. During the public comment section, the Owner’s legal counsel provided testimony in opposition to the rezoning request.
28. At the start of the Owner’s presentation, a request was made for the recusal of Council Deborah Paul. Reasons for the recusal included the previous ownership of the Property and past and publicly known relationship with the Owner, which render Councilor Paul biased and/or partial.
29. With this request an unusual interaction between the Council members and the Owner occurred. Chairman Dunn stated something to the effect...I can ask her but you know I can’t make her...
30. Councilor Paul responded “absolutely not...” and went on to state that she makes no money from the Property and that Mr. Flier has “...the right to feel the way he wants about me but I think that it is quite the other way around and so I am going to stay here...” to which Councilor Farber stated ” I will just note in consideration of that that may open us up to the possibility of the vote tonight...” and Councilor Paul interjected directing her comments to the other members and then to Mr. Flier...”I just want to make this comment that I can speak it is a public hearing so is that what you want, Mr. Flier, is for me to step down and speak as a resident or to sit up here and make a decision...” At this time, Chairman Dunn directed for the Owner to continue with its presentation and Councilor Paul remained as a voting member.

31. As support in opposition to the rezoning request, the Owner presented a litany of arguments demonstrating the unlawfulness and unreasonableness of the request.

32. Despite the Planning Board's recommendation not to rezone and the Owner's opposition over the rezoning, the Town Council voted to approve its own rezoning ordinance with a vote of 3-2-0 with Councilor Paul voting in the affirmative (in opposition to the Owner). During a subsequent public hearing portion of the Town Council meeting that occurred later that evening, Mr. Flier provided more details and substance as to why Councilor Paul should have recused herself. Subsequent to the meeting, the Owner's legal counsel asked if the Town Council would on its own initiative reconsider. No Town Council action was taken and this motion followed.

COUNT I - RECUSAL

33. The record clearly and unequivocally demonstrates a conflict of interest. A conflict of interest exists if "an official has a direct interest in the outcome of a proceeding, see State ex rel. Thomson v. State Bd. Of Parole, 115 N.H. 414, 422, 342 A.2d 634, 639 (1975), or any "connection with the parties in interest, as would be likely, improperly, to influence [his or her] judgment," New Hampshire Milk Dealers' Ass'n v. Milk Control Board, 107 N.H. 335, 338, 222 A.2d 194, 198 (1996).

34. Councilor Paul's connection with the Owner would be likely and the Owner believes did improperly influence her judgment. Mr. Flier contends that this was made even more clear with the short but meaningful interaction between Councilor Paul and himself.

35. The partiality and bias, the comments made by Councilor Paul as well as other Council members comments, the past involvement and interaction as described herein

which included threats of physical harm, the applicable state statutes and case law, make it unequivocally clear that it was unlawful and unreasonable for Councilor Paul to remain as voting member. Her recusal is necessary for a fair and impartial proceeding.

**COUNT II – THE TOWN COUNCIL’S ACTIONS WERE
UNLAWFUL AND UNREASONABLE**

36. The Town Council was presented with a litany of factual and legal arguments as to why it would be unlawful and unreasonable to grant the rezoning request. A package of information was submitted to the Town Council. Said packet is incorporated by reference herein.
37. Using the factual history of the Property as a backdrop, the Town Council failed to properly apply the presented facts including but not limited to:
- a. Lack of due process;
 - b. Other properties similarly situated and zoned are not subject to a rezoning request – just Two Litchfield Road;
 - c. The Property was continuously used as a commercial property for years without issue: publishing office, site plan approval in 2009, democratic political headquarters (hosted various events and fundraising activities); multiple; proposals for commercial activity;
 - d. Master Plan: no concerns noted in the 2013 or 2025 Master Plan documents
 - e. Owner objects and never consulted;
 - f. Unconstitutional taking (strips an array of uses from the Owner; reduces Property value);
 - g. Police Power abuse;

- h. No other incidents of the Town rezoning a single parcel of land over the Owner's objection; and
- i. Nearby uses are compatible - Route 128 is a state highway with an array of uses.

*** See December 15, 2025 meeting minutes as well as documents submitted by the Owner.*

38. Despite these facts, the Town Council unlawfully and unreasonably failed to deny the rezoning request.

39. The Owner demonstrated good cause as described herein which necessitates the granting of the rehearing.

WHEREFORE, the Owner respectfully requests that the Town Council:

- A. Grant its rehearing request;
- B. Proceed with the recusal of Councilor Paul; and
- C. Vacate and reverse the Town Council's vote approving the rezoning request.

Respectfully submitted,

CC PROPERTIES, LLC

By its attorneys,

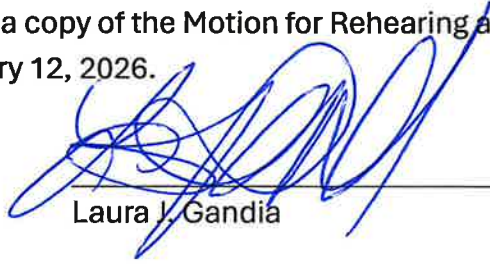
**DEVINE, MILLIMET & BRANCH,
PROFESSIONAL ASSOCIATION**

Dated: January 12, 2026

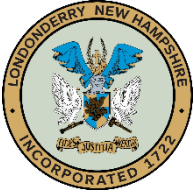
By: /s/ Laura J. Gandia
Laura J. Gandia, Esquire (#12471)
111 Amherst Street
Manchester, N.H. 03101
(603) 669-1000
lgandia@devinemillimet.com

Certificate of Service

I, Laura J. Gandia, hereby certify that a copy of the Motion for Rehearing as hand delivered to the Town of Londonderry on January 12, 2026.



Laura J. Gandia



Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026
Submitted By: TM Shaun Mulholland
Department: Town Manager

Contact Information: Email or Telephone
Estimated Discussion Time: 20 Minutes
Agenda Item Number: TC OFFICE USE

Agenda Item Title: Receive a presentation from the Town Manager regarding the various alternatives to fund infrastructure in the Town.

Background and Purpose: The Town Council requested the Town Manager to develop the options for funding infrastructure projects. Impact fees were discussed by members of the Council. The Town Manager generated a white paper listing eight different options regarding funding mechanisms for municipal infrastructure projects. The document lists the pros and cons of the eight options. The Town of Londonderry has used seven of the eight options either presently or in the past.

Action: This is for informational purposes only. If the Town Council wishes to implement mechanisms that are not presently in place they may direct the Town Manager to prepare those for further consideration.

Proposed Motion: *MOVED, that the Londonderry Town Council hereby directs the Town Manager to ...*

Attachments: TM White Paper-Alternative Infrastructure Funding Mechanisms for Municipalities in New Hampshire

White Paper: Alternative Infrastructure Funding Mechanisms for Municipalities in New Hampshire

Prepared by:

Shaun Mulholland
Town Manager
Town of Londonderry, NH

Date: July 30, 2025

I. Executive Summary

Municipalities in New Hampshire face increasing demands to fund critical infrastructure without over-reliance on property taxes. This white paper outlines legally authorized alternatives under New Hampshire law, including Tax Increment Financing (TIF), Impact Fees, Benefit Assessment Districts, Development Agreements, Exactions, and Planning Board-imposed conditions. Each mechanism is detailed with statutory language, the enabling authority, and the implementation process applicable to Londonderry.

II. Alternative Funding Mechanisms

1. Tax Increment Financing (TIF) Districts

Statutory Authority: RSA 162-K

Overview: TIF allows a municipality to use the incremental increase in property tax revenues within a defined district to finance infrastructure improvements within that district.

Statutory Language:

RSA 162-K:9 – "A municipality may, by vote of its legislative body, create one or more development districts for the purpose of encouraging the investment of private capital, improving the local economy, and increasing the local tax base."

Implementing Authority:

- **Town Council (Londonderry's legislative body)** must approve the creation of the district.
- A **TIF Advisory Board** and the **District Administrator** is appointed by the Town Council.

Process:

1. Develop a detailed TIF District Plan.
2. Hold a public hearing (RSA 162-K:4).
3. Vote by the Town Council to establish the district.
4. File notice with the NH Department of Revenue Administration.

Pros

- Enables upfront infrastructure investment in targeted districts. ([New Hampshire Housing Toolbox](#))
- Stimulates private development and economic growth where needed. ([Economic Policy Research](#), [New Hampshire Housing Toolbox](#))
- Enables the Town to require developers to provide the initial capital for improvements in the district and the Town can reimburse the developer when the tax increment revenues actually come in.

Cons

- Risk of accelerating property values → potential displacement/gentrification. ([Charleston Mercury](#))
- Political influence can skew benefits → uneven distribution. (League of California Cities [Default](#))
- Services for the district need alternative funding if costs rise faster than revenues.
- Sequesters tax revenues that would normally be sent to the school district for public education.

2. Impact Fees

Statutory Authority: RSA 674:21, V

Overview: Impact fees are assessed to new development to cover the proportional cost of public infrastructure and facilities (schools, roads, recreation, fire, police, DPW facilities).

Impact fees can only be assessed when there is a direct relationship between the impact new development creates on municipal infrastructure.

Statutory Language:

RSA 674:21, V(a) – *"Impact fees may be assessed to cover the proportional share of capital facilities made necessary by development."*

Implementing Authority:

- **Planning Board**, under the zoning ordinance adopted by the **Town Council**.

Process:

1. Conduct a Capital Improvements Plan (CIP) per RSA 674:5-8.
2. Adopt or amend the zoning ordinance to include impact fee provisions.
3. Planning Board implements the collection and administration with the assistance of staff. [Impactfee.PDF](#)

Pros

- Efficiently funds growth-related infrastructure without raising general taxes. ([Investopedia](#))
- Ensures new development pays its fair share via a clear nexus test. ([National Housing Conference](#))
- Offsets the cost of public infrastructure improvements by shifting more of a proportional cost to new residents and businesses from existing property owners.
- Provides matching funds for grants and other public expenditures for infrastructure improvements.

Cons

- Increases upfront costs for developers — potentially deterring development or increasing housing prices. ([Developers Research](#))
- Complex establishment process — requires detailed studies, ordinances, and fair administration. ([A Good Community](#), [MRSC](#))
- Adds to the cost of housing, industrial, commercial development. [Dover Planning Review: September 27, 2024](#)
- The funds received through impact fees must be escrowed and spent within 6 years. If the Town fails to expend these funds they must be returned to the payer of those fees with the interest earned on the escrowed funds.

3. Benefit Assessment Districts (Special Assessment Districts)

Statutory Authority: RSA 52-A, RSA 231:28-33 (for highways)

Overview: Allows costs of infrastructure improvements to be assessed directly to the benefiting property owners.

Statutory Language:

RSA 52-A:2 – “...any town or city may establish special assessment districts for a part of the area of the town or city, within which may be provided public facilities and services from funds derived from service charges, special assessments, or other charges within the special assessment district.”

RSA 231:31 – “The selectmen may determine that certain abutters should pay a proportional share of highway improvements.”

Implementing Authority:

- **Town Council** and administered by the **Town Manager**.

Process:

1. Identify district and proposed improvements.
2. Calculate proportional benefit.
3. Hold public hearings after receipt of a petition.
4. Adopt assessment order and notify affected property owners.

Pros

- Equitable: only those who directly benefit are charged. [Special Assessment Tax and Benefit Districts: A Win Win for Communities - FasterCapital](#)
- Targeted funding enables timely project delivery. [Citizen's Guide to Special Assessment Districts__1.pdf](#)
- Legally secure — assessments typically upheld if properly structured. [Value Capture: Primer on Special Assessment Districts](#)

Cons

- Bound to specific clearly identifiable benefitting areas — limits flexibility. ([Senate of California](#), League of California Cities [Default](#))

- Requires precise cost apportionment — demands technical expertise and can be contested. (League of California Cities [Default](#))

4. Development Agreements

Statutory Authority: RSA 674:21, I(h)

Overview: Municipalities may enter into voluntary agreements with developers to provide public infrastructure in exchange for development rights or approvals.

Statutory Language:

RSA 674:21, I(h) – *"Innovative land use controls may include the use of development agreements..."*

Implementing Authority:

- **Planning Board** and **Town Manager** negotiates terms with developer.
- **Town Council** ratifies agreements, may require approval from Town Meeting if they include public funding or obligations.

Process:

1. Negotiation during site plan/subdivision approval process.
2. Agreement reviewed for legal compliance and fairness.
3. Recorded agreement tied to land use approvals.

Pros

- Offers flexibility to tailor site-specific infrastructure deals. ([The Insurance Universe](#), [Real Estate Law Corp](#))
- Clearly allocates roles, infrastructure commitments, and timelines. ([Real Estate Law Corp](#), [IMLA](#))
- Enhances certainty for both municipality and developer around deliverables. ([The Insurance Universe](#))

Cons

- Negotiation can be lengthy, resource-intensive, and legally complex. ([APA Utah](#), [ca-ilg.org](#))

- Must maintain fair balance — public perception must be managed to avoid favoritism concerns. (waproplaw.com, ca-ilg.org)
- May be subject to public challenge or referendum post-approval. (League of California Cities [Default](#))

5. Exactions (Off-Site Improvements)

Statutory Authority: RSA 674:21, V(j)

Overview: A form of impact mitigation, where developers are required to construct or fund specific off-site improvements directly attributable to their development.

Statutory Language:

RSA 674:21, V(j) – *"The planning board may require off-site improvements that are necessitated by a development..."*

Implementing Authority:

- **Planning Board, Town Manager and depending upon the circumstances Town Council.**

Process:

1. Identify nexus between project and off-site impacts.
2. Determine fair share cost.
3. Condition of subdivision or site plan approval.
4. Funds managed through a separate capital reserve account.

Pros

- Aligns infrastructure costs with development impacts, protecting taxpayers. ([MRSC](#))
- Permits "in-kind" or monetary infrastructure contributions directly tied to development. (webservices.ncleg.gov)

Cons

- Complex impact measurement can lead to legal vulnerability. ([Impact Fees](#))
- Requires careful planning to avoid overcharging and preserve developer support. ([Developers Research](#))

6. Municipal Bonds (General Obligation & Revenue Bonds)

Statutory Authority: RSA 33

Overview: Bonds provide upfront capital for infrastructure, repaid over time from taxes or specific revenue streams.

Statutory Language:

RSA 33:3 – *"Cities and towns may incur debt for the acquisition of land, the construction or reconstruction of public works, or the purchase of equipment."*

Implementing Authority:

- **Town Council**
- Requires a super majority vote at Town Meeting if debt exceeds statutory limits.

Process:

1. Prepare warrant article.
2. Hold public hearings.
3. Secure voter approval (if required).
4. Issue bond through Municipal Bond Bank or private sale.

Pros

- Provides large upfront capital for major projects.
- Spreads payment over many years — manageable budget impact.

Cons

- May require voter approval and debt limits, slowing implementation.
- Incurs interest costs over the bond's life.
(General municipal knowledge; statutory reference RSA 33)

7. State & Federal Grant Programs

Examples:

- NH Department of Environmental Services (NHDES) Clean Water SRF
- NH DOT State Aid Bridge Program
- USDA Rural Development Infrastructure Grants
- Federal Infrastructure Investment and Jobs Act (IIJA)

Authority:

- **Town Council** typically authorizes acceptance and matching funds.
- **Town Manager** may execute grant applications.

Process:

1. Identify program and project eligibility.
2. Apply through appropriate agency.
3. Comply with match, reporting, and procurement requirements.

Pros

- Potentially covers a large portion of project costs — reducing local funding needs.
- Can target specific infrastructure needs (e.g., wastewater, transportation).

Cons

- Highly competitive, time-consuming application and administrative process.
- Often imposes strict matching requirements and reporting standards.
- Grant funds from the State and Federal government are becoming scarce.
- Grant funds may not align with Town objectives.

8. Public-Private Partnerships (P3s)

Statutory Authority: Implied through RSA 674:21 and general municipal authority (RSA 31:1)

Overview: Partnering with private entities to finance or operate infrastructure (e.g., roads, utilities, broadband).

Authority:

- **Town Council** (via general authority to manage town affairs and accept funds).
- Legal agreements reviewed by Town Attorney.

Process:

1. Identify infrastructure needs.
2. Issue Request for Proposals (RFP).
3. Negotiate terms.
4. Execute agreement with appropriate oversight.

Pros

- Leverages private capital and expertise — potentially faster delivery. ([Brookings](#))
- Shifts certain project risks (e.g., cost overruns, operations) to private partners.

Cons

- Contracts can be complex and require ongoing oversight. ([Brookings](#))
- Long-term deals may limit municipal flexibility if not carefully structured.

III. Implementation in Londonderry

Capital Improvement Plan (CIP) Integration

All mechanisms except bonding and grants require a valid, updated CIP (RSA 674:5–8) to justify nexus and eligibility. Londonderry’s Planning Board must annually update the CIP in coordination with the Budget Committee and Town Manager.

Town Council Role

- Approves TIF districts, bonding, benefit districts, and public-private agreements.
- Adopts ordinances to enable Impact Fees and other planning tools.

Planning Board Role

- Administers with the assistance of staff exactions, impact fees, development agreements, and subdivision/site plan conditions.

Town Manager's Office

- Coordinates grant funding, negotiates agreements and implements programs, processes.

- Oversees interdepartmental CIP preparation.
- Supports project development and external partnerships.

IV. Recommendations

1. **Adopt or Update Enabling Ordinances** for Impact Fees and Exactions.
2. **Establish TIF Districts** in strategic economic development areas (e.g., Pettengill Road corridor).
3. **Consider Benefit Assessment Districts** for localized utility or transportation improvements.
4. **Expand Use of Development Agreements** to capture fair share contributions.
5. **Integrate CIP and Land Use Planning** to legally support fees and developer obligations.
6. **Create a P3 Policy Framework** to guide and encourage private-sector involvement.
7. **Aggressively Pursue Grants** with dedicated grant coordination resources.

V. Conclusion

New Hampshire law provides a flexible set of tools to fund infrastructure equitably and sustainably. Londonderry is well-positioned to leverage these options through strategic planning, stakeholder engagement, and assertive policy execution. This approach will ensure the town meets its infrastructure needs without undue burden on property taxpayers.

VI. PROS AND CONS

Below is a concise yet comprehensive breakdown of **pros and cons** for each of the eight alternative infrastructure-funding mechanisms:

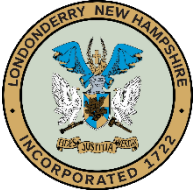
Summary Table

Mechanism	Pros	Cons
TIF	Stimulates growth, upfront investment	Gentrification risk, political influence
Impact Fees	Developer pays proportionately	Developer costs, complexity
Assessment Districts	Equitable, targeted funding	Geographic limits, technical burden

Mechanism	Pros	Cons
Development Agreements	Tailored, enforceable commitments	Complex, resource-intensive
Exactions	Direct mitigation of impacts	Measurement challenges, legal risk
Bonds	Large capital, spread out payments	Interest cost, possible vote delays
Grants	External funding, targeted use	Competitive, administrative workload
P3s	Private expertise, risk-sharing	Long contracts, oversight needs

Conclusion:

No single option serves all municipal infrastructure needs. A balanced approach—leveraging targeted tools like exactions and impact fees for growth-related demands; using bonds or grants for large capital needs; and considering TIFs, assessment districts, and P3s in appropriate contexts—can serve Londonderry’s interests. All of these options have pros and cons. They all have positive and negative impacts that must be carefully considered before they are considered for adoption.



Town of Londonderry, New Hampshire
268B Mammoth Road • Londonderry, NH 03053
(603) 432-1100 • londonderrynh.gov

Town Council Meeting – Agenda Item Coversheet

Meeting Date: 2/2/2026

Submitted By: Councilor Deb Paul

Department: Town Council

Contact Information: Email or Telephone

Estimated Discussion Time: 10 Minutes

Agenda Item Number: TC OFFICE USE

Agenda Item Title: Solicitation for a Legal Counsel

Background and Purpose: Councilor Paul submitted an agenda request item on 7/3/25 requesting the Town Council discuss “new lawyers for the town”, “Do we really need that big a law firm”, “start the process to find a new lawyer for the town”. “a general counsel to handle a wide range of legal matters, and may also need specialists for specific issues like litigation, zoning, or employment law”

Town Charter Chapter I, General Code, Article 4, Section 4.10 Town Attorney states as follows,

The Council shall engage as needed such attorneys as are deemed in the best interest of the town to provide legal advice to the Council, Manager, town departments, and other agencies and represent the Town in any legal proceeding, criminal prosecutions, and traffic violations. Such attorneys shall, on Council direction, perform any other duties prescribed by this Charter or by ordinance.

The Town is presently represented by the law firm of Sheehan Phinney as general legal counsel. The Town also utilizes other law firms for different purposes. The Police Department has attorneys on staff who conduct criminal prosecutions, violations of the motor vehicle code, violations of other state laws and Town Codes.

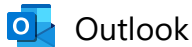
On 9/2/25 the Council directed the Town Manager to obtain price quotes instead of issuing an RFQ for firms that may provide municipal legal services for the Town. The Town Manager obtained price quotes from two prominent firms that provide municipal legal services.

The Council requested the Town Manager to develop an RFQ and process for selecting legal counsel. The Town Manager sent a draft RFQ and outlined a process. The Council stated they would like to discuss this further in January.

Action: Approve the RFQ and process outlined by the Town Manager

Proposed Motion: MOVED, that the Town Council directs the Town Manager to issue the Request for Qualifications (RFQ) to solicit a law firm to serve the Town of Londonderry and coordinate the process.

Attachments: Click or tap here to enter text.



Online Form Submittal: Town Council Agenda Request Form

From noreply@civicplus.com <noreply@civicplus.com>

Date Thu 7/3/2025 2:25 PM

To Shaun Mulholland <smulholland@londonderrynh.gov>; Kellie Caron <kcaron@londonderrynh.gov>; Tanya Pinter <tpinter@londonderrynh.gov>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Town Council Agenda Request Form

Requester Information

The Town Council Agenda Request Form is available for anyone who wishes to propose an item for inclusion on a Town Council meeting agenda. Submissions are reviewed by the Town Manager's office.

Please note that members of the public may speak during the "Public Comment" sections of an upcoming Town Council meeting without needing sponsorship.

(Section Break)

Contact Information

First Name Debra

Last Name Paul

Email Address [Redacted]

Phone Number [Redacted]

Address 1 [Redacted]

Address 2 (Optional) *Field not completed.*

Town / City Londonderry

State NH

ZIP Code 03053

(Section Break)

Requester Information

If you are not a member of the Londonderry Town Council, a Councilor has to sponsor your agenda request form. There will be a space later in the form to select the Councilor's name.

Are you the requester? Yes

Are you a member of the Londonderry Town Council? Yes

(Section Break)

Agenda Request Information

(Section Break)

Agenda Request Date

The Londonderry Town Council generally meets on the first and third Mondays of the month. If Monday is a holiday, the meeting will be moved to Tuesday.

Preferred Date of Council Meeting to Consider Item 8/4/2025

Please keep in mind that if this request is for an agenda item and is not urgent in nature, a date **ten days in the future** is preferable in order to allow proper time to prepare materials.

Is there a deadline associated with this item, and if so, what is it? no

(Section Break)

Agenda Request Information

Name of Agenda Topic Item new lawyers for the town

Reason for Topic Item It is good to change things up

Specific Questions Related to the Topic Item Do we really need that big a law firm

What possible action, motion, goal, and / or Town Code or Policy amendment are you proposing? start the process to find a new lawyer for the town

What documentation and / or references related to the topic item would you like to provide? *Field not completed.*

Do you have any requests for supporting documentation from staff and if so, what materials are needed? *Field not completed.*

Other Information a general counsel to handle a wide range of legal matters, and may also need specialists for specific issues like litigation, zoning, or employment law.

Attachments *Field not completed.*

(Section Break)

Email not displaying correctly? [View it in your browser.](#)

Town of Londonderry, New Hampshire

Request for Qualifications (RFQ)

Municipal Legal Counsel Services

This document contains the draft RFQ language, the evaluation scoring matrix, and the structured interview guide for use by the Selection Committee.

A. General Information

Issuing Entity: Town of Londonderry, New Hampshire

RFQ Title: Request for Qualifications – Municipal Legal Counsel Services

RFQ Number: [RFQ-2025-XX]

Issue Date: [Month Day, 2025]

Qualifications Due: [Time], [Month Day, 2026]

Submittal Location:

Town of Londonderry, NH

Attn: [Town Manager / Purchasing Agent]

268B Mammoth Road

Londonderry, NH 03053

Email (if electronic submissions are allowed): [email address]

RFQ Contact (Single Point of Contact):

Name: [Name, Title]

Phone: [Phone]

Email: [Email]

1. Introduction and Purpose

The Town of Londonderry, New Hampshire (“Town”) is soliciting statements of qualifications from experienced and qualified attorneys or law firms (“Firm” or “Firms”) to provide municipal legal counsel services to the Town on a contractual basis.

The Town seeks counsel with substantial experience in New Hampshire municipal law, including but not limited to municipal governance, right-to-know law, planning and zoning, land use, taxation and assessment appeals, labor and employment, contracts and procurement, code enforcement, and general civil litigation.

The Town may select:

- A single firm to provide comprehensive municipal legal services; or

- Multiple firms to provide specific components (e.g., general town counsel, land use, labor/employment), if determined to be in the Town's best interest.

Award will be made to the Firm(s) whose qualifications are determined to be most advantageous to the Town, taking into account the evaluation criteria set forth in this RFQ. While fee structure will be considered, this is primarily a qualifications-based selection process.

2. Background – Town of Londonderry

Londonderry is a growing New Hampshire community with a population of approximately [X,000] residents. The Town operates under [describe form of government – e.g., a Town Council/Town Manager form] and provides a full range of municipal services, including police, fire, public works, planning and development, recreation, and general government services.

The Town regularly addresses issues related to:

- Planning and zoning, development review, and land use.
- Tax assessment and abatement appeals.
- Collective bargaining and personnel matters.
- General municipal governance, contracts, and procurement.
- Civil litigation and enforcement actions, as needed.

Additional information about the Town, including budgets and annual reports, is available on the Town's website at [www.londonderrynh.gov].

3. Scope of Services

- 3.1 General Counsel
 - Advise Town Council, Town Manager, departments, boards, and commissions on all aspects of municipal law.
 - Draft, review, and/or negotiate ordinances, regulations, policies, contracts, leases, MOUs, inter-municipal agreements, and other legal instruments.

- Provide opinions on statutory interpretation, charter and ordinance issues, and ethics/conflict-of-interest matters.
- 3.2 Planning, Zoning, and Land Use
 - Advise Planning Board, Zoning Board of Adjustment, Conservation Commission, and related boards.
 - Assist with development agreements, subdivision and site plan approvals, and enforcement.
 - Represent the Town in land use appeals before the Superior Court and other tribunals.
- 3.3 Taxation and Assessing
 - Advise on property tax assessments, abatements, exemptions, and current use.
 - Represent the Town in tax appeals before the Board of Tax and Land Appeals and Superior Court.
- 3.4 Labor & Employment
 - Provide advice on personnel matters, discipline, grievances, and workplace policies.
 - Assist with collective bargaining, contract administration, and labor relations, as needed.
- 3.5 Litigation and Administrative Proceedings
 - Represent the Town in civil actions in state and federal courts, administrative hearings, and other proceedings, when assigned.
 - Coordinate with the Town's insurers and insurance defense counsel, as applicable.
- 3.6 Meetings and Training
 - Attend Town Council and other board/committee meetings as requested.
 - Provide training for elected officials and staff on topics such as RSA 91-A, conflicts of interest, ethics, governance, and land use law.
- 3.7 Availability and Reporting
 - Provide timely responses to routine inquiries (e.g., within one business day for non-urgent matters).
 - Provide regular status updates on significant matters and litigation.
 - Submit detailed monthly invoices describing services provided, time spent, and personnel involved.

The Town reserves the right to modify the scope of services during contract negotiations.

4. Term of Engagement

The Town anticipates entering into a professional services agreement with the selected Firm(s) for an initial term of [three (3) to five (5)] years, with options to renew for additional periods upon mutual agreement, subject to annual appropriation and the Town's right to terminate for convenience or cause.

5. Minimum Qualifications

- Be duly licensed to practice law in the State of New Hampshire, with all attorneys assigned to Town work in good standing with the New Hampshire Bar.
- Demonstrate at least five (5) years of significant experience representing New Hampshire municipalities or comparable local government entities in the areas identified in the Scope of Services.
- Maintain adequate professional liability (errors and omissions) insurance and other insurance required by the Town.
- Affirm that it has no conflict of interest that would preclude it from representing the Town, and agrees to disclose any potential conflicts that arise during the engagement.

6. Submission Requirements

Firms shall submit a electronic copy (PDF) of their Statement of Qualifications. Submittals shall be organized in the following order and include, at a minimum:

1. Cover Letter
2. Firm Profile
3. Proposed Team
4. Relevant Experience
5. Approach and Capacity
6. References
7. Fee Structure
8. Insurance
9. Required Forms/Certifications

7. Evaluation Criteria

The Town will evaluate and rank submittals based on, but not limited to, the following factors:

- Experience and qualifications in municipal law, with emphasis on New Hampshire.
- Qualifications and experience of assigned attorneys and staff.
- Quality of prior work and references.
- Understanding of the Town's needs and proposed approach.
- Fee structure and overall value.
- Demonstrated capacity to handle the Town's anticipated workload and timelines.

8. Selection Process

10. Review of Qualifications by the Town's Selection Committee.

11. Shortlisting of top-ranked Firms.
12. Interviews with shortlisted Firms (in person or virtual).
13. Reference checks for one or more Firms under final consideration.
14. Negotiation of terms, including scope, staffing, and fee structure, with the top-ranked Firm(s).
15. Recommendation of the preferred Firm(s) to the Town Council/Select Board.
16. Formal award and execution of a professional services agreement, subject to all required approvals.

9. General Terms and Conditions

- Addenda: Any changes to this RFQ will be by written addendum posted on the Town’s website and/or distributed to known holders of the RFQ.
- Public Records: Submittals may be subject to disclosure under New Hampshire’s Right-to-Know Law (RSA 91-A).
- Costs of Preparation: All costs associated with preparing and submitting qualifications are the sole responsibility of the Firm.
- Non-Discrimination: Firms shall comply with all applicable federal and state laws and regulations regarding non-discrimination and equal opportunity.
- Conflicts of Interest: Firms must disclose any actual or potential conflicts of interest and describe how such conflicts will be avoided or mitigated.

10. Questions and Clarifications

All questions regarding this RFQ must be submitted in writing by [Time, Date] to:

[Name, Title]
 Town of Londonderry, NH
 Email: [Email Address]

No verbal interpretations will be given. Answers to all substantive questions will be issued in writing via addendum and posted on the Town’s website.

11. Anticipated Schedule

Milestone	Date / Time
RFQ Issued	[Month Day, 2026]
Deadline for Written Questions	[Month Day, 2026 – Time]
Addenda (if any) Issued	[Month Day, 2026]
Qualifications Due	[Month Day, 2026 – Time]
Shortlisting and Initial Evaluation Completed	[Month Day, 2026]

Interviews with Shortlisted Firms (if held)	[Range of Dates]
Selection Committee Recommendation	[Month Day, 2026]
Council/Board Consideration of Award	[Meeting Date]
Anticipated Start of Services	[Target Date]

12. Reservation of Rights

- Reject any or all submittals.
- Waive any minor informalities or irregularities in submittals.
- Request clarification or additional information from any Firm.
- Cancel this RFQ in whole or in part.
- Negotiate with one or more Firms.
- Select the Firm or Firms that, in the Town's judgment, best serve the interests of the Town.

Evaluation Scoring Matrix – Municipal Legal Counsel Services

The following matrix is provided for use by the Selection Committee in evaluating written Statements of Qualifications. Each criterion is scored on a 0–5 scale and multiplied by the assigned weight.

Criteria	Description	Weight	Score (0–5)	Weighted Score
Municipal Law Experience	Depth of experience in NH municipal law, including governance, RSA 91-A, land use, taxation, employment.	30%		
Specialized Expertise	Demonstrated success in land use litigation, tax appeals, labor relations, collective bargaining, code enforcement.	20%		
Qualifications of Assigned Attorneys	Credentials, NH Bar standing, years of relevant practice, clarity of attorney responsibility, team depth.	20%		
Approach, Responsiveness, Capacity	Quality of service model, communication protocols, ability to meet deadlines, availability for meetings/hearings.	15%		
Reputation & References	Quality and relevance of municipal references; professionalism,	10%		

ethics, client satisfaction.

Fee Structure & Value	Transparency, fairness, flexibility of fee structure; staffing/billing efficiency.	5%
-----------------------	--	----

Total Maximum Score: 100%

DRAFT

Structured Interview Guide – Municipal Legal Counsel Services

This guide is intended for use during interviews with shortlisted firms to ensure a consistent and fair evaluation process.

Opening Questions

17. Briefly introduce your firm and the attorneys who would serve as Town Counsel.
18. Summarize your experience representing New Hampshire municipalities or comparable local governments.

Legal Competence & Case Handling

19. Describe one complex municipal matter you handled recently and your strategy in resolving it.
20. How do you manage conflicts of interest, especially in a region where firms may represent multiple public or private entities?
21. Explain your approach to advising boards on land use decisions to reduce litigation risk.
22. Describe your experience with tax assessment appeals and BTLA litigation.
23. Discuss your experience in labor relations, collective bargaining, and personnel issues.

Responsiveness & Working Style

24. What service levels do you commit to (e.g., response times, meeting attendance, turnaround timelines)?
25. How do you ensure effective communication with Town staff, board members, and elected officials?
26. Describe how you manage workload across multiple attorneys to ensure consistency of advice.
27. How do you incorporate preventive legal guidance to reduce risk and improve operations?

Billing, Value, and Efficiency

28. Explain your fee structure and how you help municipalities control legal costs.
29. Do you provide any flat fees, blended rates, or training at no additional charge?

Scenario-Based Questions

30. Scenario: A controversial land-use application draws public pressure and risk of appeal. How do you advise the Planning Board?
31. Scenario: A department is facing an employee discipline case that may become litigious. What steps do you take?
32. Scenario: You discover at 3 PM that a major filing deadline is 4 PM and the client hasn't completed supporting documentation. What do you do?

Closing Questions

33. What makes your firm the best fit for Londonderry?
34. What questions do you have for us about expectations, workload, or governance structure?

Interview Evaluation Rubric (0–5)

Category	Description	Score
Legal expertise	Demonstrated command of NH municipal issues	
Communication	Clarity, professionalism, ability to explain complex topics	
Responsiveness & availability	Ability to meet Town timelines reliably	
Fit with Londonderry operations	Cultural and practical fit, collaborative approach	
Value orientation	Cost efficiency, strategic guidance, risk mitigation	
Overall Impression	Committee judgment based on full interview	

Total Interview Score: ____ / 30 (or as weighted by the Committee).

**Londonderry Town Council Meeting
Monday, January 19, 2026, 7:00 p.m.
Moose Hill Council Chambers**

Meeting Link: <https://www.youtube.com/watch?v=aQhziUn2RmU>

Council Members Present: Chair Ron Dunn; Vice Chair Shawn Faber; Councilors Dan Bouchard, Deb Paul, Ted Combes

Council Members Absent: None

Other Staff Present: Town Manager Shaun Mulholland; Administrative Services Director Kirsten Hildonen; Finance Director Justin Campo; Controller Sarah Jardim-Lee; DPW Director Dave Wholley; Acting Fire Chief Phil LeBlanc; Recreation Director Art Psaedas; Assistant Director of Recreation Doug Cole; Human Resources Director Tara Koza; Police Chief Kim Bernard; Assistant Assessor Laura Keeley; Town Clerk Sherry Farrell; Members of the Budget Committee

A. CALL TO ORDER

Chair Dunn called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

B. PUBLIC COMMENT

Chair Dunn opened public comment.

Name: Kevin Smith

Address: 6 King Phillip Drive

Mr. Smith offered kudos to the DPW, and to the High School and Fire Department for offering the Extended Learning Opportunities (ELO) internship/class.

Name: John Farrell

Address: 4 Hancock Drive

Mr. Farrell spoke to the Town Charter and the changes that have occurred in the 30 years since it was written. He suggested a Charter Commission be established to discuss the future of Londonderry.

Name: Kristine Perez

Address: 5 Wesley Drive

Ms. Perez spoke to an upcoming House Bill on tax caps and expressed her concerns.

Name: Bob Slater

Address: 1 Stonehenge Road

Mr. Slater spoke to the success of the ELO internship/class and thanked the Fire Department for their cooperation. The School has appointed an individual to expand and manage a full-blown ELO program. He asked the community for their support.

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92

Name: Jonathan Roe

Address: 368 Mammoth Road

Mr. Roe complimented the Town Manager on his handling of issues at the last Council meeting. He thanked the councilors for their service, and encouraged them to do business better by building trust, improving communication, and respecting each other.

Chair Dunn closed public comment.

C. BOARD APPOINTMENTS AND REAPPOINTMENTS

None

D. PUBLIC HEARINGS

1. Receive public input, discuss and act upon the proposed bond for the Reverend Morrison Meeting House renovation.

Mr. Mulholland reviewed the history and current state of the Reverend Morrison Meeting House, and the proposed renovation of the building. He outlined the actions needed from the Council for this project to move forward.

Vice Chair Faber moved to open the public hearing. Seconded by Councilor Combes. Motion carried 5-0-0. Chair votes in the affirmative.

Chair Dunn asked for public comment.

Name: John Farrell

Address: 4 Hancock Drive

Mr. Farrell spoke to the difference between the citizens' petition submitted by the Londonderry Historic Society to create a capital reserve fund of \$950,000 with the intent of saving the building, and the Town warrant article to obtain a bond to renovate it.

Name: Ray Breslin

Address: 3 Gary Drive

Mr. Breslin spoke to the need to preserve the Morrison Meeting House and asked about the plan to spend the \$950,000.

Name: Ann Chiampa

Address: 28 Wedgewood Drive

Ms. Chiampa listed issues in the building that need to be taken care of immediately. She stressed the need to open the building and to obtain matching grants. She spoke to the need to preserve the original intent of the building.

Name: Jan McLaughlin

Address: 38 Rainbow Drive

Ms. McLaughlin suggested fixing individual issues instead of asking for a bond to renovate the entire building. She suggested possible uses for the building and that the community should work together to complete the repairs.

93
94 **Name:** Kevin Smith
95 **Address:** 6 King Phillip Drive
96 Mr. Smith reviewed the recent history of the building leading up to the closure and asked
97 about the minimum amount needed to open the doors.

98
99 **Name:** Kristine Perez
100 **Address:** 5 Wesley Drive
101 Ms. Perez asked why the building was not placed on the Historic Register, as the
102 opportunity to obtain grants was missed.

103
104 **Name:** Ray Breslin
105 **Address:** 3 Gary Drive
106 Mr. Breslin asked questions about the quote to renovate the building and why the building
107 wasn't registered with the State. Kevin McGee with ReArch Construction reviewed the
108 history of this project and answered questions about the quote to renovate and reopen the
109 building.

110
111 **Name:** Jan McLaughlin
112 **Address:** 38 Rainbow Drive
113 Ms. McLaughlin reviewed grants that are available for buildings listed as National
114 Historic Landmarks and on the Historic Register.

115
116 **Name:** Bob Slater
117 **Address:** 1 Stonehenge Road
118 Mr. Slater spoke to the estimated cost of opening the building, and the work needed to
119 move the project forward. He stressed the need for someone to manage the project.

120
121 **Name:** Jonathan Roe
122 **Address:** 368 Mammoth Road
123 Mr. Roe clarified the cost of opening the building and questioned whether the Town could
124 get that value through using it.

125
126 Councilor Paul questioned whether funds could be raised over a multi-year period. Mr.
127 Mulholland explained the statutes allow for this, but noted the cost of restarting the project
128 numerous times. Mr. McGee reviewed the timeline for construction.

129
130 **Name:** Sherry Farrell
131 **Address:** 4 Hancock Drive
132 Ms. Farrell questioned the requirements for hosting 350 people in the building as opposed
133 to 99 people.

134
135 **Name:** Ann Chiampa
136 **Address:** 28 Wedgewood Drive
137 Ms. Chiampa recommended contacting the New Hampshire Preservation Alliance and
138 Preservation Timber Framing.

139
140 Mr. Mulholland read the statute regarding appropriating funds over five fiscal years for a
141 project.

142
143 **Name:** John Farrell
144 **Address:** 4 Hancock Drive
145 Mr. Farrell spoke to the desire to save the building and questioned whether the warrant
146 article for the \$3.3 million bond would pass.

147
148 **Name:** John Wilson
149 **Address:** Tranquil Drive
150 Mr. Wilson asked about contingency funds and cost-sharing agreements. He spoke in
151 favor of saving the building and noted the need for a downtown.

152
153 *Vice Chair Faber moved to close the public hearing. Seconded by Councilor Paul.*
154 *Motion carried 5-0-0. Chair votes in the affirmative.*

155
156 The Council spoke to the need for a plan to present to the voters, the reasoning behind not
157 voting to place the building on the Historic Register, and giving the voters the opportunity
158 to decide on the amount of money they are willing to approve to save the building. They
159 noted the increase in costs if the project were extended over time. They discussed the
160 possibility of donations of time and materials, and the impact on the project.

161
162 The Council discussed the citizens' petition, noting the funds could be used for
163 maintenance of the building. They pointed out the building operating costs are unknown
164 and will depend on use. They clarified that if both warrant articles pass, the funds from
165 the citizens' petition article can be used to offset what is borrowed.

166
167 **2. Final public hearing and adoption of fiscal year 2027 budget and final vote on**
168 **Warrant (RSA 40:13 II-a (c) requires a public hearing by the 3rd Tuesday in Jan**
169 Mr. Mulholland offered a presentation on the proposed budget and budget process.

170
171 *Councilor Combes moved to open the public hearing.*

172
173 The Council agreed that Mr. Mulholland would review the warrant articles before opening
174 the public hearing.

175
176 *Councilor Combes rescinded his motion.*

177
178 Ms. Hildonen read the warrant articles. Mr. Mulholland and Staff reviewed each one.

179
180 For Warrant Article 7, Construction of School District Office, Superintendent Dan Black,
181 Business Administrator Amity Small, and School Board Chair Bob Slater offered a
182 presentation describing the details of this proposal. The councilors and Budget Committee
183 members asked clarifying questions.

184

185 For Warrant Article 11, Fire Department Equipment Capital Reserve Fund, Acting Fire
186 Chief LeBlanc reviewed the need to replace defibrillators.

187
188 For Warrant Article 13, Recreation Capital Reserve Fund, Recreation Director Art
189 Psaledas and Assistant Director of Recreation Doug Cole explained this fund covers
190 needed repairs.

191
192 For Warrant Article 16, Fire Department Full-Time Executive Assistant, Acting Fire Chief
193 LeBlanc reviewed the need for this position.

194
195 For Warrant Article 17, Fire Department Full-Time Fire Training Officer, Acting Fire
196 Chief LeBlanc reviewed the need for this position.

197
198 For Warrant Article 18, Part-Time Human Resources Assistant and Warrant Article 19,
199 Part-Time Human Resources Specialist, Human Resources Director Tara Koza reviewed
200 the need for these positions.

201
202 For Warrant Article 22, Municipal and Transportation Improvement Fund and Capital
203 Reserve Fund, Senior Resource Committee members John Wilson and Sherry Farrell
204 explained the Committee's desire that these funds be used to pay for CART, including
205 potentially extending the hours of service and adding routes.

206
207 For Citizens Petition Article 27, State Funding to Local Communities, Paul Skudlarek, 20
208 Woodbine Drive, reviewed the reasoning for presenting this article.

209
210 For Citizens Petition Article 28, Emergency Risk Protection Order or Red Flag Law, Paul
211 Skudlarek, 20 Woodbine Drive, reviewed the reasoning for presenting this article. Police
212 Chief Bernard answered questions from the Council about this article.

213
214 *Vice Chair Faber moved to open the public hearing. Seconded by Councilor Combes.*
215 *Motion carried 5-0-0. Chair votes in the affirmative.*

216
217 Chair Dunn asked for public comment.

218
219 **Name:** John Farrell
220 **Address:** 4 Hancock Drive

221 As the Chairman of the New Hampshire State Water Council, Mr. Farrell noted the lack
222 of funding for water issues. He spoke to the need for an election plan to present and vote
223 for 38 warrant articles.

224
225 **Name:** Kevin Smith
226 **Address:** 6 King Phillip Drive

227 Mr. Smith encouraged the Council to support the warrant articles regarding construction
228 of the new SAU building and adding benefits to the Town Clerk position.

229
230 *Vice Chair Faber moved to close the public hearing. Seconded by Councilor Combes.*

231 *Motion carried 5-0-0. Chair votes in the affirmative.*

232
233 *Vice Chair Faber moved to approve Kate Burbidge's budget cuts. Seconded by*
234 *Councilor Combes.*

235
236 Ms. Burbidge reviewed her proposed cuts. The councilors discussed hearing from the
237 department heads as to how these cuts would affect their departments.

238
239 The department heads commented on the proposed cuts and in some cases requested
240 adjustments. The Council and Budget Committee members discussed and agreed to
241 changes.

242
243 *Motion carried 5-0-0. Chair votes in the affirmative.*

244
245 *Councilor Bouchard moved to move Article 4 to the warrant. Seconded by Councilor*
246 *Combes. Motion carried 5-0-0. Chair votes in the affirmative.*

247
248 The councilors agreed the voters should have input on what should be done to the
249 Morrison Meeting House.

250
251 *Councilor Combes moved that the Londonderry Town Council recommend to the voters*
252 *\$3,381,000. Seconded by Councilor Paul. The vote was split 2-2-1. Chair votes in the*
253 *negative.*

254
255 *Councilor Combes moved to move Article 5 to the warrant. Seconded by Vice Chair*
256 *Faber. Motion carried 3-2-0, with Councilors Bouchard and Paul voting in opposition.*
257 *Chair votes in the affirmative.*

258
259 Article 6 will be voted on later in the meeting.

260
261 *Councilor Combes moved to move Article 7 to the warrant. Seconded by Vice Chair*
262 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

263
264 *Vice Chair Faber made a motion to recommend moving the warrant article to the ballot*
265 *for \$2,500,000. Seconded by Councilor Bouchard. The vote was 5-0-0.*

266
267 *Councilor Combes moved to move Article 8 to the warrant. Seconded by Vice Chair*
268 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

269
270 *Councilor Combes moved to support the Expendable Maintenance Trust Article 8.*
271 *Seconded by Vice Chair Faber. The vote was 5-0-0.*

272
273 *Councilor Combes moved to move Article 9 to the warrant. Seconded by Vice Chair*
274 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

275
276 *Councilor Combes moved to recommend Article 9 for \$650,000 to the Roadway*

277 *Maintenance Expendable Trust Fund. Seconded by Councilor Bouchard. The vote was*
278 *5-0-0.*

279
280 *Councilor Combes moved to move Article 10 to the warrant. Seconded by Vice Chair*
281 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

282
283 *Councilor Combes moved to recommend Article 10, Fire Department Truck Capital*
284 *Reserve Fund for \$300,000. If passed, this article would require the Town to raise \$0.00*
285 *in property taxes. Seconded by Vice Chair Faber. The vote was 5-0-0.*

286
287 For Article 11, Councilor Bouchard suggested taking \$800,000 out of the undesignated
288 fund balance instead of \$550,000, as the need for this equipment is critical. The Council
289 discussed the intended use of the undesignated fund balance and the danger of reducing it
290 too far. Chair Dunn recommended discussing this at Deliberative Session.

291
292 *Councilor Combes moved to move Article 11 to the warrant. Seconded by Vice Chair*
293 *Faber. Motion carried 4-1-0, with Councilor Bouchard voting in opposition. Chair votes*
294 *in the affirmative.*

295
296 *Councilor Combes moved to recommend Article 11, Fire Department Equipment*
297 *Capital Reserve Fund to appropriate \$800,000 for the Fire Department Equipment*
298 *Capital Reserve Fund, with \$550,000 coming from the undesignated fund balance.*
299 *Seconded by Vice Chair Faber. The vote was 4-1-0.*

300
301 *Councilor Combes moved to move Article 12 to the warrant. Seconded by Councilor*
302 *Bouchard. Motion carried 5-0-0. Chair votes in the affirmative.*

303
304 *Councilor Combes moved to recommend Article 12, Information Technology Capital*
305 *Reserve Fund, to see if the Town will vote to raise and appropriate the sum of \$350,000*
306 *to be placed in the Information Technology Capital Reserve Fund and further authorize*
307 *the use of \$50,000 from the June 30 unassigned fund balance. Seconded by Councilor*
308 *Bouchard. The vote was 2-3-0.*

309
310 *Councilor Combes moved to move Article 13 to the warrant. Seconded by Vice Chair*
311 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

312
313 *Councilor Combes moved to recommend Article 13, Recreation Capital Reserve Fund,*
314 *to see if the Town will vote to raise and appropriate \$25,000 to be placed in the Rec*
315 *Department Capital Reserve Fund and further authorize the use of \$25,000 from the*
316 *June 30th unassigned fund balance towards this appropriation. Seconded by Vice Chair*
317 *Faber. The vote was 5-0-0.*

318
319 *Councilor Combes moved to move Article 14 to the warrant. Seconded by Vice Chair*
320 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

321
322 *Councilor Combes moved to recommend Article 14, Pillsbury Cemetery Expansion*

323 *Capital Reserve Fund, to see if the Town will vote to raise and appropriate \$75,000 to*
324 *be placed in the Pillsbury Cemetery Capital Reserve Fund. Seconded by Vice Chair*
325 *Faber. The vote was 4-1-0.*

326
327 *Councilor Combes moved to move Article 15 to the warrant. Seconded by Vice Chair*
328 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

329
330 *Councilor Combes moved to recommend Article 15, Cable Equipment Capital Reserve*
331 *Fund, to see if the Town will vote to raise and appropriate \$32,500 to be placed in the*
332 *Cable Equipment Capital Reserve Fund with funding to come from the annual*
333 *distribution of Public Educational and Government Access programming from the*
334 *current Franchise Agreement. Seconded by Councilor Paul. The vote was 5-0-0.*

335
336 *Councilor Combes moved to move Article 16 to the warrant. Seconded by Vice Chair*
337 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

338
339 *Councilor Combes moved to recommend Article 16, Fire Department Add One Full-*
340 *Time Executive Assistant, to see if the Town will vote to raise and appropriate \$143,303*
341 *for the purpose of adding one full-time Fire Executive Assistant to the Fire Department.*
342 *Should this warrant article be passed, the position and its appropriation will be part of*
343 *both the operating and default budget in future years. Seconded by Vice Chair Faber.*
344 *The vote was 5-0-0.*

345
346 *Councilor Combes moved to move Article 17 to the warrant. Seconded by Vice Chair*
347 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

348
349 *Councilor Combes moved to recommend Article 17, Add One Full-Time Fire Training*
350 *Officer, to see if the Town will vote to raise and appropriate \$173,226 for the purpose*
351 *of adding one full-time Fire Training Officer to the Fire Department. Should this*
352 *warrant article be passed, the position and its appropriation will be part of both the*
353 *operating and default budget in future years. Seconded by Vice Chair Faber. The vote*
354 *was 5-0-0.*

355
356 *Councilor Combes moved to move Article 18 to the warrant. Seconded by Councilor*
357 *Bouchard. Motion carried 5-0-0. Chair votes in the affirmative.*

358
359 *Councilor Combes moved to recommend Article 18, Human Resources Department*
360 *Part-Time Human Resources Assistant, to see if the Town will vote to raise and*
361 *appropriate \$44,812 for the purpose of adding a part-time Human Resources Assistant*
362 *position to provide support to the Human Resources Department through essential*
363 *administrative support tasks. Should this warrant article be passed, the position and its*
364 *appropriation will be part of both the operating and default budget in future years.*
365 *Seconded by Councilor Bouchard. The vote was 2-3-0.*

366
367 *Councilor Combes moved to move Article 19 to the warrant. Seconded by Councilor*
368 *Paul. Motion carried 5-0-0. Chair votes in the affirmative.*

369
370 *Councilor Combes moved to recommend Article 19, Human Resources Department*
371 *Part-Time Human Resources Specialist, to see if the Town will vote to raise and*
372 *appropriate \$58,218 for the purpose of adding a part-time Human Resources Specialist*
373 *position to the Human Resources Department to assist with the tasks necessary to*
374 *conduct workplace accident investigations, employee background investigations, and*
375 *internal investigations. Should this warrant article be passed, the position and its*
376 *appropriation will be part of both the operating and default budget in future years.*
377 *Seconded by Vice Chair Faber. The vote was 2-3-0.*

378
379 *Councilor Combes moved to move Article 20 to the warrant. Seconded by Vice Chair*
380 *Faber. Motion carried 5-0-0. Chair votes in the negative.*

381
382 *Councilor Combes moved to recommend Article 20, Establish and Fund a Revolving*
383 *Fund for Senior Affairs and the Senior Center under RSA 31:95-h. Seconded by Vice*
384 *Chair Faber. The vote was 5-0-0.*

385
386 *Councilor Combes moved to move Article 21 to the warrant. Seconded by Vice Chair*
387 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

388
389 *Councilor Combes moved to recommend Article 21, Establish and Fund a Capital*
390 *Reserve Fund for Transportation Under RSA 35:1 with the amount of \$500,000 to be*
391 *placed in this fund. Seconded by Councilor Bouchard. The vote was 5-0-0.*

392
393 Joseph Gagnon of the Budget Committee asked to amend the language in Article 22 to
394 limit the use for CART. Chair Dunn recommended discussing this at Deliberative Session.

395
396 *Councilor Combes moved to move Article 22 to the warrant. Seconded by Councilor*
397 *Bouchard. Motion carried 4-1-0, with Vice Chair Faber voting in opposition. Chair*
398 *votes in the affirmative.*

399
400 *Vice Chair Faber clarified his vote should have been in the affirmative. Motion carried*
401 *5-0-0.*

402
403 *Councilor Combes moved to recommend Article 22, Establish Municipal and*
404 *Transportation Improvement Fund under RSA 261:153 VI and Capital Reserve Under*
405 *RSA 35:1. Seconded by Councilor Bouchard. The vote was 3-2-0.*

406
407 Mr. Mulholland noted as there was no appropriation for Article 22, the Council did not
408 need to vote to recommend. He will seek legal counsel.

409
410 *Councilor Combes moved to move Article 23 to the warrant. Seconded by Vice Chair*
411 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

412
413 *Councilor Combes moved to recommend Article 23, Reallocation of Remaining Funds*
414 *Appropriated for the High Range Road Water Supply Project. Seconded by Councilor*

415 *Paul. The vote was 5-0-0.*

416
417 Mr. Mulholland noted as there was no appropriation for Article 23, the Council did not
418 need to vote to recommend. He will seek legal counsel.

419
420 *Councilor Combes moved to move Article 24 to the warrant. Seconded by Vice Chair*
421 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

422
423 *Councilor Combes moved to recommend Article 24, Establish and Fund Water System*
424 *Capital Reserve Fund Under RSA 35:1. Seconded by Vice Chair Faber. The vote was*
425 *5-0-0.*

426
427 *Councilor Combes moved to move Article 25 to the warrant. Seconded by Vice Chair*
428 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

429
430 *Councilor Combes moved to recommend Article 25, Fund Water Special Assessment*
431 *District, to see if the Town will vote to raise and appropriate the sum of \$400,000 to be*
432 *placed in this Water Special Assessment District and further to authorize the use of*
433 *\$400,000 from the June 30 Unassigned Fund Balance. Seconded by Councilor Paul.*
434 *The vote was 5-0-0.*

435
436 *Councilor Combes moved to recommend Article 26, Citizens Petition – Establish*
437 *Capital Reserve Fund – Reverend Morrison Meeting House/Lions Hall, to see if the*
438 *Town will vote to establish a Reverend Morrison Meeting House/Lions Hall Capital*
439 *Reserve Fund under the provisions of RSA 35:1 for the purpose of reopening and/or*
440 *maintaining the building and surrounding facilities as a community public event/multi-*
441 *use center, and to raise and appropriate the sum of \$950,00 to be placed in this fund*
442 *and further to authorize the use of \$475,000 from the June 30 Unassigned Fund*
443 *Balance towards this appropriation, and further to designate the Town Council as*
444 *agents to expend. Majority vote is required. Seconded by Councilor Paul. The vote was*
445 *1-3-1.*

446
447 Vice Chair Faber spoke to comments from Kristine Perez at the last Council meeting
448 regarding her reasons for voting against HB 675, the School Budget Cap Bill. He reviewed
449 the tally and noted that Ms. Perez voted in favor of the bill.

450
451 The members of the Budget Committee left the table.

452
453 **3. Receive public input, discuss and act upon a proposed ambulance billing rate**
454 **adjustment.**

455 Acting Fire Chief LeBlanc explained the need for the Fire Department to undergo this
456 process to follow State law. He noted the revenue the Department brings in will increase.

457
458 *Vice Chair Faber moved to open the public hearing. Seconded by Councilor Bouchard.*
459 *Motion carried 5-0-0. Chair votes in the affirmative.*

460

461 Chair Dunn asked for public comment; there was none.

462

463 *Vice Chair Faber moved to close the public hearing. There was no second. Motion*
464 *carried 5-0-0. Chair votes in the affirmative.*

465

466 *Vice Chair Faber moved that the Londonderry Town Council hereby approves*
467 *Ordinance 2026-08 amending Title IV, Chapter XXV Ambulance Fee Schedule as*
468 *attached hereto, establishing a charge of 3.25 times the Medicare rate that is current as*
469 *of the date of service for transport by the Londonderry Fire Department ground*
470 *emergency medical services. Seconded by Councilor Combes. Motion carried 5-0-0.*
471 *Chair votes in the affirmative.*

472

473 **The Council returned to Agenda Item D2 to vote on Article 6, the Fiscal Year 2027 Town**
474 **Operating Budget.**

475

476 Shall the Town raise and appropriate as an operating budget, not including appropriations
477 by special warrant articles and other appropriations voted separately, the amounts set forth
478 on the budget posted with the warrant or as amended by vote of the first session, for the
479 purposes set forth therein, totaling \$56,592,573. Should this article be defeated, the default
480 budget shall be \$56,078,411 which is the amount of the appropriations contained in the
481 operating budget authorized for the previous fiscal year, with certain adjustments required
482 by previous action of the Town or by law; or the governing body may hold one special
483 meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised
484 operating budget only. If passed, this article will require the Town to raise \$28,070,432 in
485 property taxes, resulting in a tax rate impact of \$3.728 in FY27 based upon projected
486 assessed values.

487

488 *Councilor Combes moved to move Article 6 to the warrant. Seconded by Vice Chair*
489 *Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

490

491 *Councilor Combes moved to recommend Article 6, Fiscal Year 2027 Town Operating*
492 *Budget as newly proposed by Finance Director Justin Campo. Seconded by Vice Chair*
493 *Faber. The vote was 4-0-1.*

494

495 **4. Receive public input, discuss and act upon a Zoning Ordinance Amendment –**
496 **Rezoning Map 16, Lot 009.**

497 Mr. Mulholland explained the intent to change a split-zoned parcel to AR-1 only. This is
498 recommended by the Planning Board.

499

500 Robert Degan of S&H Land Services appeared before the Council representing the
501 applicant. He clarified the lot has been subdivided into eight residential lots. They are
502 seeking to adjust the line between AR-1 and IND-I so that the new house lots are wholly
503 within the AR-1 zone.

504

505 *Councilor Combes moved to open the public hearing. Seconded by Councilor*
506 *Bouchard. Motion carried 5-0-0. Chair votes in the affirmative.*

507
508 Chair Dunn asked for public comment; there was none.

509
510 *Councilor Combes moved to close the public hearing. Seconded by Vice Chair Faber.*
511 *Motion carried 5-0-0. Chair votes in the affirmative.*

512
513 *Vice Chair Faber moved that the Londonderry Town Council adopt Ordinance 2026-*
514 *01, an amendment to the zoning ordinance relative to rezoning 23 Wilson Road, Map*
515 *16, Lot 009 from AR-1 & IND-1 to AR-1. Seconded by Councilor Combes. Motion*
516 *carried 5-0-0. Chair votes in the affirmative.*

517
518 **5. Receive public input, discuss and act upon a proposed amendment to the Purchasing**
519 **Policy.**

520 Mr. Mulholland reported progress has been made; however, he requested that this
521 discussion be postponed.

522
523 *Vice Chair Faber moved to continue this public hearing until February 2, 2026.*
524 *Seconded by Councilor Combes. Motion carried 5-0-0. Chair votes in the affirmative.*

525
526 *Vice Chair Faber moved to continue the purchasing requirements that were put in place*
527 *two weeks ago. Seconded by Councilor Combes. Motion carried 5-0-0. Chair votes in*
528 *the affirmative.*

529
530 **E. NEW BUSINESS**

531 **1. Receive quarterly budget status update.**

532 Finance Director Campo and Controller Jardim-Lee presented a quarterly budget status
533 update and the Council asked clarifying questions.

534
535 **F. OLD BUSINESS**

536 None

537
538 **G. APPROVAL OF CONSENT ITEMS**

- 539 **1. Town Council meeting minutes from January 5, 2026**
540 **2. Town Council meeting minutes from January 12, 2026**
541 **3. Proposal for Sewer Flow Monitoring**
542 **4. Supplemental Warrant**

543
544 *Vice Chair Faber moved to approve the Consent items. Seconded by Councilor Combes.*
545 *Motion carried 5-0-0. Chair votes in the affirmative.*

546
547 **H. OTHER BUSINESS**

548 **1. Liaison Reports**

549 Councilor Combes reported on the School Board public hearing and complimented the
550 high school students who spoke. The first Old Home Day Committee Meeting went well.

551
552 Councilor Paul noted the Ethics meeting will be held on January 20 from 6 to 8 p.m. and

553 the public is welcome. January 28 is the Town Hall water meeting from 6:30 to 8:00 at
554 the high school cafeteria. She noted there are open positions for elections.

555
556 Vice Chair Faber complimented the Budget Committee on their work. A meeting on the
557 DPW building will be held in the following week.

558
559 **2. Town Manager Report**
560 Mr. Mulholland noted under the current purchasing restrictions, Council authorization is
561 needed for DPW Director Wholley to purchase road salt and pay the plow contractors.
562 The Council asked questions about energy contracts.

563
564 *Councilor Bouchard moved to approve a purchase order for \$190,000 for road salt.*
565 *Seconded by Vice Chair Faber. Motion carried 5-0-0. Chair votes in the affirmative.*

566
567 *Councilor Bouchard moved to approve continuing forward with paying plow*
568 *contractors. Seconded by Vice Chair Faber. Motion carried 5-0-0. Chair votes in the*
569 *affirmative.*

570
571 Director Campo asked the Council to approve issuing a check to Ford of Londonderry to
572 replace the totaled police vehicle, as Primex sent the payment to the Town in error.

573
574 *Councilor Bouchard moved to approve issuing a check for \$49,330 to Ford of*
575 *Londonderry. Seconded by Vice Chair Faber. Motion carried 5-0-0. Chair votes in the*
576 *affirmative.*

577
578 Mr. Mulholland reported the Library Board of Trustees needs to conduct an investigation,
579 the cost of which will not be covered by insurance. He is discussing with the Board Chair
580 who will cover this cost. The Council suggested the Town Manager send the Board of
581 Trustees a memo outlining the legal boundaries the Town has accepted, expressing
582 concern about the amount of legal fees that might be involved. Mr. Mulholland
583 recommended working with the Board to find the most cost-effective way to address the
584 issues. He noted the Board has not signed the MOA with the Town.

585
586 Liz Thomas, Library Board of Trustees Chair, explained a staff member filed a complaint
587 that is being investigated. She said the Board is working to keep the costs down. She asked
588 if they could apply funds that were not spent on salaries to the legal costs. She will address
589 approval of the MOA with the Board.

590
591 **3. Deputy Town Manager Report**
592 Ms. Caron was not present to offer a report.

593
594 **I. PUBLIC COMMENT**
595 Chair Dunn opened public comment.

596
597 **Name:** Kristine Perez
598 **Address:** 5 Wesley Drive

599 Ms. Perez cited dates the Town Charter was amended. She said she would not address Vice
600 Chair Faber's comments about her vote on HB 675. She spoke in support of the Town Manager.
601 She spoke to the proposed raises and criticized Vice Chair Faber's involvement in rewriting
602 the purchasing policy.

603
604 **Name:** Jan McLaughlin

605 **Address:** 38 Rainbow Drive

606 Ms. McLaughlin said representatives from the Library Board of Trustees tried to speak during
607 the budget discussion, but were not heard. The Board is legally responsible for the Library
608 budget. As it is a bottom-line budget, they can move funds between line items. She suggested
609 the Council should have consulted them when suggesting cuts to the Library budget.

610
611 **Name:** Joseph Gagnon

612 **Address:** 219 Winding Pond Road

613 Mr. Gagnon said changes should have been made to the language in Warrant Article 22 before
614 the Council moved it to the ballot. He will vote against this article as a member of the Budget
615 Committee, due to the restrictive language in it. He hoped he would be permitted to suggest
616 amendments at the Deliberative Session, as he was admonished for doing so in the past as a
617 member of the Budget Committee. He thanked the Council for listening to the Budget
618 Committee.

619
620 Councilor Bouchard agreed that the Board of Trustees members should have been allowed to
621 speak during the discussion on the budget. He agreed with Mr. Gagnon that things should have
622 been done differently. He suggested budgeting should be a year-long process.

623
624 Vice Chair Faber responded to Ms. Perez's comments about HB 675. He explained his
625 suggestions for the Town's purchasing policy were based on the School's policy, and why the
626 changes are being proposed. He noted Ms. Perez did not respect the time limit for public
627 comment. He thanked Mr. Gagnon for the Budget Committee's work. He explained the
628 Council missed the request for a warrant article on OpenGov.

629
630 **Name:** Joseph Gagnon

631 **Address:** 219 Winding Pond Road

632 Mr. Gagnon clarified he was referencing the warrant article regarding the \$5 addition to car
633 registrations, not OpenGov.

634
635 Councilor Paul apologized to Mr. Gagnon for his being told in the past that he could not amend
636 articles due to being a member of the Budget Committee. Chair Dunn concurred. Mr. Gagnon
637 explained he was told this by members of the public, including Councilor Bouchard.

638
639 Library Director Erin Matlin thanked the community for their kind words and support. She
640 encouraged the community, the Council, and the Budget Committee to support the Library
641 financially as well as utilizing its services.

642
643 Chair Dunn closed public comment.

644

645 **J. MEETING SCHEDULE**

- 646 • February 2, 2026, Moose Hill Council Chambers, 7 p.m.
647 • February 7, 2026, Londonderry High School Cafeteria, 9 a.m. - Deliberative Session
648 • February 17, 2026, Moose Hill Council Chambers, 7 p.m.

649

650 **K. ADJOURNMENT**

651

652 *Councilor Bouchard moved to adjourn the meeting at 1:30 a.m. Seconded by Councilor*
653 *Combes. Motion carried 5-0-0. Chair votes in the affirmative.*

654

655 *Minutes prepared by Beth Hanggeli*

Shaun Mulholland
Town Manager

Kellie Caron
Assistant Town Manager



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

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

To: Shaun Mulholland, Town Manager; Justin Campo, Finance Director
From: Art Psaledas, Recreation Director
Date: January 13, 2026
Subject: Potential Reductions for the Budget

Shaun and Justin,

Regarding the proposed cuts by Budget Committee member Joe Gagnon from the Recreation Department on the following line items:

Heat & oil Services	\$	72.30
Water Services	\$	1,940.33
Dues & subs Services	\$	275.00
Sem & workshops	\$	171.69
General expenses Sup	\$	7,510.79
Mach & equip Property	\$	3,466.21
Total:		\$13,436.31 in proposed cuts

The proposed cuts would affect the Recreation Department's budget as follows:

Heat & oil Services: This amount is based on a 3-year weighted average with anticipated increase of 5% from last year's budget, which displays the trend of prices going up each year, so any cut from this line item would potentially underfund it by ignoring current utility prices and trends.

Water Services: Our regular watering schedule would need to be altered to accommodate the lessened amount, which could lead to further damage to green and open field spaces if the weather is dry due to lack of rainfall to make up for the shortcomings that are budgeted. Some fields may need to be closed to accommodate watering schedules, which severely impacts town leagues and organizations from using them during their seasons. In turn, more time and resources would be needed to fix damaged areas.

Dues & subs Services: The annual cost for the current Assistant Recreation Director to be member of the necessary state and national organization is \$255.00. In addition, there is \$150.00 fee required in order for that position to continue upholding their certification (Certified Parks and Recreation Professional). The proposed Recreation Maintenance/Laborer position would also require annual dues to register with state organizations, which offer trainings and information that is specific to their job.

Sem & workshops: Current staff certifications require the attendance of multiple trainings, workshops, and seminars annually in order to earn the minimum of 2.0 CEUs required every two years. With the proposed expansion of a Recreation Maintenance/Laborer, there will be additional trainings and certifications required for that position, many of which limit the town's liabilities and creating safe field and facility spaces.

General Expense Supplies: This account covers most of our seasonal and daily operations and with the increased TLC needed for many of our fields, facilities, equipment, etc., and any cut to our supplies would make it difficult

to not only improve our infrastructure and offerings but to maintain them in general. Prices have continued to go up each year for these general supplies.

Our portable toilet contract is also part of this line item and a reduction in it might require us to provide less portable toilets at our various field locations, which impacts the leagues and organizations that use them regularly and has sanitary implications as well.

Mach & Equipment Property: The great unknown each year is what will or will not break, so any loss in budget could greatly impact what can be fixed, which directly affects the fields, facilities, etc. that the equipment is needed in general. We cannot solely rely on the Recreation Capital Reserve as the primary means of fixing or replacing these items.

**The proposed FY27 Recreation budget minus the Salaries and Benefits for our operational expenses is \$114,230.00, so lessening it by \$13,436.31 (~ 11.8%) will have a great impact on our department given the minimal sized budget already set forth annually.*

Please let us know if you need any further clarification. Thank you for all that you're both doing during this entire process. We appreciate it.

Very Sincerely,

Art Psaedas, Recreation Director



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

To: Shaun Mulholland, Town Manager; Justin Campo, Finance Director

From: Administrative Services Director Kirsten Hildonen

Re: FY27 Administrative Budget (Town Council, Legal, Cultural Affairs, General Assistance) – Proposed Cuts, Impacts, and Recommendations

Date: January 19, 2026

1) How the FY27 initial budgets was developed (brief context)

The FY27 Administration proposal right-sizes and reallocates costs to the appropriate governance areas: the Town Council budget now reflects the costs it actually incurs, legal services are budgeted realistically based on multi-year experience, and General Assistance and Cultural Affairs reflect programmatic realities, changing grant landscapes, and statutory obligations.

2) Initial budget (as proposed)

Town Council – FY27 Proposed Total: \$19,373

Legal Services – FY27 Proposed: \$275,000 (vs. \$200,000 FY26). Multi-year actuals: \$267,008 (FY23), \$332,332 (FY24), \$332,619 (FY25).

General Assistance – FY27 Proposed Total: \$150,625 comprising Community Services Grant \$50,000, Community Health Services \$77,625, and Aid Budget \$25,000 (RSA 165:1 obligations).

Cultural Affairs – FY27 Proposed Lines: Old Home Day \$10,150, Fireworks \$25,000, Historical Society \$7,500, Heritage Commission \$827, Arts Council (Other) \$17,000

TOWN COUNCIL

3) Proposed cuts under consideration (as presented)

Budget Line	TC Budget (FY27 Proposed)	Cuts as Proposed
4550	\$3,840	\$1,000
4570	\$750	\$250
4575	\$500	\$250
4680	\$1,950	\$1,000

4) Executive summary (Town Council)

If required, the Town Council FY27 budget could absorb \$1700 of budget cuts by doing the following:

- Reducing the print size of public hearing notices to an average of 2 column inches by 2 column inches.
- Restricting attendance at the annual Chamber of Commerce dinner to the Council chair and vice chair.
- Reducing the number of board members sent to offsite training and conferences with compensation.

Any cuts **exceeding \$1700** would necessitate some or all of the following:

- Eliminating any Councilor attendance at the annual Chamber of Commerce dinner
- Eliminating any reimbursement for board member travel to trainings
- Reducing or eliminating our contribution to the Veterans' Breakfast
- Eliminating physical awards for the Citizen and Volunteer of the Year

5) Detailed impacts by line

4550 (Legal Notices/Printing): Notices at ~\$160 per meeting; six-month spend \$1,664 (trend \$3,368). Ballot printing ~\$3,480. A \$1,000 cut shrinks notices by ~1/3 (to ~2×2 in.), reserves \$600 for two warrant articles, and reduces vacancy posting size (four times/yr). **Verdict: Possible with vigilance.**

4570 (Chamber Dinner Tickets): \$150×5 assumed (2025 was \$125). -\$250 yields awkward partial attendance; alternatives: -\$450 (chair & vice chair only), -\$600 (chair only), -\$750 (no attendees). **Verdict: Prefer all-or-none; -\$250 not advised.**

4575 (Board Training Travel): New line. -\$250 requires stricter administration. **Verdict: Possible with vigilance.**

4680 (Veterans' breakfast & awards): FY25 total \$1,266; increased for inflation and higher veteran turnout. -\$1,000 caps breakfast at \$950 and replaces trophies with certificates. **Verdict: Strongly opposed.**

LEGAL SERVICES

3) Proposed cuts under consideration (as presented)

\$75,000 (to reduce to default)

4) Executive summary (Legal Services)

This proposed cut is high-risk; legal expenditures are determined by case volume and will be incurred irrespective of budget constraints. Insufficient initial budgeting is likely to necessitate mid-year reductions in other areas.

5) Detailed impacts by line

Three-year average spend: \$310,652.97; FY25 actual \$332,618.70; FY26 through 11/30/25 already trending over budget. **Verdict: Strongly opposed.**

CULTURAL AFFAIRS

3) Proposed cuts under consideration (as presented)

- Arts Council: \$7,000
- Fireworks/Anniversary: \$25,000
- Heritage Commission: \$827

4) Executive summary (Cultural Affairs)

A budget reduction of \$627 from the Heritage Commission line is achievable; however, reductions beyond this amount may impact fireworks and concert programming due to decreased state funding and uncertainty regarding sponsorship.

5) Detailed impacts by line

Arts Council: The State of NH cut a grant program that has provided the Arts Council \$5100 to \$6375 a year to support Concerts on the Common. Eliminating this \$7000 could force cuts to one of the most popular public programs the Town has. **Verdict: Strongly opposed.**

Fireworks: Due to the timeline needed to put out the bid for fireworks for Old Home Day, it's impossible to know if the Town would be able to attract enough sponsors to fund this line. Therefore, the Committee would need to reduce the size of the display to accommodate a budget that they would be more confident fundraising could support. **Verdict: Possible only with Council / Old Home Day Committee reducing the size of the display.**

Heritage Commission: The impact of cutting the Heritage Commission expenses would be negligible, but in the case that a legal notice was required, zeroing the budget would mean that those funds would have to come from another budget line. **Verdict: Possible to cut \$627.**

GENERAL ASSISTANCE

3) Proposed cuts under consideration (as presented)

\$18,399.65

4) Executive summary (General Services)

Cuts in this line would result in a reduction in aid to social service agencies and would potentially mean making ad hoc cuts to other budget lines as needs dictated due to the Town's legal obligations under RSA 165-A.

5) Detailed impacts by line

Community Services Grant: Despite the rising costs of rent, utilities, food, and other basic necessities, the line funding social service agencies has not increased meaningfully in years. Deducting \$1845 from this line would directly remove money from the agencies that serve our community. **Verdict: Strongly opposed.**

General Welfare: Cutting lines 4410, 4693, 4694, and 4699 have the same potential liability as cutting the legal budget. Under RSA 165-A, we are required to provide this aid to those who qualify. If we don't budget accordingly, the money will have to come from another line mid-year to compensate. **Verdict: Strongly opposed.**



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

To: Shaun Mulholland, Town Manager; Justin Campo, Finance Director

From: Administrative Services Director Kirsten Hildonen

Re: FY27 Town Manager Budget – Proposed Cuts, Impacts, and Recommendations

Date: January 19, 2026

1) How the FY27 initial budget was developed (brief context)

The FY27 Town Manager budget was rebuilt from the ground up using a three-year transaction review, with governance-specific costs reclassified to Town Council and administrative lines right-sized. The proposal emphasizes appropriate allocation and transparency, reflecting actual transaction amounts around known financial obligations.

2) Initial budget (as proposed)

FY27 Proposed Total: \$712,231 (vs. \$811,284 FY26; \$718,716 default)

3) Proposed cuts under consideration (as presented)

Budget Line	TM Budget (FY27 Proposed)	Cuts as Proposed
4140	\$1,000	\$500
4220	—	\$31
4225	—	\$7
4230	—	\$62
4330 Management Services	\$9,670	\$0
4550 Printing Services	\$4,600	\$2,616.94
4560 Dues & Subscriptions	\$34,250	\$4,870.09
4570 Seminars & Workshops	\$3,000	\$2,380.20
4575 Travel & Mileage	\$6,900	\$5,135.12 or \$5,434
4620 Office Supplies	\$2,500	\$1,500 or \$925
4625 Postage	\$1,724	\$1,262.96 or \$974
4670 Books & Periodicals	\$75	\$0

4) Executive summary (Town Manager)

If required, the Town Manager FY27 budget could absorb \$4900 of budget cuts by doing the following:

- Reducing the print run of the Annual Town Report down closer to the statutory minimum in favor of digital distribution.
- Eliminating budgeted funds for travel to training that would be covered by a grant.
- Reducing the amount of printing done by the Town Manager's office and implementing strict austerity measures in regard to supply purchasing and eliminating printed agenda packets.

Any cuts exceeding \$4900 would necessitate some or all of the following:

- Withdrawing from some or all of the professional organizations the Town belongs to. This would result in losing access to NHMA's resources, which we use extensively to reduce legal and training costs.

- Eliminating all conference attendance and training for the TM / ASD / EA except the TM's contractually obligated annual attendance at the ICMA conference. This would severely limit the office's ability to develop the staff and stay abreast of legal and regulatory changes, best practices, and opportunities for innovation / operational improvement, potentially putting the Town at risk.
- Reduce or eliminate any ability to print documents for the public upon request and prevent the replacement of any office equipment that breaks.
- Eliminate reply letters from Santa.
- Eliminate any mailings from our communication plan for water infrastructure buildouts.
- Strictly limit the EA to 8:30 a.m. to 5:00 p.m. with no flexibility.

5) Detailed impacts by line

4140–4230 (EA Overtime): Cutting \$600 leaves fewer than 9 OT hours for the year; the EA cannot staff events outside work hours. **Verdict: Strongly opposed.**

4330 Management Services: FY27 rebuilt from scratch; already 50% below FY26. **Verdict: No additional reduction recommended.**

4550 Printing Services: \$4,300 Town Report; \$100 cards; \$200 signs. Cutting \$2,616.94 reduces the Town Report print run to ~300–400 copies; feasible if the Council supports stronger digital distribution. **Verdict: Possible with policy shift.**

4560 Dues & Subscriptions: Already trimmed from FY25 actuals and default. A further \$4,870.09 cut likely prevents even NHMA dues; would drop MMANH, ICMA, Chamber, Rotary, and shredding service. **Verdict: Strongly opposed.**

4570 Seminars & Workshops: Funds training for TM/ASD/EA. Cutting \$2,380.20 is not possible due to contractually required ICMA attendance; at most ≈\$2,000 could be trimmed. Would eliminate ASD/EA training. **Verdict: Strongly opposed.**

4575 Travel & Mileage: \$800 mileage, \$100 parking, \$500 per diem, \$3,900 ICMA. Removing \$1,600 has no impact (grant-funded travel). Cuts of \$5,135.12–\$5,434 are not feasible and would eliminate all other mileage/travel. **Verdict: Possible to cut \$1,600; strongly opposed beyond that.**

4620 Office Supplies: At –\$1,500 the impact is serious; at –\$925 the impact is middling with a commitment to digitization (no printed packets). **Verdict: Possible to reduce \$700; opposed beyond that.**

4625 Postage: Tight line (\$150 Santa, \$1,500 water infrastructure mailings, \$74 general). Cuts of –\$1,262.96 or –\$974 are severe and eliminate Santa letters and/or water mailings. **Verdict: Strongly opposed.**

FY 2027 Proposed Budget Cuts

Department	Account	TM's Proposed Reduction	PE's Proposed Reduction	JG's Proposed Reduction	KB's Proposed Reduction	AVERAGE
Town Council	4550-000: Printing Services	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
Town Council	4570-000: Sem & workshops Services	\$ 250.00			\$ 250.00	\$ 250.00
Town Council	4575-000: Travel & mileage Services	\$ 250.00			\$ 250.00	\$ 250.00
Town Council	4680-000: Dept. expense Supplies	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
TOTAL		\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
Town Manager	4140-000: Overtime Salaries	\$ 500.00			\$ 500.00	\$ 500.00
Town Manager	4220-000: FICA Benefits	\$ 31.00			\$ 31.00	\$ 31.00
Town Manager	4225-000: Medicare Benefits	\$ 7.00			\$ 7.00	\$ 7.00
Town Manager	4230-000: Retirement Benefits	\$ 62.00			\$ 62.00	\$ 62.00
Town Manager	4575-000: Travel & mileage Services	\$ 1,600.00	\$ 5,434.48	\$ 5,135.12	\$ 1,600.00	\$ 3,442.40
Town Manager	4550-000: Printing Services			\$ 2,616.94		\$ 2,616.94
Town Manager	4560-000: Dues & subs Services			\$ 4,870.09		\$ 4,870.09
Town Manager	4570-000: Sem & workshops Services			\$ 2,380.20		\$ 2,380.20
Town Manager	4620-000: Office supplies Supplies		\$ 925.00		\$ 237.04	\$ 581.02
Town Manager	4625-000: Postage Supplies		\$ 974.00	\$ 1,262.96	\$ 1,262.96	\$ 1,166.64
TOTAL		\$ 2,200.00	\$ 7,333.48	\$ 16,265.31	\$ 3,700.00	\$ 15,657.29
Town Clerk/Tax Collector	4330-000: MGMT services Services		\$ 5,198.49			\$ 5,198.49
Town Clerk/Tax Collector	4570-000: Sem & workshops Services		\$ 2,456.65			\$ 2,456.65
Town Clerk/Tax Collector	4610-000: General expenses Supplies		\$ 4,110.00			\$ 4,110.00
Town Clerk/Tax Collector	4620-000: Office supplies Supplies	\$ 1,864.00	\$ 3,106.83	\$ 2,377.07	\$ 1,864.00	\$ 2,302.97
Town Clerk/Tax Collector	4625-000: Postage Supplies		\$ 3,708.89			\$ 3,708.89
Town Clerk/Tax Collector	4560-000: Dues & subs Services			\$ 191.18		\$ 191.18
Town Clerk/Tax Collector	4575-000: Travel & mileage Services			\$ 1,143.75		\$ 1,143.75
Town Clerk/Tax Collector	4670-000: Books & periodicals Supplies			\$ 50.00		\$ 50.00
Town Clerk/Tax Collector	42150-000: Health Insurance Benefits	\$ 26,707.00				\$ 26,707.00
Town Clerk/Tax Collector	4740-000: Mach & Equip Property	\$ 18,450.00			\$ 18,450.00	\$ 18,450.00
TOTAL		\$ 47,021.00	\$ 18,580.86	\$ 3,762.00	\$ 20,314.00	\$ 64,318.94
Finance	4575-000: Travel & mileage Services		\$ 1,123.93	\$ 685.10		\$ 904.52
Finance	4620-000: Office supplies Supplies		\$ 400.00			\$ 400.00
Finance	4625-000: Postage Supplies		\$ 140.00			\$ 140.00
Finance	4340-000: Bank Services	\$ 1,500.00		\$ 692.68	\$ 1,500.00	\$ 1,230.89
Finance	4301-000: Auditing services Services			\$ 2,000.00		\$ 2,000.00
Finance	4560-000: Dues & subs Services			\$ 598.50		\$ 598.50
Finance	4570-000: Sem & workshops Services			\$ 904.07		\$ 904.07
Finance	4625-000: Postage Supplies			\$ 110.40		\$ 110.40
Finance	4670-000: Books & periodicals Supplies			\$ 50.00		\$ 50.00
TOTAL		\$ 1,500.00	\$ 1,663.93	\$ 5,040.75	\$ 1,500.00	\$ 6,338.38
Assessing	4330-000: MGMT services Services		\$ 3,814.35			\$ 3,814.35
Assessing	4570-000: Sem & workshops Services		\$ 63.16	\$ 1,572.80		\$ 817.98
Assessing	4575-000: Travel & mileage Services		\$ 150.00			\$ 150.00

FY 2027 Proposed Budget Cuts

Department	Account	TM's Proposed Reduction	PE's Proposed Reduction	JG's Proposed Reduction	KB's Proposed Reduction	AVERAGE
Assessing	4550-000: Printing Services	\$ 250.00			\$ 250.00	\$ 250.00
TOTAL		\$ 250.00	\$ 4,027.51	\$ 1,572.80	\$ 250.00	\$ 5,032.33
Information Technology	4330-000: MGMT services Services		\$ 268,943.14			\$ 268,943.14
Information Technology	4610-000: General expenses Supplies		\$ 9,656.57			\$ 9,656.57
Information Technology	4620-000: Office supplies Supplies			\$ 412.00	\$ 500.00	\$ 456.00
Information Technology	4110-000: Regular Salaries				\$ 30,000.00	\$ 30,000.00
TOTAL		\$ -	\$ 278,599.70	\$ 412.00	\$ 30,500.00	\$ 309,055.70
General Government	4491-000: Town common exp Services		\$ 2,750.00			\$ 2,750.00
General Government	4610-000: General expenses Supplies		\$ 1,000.00			\$ 1,000.00
General Government	4864-000: Cultural affairs cmte Other		\$ 7,000.00			\$ 7,000.00
General Government	4410-000: Electric Services	\$ 3,500.00		\$ 9,590.61		\$ 6,545.31
General Government	4411-000: Heat & oil Services	\$ 5,000.00		\$ 11,639.56		\$ 8,319.78
General Government	4660-000: Vehicle repairs Supplies			\$ 2,418.95		\$ 2,418.95
General Government	4861-000: Heritage comm exp Other			\$ 827.00		\$ 827.00
General Government	4620-000: Office supplies Supplies				\$ 1,000.00	\$ 1,000.00
General Government	4635-000: Gasoline Supplies	\$ 12,000.00			\$ 7,391.00	\$ 9,695.50
General Government	4750-000: Furniture & fixtures	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
General Government	4851-000: Fireworks/Anniversary Celebrations	\$ 25,000.00				\$ 25,000.00
TOTAL		\$ 46,500.00	\$ 10,750.00	\$ 24,476.12	\$ 9,391.00	\$ 65,556.54
Police	4570-000: Sem & workshops Services		\$ 150.00			\$ 150.00
Police	4140-000: Overtime Salaries	\$ 25,445.00				\$ 25,445.00
Police	4225-000: Medicare Benefits	\$ 368.00				\$ 368.00
Police	4230-000: Retirement Benefits	\$ 7,633.00				\$ 7,633.00
Police - Animal	4120-000: Part-Time Salaries	\$ 39,402.00				\$ 39,402.00
Police - Animal	4220-000: FICA Benefits	\$ 2,443.00				\$ 2,443.00
Police - Animal	4225-000: Medicare Benefits	\$ 572.00				\$ 572.00
TOTAL		\$ 75,863.00	\$ 150.00	\$ -	\$ -	\$ 76,013.00
Cemetery	4630-000: Maint & repairs Supplies			\$ 7,506.56		\$ 7,506.56
TOTAL		\$ -	\$ -	\$ 7,506.56	\$ -	\$ 7,506.56
Insurance	4521-000: Ins deductible Services	\$ 2,000.00		\$ 5,000.00	\$ 2,000.00	\$ 3,000.00
Insurance	4219-000: Dental Ins Benefits	\$ 16,111.00			\$ 16,111.00	\$ 16,111.00
Insurance	4210-000: Health Insurance Benefits	\$ 985.00			\$ 985.00	\$ 985.00
TOTAL		\$ 19,096.00	\$ -	\$ 5,000.00	\$ 19,096.00	\$ 20,096.00
Conservation	4690-000: Other misc Supplies			\$ 1,457.18		\$ 1,457.18
TOTAL		\$ -	\$ -	\$ 1,457.18	\$ -	\$ 1,457.18
Fire	4140-000: Overtime Salaries	\$ 41,702.00			\$ 32,672.00	\$ 37,187.00
Fire	4225-000: Medicare Benefits	\$ 756.00			\$ 481.00	\$ 618.50
Fire	4230-000: Retirement Benefits	\$ 12,296.00			\$ 9,664.00	\$ 10,980.00
Fire	4120-000: Part-Time Salaries	\$ 10,000.00				\$ 10,000.00
Fire	4220-000: FICA Benefits	\$ 620.00				\$ 620.00

FY 2027 Proposed Budget Cuts

Department	Account	TM's Proposed Reduction	PE's Proposed Reduction	JG's Proposed Reduction	KB's Proposed Reduction	AVERAGE
Fire	4330-000: MGMT services Services		\$ 845.33			\$ 845.33
Fire	4550-000: Printing Services		\$ 2,801.00			\$ 2,801.00
TOTAL		\$ 65,374.00	\$ 3,646.33	\$ -	\$ 42,817.00	\$ 63,051.83
Building	4330-000: MGMT services Services		\$ 262.86			\$ 262.86
Building	4570-000: Sem & workshops Services		\$ 235.29	\$ 377.20		\$ 306.25
Building	4140-000: Overtime Salaries	\$ 3,500.00			\$ 3,500.00	\$ 3,500.00
Building	4220-000: FICA Benefits	\$ 217.00			\$ 217.00	\$ 217.00
Building	4225-000: Medicare Benefits	\$ 50.00			\$ 50.00	\$ 50.00
Building	4230-000: Retirement Benefits	\$ 446.00			\$ 446.00	\$ 446.00
Building	4341-000: Telephone Services			\$ 906.94		\$ 906.94
Building	4550-000: Printing Services			\$ 107.53		\$ 107.53
Building	4560-000: Dues & subs Services			\$ 486.56		\$ 486.56
Building	4575-000: Travel & mileage Services			\$ 125.00		\$ 125.00
Building	4625-000: Postage Supplies			\$ 110.78		\$ 110.78
TOTAL		\$ 4,213.00	\$ 498.15	\$ 2,114.01	\$ 4,213.00	\$ 6,518.91
Public Works	4550-000: Printing Services		\$ 1,500.00			\$ 1,500.00
Public Works	4620-000: Office supplies Supplies		\$ 2,000.00			\$ 2,000.00
Public Works	4625-000: Postage Supplies		\$ 125.00			\$ 125.00
Public Works	4333-000: Work Safety	\$ 14,000.00				\$ 14,000.00
Public Works	4740-000: Mach & Equip Property	\$ 28,900.00			\$ 28,900.00	\$ 28,900.00
Public Works	4395-000: Snow Removal Services	\$ 23,287.00				\$ 23,287.00
TOTAL		\$ 66,187.00	\$ 3,625.00	\$ -	\$ 28,900.00	\$ 69,812.00
Solid Waste	4620-000: Office supplies Supplies		\$ 40.00			\$ 40.00
Solid Waste	4575-000: Travel & mileage Services	\$ 100.00			\$ 100.00	\$ 100.00
Solid Waste	4625-000: Postage Supplies		\$ 375.00			\$ 375.00
Solid Waste	4550-000: Printing Services	\$ 600.00			\$ 600.00	\$ 600.00
TOTAL		\$ 700.00	\$ 415.00	\$ -	\$ 700.00	\$ 1,115.00
General Assistance	4830-000: Social Service Agencies			\$ 1,845.60		\$ 1,845.60
General Assistance	4332-000: Contracted Services			\$ 0.05		\$ 0.05
General Assistance	4410-000: Electric Services			\$ 3,800.00		\$ 3,800.00
General Assistance	4693-000: Welfare rent Supplies			\$ 10,254.00		\$ 10,254.00
General Assistance	4694-000: Welfare medical Supplies			\$ 500.00		\$ 500.00
General Assistance	4699-000: Welfare Heat & Oil Supplies			\$ 2,000.00		\$ 2,000.00
TOTAL		\$ -	\$ -	\$ 18,399.65	\$ -	\$ 18,399.65
Cable	4560-000: Dues & subs Services	\$ 2,000.00	\$ 5,234.00			\$ 3,617.00
Cable	4575-000: Travel & mileage Services	\$ 3,500.00	\$ 4,625.00	\$ 811.90		\$ 2,978.97
Cable	4241-000: Training Benefits	\$ 2,000.00		\$ 972.93		\$ 1,486.46
Cable	4410-000: Electric Services			\$ 1,850.07		\$ 1,850.07
Cable	4411-000: Heat & oil Services			\$ 166.36		\$ 166.36
Cable	4550-000: Printing Services			\$ 21.84		\$ 21.84

FY 2027 Proposed Budget Cuts

Department	Account	TM's Proposed Reduction	PE's Proposed Reduction	JG's Proposed Reduction	KB's Proposed Reduction	AVERAGE
Cable	4610-000: General expenses Supplies			\$ 1,030.89		\$ 1,030.89
Cable	4625-000: Postage Supplies			\$ 30.45		\$ 30.45
Cable	4630-000: Maint & repairs Supplies	\$ 500.00		\$ 798.89		\$ 649.44
Cable	4824-000: Programs Other			\$ 1,114.50		\$ 1,114.50
Cable	4740-000: Mach & Equip Property	\$ 3,000.00				\$ 3,000.00
TOTAL		\$ 11,000.00	\$ 9,859.00	\$ 6,797.82	\$ -	\$ 15,945.98
Recreation	4570-000: Sem & workshops Services		\$ 524.10			\$ 524.10
Recreation	4411-000: Heat & oil Services			\$ 72.30		\$ 72.30
Recreation	4412-000: Water Services			\$ 1,940.33		\$ 1,940.33
Recreation	4560-000: Dues & subs Services			\$ 275.00		\$ 275.00
Recreation	4610-000: General expenses Supplies			\$ 7,510.79		\$ 7,510.79
Recreation	4740-000: Mach & equip Property	\$ 5,000.00		\$ 3,466.21	\$ 5,000.00	\$ 4,488.74
TOTAL		\$ 5,000.00	\$ 524.10	\$ 13,264.63	\$ 5,000.00	\$ 14,811.25
Library	Cummulative total of all lines	\$ 51,000.00	\$ 45,234.37	\$ 15,300.74	\$ 51,000.00	\$ 40,633.78
TOTAL		\$ 51,000.00	\$ 45,234.37	\$ 15,300.74	\$ 51,000.00	\$ 40,633.78
Senior Affairs	4625-000: Postage Supplies		\$ 50.00			\$ 50.00
Senior Affairs	4868-000: Regional trans initiative Other		\$ 9,812.00	\$ 0.16		\$ 4,906.08
Senior Affairs	4820-000: Sr. Affairs Program Other	\$ 636.00			\$ 636.00	\$ 636.00
Senior Affairs	4870-000: Senior Transportation			\$ 3,407.64		\$ 3,407.64
Senior Affairs	4824-000: Programs - Other			\$ 2,600.00		\$ 2,600.00
Senior Affairs	4610-000: General expenses Supplies				\$ 550.00	\$ 550.00
TOTAL		\$ 636.00	\$ 9,862.00	\$ 6,007.80	\$ 1,186.00	\$ 12,149.72
Community Development	4550-000: Printing Services		\$ 722.22			\$ 722.22
Community Development	4560-000: Dues & subs Services		\$ 19,126.97			\$ 19,126.97
Community Development	4570-000: Sem & workshops Services		\$ 385.00	\$ 2,056.38		\$ 1,220.69
Community Development	4575-000: Travel & mileage Services	\$ 460.00	\$ 710.00	\$ 3,141.09	\$ 460.00	\$ 1,192.77
Community Development	4620-000: Office supplies Supplies	\$ 500.00	\$ 1,750.00		\$ 500.00	\$ 916.67
Community Development	4341-000: Telephone Services			\$ 198.09		\$ 198.09
Community Development	4625-000: Postage Supplies		\$ 4,800.00			\$ 4,800.00
TOTAL		\$ 960.00	\$ 27,494.19	\$ 5,395.56	\$ 960.00	\$ 28,177.41
Legal	4320-000: Legal general Services				\$ 75,000.00	\$ 75,000.00
TOTAL		\$ -	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00
Human Resources	Cummulative total of all lines				\$ 102,973.00	\$ 102,973.00
TOTAL		\$ -	\$ -	\$ -	\$ 102,973.00	\$ 102,973.00
GRAND TOTAL		\$ 400,000	\$ 422,264	\$ 132,773	\$ 400,000	

\$400k Budget Cut Presentation

Town of Londonderry, NH

Presented by Kate Burbidge, Vice Chair of the Budget Committee

Updated for January 19th, 2026 Town Council Meeting

Town Manager's Potential Cuts

Cumulative, by department

Department	Where were cuts made?	Total Reduction
Town Council	Printed materials, training/workshops, travel reimbursements	\$ 2,500.00
Town Manager	Overtime, travel reimbursement	\$ 2,200.00
Town Clerk	Cut tabulator/poll pad, reduce # of voting booth replacements, reduce health insurance to buyout	\$ 47,021.00
Finance & Assessing	Decrease bank services & printing	\$ 1,750.00
General Government	Electric, heat & oil, gasoline, furniture, OHD fireworks	\$ 46,500.00
Insurance	Drop open position coverage; change deductible to dept	\$ 19,096.00
Police	OHD overtime, removed animal control/conservation PT position	\$ 75,863.00
Fire	OHD overtime, on-call firefighter useage, OT lowered to default	\$ 65,374.00
Public Works & Solid Waste	Overtime, safety line, cut snow equipment & engine purchase, printing	\$ 71,100.00
Cable	Training, subscriptions, travel reimbursement, utilize Cap. Res.	\$ 11,000.00
Recreation	Utilize Cap. Res.	\$ 5,000.00
Leach Library	Cut PT Children's librarian, Hoopla subscription, museum pass, admin time	\$ 51,000.00
Senior Affairs	Senior Affairs Program	\$ 636.00
Planning & Community Development	Travel reimbursement & supplies	\$ 960.00
TOTAL		\$ 400,000.00

Joseph Gagnon's Potential Cuts

Cumulative, by department

Department	Where were cuts made?	Total Reduction
Town Manager	Printing services, dues & subscriptions, workshops, travel & mileage, postage	\$ 16,265.30
Town Clerk	Dues & subscriptions, travel & mileage, office supplies, books & periodicals	\$ 3,762.00
Finance & Assessing	Dues & subscriptions, banking services, workshops, travel & mileage, postage, books & periodicals, auditing services	\$ 6,613.55
General Government	Property services, supplies, other objects	\$ 24,476.12
Insurance	Purchased services - other	\$ 5,000.00
Building, Public Works & Solid Waste	Technical services, purchased services, supplies	\$ 2,114.00
Cable	Property services, supplies, other purchased services, other objects, professional & technical skills	\$ 6,797.83
Recreation	Property services, supplies, other purchased services, property	\$ 13,436.31
Information Technology	Office supplies	\$ 412.00
Library	Property services, supplies, other purchased services	\$ 15,300.74
Senior Affairs	Other objects, other purchased services	\$ 6,007.81
Planning & Community Development	Purchased services - other, professional and technical services	\$ 5,395.56
Conservation	Supplies	\$ 1,457.18
Cemetery	Supplies	\$ 7,506.56
General Assistance	Supplies, property services, technical & professional services, other objects	\$ 18,399.65
TOTAL		\$ 132,944.61

Patrick El-Azem's Potential Cuts

Cumulative, by department

Department	Description of cuts	Patrick Recommendations
Town Manager	Travel & mileage, office supplies, postage	\$ 7,333.00
Town Clerk	Mgmt services, workshops, general expenses, office supplies, postage	\$ 18,581.00
Finance & Assessing	Travel & mileage, office supplies, postage, mgmt services, workshops	\$ 5,691.00
General Government	Town common services, general expenses, cultural affairs committee	\$ 10,750.00
Police	Workshops	\$ 150.00
Fire	Mgmt services, printing	\$ 3,646.00
Building, Public Works & Solid Waste	Mgmt services, workshops, printing, office supplies, postage	\$ 4,538.00
Cable	Dues & subscriptions, travel & mileage	\$ 9,859.00
Recreation	Workshops	\$ 524.00
Information Technology	Mgmt services, general supplies	\$ 278,600.00
Library	Mgmt services, printing, workshops, travel & mileage, office supplies, postage, books & periodicals	\$ 45,234.00
Senior Affairs	Postage, regional transport initiative	\$ 9,862.00
Planning & Community Development	Printing, dues & subscriptions, workshops, travel & mileage, office supplies, postage	\$ 27,494.00
TOTAL		\$ 422,262.00

Ryan Cronin's Potential Cuts

Cumulative, by department

Department	Description of cuts	Ryan's Recommendations
Town Clerk	Move benefits cost to warrant article	\$ 26,707.00
Fire	Cut an additional \$150,000 from the firefighting OT line	\$ 150,000.00
Information Technology	Move the amount of mgmt services that is over default to warrant article (OpenGov)	\$ 44,631.00
TOTAL		\$ 221,338.00

Kate Burbidge's Potential Cuts

Cumulative, by department

Department	Where were cuts made?	Total Reduction
Town Council	Printed materials, training/workshops, travel reimbursements	\$ 2,500.00
Town Manager	OT, travel reimbursement, & supplies	\$ 3,700.00
Town Clerk	Cut tabulator/poll pad, reduce # of voting booth replacements	\$ 20,314.00
Finance & Assessing	Decrease bank services & printing	\$ 1,750.00
General Government	Gasoline, furniture, office/cleaning supplies	\$ 9,391.00
Insurance	Drop open position coverage; change deductible to dept	\$ 19,096.00
Police	LPD at default budget; no additional cuts	\$ -
Fire	OT reduced to default	\$ 42,817.00
Building, Public Works & Solid Waste	OT, safety line, cut snow equipment & engine purchase, printing	\$ 33,813.00
Cable	Cable funded through cable fees; no reductions necessary	\$ -
Recreation	Utilize Cap. Res.	\$ 5,000.00
Information Technology	Business cards, reduce FT salaries by \$30k	\$ 30,500.00
Library	Museum pass, admin time payout, & subscription services	\$ 51,000.00
Senior Affairs	Senior Affairs Programming reduction, reduce office/cleaning supplies	\$ 1,186.00
Human Resources	Move HR Specialist & HR Assistant to warrant article	\$ 102,973.00
Legal	Reduced to default	\$ 75,000.00
Planning & Community Development	Travel reimbursement & supplies	\$ 960.00
TOTAL		\$ 400,000.00

Description of Changes for Kate (new)

Justification and costs

- Move HR Specialist & HR Assistant to warrant articles (**\$102,973.00**)
 - Last week, the Town Council recommended making both positions warrant articles. The HR Specialist will be a warrant article for \$58,163 and the HR Assistant will be a warrant article for \$44,810, totaling \$102,973).
- Restored cut to Leach Library (**\$51,000.00**)
 - Last week, the Budget Committee was informed that the trustees do not plan on restoring the part-time children's librarian position like I suggested, or any other funds. Thus, the entirety of the cut was restored to the goal of \$400k in cuts.
- Restored portion of safety funding for Public Works (**\$14,000.00**)
 - The safety of our DPW is important, and as such, I felt the reduction was too high and decreased it by \$14,000 (was \$7,000 on January 12th Meeting)
- Restored some of the cuts in General Government (**\$13,109.00**)
 - Since the cuts to the Leach Library were restored, we had over \$400k in cuts in my suggestions. The goal was \$400k and I want to stick to that; I restored \$3,500 in cuts to electric services, \$5,000 to heat & oil services, and \$4,609 to gasoline.

Potential Cuts Comparison

By department

Department	TM Recommendations	Kate Recommendations	Joseph Recommendations	Patrick Recommendations	Ryan Recommendations
Town Council	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -
Town Manager	\$ 2,200.00	\$ 3,700.00	\$ 16,265.30	\$ 7,333.00	\$ -
Town Clerk	\$ 47,021.00	\$ 20,314.00	\$ 3,762.00	\$ 18,581.00	\$ 26,707.00
Finance & Assessing	\$ 1,750.00	\$ 1,750.00	\$ 6,613.55	\$ 5,691.00	\$ -
General Government	\$ 46,500.00	\$ 9,391.00	\$ 24,476.12	\$ 10,750.00	\$ -
Insurance	\$ 19,096.00	\$ 19,096.00	\$ 5,000.00	\$ -	\$ -
Police	\$ 75,863.00	\$ -	\$ -	\$ 150.00	\$ -
Fire	\$ 65,374.00	\$ 42,817.00	\$ -	\$ 3,646.00	\$ 150,000.00
Building, Public Works & Solid Waste	\$ 71,100.00	\$ 33,813.00	\$ 2,114.00	\$ 4,538.00	\$ -
Cable	\$ 11,000.00	\$ -	\$ 6,797.83	\$ 9,859.00	\$ -
Recreation	\$ 5,000.00	\$ 5,000.00	\$ 13,436.31	\$ 524.00	\$ -
Information Technology	\$ -	\$ 30,500.00	\$ 412.00	\$ 278,600.00	\$ 44,631.00
Library	\$ 51,000.00	\$ 51,000.00	\$ 15,300.74	\$ 45,234.00	\$ -
Senior Affairs	\$ 636.00	\$ 1,186.00	\$ 6,007.81	\$ 9,862.00	\$ -
Human Resources	\$ -	\$ 102,973.00	\$ -	\$ -	\$ -
Legal	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -
Planning & Community Development	\$ 960.00	\$ 960.00	\$ 5,395.56	\$ 27,494.00	\$ -
Conservation	\$ -	\$ -	\$ 1,457.18	\$ -	\$ -
Cemetery	\$ -	\$ -	\$ 7,506.56	\$ -	\$ -
General Assistance	\$ -	\$ -	\$ 18,399.65	\$ -	\$ -
TOTAL	\$ 400,000.00	\$ 400,000.00	\$ 132,944.61	\$ 422,262.00	\$ 221,338.00

Discussed Cuts

What budget cuts have been discussed or have reached a resolution?

- Move HR Specialist & HR Assistant to warrant articles **(\$102,973.00)**
- Additional cuts to Leach Library **(\$51,000.00)**
- Reduce full-time IT salaries **(\$30,000.00)**

TOTAL = \$183,973.00; \$216,027.00 remaining

Double-dipping Cross-check

- To ensure we weren't "double-dipping" with cuts, I cross-checked the finance codes with the suggested cuts everyone presented. We cannot just add all the cuts together to produce a number; it isn't that simple.
- For example, the Town Manager suggested cutting \$1,600.00 from finance code 4575-000, which is the code for Travel & Mileage Services in the Town Manager's Department. Kate's suggested cut was the same as the Town Manager's at \$1,600.00, Joseph's suggested cut was \$5,135.12, and Patrick's suggested cut was \$5,434.00. Thus, a chart was created to display this information on the PDF (click icon):



Adobe Acrobat
Document



TOWN OF LONDONDERRY
WARRANT
SEWER RENT LEVY
STATE OF NEW HAMPSHIRE

ROCKINGHAM COUNTY

1. To Allison Parsons, Collector of Taxes for the Town of Londonderry in said County:
2. In the name of the State you are hereby directed to collect the sewer rents herewith committed to you amounted in all to the sum of SEVEN HUNDRED TWENTY EIGHT THOUSAND EIGHT HUNDRED EIGHTY AND 89/100 CENTS (\$728,880.89) with interest at eight (8%) percent from FEBRUARY 27, 2026 on all sums not paid on or before that day.

And you shall pay all money collected to the Treasurer at least on a weekly basis when receipts exceed \$500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at said Londonderry, New Hampshire, this 2nd day of February in the year 2026.

TOWN COUNCIL

Ron Dunn – Chairman

Shawn Faber – Vice Chairman

Ted Combes

Dan Bouchard

Deb Paul