

TOWN OF DERRY



**ANNUAL REPORT
FISCAL YEAR ENDING
JUNE 30, 2017**

TOWN OFFICERS

July 1, 2016 – June 30, 2017

Town Council (3 Years)

Chair

Joshua R. Bourdon - 2017

Councilors at Large

Joshua R. Bourdon (2017-2020)

Phyllis M. Katsakiores (2015-2018)

James P. Morgan (2016-2019)

Councilor District #1

Richard P. Tripp (2015-2018)

Councilor District #3

Neil F. Wetherbee - (2017-2020)

David N. Fischer (2017)

Councilor District #2

Charles H. Foote (2016-2019)

Councilor District #4

Brian K. Chirichiello (2016-2019)

Town Clerk (3 Years)

Daniel R. Healey (2016 -2019)

Town Moderator (2 Years)

Mary Till (2016-2018)

Supervisors of the Checklist (6 Years)

Dina Bourassa (2020)

Patricia Dowling (2018)

Judy Strakalaitis (2022)

Trustees of Trust Funds (3 Years)

Joel Olbricht (2020)

James C. Webb (2018)

Joan Crimlisk (2019)

TOWN OFFICERS
July 1, 2016 – June 30, 2017
(Continued)

Derry Public Library Trustees (3 Years)

Valarie Roche, Co-Chair (2020)

Elizabeth Greenberg, Co-Chair (2019)

Helen Evans, Vice Chair (2018)

Shannon McKenna (2019)

Erin Matlin (2019)

Dorianne Haverty (2020)

Heather Paradzick (2018)

Pete Marcotte (2018)

Richard Tripp, Council Liaison

Taylor Library Trustees

Candace Andrews (2019)

Ed Ciancio (2020)

Kim Burke (2019)

Jillian Klok (2020)

Richard Fontaine (2018)

Charles H. Foote, Council Liaison

TOWN DEPARTMENTS

July 1, 2016 – June 30, 2017

EXECUTIVE DEPARTMENT

Stephen J. Daly, Acting Town Administrator, October 31, 2016

David R. Caron, Town Administrator

Human Resources Director

William Scimone

Town Treasurer

Allan Virr

IT/GIS
Douglas Rathburn
Manager

Derry Cable Television

Owen Provencher
Administrator

Chris Martin, retired July 2017

Human Services

Jill Jamro

PLANNING DEPARTMENT

George Sioras, Director

FINANCE DEPARTMENT

Susan A. Hickey, Chief Financial Officer

Dawn Enwright, Tax Collector / Municipal Agent

Monica Hurley, Assessor

Barbara Chapman, Part-Time Assessor, retired May 2017

Jill Jamro, Human Services Administrator

POLICE DEPARTMENT

Edward B. Garone, Chief

George Feole, Captain

Vern Thomas, Captain

Robin Bordanaro, Animal Control Officer

FIRE DEPARTMENT & EMERGENCY MANAGEMENT

Michael J. Gagnon, Chief

Scott Jackson, Assistant Chief

PUBLIC WORKS DEPARTMENT

Michael A. Fowler, Director

Thomas Carrier, Water/Wastewater Superintendent & Deputy Director

Eric Bodenrader, Parks and Recreation Director

Alan Côté, Superintendent of Operations

Robert Mackey, Code Enforcement

Courtney Bougart, Public Health

TOWN BOARDS & COMMITTEES

July 1, 2016 – June 30, 2017

CONSERVATION COMMISSION (3 Year)

Town Council Representative, Neil F. Wetherbee (1 Year)

Members

2018 Paul Dionne, Chair
2019 Margaret Ives, Vice Chair
2020 Eileen Chabot, Secretary
2018 Marius Zainea
2019 James Degnan
2020 Ric Buzzanga

Alternates

2018 Margaret Kinsella
2018 Marc Vagos
2019 William Ventura
2019 William Lowenthal

PLANNING BOARD (3 Year)

Town Council Representative, Brian K. Chirichiello (1 Year)

2018 Randy Chase, Town Administrator Representative (1 Year)

Members

2019 David Granese, Chair
2018 John O'Connor, Vice Chair
2018 Michael Fairbanks, Secretary
2019 James MacEachern
2020 Frank Barkviewicz
2020 Maya Levin
2019 Lori Davison

Alternates

2018 Mark Connors
2019 Elizabeth Carver
2020 Vacant

ZONING BOARD OF ADJUSTMENT (3 Year)

Members

2018 Lynn Perkins, Chair
2019 Heather Evans, Vice Chair
2019 Stephen Coppolo, Secretary
2020 Michelle Navarro
2020 Randall Kelley

Alternates

2019 Donald Burgess
2018 Vacant
2019 Vacant
2020 Vacant
2020 Vacant

DERRY HOUSING AUTHORITY (5 Year)

Town Council Representative, Charles Foote (1 Year)

Robert Fleig, Executive Director

Members

2018 Kristy Baillargeon
2019 Jennifer Lague
2020 Robert DiNozzi
2021 David Milz
2022 Lt. Kathryn Mayes

TOWN BOARDS & COMMITTEES

July 1, 2016 – June 30, 2017

(Continued)

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (3 Year)

Town Council Representative, James Morgan (1 Year)

Permanent Members

Town Administrator

George Sioras, Planning Director

Members

2020 Nicholas Del'Etoile

2020 Christina Gossell

2018 Andrew White

2018 Craig Cunningham

2019 Terri Pastori

2019 Gordon Graham

2019 John Potucek

Alternates

2018 Scott Graves

2019 Paul Needham

ENERGY & ENVIRONMENTAL ADVISORY COMMITTEE (3 Year)

Town Council Representative, Joshua Bourdon (1 Year)

Members

2020 Maureen Reno

2020 Vacant

2018 Mark Flattes

2018 Marius Zainea

2019 Tom Cardon

Alternates

2018 Anthony Marciano

2019 Chris Cox

HERITAGE COMMISSION (3 Year)

Town Council Representative, Phyllis Katsakiores (1 Year)

Members

2020 Karen Blandford-Anderson

2020 Mark Mastromarino

2019 Roger Konstant

2019 Rosemary Fesh

Alternates

2020 Mary Eisner

2018 Kyli Van Curen

2019 Paul Lindemann

HIGHWAY SAFETY COMMITTEE (1 Year)

Permanent Members

Alan Cote, Public Works

Chief Edward B. Garone, Police

Chief Michael Gagnon, Fire

Jane Simard, School

Members (1 Year)

Scott Savard

Walter Deyo

Randall Chase

Ronald Goldthwaite

James Roddy

Vacant

TOWN BOARDS & COMMITTEES

July 1, 2016 – June 30, 2017

(Continued)

NET ZERO TASK FORCE

Members

Jeff Moulton, Appointed Member
Joshua Bourdon, Derry Town Councilor
Ken Linehan, Derry School District
Brewster Bartlett, Pinkerton Academy
Mary Till, Conservation Commission/Go Green
Nicholas del'Etoile, Economic Development Advisory Committee
Anthony Marciano, Energy/Environmental Advisory Committee
Dave Granese, Planning Board
Mike Fowler, Public Works Director

Alternates

Will Stewart, Chamber of Commerce
John Burke, Parkland Medical
Bob Mackey, Code Enforcement

DERRY REDC LOAN REVIEW COMMITTEE (3 Year)

Members

2020 Joel Olbricht
2020 Laura Fraser
2020 Lauren Neves
2019 Vacant
2019 Vacant

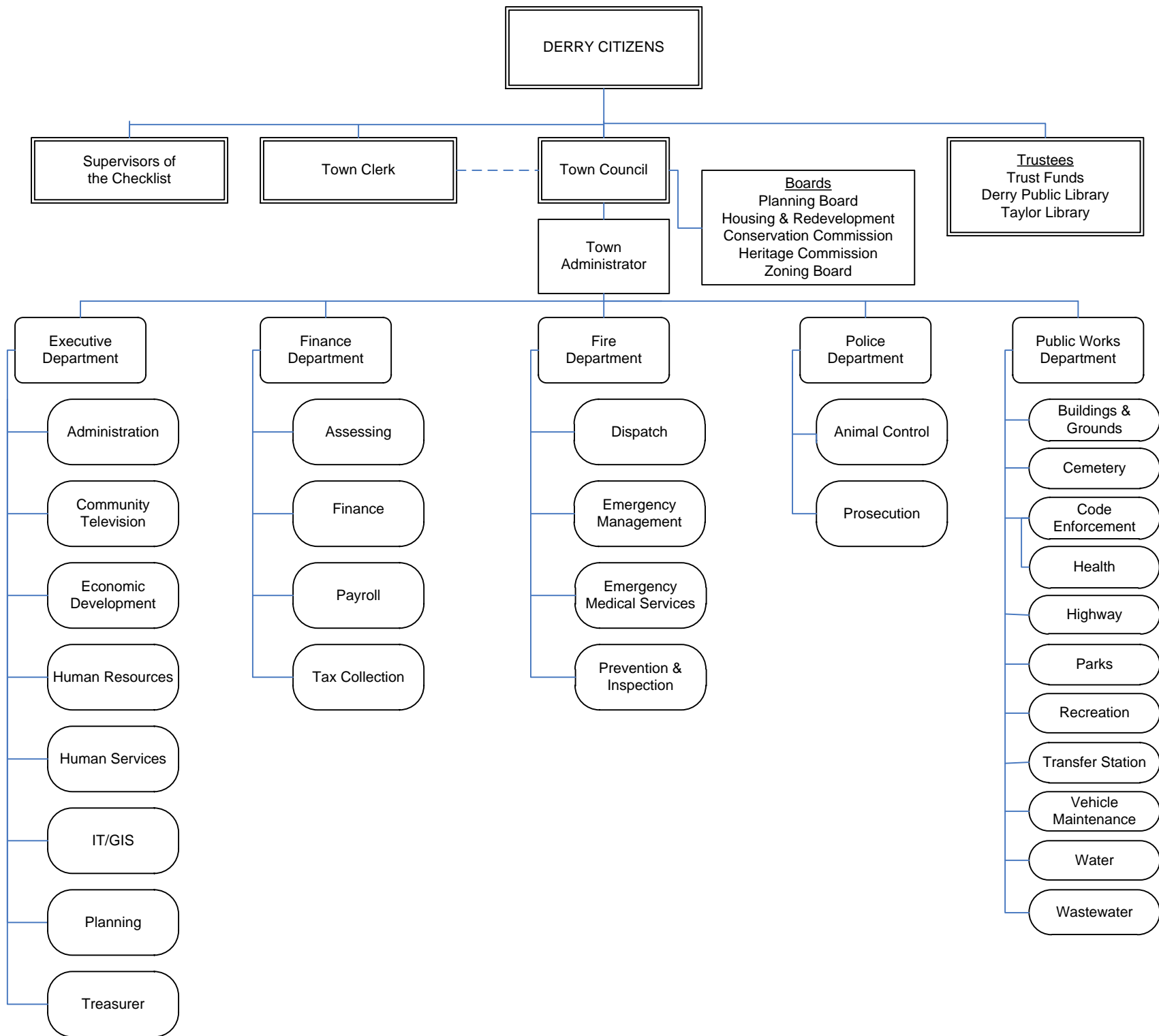
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION (4 Year)

Members

2020 Frank Bartkiewicz
2020 Jeff Moulton
2020 John O'Connor
2020 Adam Burch

Alternate

2020 Vacant



TOWN OF DERRY DEPARTMENTS & DIVISIONS

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DERRY TOWN CHARTER

TOWN COUNCIL CHAIR AND TOWN ADMINISTRATOR

We are pleased for this opportunity to present the annual report from the Executive Department. The Town Administrator began working for the Town in December 2016, eager to implement the vision of an energetic Town Council and to support a very talented staff of department managers and co-workers. The experience has been exciting, challenging and professionally rewarding.

Unlike most other New Hampshire communities, years ago Derry responsibly accepted its share (and then some) of workforce housing for young families and others entering the workforce. While this responsible decision provided the workforce to sustain the regional economy, it was not without costs, as the State's tax structure relies predominantly on the property tax to provide local services. As a result, our property tax rate is higher than surrounding communities as Derry incurs costs to provide services for a large population, funded by a comparatively modest property tax base. As recently-enacted State statutes now require other communities to begin to shoulder their share of workforce housing, Derry's solution to our funding dilemma is long-term, multi-faceted, and underway:

- The Town Council approved a plan to hire a full-time Economic Development Coordinator. Anne Struthers arrived in March and is applying her broad background in private banking and entrepreneurship along with experience in state-wide economic development to develop and implement an economic development action plan. This investment is but one of many initial steps to grow our tax base, a process which is lengthy, arduous and incremental, and requires our constant attention and investment in order to meet success.
- The Council's Economic Development Advisory Committee (EDAC) has worked tirelessly promoting events and strategies for downtown revitalization, economic redevelopment and marketing the community. EDAC's contributions will only be enhanced with Anne on board evaluating ideas and implementing programs.
- The Planning Board is reviewing the Zoning Ordinance to rebalance development opportunities to ensure that the Town provides for the correct mix of workforce, market rate and other types of housing in the community;
- The Planning Board is also working with the EDAC to re-zone segments of the community in order to capitalize on Derry's entrepreneurial spirit and to prepare for the upcoming (2019-2021) construction of Exit 4A;
- The Net Zero Committee continues to lead the community by investigating and implementing solutions to deliver sustainable energy in the community by 2025. This Council-backed initiative will not only stabilize energy costs but will also serve as another economic development magnet which demonstrates the community's innovation and responsible leadership.

While we are all excited for Derry's economic future, we must be mindful that successful economic development is a long-term process; many of the projects now under construction in our neighboring communities have been in planning stages for upwards of a decade. Derry has opportunities not shared with other communities, including a mature and expansive infrastructure and private development in place which will provide redevelopment opportunities; a comprehensive cultural art and entertainment scene and its entrepreneurial spirit. The future looks bright indeed!

The Town Council and staff during FY 17 successfully negotiated and approved seven collective bargaining agreements with our employees which will bring some measure of fiscal stability to the organization. Many thanks to our employees who recognized the rising cost of health insurance and agreed to a more affordable plan in exchange for wage adjustments; it is anticipated that this collaborative effort will result in savings in excess of \$300,000 over the life of the five year agreements.

The Council also approved a FY 18 budget which is less than the voter-approved tax cap, continues to provide the same level of municipal services and increases the Veterans' Tax Credit. The budget also included many systemic changes to better plan for the Town's future, including:

- Established a Police Detail and Cable Services Revolving Funds;
- Right-sized the Council's Fund Balance Policy;
- Established an Expendable Maintenance Trust Fund for Buildings & Grounds;
- Approved a fee adjustment for construction and demolition debris disposal and capitalized on Derry's infrastructure capacity by accepting regional demolition debris, thus generating additional revenues;
- Amended the Tax Increment Financing Plans for the Ash Street and Route 28 TIF Districts to further support economic development;
- Adopted the Capital Improvements Plan and restructured the budget to enhance transparency and citizen participation.

The community continued to invest in conservation land during FY 17 with acquisitions of property on Island Pond Road and Willow Street. The Town also supported an application for Frost Cooperative Park for a Community Development Block Grant to assist with rehabilitation of utilities for its residents.

Looking forward we see an opportunity for further collaboration with the Derry Cooperative School District and Pinkerton Academy, the community's education partner. The School District and the Town comprise a vast majority of the Town's tax rate, and it is incumbent upon all municipal leaders to work together in an effort to minimize fiscal impacts upon the community.

We'd like to take this opportunity to thank the Town Council for its vision and leadership, thank all of our citizen volunteers whose time and efforts contribute to the efficient functioning of town boards and commissions, and to our team of dedicated and experienced co-workers who carry out their duties each and every day for the benefit and safety of our residents and visitors.

Respectfully submitted,

Joshua Bourdon

Joshua Bourdon
Town Council Chair

David R. Caron

David R. Caron
Town Administrator

DERRY COMMUNITY TELEVISION

The mission of Derry Community Television is to create and facilitate media programming that informs, educates, entertains, and inspires our community. We feature Town Government meetings and information via cablecast, livestream and video on demand, making this important information accessible to people's homes and electronic devices. We promote free speech by providing access to the facilities required for community members to create media programming. Derry Community Television remains committed to improving its operations in order to meet the changing needs of our community.

Derry's Government Access Channel (Comcast 17) provides residents with an opportunity to stay informed by viewing unedited coverage of its governing boards and committees. C17 airs regularly scheduled Town Council, Planning Board, Zoning Board, Economic Development and Conservation Commission meetings. We also provide coverage of workshops, public hearings, budget sessions, and pertinent informational shows.

Taped government meetings are available through our Video on Demand (VOD) website which is accessible via our webpage: www.derrynh.org/cable. VOD provides access to local government meetings at a time that is convenient for viewers (internet access is required).

Our public access channel (Comcast 23) increases community awareness and encourages local pride. Programs produced by local residents and staff members provide a glimpse of what is happening in our neighborhood. This includes presentations at the Derry Public Library, the Derry Parks and Recreation, various lectures, concerts, and special events around Town. Residents of Derry are encouraged to submit ideas and create new shows.

We consistently add to our YouTube channel (www.youtube.com/DerryTV) so that viewers can also watch some of our produced community programming at any time.

Community bulletin boards display information slides in-between programming on both channels. The Channel 23 bulletin board displays community events, while the Channel 17 bulletin board displays public notices, emergency meetings, and other Town-related notices.

Staff members and volunteers provide professional-quality live coverage for major Town events and elections so residents can get current information about what is going on in their community. Events covered this year include elections, Memorial Day Parade, Derryfest, the Derry Holiday Parade, and Veterans Day ceremonies.

Our part-time video producers partner with Town departments and community leaders to create shows and segments that reflect what's happening throughout Greater Derry.

We have continued community outreach efforts and have established positive relationships with the local press, the Derry Public Library, Taylor Library, Derry Parks and Recreation, the Greater Derry/Londonderry Chamber of Commerce, Pinkerton Academy, NEXT Charter School as well as area non-profits such as The Community Alliance for Teen Safety. We offer students the opportunity to intern at the station and produce broadcast quality shows that air on D23.

Volunteer members are vital to Derry Community Television. We welcome members of the community to visit our studio to learn about how to get involved. Our staff has developed training programs so members of the community and Town departments can create their own shows. We offer regular training on camera operation, studio production, lighting, audio, graphics, editing, interviewing techniques, and how to produce a show.

This year marks a pivotal time for Derry Community Television. The completion of FY2017 also marks a change in leadership. This year the Chris Martin, Cable Coordinator announced his retirement and the position was later awarded to former Assistant Cable Coordinator, Owen Provencher.

With a new strategy implementation in FY2018, DTV endeavors to seek even more innovative ways to serve the community and add value to our local cultural. We are dedicated to exploring new ways of community engagement in an effort to highlight and enrich our lifestyle here in Derry. Stay tuned for many exciting changes coming to a new version of Derry's Public Access Media Center.

Community Access funding is generated solely from franchise fees paid by Comcast subscribers, with no fiscal impact to taxpayers. Franchise fees support three stations that operate from the studio at the Municipal Center and the Educational Channel located at Gilbert H. Hood Middle School.

To learn more about DTV, go to our website at www.derrynh.org/cable, email owenprovencher@derrynh.org, or call 845-5514. We are located in the lower level of the Derry Municipal Center.

Respectfully submitted,

Owen Provencher

Owen Provencher

Cable Division Coordinator

Derry Community Television, Comcast 23

Derry Government Access, Comcast 17

ECONOMIC DEVELOPMENT

I was honored to fill the position of Economic Development Coordinator for the Town of Derry on March 27, 2017. The last quarter of Fiscal Year 2017 was focused on connecting with key stakeholders and conducting the research required to formulate an Economic Development Plan. The objective of Plan is to create short and long term objectives for sustainable economic development growth for the Town of Derry. The Plan aligns with the community vision for the town, which has been well documented over the last several years and has served the town well. It also aligns with the goals and objectives of the Planning Department and the Economic Development Advisory Committee. Successful execution and progress on the Plan will increase opportunity, improve quality of life, and provide the framework for economic development.

The Economic Development Plan includes four overarching strategies:

- **Retain and Grow Existing Business** – assist businesses of all sizes and stages of the business cycle to thrive in Derry
- **Attract New Business** – promote Derry’s strategic location, available workforce, educational alliances and existing business profile to demonstrate current and future value of locating in Derry
- **Plan for Smart Sustainable Growth** – examine zoning and planning priorities to determine the best use for the community and strategic growth in all areas of the town
- **Implement Marketing & Communication Plan** – ensure our brand is consistent with the town’s character and communicate progress/potential effectively across a variety of communication platforms

As we move into Fiscal 2018, I am enthusiastic about the opportunities for continued growth and prosperity consistent with the Town’s vision and commitment to making Derry the perfect place to live, work and play.

Respectfully submitted,

Anne Struthers

Anne Struthers,

Economic Development Coordinator

HUMAN SERVICES DIVISION

In fiscal year 2017, the Human Services Division provided general assistance to 96 unduplicated households consisting of 133 adults and 72 children. Volume levels were comparable to 2016 with 95 unduplicated households served. Rent, shelter, and utility assistance were the greatest area of need fulfilled for our clients. Some extenuating circumstances warranted providing more than one month of assistance to households. Many clients receptive to improving their situations benefited from extensive case management, budget counseling, and help with creating plans to overcome barriers to self-sufficiency.

Although the economy continues to improve and many of our clients are employed, the majority of the working poor cannot afford to make ends meet. In NH, the average wage needed to rent a two bedroom apartment is \$21.71 per hour, nearly three times more than the federal minimum wage of \$7.25. A wage of \$21.71 equates to roughly \$2,632 in net income and approximately \$3,760 in gross income. The fair market value for a one bedroom apartment in Derry is \$1,011 per month and a two bedroom apartment is \$1,331. The rent cost alone exceeds the monthly income of many of our clients which on average for this past year was \$1,105.

The number of working clients served decreased from 34% last year to 33% this year. The majority of working clients earn part time minimum wage and cannot afford to pay for rent, utilities, food, and other essentials. The number of clients without any source of income decreased from 19% last year to 11% this year. The number of clients whose sole source of income is Social Security increased from 40% last year to 45%, an increase of 12.5%. The number of households with children decreased slightly from 49% last year to 44% this year.

The Town of Derry funded the following agencies that provide valuable services to Derry residents: Community Alliance for Regional Transportation (CART) - \$40,000, Community Caregivers - \$19,000, Community Health Services (CHS) - \$20,000, Court Appointed Special Advocates (CASA) - \$500, Family Promise of Greater Rockingham County - \$2,500, Rockingham Community Action - \$10,000, Rockingham Nutrition and Meals on Wheels - \$11,900, Sonshine Soup Kitchen - \$2,000, and Upper Room - \$39,000.

Unfortunately, Family Promise of Greater Rockingham County closed their program on June 30th. We generally refer individuals and families to local area shelters when possible. However, not all clients can be referred to shelter and a shelter setting is not always an appropriate referral. When there are extenuating circumstances or the shelters are full, our office will provide payment to a hotel to meet emergency housing needs. Shelter costs almost doubled to \$15,192 in FY 2017 compared to \$7,618 in 2016.

Derry Human Services strives to provide superior customer service and case management to clients and the public. The Human Services Administrator attends monthly meetings to stay current on resources available in our community. Agency presentations and topics

discussed included: NH Job Corps, NH Oral Health Coalition, NH Pro Bono initiatives including criminal annulments for non-violent offenders, Section 8 Housing Choice Voucher Program, and Service Link.

For those struggling with addiction, information and resources can be found at www.nhtreatment.org and www.drugfreenh.org.

If you or someone you know needs direction on where to apply for services, please call 211 or visit their website at www.211nh.org. “2-1-1 NH is a statewide initiative of the United Ways of New Hampshire and an easy-to-remember phone number that connects callers, at no cost, to information about critical health and human services available in their community.”

For any further questions, please visit our website www.derrynh.org, click on departments and then Human Services. Categories include: application and forms, family assistance, financial literacy, food assistance, fuel assistance, housing and shelter, legal assistance, medical assistance, mortgage assistance, resources for seniors and/or disabled, and transportation.

Our office exists to ensure that residents have their basic needs met when they cannot afford them using their own resources. Anyone can request assistance at any time due to a recent job loss, injury, or illness. We realize that it may be difficult for you to seek out help and walk through our doors. Our best advice is not to wait until your bills are several months behind. If you are struggling to get by financially, come into our office as soon as possible so that we can offer you resources and help you get back on track. We help people daily with creating household budgets that work for them. You do not have to be a client or receiving financial assistance in order to seek out help with finding community resources, with budgeting, or even filling out state and federal forms.

If you need to apply for local welfare assistance, our office is located at the Derry Municipal Center, first floor, first door on the right. After you complete a contact sheet, Laura Janian, the Human Services Secretary, will make an initial assessment of your situation. You will receive information regarding state and local agencies that you can apply for benefits with and our application along with a list of required verifications. Once you have completed the application and returned with the required verifications that apply to your household, our office will schedule an appointment time for you. At the appointment with the Human Services Administration, you will receive a determination regarding eligibility. If you do not meet the eligibility criteria, our office will provide referrals to other area relief agencies.

Respectfully submitted,

Jill Jamro

Jill Jamro

Human Services Administrator

HUMAN RESOURCES

The Human Resources (HR) Department strives to ensure that Town jobs are staffed appropriately, employees have meaningful, enjoyable and challenging career opportunities and our personnel and labor administration activities are timely and effective. The Department supports the negotiation and administration of seven union contracts, facilitates dispute resolution, provides recruiting assistance to Town departments, administers drug testing programs, maintains personnel and related records, advises managers regarding employment relationships, and assists employees however appropriate. The Department sponsors and facilitates employee safety and wellness activities, relying upon the support and participation of members of the Town Wide Joint Loss Management Committee (safety) and the Health and Safety Coordinator.

- All of our seven union contracts were successfully negotiated in FY 2017. With goals established by the council we succeeded in holding 30 contract negotiations meetings. The outcome was five year contracts for all seven of our bargaining units. We also managed to restructure our health insurance plans down from 13 possible options to 3 for most Town employees as a result. Additionally, we held two Open Enrollment events to accommodate our employees' insurances changes.
- As the result of an efficiency study we reorganized in our Finance Department which led to a net reduction from FY16 to FY17 of 2 part time positions. During the year we filled 25 full-time and 8 part-time vacancies due to retirements, resignations and other turn-over. We also hired a full-time Economic Development Coordinator. At the end of FY17 we have 5 full-time vacancies: 1 Fire; 4 Police
- Town employees participated in community initiatives like the Salvation Army Backpack and Easter Bunny Program. Through the efforts of our Health and Safety Coordinator, employees also participated in the American Heart Association "Go Red for Women Day," the Annual CIGNA/Elliot 5k Road Race, and other health challenges. We also held workshops for employees to improve their abilities, stop tobacco use and to help them with their healthy eating practices.
- Employees attended a number of training programs to upgrade job skills, improve job safety, and in compliance with Federal and State employment discrimination laws. We also achieved Prime3 designation which resulted in discounts in our Workers Comp premium and we also updated our Temporary Alternative Duty policy. We revised our lock-down policy, trained DMC employees and held a drill to ensure proper response were the need to ever arise.

Respectfully submitted,

William Scimone

William Scimone

Human Resources Director

INFORMATION TECHNOLOGY

2017 had proven to be an exceptionally busy year for our department. With the recent departure of the Communications Director at the Fire Department our staff has assumed full IT responsibility of all Fire Department issues.

On the average we are currently fielding 122 helpdesk tickets per month with a 99.6% resolution rate.

We have now expanded our fiber optic network infrastructure to station 2 at Warner Hill Road. English Range being the lone station not on our fiber network. 2018 should see that last and final station come online.

A major project for us in 2017 as been the replacement of our aging fleet of copiers. We have just recently completed this project.

Replacement of half of our aging storage infrastructure is on our radar in the next few months and should be completed in late October.

GIS

We continue to provide GIS support to all departments and will be upgrading our online applications and base internal applications over the next few months.

Respectfully Submitted,

Douglas A. Rathburn

Douglas A. Rathburn
IT/GIS Manager

PLANNING DEPARTMENT FISCAL YEAR 2017

Fiscal Year 2017 activity in the Planning Department continued at a steady pace similar to what the department had begun to see in fiscal year 2013. Both residential and commercial development plans were submitted to the office and construction activity and building was very visible throughout the town. This past year work continued on zoning amendments including revisions to the sign regulations, increasing the size of accessory dwelling units, definitions, and looking at expanding both the commercial and industrial zones around the proposed I-93 Exit 4A area near the Londonderry town line and Folsom Road and North High Street. Staff and the Planning Board is also reviewing permitted uses in certain zoning districts and the multi-family regulations. Our department also worked with the New Hampshire Community Loan Fund on two Community Development Block Grants (CDBG) to assist two manufactured housing parks on replacing and improving their infrastructure/water systems and the feasibility to potentially tie into town water and sewer to replace aging water and septic systems. The grant application for the Frost Resident's Co-Operative Park was approved and funded after three attempts!

Highlights of development activity in fiscal year 2017 included the re-location of a large manufacturing company to Derry from Rhode Island. Liquid Blue manufactures printed t-shirts for Major League Baseball, the National Football League, major rock bands and musical groups. They will be employing up to 115 employees. They are now occupying a former vacant industrial building. The Tupelo Music Hall entertainment building opened this past year. They converted a former health club into the new venue. They book nationally named musical, comedy, and entertainment acts and will be bringing up to 20,000 people a year to Derry! Other new businesses include a Nestle Café coffee and ice cream shop, the re-approval of a new Sal's Pizza building, a new restaurant called The Heritage, and the conversion of a former KFC restaurant into a professional orthodontist office.

The department continues our work with the Southern New Hampshire Planning Commission (SNHPC), the Southern New Hampshire Regional Economic Development Corporation (REDC), Greater Derry-Salem Cooperative Alliance for Regional Transportation (CART) as well as the Greater Derry-Londonderry Chamber of Commerce on regional planning, business, and transportation issues. Staff is also working with the SNHPC, the New Hampshire Department of Transportation, and members of the Derry Heritage Commission on the Robert Frost/Old Stage Coach Scenic Byway. The Scenic Byway will celebrate and help protect the historical features, rural character, and the natural and scenic qualities of the five corridor communities (Derry, Atkinson, Hampstead, Chester, Auburn) through which it passes.

This past year staff continued working with three excellent committees that will have a significant impact on future town policies and projects that will benefit the town. Staff has enjoyed and continues to enjoy being a part of these groups which includes the Building & Property Maintenance Committee, the Derry Cooperative School District 2016-2017 Facilities Study Committee, and the Town of Derry's Economic Development

Advisory Committee. The Planning Department also began working with the new Economic Development Coordinator and Office on economic development initiatives.

In closing I would like to once again thank the members of the Planning Board for their continued support and assistance with our department particularly with regard to the challenging zoning revisions and we also want to welcome aboard our new members and kudos to our chairman, David Granese for being an excellent chairman and his and the board's professionalism; makes our job easier!

I also want to once again thank and acknowledge the staff in the Code Enforcement, Police, Public Works, Health, and Fire Departments for their cooperation and efforts in making the Technical Review Committee (TRC) process a success and our efforts to be business-friendly and our expedited review of development plans and permitting.

Finally, I would like to once again acknowledge and thank our Planning Assistant, Liz Robidoux, for her excellent staff assistance to both the Planning Director and Planning Board and keeping us on tract and organized as well as her hard work and professionalism. The Planning Department looks forward to continue to provide professional and prompt service to the Town of Derry and its residents and business community.

Respectfully submitted,

George H. Sioras
George H. Sioras
Planning Director

TOWN OF DERRY

Treasurer's Report June 30, 2017

Citizens Bank

Beginning Balance, July 1, 2016 \$ 4,399,273.70

Revenue Receipts:

Received from all sources \$ 98,229,591.57
Interest Earned on Investments \$ 13,643.71

Total Revenue Receipts

\$ 98,243,235.28

Other Revenues:

Investment Transfers \$ 65,811,074.74
Trust Funds \$ 1,447,436.10
ATM Income \$ 389.75

Total Other Revenues

\$ 67,258,900.59

Disbursements

Council Orders to Pay \$ 47,399,731.81
Transfer of State Motor Vehicle Fees \$ 1,954,627.68
Transfer to Trust Funds (net) \$ 279,306.70
Lockbox Fees/invoice cloud \$ 9,909.89
Investment Transfers Out \$ 63,150,000.00
School Payment from Taxes \$ 49,117,114.00
Voided Checks \$ (218,999.88)
Electronic Lease and Bond Payments \$ 478,882.13
NSF Checks & Fees \$ 99,341.94

Total Disbursements

\$ 162,269,914.27

Ending Balance, June 30, 2016 \$ 7,631,495.30

Other Accounts

Century Bank Money Market \$ 2,609,067.51
Citizens Bank Target Account \$ 3,500,000.00
Optima Bank & Trust Sweep \$ 10,132,582.65
Citizens Bank Sweep \$ 23,974,791.54
Optima Bank & Trust ICS \$ 3,582,514.93
Optima Bank & Trust Target \$ 40,011.00
Optima Bank & Trust CDARS \$ 5,163,041.13

Total Cash Balance, June 30, 2017

\$ 56,633,504.06

Respectfully submitted,

Allan D. Virr

Allan D. Virr
Treasurer

ASSESSING DIVISION

The real estate market continues robust growth over last year, with the number of open market transfers increasing from October 2016 through September 2017 (973 transfers). We continue to experience signs that sales of existing homes were more plentiful, and foreclosures, especially in Derry, continue to be down dramatically in comparison with past years.

As part of our annual cycled inspection process, we completed cycled inspections of all residential properties within assessing neighborhood #103 which encompasses the central and southeast parts of Derry (2098 properties measured and inspected). In addition to these inspections, all properties with outstanding building permits are measured and inspected as well as those properties which have transferred ownership over the last year.

As required by New Hampshire State Statute, each year the NH Department of Revenue Administration performs an equalization study of all communities in the state. The equalization study serves to show the ratio of current town wide assessments to current market value. The State of New Hampshire requires that communities fall between 90% and 110% of full fair market value. After the completion of the assessment update in 2016, Derry's equalization ratio came in at 97.5%. If an update had not been conducted in 2016, the Town's ratio would have been far below 90%.

Year	Ratio	Tax Rate	Update Year
2016	97.50%	27.06	Yes
2015	92.60%	29.23	No
2014	97.80%	29.42	Yes
2013	94.00%	31.49	No

Also, the 2016 DRA's study indicates the co-efficient of dispersion (C.O.D.) to be 10.00%. This C.O.D. is considered to be in the 'excellent' range for tax year 2016 and we will remain diligent to keep assessments within the State's mandated standards. The C.O.D. measures uniformity in assessments through ratio studies. It indicates the measure of appraisal uniformity that is independent of the level of appraisal (ratio) and permits direct comparisons between various properties (comparable and other properties). Any decision to conduct assessment updates and revaluations must consider this number above all others.

During the Town Budget deliberations in March and April of 2017, the necessary funding was approved by a majority of the Town Council to continue with the assessment update program and the cycled inspection program that will keep our assessment inventory up to date for the upcoming 2017 and 2018 tax years. The Town's part-time Assessor, Barbara Chapman retired at the end of June 2017. The Town has hired Corcoran Consulting Associates to manage assessing functions. Monica Hurley and Jay Ferreira from Corcoran serve as Assessor for the office.

The Town's 2017 net taxable valuation as of this report is \$2,810,916,612. This figure will be used by DRA to set the 2017 tax rate in October 2017. This year's increase in value reflects new construction and outstanding building permits issued since April 1, 2016, as well as the annual cycled inspection program to make required data corrections.

Property Type	Acres	2017 Valuation
Residential Land & Buildings	10757.54	\$2,437,802,752
Commercial / Industrial Land & Buildings	1197.54	\$396,531,395
Current Use	5472.12	\$781,198
Exempt Property	2803.29	\$223,591,579
Utilities	169.59	\$40,050,500
Gross Total	20400.08	\$3,098,757,424
Less Exemptions		\$28,843,133
		\$3,069,914,291
Less Exempt Property		\$223,591,579
		\$2,846,322,712
Less Disabled Veterans RSA 72:36-a		\$314,800
		\$2,846,007,912
Less Tax Increment District		\$35,094,300
		\$2,810,913,612

The Town's net taxable valuation, upon which the 2016 tax rate was set, was \$2,772,484,347 with a resulting tax rate of \$27.06/\$1,000 of valuation.

The public can access much of our assessment data on-line. Assessment data is updated monthly and may be viewed at www.vgsi.com/derrynh for the Town of Derry. If you encounter any issues when using this tool, please report them to the Assessing Division as soon as you can and we will address them immediately. The VISION system is very user friendly and it has easy look up and reporting applications. Also, there is one workstation in the Public Research Area at the Derry Municipal Center next to the Assessor's Office which is available for the general public to access this data. Property record cards are printable from the station and on-line. The on-line feature of the system is very efficient as appraisers, realtors, attorneys, the general public and the various Town departments can easily access the data on-line at no cost.

Other on-line features found at www.derrynh.org are the Town's tax maps and 'Derry GIS' that has search fields that will locate owners, assessment information, abutters lists, the location of town water and sewer lines and many other features. All this information is available to print from home or office. We also have links on the Assessing portion of the Town's website for all property tax exemptions and Veteran Credit qualifications and application procedures, as well as Current Use and other information.

We encourage taxpayers to review the reverse side of their tax bills for important collection and assessment information, including assistance that is allowed by State Statute that may be available through this office. All applicants must meet various levels of criteria, and filing time lines (April 15th) to qualify for many programs offered. If you feel you may qualify or have questions, do not hesitate to contact the Division at 603-432-6104.

I want to thank the Assessing Staff, Mark Jesionowski and Sue Conroy for their continued support and excellent job performance. Our department has been in a transitional phase during 2017 with the retirement of Barbara Chapman, so I wish to thank the public and our other Town Departments and staff for their assistance and cooperation during this time. Our office, together, has adjusted very well and we look forward to another productive year.

Respectfully Submitted,

Monica Hurley, CNHA

Monica Hurley, CNHA

Assessor

FINANCE DEPARTMENT

One of the most important functions of the Finance Department is the development of the annual budget for the next fiscal year. The tax cap used to determine the allowable tax increase was 1.9%. The budget was reviewed in detail by the Town Council; resulting in a projected tax rate of 8.44, which is an increase over the prior year and below the voter approved tax cap. There was an approved use of fund balance for funding overlay, exemptions and tax rate reductions in the amount of \$650,000. While it can be argued that using fund balance to lower the tax rate is not a fiscally prudent decision given it becomes a one-time revenue source, it is anticipated that this amount will be sustainable for the foreseeable future and is a mechanism to return revenues to the taxpayers.

The bond rating for the community was reviewed by Moody's Investor Services remained an Aa1. The Town is one rating below the highest rating that can be achieved, AAA. The achieved rating reflects a strengthening economy, strong management environment, good financial policies, stable revenue profile and a strong debt and contingent liability position.

I am fortunate to have a dedicated staff and thank them for their work effort and professionalism. Specifically, I would like to thank Accounting Manager Mark Fleischer, Treasurer Allan Virr, Tax Collector Dawn Enwright, and the Assessing Department: Corcoran Associates, Mark Jesionowski and Sue Conroy.

Separate reports follow for the Assessing and Tax Collection Divisions, providing more details on division operations during the fiscal year.

I look forward to working with the employees, elected officials and the community.

Respectfully submitted,

Susan A. Hickey

Susan A. Hickey
Chief Financial Officer

TAX COLLECTION DIVISION

The Tax Collector's Office is an integral part of the Town's Finance Department as exhibited by the many transactions processed for the Town residents, including motor vehicle registrations and the collection of revenue for property tax, water and sewer services, and general invoice billings. The office also records and deposits the revenues of all town Departments. Notary Public services are provided to Derry residents at no charge. Each spring the office begins the process of tax liening and deeding of property, as required by state law. The staff works with property owners to educate them on the consequences of falling behind in their property tax payment as well as, educating them on available tax credits and exemptions available.

Working as an agent for the State of New Hampshire Department of Safety, we strive to continually improve the services we provide, as the state increases the types of transactions we are allowed to handle locally. The registering of boats for both Derry residents and non-Derry residents allows Derry to obtain the revenues from transactions which once were processed elsewhere.

The acceptance of the credit cards for all transactions at the Tax Collector's windows has provided the ability to accommodate all payment method requests and more fully satisfying the customers experience. The ATM machine located in the lobby continues to benefit those desiring to pay with cash to complete their transactions without leaving the building to secure funds. Online processing of motor vehicle registration renewals, as well as payment of tax, water and sewer services, and general invoice transactions allow the customer to use credit cards and electronic fund transfer to complete their transactions from the comfort of their homes. The ability to complete address change forms on line through the town's web page helps insure correspondence reaches taxpayers in a timely manner.

Motor Vehicle permits issued in FY17 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$5,800,294
Title Fees	16,762
Municipal Agent Fees	121,359
Boat Registrations	11,687
Transportation Improvement Fees	186,435
Waste Tire Reclamation Fees	<u>107,488</u>
Total	\$6,244,025

We continue to see improvement in the economy, as the Town experienced an increase of \$415,545 in motor vehicle permit revenue, a 7.1% increase over the prior year. The increase in revenue reflects the economic improvement with an increase in purchases of new vehicles. New vehicles have a higher MSRP which results in a higher mil rate charged. These increased numbers of new vehicle registrations are the reason we have an increase in revenue over the

previous year. Municipal Agent transaction fees increased insignificantly in FY17 supporting the minimal increase in the number of registrations. The Town relies on Municipal Agent fees they collect to help cover the administrative costs of providing residents with the state portion of the motor vehicle registration, as well as defray the cost of mailing out courtesy renewal notices and completing online registration renewals. The utilization of the email notification for registration renewal notices has increased, allowing us to send renewal notices to more residents via email. This eco-friendly method of delivering renewal notices reduces the Town's paper and postage expense.

Property tax collection showed an increase of 2.54% collected in 2017 as of June 30, 2017, as compared to the same period for the 2017 fiscal year. However, a portion of that increase is attributable to the increased amount billed in 2017 compared to 2016. Residents now have the option to pay property taxes with credit cards both at the tax collector's office and online through the town's web site. The additional fees for processing online payments are paid to the web site provider; it is not retained as a fee to the Town.

The past year has been a year of change in the Tax Collection office with the loss of Deputy Tax Collector, Kerry Harrison to the Finance office. This change allowed the promotion of Stacey Beliveau to the Deputy Tax Collector position. Our seasoned Customer Service Clerks; Kathi Malloy, Norma Graceffa, and Lori Holmes have embraced this change with ease and enthusiasm. As well as assisting with the training of our new part time Customer Service Clerk; Kristina Jeanty. This full tax office team works steadily greeting each customer with full attentiveness in addition to accomplishing the workload of the department in a timely manner. The office oversight is headed by me, Dawn Enwright, as the Tax Collector/ Municipal Agent and Stacey Beliveau as the Deputy Tax Collector. We look forward to serving the citizens of Derry in FY18.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2016 follows this report.

Respectfully submitted,

Dawn K. Enwright, CTC

Dawn K. Enwright

Tax Collector/Municipal Agent



Tax Collector's Report

Form Due Date: **March 1 (Calendar Year), September 1 (Fiscal Year)**

Instructions

Cover Page

- Select the entity name from the pull down menu (County will automatically populate)
- Enter the year of the report
- Enter the preparer's information

For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Municipality: DERRY

County: ROCKINGHAM

Report Year: 2017

PREPARER'S INFORMATION ?

First Name

Dawn

Last Name

Enwright

Street No.

14

Street Name

Manning St

Phone Number

432-6106

Email (optional)

dawnenwright@derrynh.org



Debits					
Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2016	Year: <input type="text"/>	Year: PRIOR
Property Taxes	3110		\$4,601,422.86	(\$627.79)	
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185		\$2,405.97		
Excavation Tax	3187				
Other Taxes	3189		\$610,852.07	\$31.03	
Property Tax Credit Balance <input style="font-size: 10px; vertical-align: middle;" type="button" value="?"/>			(\$139,371.78)		
Other Tax or Charges Credit Balance <input style="font-size: 10px; vertical-align: middle;" type="button" value="?"/>			(\$7,702.10)		
Taxes Committed This Year	Account	Levy for Year of this Report	2016	Prior Levies	
Property Taxes	3110	\$38,114,782.73	\$38,466,338.16		
Resident Taxes	3180				
Land Use Change Taxes	3120	\$83,010.00			
Yield Taxes	3185	\$1,126.24			
Excavation Tax	3187				
Other Taxes	3189	\$4,417,183.61	\$2,592.00		
<input type="button" value="-"/> OTHER TAX TRANSFER TO PROPERTY TAX	#3110		\$34,829.21		
<input type="button" value="Add Line"/>					
Overpayment Refunds	Account	Levy for Year of this Report	2016	Prior Levies	
Property Taxes	3110		\$156,400.46		PRIOR
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
<input type="button" value="-"/> OTHER TAX	#3189	\$1,835.48			
<input type="button" value="Add Line"/>					
Interest and Penalties on Delinquent Taxes	3190	\$20,015.07	\$100,925.01	\$12.01	
Interest and Penalties on Resident Taxes	3190				
Total Debits		\$42,637,953.13	\$43,828,691.86	(\$584.75)	



Credits				
Remitted to Treasurer	Levy for Year of this Report	2016	Prior Levies	PRIOR
Property Taxes	\$32,619,846.64	\$42,062,294.30	(\$627.79)	
Resident Taxes				
Land Use Change Taxes	\$64,100.00			
Yield Taxes	\$681.19	\$2,368.42		
Interest (Include Lien Conversion)	\$20,015.07	\$100,925.01	\$12.01	
Penalties				
Excavation Tax				
Other Taxes	\$3,968,246.84	\$584,990.06	\$31.03	
Conversion to Lien (Principal Only)		\$958,145.31		
- CONVERSION TO ELDERLY DEFERAL		\$10,956.59		
<input type="button" value="Add Line"/>				
Discounts Allowed				

Abatements Made	Levy for Year of this Report	2016	Prior Levies	PRIOR
Property Taxes		\$86,113.10		
Resident Taxes				
Land Use Change Taxes				
Yield Taxes		\$37.55		
Excavation Tax				
Other Taxes	\$55,511.75	\$20,751.91		
-				
<input type="button" value="Add Line"/>				
Current Levy Deeded				



New Hampshire
 Department of
 Revenue Administration

MS-61

Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	2016	Prior Levies	
				PRIOR
Property Taxes	\$5,674,890.58	\$2,109.61		
Resident Taxes				
Land Use Change Taxes	\$18,910.00			
Yield Taxes	\$445.05			
Excavation Tax				
Other Taxes	\$405,909.68			
Property Tax Credit Balance	(\$179,954.49)			
Other Tax or Charges Credit Balance	(\$10,649.18)			
Total Credits	\$42,637,953.13	\$43,828,691.86	(\$584.75)	



Summary of Debits				
	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2015	Year: 2014	Year: PRIOR
Unredeemed Liens Balance - Beginning of Year	\$897,923.77	\$443,207.48	\$287,165.74	
Liens Executed During Fiscal Year	\$1,046,462.74			
Interest & Costs Collected (After Lien Execution)	\$9,531.87	\$59,188.83	\$87,433.63	\$18,241.62
-				
<input type="button" value="Add Line"/>				
Total Debits	\$1,055,994.61	\$957,112.60	\$530,641.11	\$305,407.36

Summary of Credits				
	Last Year's Levy	Prior Levies		
		2015	2014	PRIOR
Redemptions	\$263,104.83	\$459,801.69	\$288,655.39	\$52,125.51
-				
<input type="button" value="Add Line"/>				
Interest & Costs Collected (After Lien Execution) #3190	\$9,531.87	\$59,188.83	\$87,134.34	\$18,241.62
-				
<input type="button" value="Add Line"/>				
Abatements of Unredeemed Liens	\$11,529.63	\$1,292.44	\$539.79	\$1,364.06
Liens Deeded to Municipality				
Unredeemed Liens Balance - End of Year #1110	\$771,828.28	\$436,829.64	\$154,311.59	\$233,676.17
Total Credits	\$1,055,994.61	\$957,112.60	\$530,641.11	\$305,407.36



DERRY (119)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name	Preparer's Last Name	Date
Dawn	Enwright	Sep 6, 2017

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Bureau Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Dawn K. Enwright, Tax Collector
 Preparer's Signature and Title

DERRY BUREAU OF EMERGENCY MANAGEMENT

Annual Report - 2017

The Derry Bureau of Emergency Management (Derry BEM) leads the community effort to prepare the Town of Derry (the Town) to effectively mitigate, prepare for, respond to, and recover from any natural or human-made disaster. Emergency Management assists other town departments in developing contingency emergency plans and maintains a comprehensive all hazards Emergency Operations Plan. This is an on-going activity which involves bolstering of the Emergency Operations Plan (EOP) and developing policies and procedures to support it. The Derry BEM serves as the coordinating agency among town departments and the conduit for communication with the NH Department of Homeland Security/Emergency Management.

Derry BEM maintains an Emergency Operations Center (EOC) which can be opened any day of the week, at any given time. The EOC is equipped with back-up power, computers, state of the art communication equipment and meeting space for emergency management personnel. The EOC has the ability to monitor weather conditions, communicate with the State of New Hampshire EOC, all town departments and area amateur radio operators. The EOC is also capable of broadcasting emergency information to the public through the internet, local cable television, Low Band AM Radio Station 1610, Twitter (@DerryNHBEM) and an interactive automated telephone communication system (Code Red™). Finally, the EOC coordinates resources, monitors conditions, deliver risk communications, provide coordination among Town departments and emergency services, and coordinate emergency shelter openings as required.

During FY17- the Town was not included in any local or national disaster declarations although the Town was impacted by several typical severe weather events. To enhance the community's emergency preparedness, the Derry BEM coordinated with the New Hampshire Department of Homeland Security (NH HSEM) to conduct a severe weather tabletop exercise. The purpose of the exercise was to test our Emergency Operations Plan (EOP) and to evaluate three core capabilities as identified in FEMA's National Preparedness Goals. These core capabilities included; planning, public information/warning and operational coordination. Participating in this exercise were our emergency response and planning stakeholders including; Derry Fire, Derry Police, Derry Public Works, Derry School District, Pinkerton Academy and Parkland Medical Center. The exercise simulated a tornado causing a path of severe damage to critical infrastructure and homes in a densely populated residential area. NH HSEM led and evaluated the exercise and it was reported that all core capabilities were "performed without challenges". From this exercise, Derry BEM will work to better refine immediate damage assessment procedures and is considering the use of small drones to assist with the damage assessment process.

Also this year, considerable time was spent reinvigorating our local Community Emergency Response Team (CERT). A call for volunteers in December 2016 thru January 2017 accumulated an overwhelming response from the public. At the team's first informational meeting, in late January 2017, over 150 people were in attendance. The team, which is comprised of and led by citizen volunteers, is managed under Derry BEM. The team's top priority is to prepare for the possibility of establishing and operating an emergency shelter, in the event of a large-scale disaster and to provide emergency/disaster support. Since January, the team has continued to organize into functional groups and has conducted numerous trainings including shelter operations, radio communications, wilderness line-searching and first-aid. Derry Fire Lieutenant Ryan Bump has done an excellent job rebuilding the Derry CERT and we look forward to this program gaining greater momentum in the upcoming fiscal year.

In conclusion, thousands of people across the country are affected by disasters each year. The Derry BEM strongly encourages citizens to prepare for disasters. Being prepared for a disaster can reduce anxiety/fear and reduce the impact on you and your family. Citizens should be prepared to be self-sufficient for the first 72 hours following a disaster. Citizens can find valuable emergency preparedness information at www.ready.gov.

DERRY FIRE DEPARTMENT

Annual Report - 2017

The Derry Fire Department is a full service fire department that provides emergency services and protection from fire, natural and manmade disasters, and medical emergencies. It provides these services through four integrated and related areas within the Department – Fire, EMS, Emergency Communications, and Emergency Management.

The Derry Fire Department provides fire protection through education, enforcement and suppression activities. We respond from four fire stations located throughout the Town, and from Administrative and Code Enforcement offices located in the Municipal Center.

The Derry Fire Department strives to provide a safe, healthy and pleasant environment in which to work in. We accomplish this with a systematic approach which includes programs of preventative maintenance, replacement of outdated inefficient equipment, new technologies and quality products. This report reflects activities and changes made during FY 2017.

TRAINING

Between July 1, 2015 and June 30, 2016 members of the department participated in 10,114 staff/hours of fire, rescue, prevention, and emergency management training. This averages 155.6 hours of training per department member and does not include the additional 48 hours of emergency medical training per department member, our staff is required to complete each year. This Fire/Rescue training was delivered using a variety of techniques including on-line training, traditional classroom training, and hands on practical training. Online training was done through Fire Rescue 1 Academy, FEMA, National Fire Academy, and Solar PV Safety.

These training hours also include the hours that many members of the department participated in Fire/Rescue training on their own time and without pay through organizations such as the New Hampshire Fire Academy and New Hampshire Fire Officers & Instructors Association.

This year's training has been focused on basic skills and equipment reviews, new driver-operator certification and training, leadership training, recruit training, human resource training, and cancer awareness. Crews also participated in live fire training in acquired structures in Windham and Auburn. During the upcoming fiscal year - the training priorities are advanced driver-operator training with a focus on Quint operations, strategy and tactics, technical rescue training, basic skills, and more cancer awareness.

The New Hampshire Fire Academy continued a grant from the Department of Homeland Security to provide twenty-four hours of training on firefighter safety survival to firefighters

throughout the State. This multi-year grant covered course tuition, expenses, and backfill for several members of the Derry Fire Department.

With many new employees since 2016, a major focus of this past year has been getting our newer employees through the three New Hampshire Fire Academy Driver Operator Certification Programs of All Vehicle, Pumping Apparatus and Aerial Apparatus. These certification programs run for a total of 92 hours and augment the months on-duty training each person must have before they are assigned as apparatus drivers. Lt. Robert Atwater should be commended for coordinating this project.

PERSONNEL

During FY17 – some members retired or left the Derry Fire Department:

- Battalion Chief Dave Hoffman retired after thirty-five years serving the Town of Derry. Battalion Chief Hoffman left to pursue his passions of helping out with his grandchildren, restoring and mustering antique firefighting hand-operated pumps. We wish him a long and healthy retirement.
- Director of Communication Jon Goldman moved on to accept a promotion as Chief Coordinator of the Lakes Region Fire Mutual Aid Association; Director Goldman oversaw the Derry Fire Communications Center for 10 years prior to his departure.

Congratulations to the following members of the Derry Fire Department:

- Scott Jackson on his promotion from Captain to Assistant Fire Chief. Assistant Chief Jackson is second in command of the Derry Fire Department and responsible for coordinating fire inspections services, fire investigations, plans review, code enforcement, and he oversees operations and planning for Derry Fire Alarm. He has been a member of the Derry Fire Department for thirty-one years.
- William Gillis on his promotion from Captain to Battalion Chief. Battalion Chief Gillis is the shift commander for Battalion 3 and oversees all fleet maintenance, vehicle and firefighting equipment acquisitions for the Derry Fire Department. He is also a Lt. Colonel in the Air Force Reserve.
- Lieutenant Rob Atwater was this year's VFW Firefighter of the Year. He was recognized for his leadership and commitment to both the Community and Derry Fire Department. For many years, Lt. Atwater has coordinated apparatus and ambulance purchases including coordinating the specification and purchase of the upcoming Quint (combination ladder and pumper truck). He is also active in coordinating and presenting fire and EMS training for the department. In 2014 - Lt. Atwater was the New Hampshire EMS provider of the Year.

- Firefighter/Paramedic Todd Donovan. The New Hampshire Fire and EMS Committee of Merit awarded Todd Donovan the Dr. David Connor Memorial Award for his “unremitting, heartfelt, dedication to emergency medical services in New Hampshire.” He was nominated for this award jointly by the Derry Fire Department and the NH Bureau of Emergency Medical Services for EMS Data Research Analysis in such areas as the benefits of Narcan in the treatment of opiate overdoses.
- Firefighter/Paramedic Donovan was also recognized by Image Trend of Minnesota with the 2017 Hooley Award in New Frontiers. Image Trend is an international leader in EMS reporting, data collection, and data analysis. They recognized Paramedic Donovan for showing how many people lived due to EMS intervention during an overdose and for developing a Revised Over Dose Score (RODS) to prove how effective EMS is at saving lives during an opioid induced episode.
- Joshua Sturges on his promotion from Firefighter/Paramedic to Lieutenant. Lt. Sturges recently coordinated the Derry Fire Departments Commission on Accreditation of Ambulance Services successful re-accreditation process.
- Dennis Livoli on his promotion from Firefighter/Paramedic to Lieutenant. Lt. Livoli is the chairman of the Continuous Quality Improvement Committee. His most recent focus has been cancer awareness and cancer prevention training for members of the Derry Fire Department.

The Derry Fire Department Welcomes the Following New Members:

- Dispatcher Nicholas Bridle. Dispatcher Bridle grew up in a firefighting family in Hampton, his father is a retired Hampton Fire Captain and his sister is a Hampton Fire Dispatcher. He is also very active in Hampton and is the former chairman of the Hampton Budget Committee.
- Firefighter/Paramedic Patricia MacIsaac. Paramedic MacIsaac is a graduate of Pinkerton Academy and grew up in Hampstead. She worked for Trinity Ambulance and was a call-firefighter on the Hampstead Fire Department before joining the Derry Fire Department. Before graduating from Pinkerton, Paramedic MacIsaac was a member of the Chester Fire Department Explorer Post.
- Firefighter/EMT-A Kevin Vail. Firefighter Vail is a graduate of Pinkerton Academy and Pinkerton’s Airforce ROTC program. Before joining Derry Fire, he was a landscaper working for a Derry company, and a member of the Auburn Volunteer Fire Department. He is a member of the Derry Fire Department Honor Guard.

- Firefighter/Paramedic Greg Brown. Paramedic Brown was a lateral transfer from the Laconia Fire Department. He is a retired and decorated Army Veteran having served over twenty years as a helicopter flight medic with several overseas tours including Iraq. He is married and is very active in Scouting with his two teenage sons.
- Firefighter/Paramedic Matthew Carter. Paramedic Carter was a paramedic for the Frisbie Memorial Hospital Ambulance Service, and had extensive pre-hospital and emergency department experience before joining the Derry Fire Department. He was also a volunteer firefighter with the Madbury Fire Department.

FACILITIES

In Fiscal Year 2017 - the Derry Fire Department completed several facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation and Life Cycle.

The Central Station is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 10,000 square foot facility, of which 3,000 square feet is living area. It was built and operational since 1973. It contains living quarters for up to eight emergency response personnel that are assigned to the station for 24 hour shifts. They cover Engine 1, Medic 1, Rescue 1, Tanker 1, Car 1 and the rescue trailers. The apparatus floor at Central Station is 5,900 square feet of un-insulated space. It is not possible to insulate the ceiling due to the fact that the flat roof is not engineered to hold snow loads. The equipment and apparatus must be maintained at constant temperatures to maintain readiness and meet NH Bureau of EMS regulations. The call volume as well as the usual operations requires the apparatus doors to be opened and closed often. The amount of natural gas utilized continues to be greater than we would expect. While the station is not ideal - we continue to maintain a strong focus on energy conservation and are moving towards a transition to more efficient LED lighting. Central Station also includes the Emergency Communications Center which dispatches emergency calls for the Towns of Derry, Windham, Chester, Auburn, Southeastern NH Regional Hazardous Materials Team, and coordinate emergency response of the Border Area Mutual Aid District when the Statewide Mobilization Plan is initiated for large scale emergencies.

Central Station had the front entry foyer refinished with new floor tiles and paint. This was done due to the high volume of public traffic to this area and continual wear and tear.

The access control project is continuing into this next fiscal year. This involves installing Prox-card access on all doors at all four stations. The purpose of this project is to better separate and secure the employee sections of the stations for the public areas. The projected finish date for this is mid-September.

Island Pond Station is located at 190 Warner Hill Road. The station is a 5,000 square foot facility which was built in 1978. The Station contains living quarters for up to four crossed

trained Firefighter/EMS personnel that are assigned to the station for 24 hour shifts. Daily staffing includes a three-person Advanced Life Support (ALS) Engine Company that cross staff an ALS Medic Unit (ambulance), Forestry Tanker, Forestry Unit and a Marine Unit. This Station also houses members and equipment who are responsible for in-house small engine repair on equipment like chainsaws and smaller forest firefighting pumps.

This was an exciting year for this station and the members who are assigned to it - for winning the first Pride an Ownership Award following inspections. The inspections consisted of a detailed assessment. The inspection covered all aspects of facility maintenance that included but not limited too; organization, cleanliness, security, lighting, modernization, energy conservation, and record keeping. Four judges carefully inspected each station and awarded each a grade.

Island Pond Station had many facility enhancements that were focused on Health & Safety and functionality completed during FY 17. The employee and visitor parking lot was expanded to ease congestion and the front walkway was expanded. Further, the initial steps to creating a secure visitor lobby were initiated. Lastly, due to life cycle, the hard surface floors of the living quarters were replaced.

All projects required coordination of multiple local vendors and assistance from Department of Public Works.

English Range Road Station is located at 1 English Range Road. The station is a 3,500 square foot facility which was built in 2001. The Station is staffed full time by 4 shifts of 3 personnel cross-staffing Engine 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. Recent station inspections and evaluation showed the station was in good working order and appearance. Energy conservation continues to be a priority at this station. In spite of extreme hot and cold days, the energy consumption has remained consistent or lower. This facility also continued with LED replacements of older lighting, further decreasing electric consumption.

Appliance updating and maintenance will allow the station to operate well into the future. We anticipate the state installing a new intersection traffic control system that will facilitate our responses to calls and safer traffic patterns.

Hampstead Road Station is located at 74 Hampstead Road. The station was built in 1974 as a 3 bay fire station. An addition to the building was added in 1994 to increase the apparatus bay area, the size of the administrative, living quarters, and a training room totaling 6,800 square feet. The station is staffed full time by 4 shifts of 3 personnel cross-staffing Truck 4, Engine 4, Medic 4, Utility 4, and Marine 4. All personnel are cross trained for fire and medical response. The station also houses a 150kw generator and a trailer for emergency management.

The Hampstead Road Station hosts most of the Department training due to its central location and spacious training room. This training room is also used to host a multitude of public education classes such as First Aid, Automated Defibrillation, and CPR.

During FY 17 - Hampstead Road Station had its foyer updated, and new vinyl siding installed to the front of the main building.

FIRE PREVENTION

Our primary focus is to prevent fires from occurring, minimizing the impact of fires when they do occur, and then determining the origin and cause whenever possible. Home structure fires are the primary cause of civilian fire deaths in the US today. A majority of home fires occur from cooking and heating equipment. Not all fires are preventable (e.g. lightning, earthquakes and arson), but most are. In fact - carelessness, inattention and lack of maintenance are human factors that cause or create the environment for fires to occur.

The Derry Fire Prevention Bureau works daily to help the public properly PLAN, PREPARE & PREVENT tragedy's from occurring. We do this with our comprehensive inspection programs and providing public education to schools and other groups in the community. Our success is dependent on our community connections and the commitment and compassion of every member of the Derry Fire Department.

In FY 2017 - The Bureau of Fire Prevention conducted 3,636 inspection/reviews. Fire Prevention Inspections are conducted on all newly constructed buildings for certificates of occupancy, fire systems testing, and general code compliance. Administrative work for the group includes collaboration with the Building Department to ensure code compliance through plans review and code development. We also inspect various existing buildings for fire code violations throughout the year. The work of the Fire Prevention Bureau is often unable to be measured. Without a doubt, the inspection of properties and enforcement of codes reduces the number of fires, property loss, and potential loss of life and/or serious injury. The work of the Fire Prevention Bureau is not only to save lives but also to improve the quality of life throughout the Town. This is achieved by investigating complaints, issuing violations and writing citations when necessary.

In an effort to reduce the loss of life, injury, and property loss in the Town - the Derry Fire Department is dedicated to providing education to the public as part of its mission. This year's Fire Prevention open house brought hundreds of visitors to the fire station where we focused on providing lifesaving information on the life safety issues that occurred in the Town during the previous year. Some of the items addressed were the hazards of smoking while using oxygen, home fire escape plans, and how to properly deep fry your Thanksgiving turkey. Ninety-three percent (93%) of all structure fire deaths occur in the home and most of them are preventable. As the hazards presented to the public change - so will the programs offered to the community.

While it is a core mission of the Derry Fire Department to respond to and mitigate incidents within the Town, it is also the Department's mission to reduce the number and severity of those incidents by proper code development and enforcement, effective and efficient response and ongoing public education. It is through these continuous and comprehensive education programs that the department maintains a culture of safety in the community. This Public Education is vital to the success of the Derry Fire Department mission.

Please like and follow us on the Derry Fire Department Facebook page for some great life saving tips, public service announcements, and videos. Please let us help you PLAN, PREPARE & PREVENT a tragedy from happening.

EQUIPMENT AND VEHICLE MAINTENANCE

During this fiscal year, the Department made several purchases as part of our Capital Improvement Plan to replace aging technical rescue equipment. Water and ice rescue equipment was purchased including rescue rated personal flotation devices, helmets, cold water exposure suits, ice rescue sled and other equipment to conduct ice rescue operations far from shore. The equipment replaces equipment requiring frequent repair and approaching the end of its serviceable life. It also brings our water/ice rescue capability in better compliance with NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents. Lieutenant Rick Fisher was instrumental in this purchase and equipment deployment. In addition, the Department purchased air monitoring equipment with the capability to monitor multiple hazardous gases and transmit results wirelessly to the on-scene incident commander. This air monitoring equipment aligns with and provides interoperability with equipment being utilized by the regional hazardous materials team. Other equipment purchased included, battery operated scene lighting and ventilation equipment.

This was year two of three for department-wide replacement of structural firefighting gear or personal protective ensemble (PPE). PPE replacement occurs on a ten year cycle as required by NFPA 1851: Standard on Selection, Care, and Maintenance for Structural Fire Fighting and Proximity Fire Fighting. Structural PPE is critical to keeping our firefighters safe and enables them do their dangerous work. Each firefighter maintains two sets of PPE so that once utilized, they can be properly decontaminated before being placed back into service. Twenty-five replacements sets were purchased this year and six sets were purchased for new employees. A job well done by Lieutenant Rich Houle who is responsible for facilitating replacement and inspecting existing PPE. Next year will complete replacement for existing personnel.

Another important portion of our equipment program is our self-contained breathing apparatus (SCBA). SCBA are air tanks and masks worn in dangerous atmospheres allowing firefighters to breathe and work. The Department maintains forty-six SCBA which were purchased in 2007 and are maintained by in-house technicians (firefighters who have received manufacturer specialty training on SCBA maintenance). The existing SCBA will soon be out of NFPA

compliance, out of warranty, and are requiring more frequent repairs due to wear and tear. The Department has consulted with a professional grant writer; in FY19 – we will be applying for federal grant funding to replace all existing SCBA.

The Vehicle Maintenance Division maintains and repairs all fire department vehicles with intent of providing safe and mission ready emergency response vehicles. The Department employs one full time mechanic who is certified as a Master Level III Emergency Vehicle Technician (EVT) in both fire apparatus and ambulances. The mechanic performs preventive maintenance and general repairs. Specialty repairs are completed by contracted vendors. During this fiscal year, the transmission on the 1995 aerial ladder required replacement which resulted in significant apparatus down time and a repair cost of approximately \$18,000. Also during this fiscal year, the 2014 Horton International ambulance experienced catastrophic motor failure due to manufacturer defects. This resulted in considerable vehicle down time. After multiple attempts to repair the motor - it was replaced under warranty.

EMERGENCY MEDICAL SERVICES AND AMBULANCE

The Derry Fire Department is accredited through the Commission on Accreditation of Ambulance Services (CAAS) and is known across the state for emergency medical service excellence. The Derry Fire Department is only 1 of 13 municipal fire departments across the country to successfully complete the accreditation process. For over 30 years, our EMS system has been committed to its core beliefs for how pre-hospital medical care should be provided. Our firefighter/EMS professionals engage in continuous review of their performance in an effort to continuously improve their skills the next time out the door; to be better prepared to address the emergency medical needs of the residents, businesses, and visitors of greater Derry.

The Derry Fire Department successfully completed the process of recertifying and relicensing all EMTs, Advanced EMTs, and Paramedics whose National Registry EMT certifications were due to expire in March, 2017. The Director of EMS provided National Continued Competency Programs, Local Option and Individual Continuing Education to on-duty personnel. Each Derry Fire Department EMS provider completes no less than 42 hours of National, Local and Individual Continuing Education each calendar year. During fiscal year 2017 – 2,562 classroom hours of EMS education was provided.

The Derry Fire Department continues to offer American Heart Association CPR/AED training free of charge to residents and businesses of greater Derry on the third Wednesday of every month. To date - over 2582 residents have been trained in American Heart Association Heartsaver CPR/AED; last year we certified another 157 Heartsaver CPR/AED providers. In addition to the monthly CPR/AED training, the Department has added opioid overdose training to our monthly trainings. Naloxone training and New Hampshire Department of Health and Human Service Naloxone opioid overdose kits are available at no cost to attendees.

As a direct result of the local and state opioid crisis - the Derry Fire Department routinely collaborates with local Public Health Partner's such as: Center for Life Management, Community Alliance for Teen Safety, Greater Derry Community Health Services, Parkland Medical Center, and Professional Firefighters of Derry -Local 4392. The Derry Fire Department and our public health partners have offered opioid overdose trainings to the general public and made available Naloxone overdose kits to any resident desiring one. The Naloxone kits were made available by the New Hampshire Department of Health and Human Services (DHHS) to date over 350 people have attended both community trainings and department sponsored trainings and have received DHHS Naloxone overdose kits.

The professional men and women of Derry Fire Department are tasked with an incredible responsibility; responding to the emergency medical needs of areas residents, businesses and visitors. We assume this responsibility by upholding standards of professional practice, conduct and education. We pledge to maintain professional competence, striving always for clinical excellence in the delivery of patient care. We are proud to have the opportunity to serve our community and look forward to another year of dedicated and committed service.

COMMUNICATIONS /FIRE ALARM DIVISION

The Derry Fire Department Communications Division is responsible for dispatching fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally – Communications Division provides dispatching, record keeping and support for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and is the Coordination Center for the Southern Tier of the NH Statewide Fire Mobilization plan. Fire Communications Personnel dispatched a total of 7,703 calls for service during fiscal year 2017. This is an increase of 2.5% over fiscal year 2016. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

During FY17 - The Communications Division worked to execute phase 2 of a radio replacement program as part of our Department-wide capital improvement plan. Our existing portable and mobile radios are 10-15 years old, and are becoming increasingly difficult and expensive to maintain. We purchased Motorola APX portable and mobile radios. This was year 2 of a 5 year implementation plan.

The Communications Division continues to conduct several training initiatives. Each month - Dispatchers participate in several in-service training programs to maintain their skills and proficiency in different areas of responsibility. Further, Dispatchers participate in bi-monthly training meetings where they are required to present training to the other Dispatchers in an educational, didactic, or hands on format. These training initiatives are not only important to the success of the individual dispatchers, but are proven and validated by the successful Quality Assurance/Quality Improvement program and its results.

The Derry Fire Communications Center is one of three Communications Centers to have obtained APCO Project-33 accreditation of our training program. We are now the only Communications Center in NH to maintain an ongoing Quality Assurance/Quality Improvement program that is modeled after, and meets or exceeds national recognized QA/QI standards. In FY18 - Communications Center staff will recertify the APCO Project-33 accreditation.

The Communications Division is active on social media maintaining Facebook, Twitter, and Instagram accounts as a means to better communicate information to the public and citizens we serve. We also maintain a Twitter account for the Derry Bureau of Emergency Management. We continue to urge citizens to sign up for the Code Red Emergency Notification System to be notified by phone, text, or email in the event of an emergency.

During FY 2017, Director of Communications Jon Goldman left the Derry Fire Department Communications Division to become the Chief of Communications for the Lakes Region Mutual Fire Aid Association. To fill this vacancy, Assistant Chief Jackson has taken on the additional responsibility of overseeing the Communications Division. Dispatcher Charles Tinkham has been promoted to Dispatch Supervisor to assist with the day to day operations and supervision of personnel.

The Derry Fire Department is fortunate to have such a dedicated, talented, and well trained staff. We look forward to fiscal year 2018 and beyond.

Derry Fire Department
Fiscal Year 2017 Statistics

Fire and Rescue Responses by Type	
Building Fire	12
Vehicle/Heavy Equipment Fire	15
Brush	41
Fires - Other	32
Alarm Activation - No Fire	408
Hazardous Condition	132
Good Intent	365
Service Call	726
Emergency Medical Services	3105
Total Responses	4836

Contracted Ambulance	Responses
EMS Calls for Auburn	294
EMS Calls for Chester	179

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	2099	2099	N/A
Two Calls Simultaneously	530	1060	1060
Three Calls Simultaneously	212	636	636
Four Calls Simultaneously	103	412	412
Five or More Calls Simultaneously	98	629	629
Totals		4836	2737
			57%

Calls by Day of the Week	
Monday	722
Tuesday	707
Wednesday	716
Thursday	669
Friday	720
Saturday	734
Sunday	568
Total	4836

Mutual/Automatic Aid Given	Incidents
Auburn- Mutual Aid	12
Candia	1
Chester- Mutual Aid	8
Danville	1
Hampstead	13
Hooksett	3
Hudson	1
Kingston	1
Lawrence Ma	1
Litchfield	3
Londonderry	125
Manchester	4
Pelham	2
Plaistow	1
Salem	34
Sandown	4
Windham	37
Total	251

Mutual/Automatic Aid Received	Incidents
Auburn	14
Atkinson	3
Chester	10
Hampstead	13
Hooksett	4
Hudson	6
Londonderry	56
Manchester	13
Methuen	1
Nashua	4
Pelham	3
Raymond	2
Salem	17
Sandown	1
Trinity Amb	2
Windham	25
Total	174

Emergency Calls Dispatched	
Derry	4836
Auburn	559
Chester	422
Hampstead Radio Box	2
Windham	1862
Hazmat Team Requests	22
Total	7703

Community Risk Reduction - Public Education		
	Occurrences	Attendees
Educational Facilities	21	1331
Fire Station Tours	9	410
Public Safety Programs	9	317
Fire Extinguisher Training	3	65
Fire Station Open House	1	300
Totals	32	2423

Fire Prevention Inspections	Occurrences
Certificate of Occupancy	76
Existing Occupancy	261
Educational Facility	37
Places of Assembly	129
Daycare Facilities	4
Gas Piping – Residential/Commercial	273
Oil Burner	78
Gas Burner	351
Wood Stove/Fire Place	4
Total Inspections	1213

Permits Issued - Plans Review	Occurrences
Outside Burning Permits	1787
Assembly Permits	62
Blasting Permits	6
Gas Piping Permits	288
Gas Burner Permits	335
Oil Burner Permits	79
Building Plans Reviewed	36
Total Permits and Plans Reviewed	2593

DERRY POLICE DEPARTMENT ANNUAL REPORT FISCAL YEAR 2017

Over the past year, the Police Department has continued to rebuild after we experienced multiple vacancies to our ranks during some troubling budget times. We are still not at our authorized contingent of officers but are getting closer with only three patrol officer vacancies remaining to fill.

Since June of 2016, the Police Department has hired Officer Scott Beegan and Officer David Gagnon, who completed the NH Police Academy in December of 2016. Additionally Officer David Pardue was hired in December and completed the NH Police Academy in April of 2017. Officer Kevin Davies began employment on April 10th and will graduate the NH Police Academy on August 18th. Lastly, Officer Tyler Daniel began working April 10th and came to us as a certified NH police officer after having served with the UNH Police Department.

Recruitment efforts continue in earnest with a goal of filling the remaining vacancies before the end of calendar year 2017.

During calendar year 2016, we received 24,316 requests for police service. This number represents an increase from 22,042 the previous year, a 10% increase in activity. The total number of crimes reported increased slightly from 3,223 crime reports to 3,244.

Staffing our bike patrols and running shifts at full complement continues to be problematic for us as we struggle to fill vacancies in our ranks. Officers on patrol have less available time to spend on self-initiated activities such as traffic enforcement and directed patrols, which are typical crime prevention strategies that often lead to additional crime reports and arrests.

We are continuing the process of policy review and updates with an eye toward compliance with the Commission for Accreditation of Law Enforcement Agencies nationally recognized accreditation standards. As we move through the next fiscal year and our staffing levels improve, we will be able to dedicate additional time to that very important project.

In FY 17 we replaced and upgraded our vehicle fleet to include 10 marked patrol vehicles and 7 unmarked vehicles. The marked fleet is replaced every three years and the unmarked fleet is expected to last at least 10 years.

An upgrade to the fire alarm system in our facility at 1 Municipal Drive was completed, which allows for a more precise location to be determined in the event a device activates an alarm.

We applied for and were awarded NH Highway Safety grants in the amount of approximately \$45,000.00. The grants are intended to reimburse officers' overtime while conducting DWI patrols, Pedestrian Safety patrols, and Speeding/Red Light/Seatbelt Patrols. Though staffing issues have presented challenges for staffing the grant funded patrols, we continue to be proactive with the grants.

An additional grant was sought and received to supply equipment for our cruisers which will allow our officers to utilize technology in the cruiser to reduce the amount of time it takes for officers to investigate motor vehicle accidents and issue traffic citations. Portable scanners and printers have been installed in the marked fleet. The scanners allow for quicker data entry by scanning the bar codes on a license and registration which backfills the data fields in the officer's reports. Once completed, the reports and citations are electronically transmitted from the cruiser computer to the State DMV or Court system depending on the report taken.

We investigated the disappearance of an at-risk adult who wandered away from a medical appointment in December. Derry police, with assistance from Derry Fire Department, New Hampshire State Police canines and several other police agencies, searched extensively for the man but could not locate him. Social media publicized the man's missing person status resulting in dozens of false leads and misinformation. Our resources were often stretched thin as we followed up every lead we developed or that was provided to us. The investigation came to a tragic end when an off duty Derry officer discovered the man's body while hiking nearly three months after he was reported missing.

As a result of this incident, we researched ways to enhance our ability to track endangered people should the need arise in the future. We found a product called SafetyNet that is designed for that specific purpose. We purchased the hardware and trained all of our staff on its use. We will make RF devices available to our residents who may benefit from this technology to avoid similar tragedies in the future.

We, like all other law enforcement agencies, are deeply immersed in the opioid crisis. We continue to respond to overdose calls, though at a slightly lower rate than the previous fiscal year.

The opioid crisis in New Hampshire has significantly impacted Derry. Our officers responded to over 120 overdose emergencies in the last year. We are experiencing an epidemic in Derry with these drugs and analogs. We are responding by attempting to identify and prosecute dealers working in conjunction with other agencies to share information on suspected dealers/offenders and enhancing our training to assist people we encounter who may be experiencing an overdose.

Our detectives document and investigate each incident and attempt to determine where the drug came from. We intend to hold the seller accountable for providing the drugs through prosecution of the offender. We were able to do that in one case during the year. That offender was sentenced in July to 5-10 years in State Prison for the crime.

We share our arrest and other drug information with the State who in turn shares it with other police agencies within the state. In many cases information shared includes Derry residents who are arrested elsewhere for drug crimes and now enter our radar.

During the last year we trained all of our officers in the administration of NARCAN. There are several requirements mandated by the State for law enforcement officers before they are allowed to use the life-saving medication.

We continue to receive reports from residents who are the victims of telephone schemes such as IRS frauds, vehicle warranty scams and 'computer virus' scams. In most of these cases the potential victim doesn't fall for the scam but calls us to let us know the attempt was made. These calls typically come from a "spoofed" telephone number that is untraceable to a point of origin.

Detectives continue to investigate computer related crimes involving stolen identities, shipping of stolen property across the country and fraudulent purchases. Investigators are working with the ICAC task force (Internet Crimes Against Children) where offenders use computers to seduce and exploit our youth.

The new "Concealed Carry" law went into effect on February 22, 2017. It is likely that more people will be carrying firearms now since they don't need to acquire a license to do so. This will potentially compromise the safety of our officers as more firearms may be involved in our interactions with the public.

Derry Police and Derry Fire Departments have worked together to develop a Rescue Task Force (RTF). This team can be deployed to enhance life-saving efforts in the event of an Active Shooter incident in our community. All of our schools and several businesses have response plans for these types of incidents, and our RTF is another component in the chain of survival should such an incident occur here.

Derry Police Detectives provided an Internet Safety presentation to the State PTA at their annual conference. The presentation has become an annual event for the PTA that provides parents and school personnel insight into the ways students are using technology and social media.

The Animal Control Bureau has been working with Granite State Dog Rescue, who assisted in capturing a German shepherd that had been on the loose for a week, covering multiple towns. Utilizing their dog trap, we were able to trap the dog in the transfer station. We were also able to trap an Akita that had been on the run for 5 days.

There is a new wildlife rehabilitator that recently began operating in Windham, The facility has been advantageous as we have so far taken two turtles, a red-tail hawk, a cooper's hawk, a pigeon, eight ducklings, and a baby woodchuck to the rehabber in Windham vs having to previously take animals to a facility in Henniker

A new micro-chip scanner has been useful in reuniting several animals with their owners.

There has been an increase in bear, bobcat and eagle sightings in the community. Several residents reported having lost chickens to the bobcats.

Respectfully submitted,

Edward B. Garone

Edward B. Garone
Chief of Police

**Derry Police Department
Offenses Reported
2006-2016**

Group A Offenses Reported	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Arson	32	17	26	21	24	27	19	14	15	8	5
Assaults	731	771	761	823	889	1012	936	825	885	777	718
Burglary	150	164	143	154	209	218	190	139	109	109	60
Drugs	161	154	128	142	133	137	180	183	302	334	335
Forgery	32	26	21	42	45	56	63	55	56	30	19
Fraud	173	173	160	155	156	183	191	186	264	179	236
Homicide	0	1	0	1	0	1	0	0	0	0	1
Kidnapping	13	5	9	12	3	13	5	12	6	6	4
Robbery	14	22	10	11	19	12	5	5	8	10	8
Sex Assaults	56	55	49	43	47	60	57	55	57	51	44
Stolen Property	34	26	51	44	94	69	103	60	70	60	63
Theft	574	541	620	635	676	725	714	616	630	556	522
Vandalism	583	519	496	537	497	470	365	326	331	230	247
Vehicle Theft	64	60	63	61	51	41	40	34	21	39	37
Weapons Violations	15	12	7	10	11	9	12	10	4	7	8
Sub Total	2632	2546	2544	2691	2854	3033	2880	2520	2758	2396	2307
Group B Offenses Reported	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
All Other Offenses	627	630	657	660	621	603	642	536	583	512	576
Bad Checks	14	17	13	13	8	8	12	21	23	22	10
Disorderly Conduct	40	26	26	26	20	20	29	43	33	33	22
DWI	118	117	100	93	66	91	108	114	120	96	97
Family Offenses	10	27	27	30	32	15	29	30	36	32	32
Intoxication	107	80	89	86	113	112	69	52	60	57	72
Liquor Law Violations	161	128	125	108	55	80	59	44	48	33	37
Runaways	44	69	102	63	72	80	55	34	12	10	50
Trespassing	55	58	60	28	61	62	48	45	56	32	41
Sub Total	1176	1152	1199	1107	1048	1071	1051	919	971	827	937
Total Group A and B Offenses	3808	3698	3743	3798	3902	4104	3931	3439	3729	3223	3244

**Derry Police Department
Other Activity Totals
2006-2016**

Activity	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Incidents Logged	24395	22411	22163	23438	26273	27365	26264	26490	25207	22042	24316
Arrests & Summonses	1535	1397	1302	1339	1311	1286	1411	1374	1409	1072	1248

Traffic	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
MV Accidents	730	846	763	723	708	686	707	741	804	870	892
Total MV Stops	7621	6260	5942	6703	7253	7828	7251	7635	6104	4170	5982
Summonses	1189	885	744	831	1186	1054	962	1056	904	505	772
Warnings	6226	5220	4974	5491	5786	6489	6119	6445	5118	3648	5134
Parking Tickets	804	698	427	342	495	814	836	873	778	392	675

**ANIMAL CONTROL BUREAU
Statistics**

TOTAL REVENUE	\$5,520
CALLS FOR SERVICE	662
DOGS PICKED UP	120
DOGS RETURNED TO OWNER	114
DOGS BROUGHT TO SHELTER	6
LIVESTOCK AT LARGE	16
WILDLIFE CALLS	69
WILDLIFE PICKED UP – DEAD	46
VERBAL WARNINGS ISSUED	82
SUMMONS TO COURT	4
NUISANCE ABATEMENTS	91
DOG BITES	47
CRUELTY INVESTIGATIONS	67
EUTHANIZED	0

PUBLIC WORKS DEPARTMENT

The Public Works Department provides a wide range of services to the residents we serve. The Department is tasked with providing vital community services such as maintaining the roads during winter, processing solid waste, delivering safe drinking water, treating wastewater, parks and recreation management, engineering and code enforcement. The employees of the Public Works Department are a skilled and professional group who stand ready to provide these services on a daily basis.

The highlights of the Department's ten (10) divisions are noted below:

ENGINEERING

The Engineering Division provides technical support to a number of DPW divisions. The division reviews and inspects subdivision/site plans, and designs sewer and water system improvements.

The Engineering Division monitored construction progress at a number of locations including a new gas station at Route 111 and Island Pond Road, a new self-storage building on Windham Road and a 10 lot subdivision at Bartlett Road and Island Pond Road. Water main improvements were completed at Crystal Avenue, Lawrence Street, Route 102 and Fordway at Kendall Pond Road.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings.

Several roads were reclaimed and/or overlaid through the pavement management program. Several rural roads such as Back Chester Road, Old Auburn Road and a portion of Warner Hill Road were addressed in FY 17. It is important to note that all of the formerly private roads in the Rainbow Lake subdivision have been paved along with Collette's Grove Road at the end of FY 17.

Division staff has also been involved with monitoring the \$2.9 million water main improvement constructed along Route 28 south to Ryan's Hill, Frost Road, Lawrence Road, Stark Road and Blunt Drive. This project was primarily funded by NHDES grants (86%) from their MtBE mitigation fund.

BUILDINGS & GROUNDS DIVISION

The Buildings and Grounds Division continued to provide excellent service to the facilities it maintains throughout town. In addition to providing regular custodial service and maintenance at the Municipal Center, Veteran's Hall, Adams Memorial Building, and the Police Station, the division also assists with some repairs at other municipal facilities.

The Division worked closely with the Derry Public Library this year to study the facility's needs and develop a Capital Improvement Plan. Completion of this study with "in house" forces saved an estimated \$25,000.00 compared to quotes received to complete this work. In addition, the division coordinated the replacement of the flat roofs on the Derry Public Library.

The Public Works Department was able to take advantage of the talents from employees in the Parks and Recreation division to complete repairs at fire stations saving the cost of contract labor.

CEMETERY DIVISION

The Forest Hill Cemetery remains very well groomed and beautiful as ever. Many residents take advantage of its park like setting as a nice place to walk. Residents are reminded to please leave their dogs at home while walking in the cemetery as dogs are prohibited from the cemetery with the exception of service dogs.

There were a total of 75 burials over the past year at Forest Hill Cemetery, comprised of 39 full and 36 urns. Cremation burials continue to grow in popularity and account for nearly fifty percent of all interments.

The division replaced a 2000 Ford Ranger under the vehicle replacement program. At 16 years old, this vehicle had lasted longer than the anticipated 8 - 10 year lifespan of a vehicle of this size.

Plot owners are reminded to please follow the regulations for the Forest Hill Cemetery regarding the installation of planters, shrubs, and other items in the cemetery. Any questions can be directed to the Public Works Department at 432-6144.

CODE ENFORCEMENT

Although the total numbers of all types of permits issued in FY2017 were down slightly from the previous year, construction activity has remained strong along with the revenues generated from permit fees.

The number of permits issued for new homes remained consistent with the previous year as did the number of permits issued for commercial activity; although permit fees collected in this category were less than the previous year as there were less major projects undertaken. It is anticipated that construction activity will continue to be busy in the coming year.

The Code Enforcement Division is responsible for plan review and inspection of all types of construction. The Division is also responsible for zoning administration, code compliance, and response to residents' complaints and concerns.

The Division oversees the Health Department and works with the Health Officer to address health related issues.

We also handle property maintenance issues and are members of the Property Maintenance Committee, which meets on a regular basis to discuss strategies to deal with blighted properties.

These aspects of Code Enforcement consume a large portion of staffs' time and resources as they require inspections, notification, re-inspections, and in some cases, court action.

OFFICE OF THE BUILDING INSPECTOR
Town of Derry, 14 Manning St
PERMITS

OFFICE OF THE BUILDING INSPECTOR TOWN OF DERRY, 14 MANNING ST PERMITS				
TYPE OF PERMIT	# ISSUED	COSTS	PERMIT FEE	REINSPECTION
COMMERCIAL	66	10,422,649.17	111,901.62	
DEMOLITION	23	158,200.00	1,150.00	
ELECTRICAL	429	4,546,349.31	19,562.75	35.00
FAILED & NEW SEPTICS	66		3,300.00	
INDUSTRIAL				
MASONRY/CHIMNEYS	12	0.00	350.00	
NEW RESIDENTIAL	52	8,139,176.00	90,513.14	
PLUMBING	153	1,257,803.80		
ADDITIONS/RENOVATIONS	340	6,125,020.00	46,510.19	
SIGNS	41		2,122.00	
UTILITY SHED				
WELLS	49		1,785.00	
TOTALS	1219	30,649,198.28	282,780.70	35.00
Total fees for Fiscal Year - \$ 282,780.70				

HIGHWAY DIVISION

The Highway Division had a busy winter with above average snowfall. Many of the storms arrived during the morning commute which resulted in the need to use more salt than normal. This was experienced not only by the Town of Derry but also by the NHDOT and surrounding towns. Snow accumulations were above normal with a total snowfall of 86 inches.

The Highway Division designed and constructed Derry's first town owned storm water infiltration system at Collettes Grove Road. This project eliminated a drainage problem that had plagued the area for many years.

In an effort to improve safety for pedestrians crossing East and West Broadway in the downtown area a new message was painted at the crosswalks. The "Stop Look Wave" symbol reminds pedestrians to be sure that motorists see them before they step into traffic.

Multiple roads were reclaimed, milled, and resurfaced in the past year continuing the town's proactive approach to pavement management. Streets upgraded last year: Collettes Grove Rd, Back Chester Rd, Faith Dr, a portion of Old Auburn Rd, Berry St, Brian Ave, Brook St, Fairview Ave, Folsom Rd, Montgomery Farm Rd, Norman Dr, Norton St, Peilcan Cir, Philip Rd, Redmond Way, South Railroad Ave, Summit Ave, Tigertail Cir, Whittemore Rd, and Joshua Cir.

PUBLIC HEALTH

The Derry Health Department (DHD) provides local public health services including: inspections of food service establishments, daycare facilities, and foster care homes; administration of the mosquito control program; addressing residential complaints; and responding to questions regarding community health. Local public health services are managed by a part-time Health Officer and a part-time Program Assistant, and are funded by fees and tax revenue. The Derry Town Council reviews and develops the local public health ordinance.

Food Service Inspections

The Town of Derry has approximately 172 food service establishments, each of which requires a minimum of two inspections annually. The Derry Health Officer is responsible for these inspections, as well as enforcing the NH Chapter He-P 2300 Sanitary Production and Distribution of Food, and the U.S. Public Health Service FDA Food Code 2009.

During Fiscal Year 2017, the Derry Health Officer:

- Completed all required inspections of food service establishments.
- Responded to Food Service Establishment complaints.
- Attended quarterly self-inspecting town meetings held by NH DHHS, Division of Public Health Services-Food Protection Section.

Resident Health Complaints

The Derry Health Officer coordinates inspections with the Derry Code Enforcement Director, as well as the Derry Fire Inspector.

During Fiscal Year 2017, the Derry Health Officer:

- Responded to complaints regarding air and water quality, lack of heat and hot water, rodent and insect infestations, mold issues, trash and squalor conditions, and other health related concerns.
- Attended the NH Health Officers Association Workshops.

Day Care and Foster Care Inspections

The Derry Health Officer, as required by the State of New Hampshire, conducts inspections of licensed day care facilities and foster care homes, each approximately once every three years. However, an inspection and possible follow-up inspections are required if a complaint is filed against one of these types of facilities.

Mosquito Surveillance and Control Program

The Derry Town Council annually budgets for activities conducted under the Town's Mosquito Control Program, including larviciding, trapping/testing mosquitoes for infectious diseases, and adulticiding (if necessary). This year, a new trapping system has been employed to monitor the town for the presence of Zika mosquitoes. Mosquito spraying is conducted in coordination with the Derry Cooperative School District, Pinkerton Academy, Derry Parks & Recreation, as well as local churches and beekeepers.

PARKS & RECREATION DIVISION

During fiscal year 2017, the Parks & Recreation Division remained focused upon providing programs, activities, and leisure related services for the Town's residents. Attendance and enrollment remained consistently strong at seasonal locations, particularly at both Gallien's Town Beach and Don Ball Park. Partnerships and collaborations amongst the various athletic leagues and organizations remains an invaluable component for providing high quality athletic and recreational opportunities for the youth in the greater Derry area.

The Division continued to make improvements at all park areas, playgrounds, and ball fields throughout the Town. The Division's annual safety audit from Primex once again concluded that the Town's playground equipment is in excellent condition, adhering to all safety codes, and is being properly maintained. A new Jacobsen commercial rotary mower was purchased, which has enabled the Division to continuously and efficiently mow and maintain our larger ball fields / facilities.

The Division completed several larger repair projects during FY 17, which included a reclamation project and overhaul of O'Hara Field, the continuation of replacing outfield netting at both Veterans and O'Hara Fields, and a renovation of the concession stand at Don Ball Park. At the conclusion of the year, work had begun on creating two pickle ball courts at the pavilion at Alexander-Carr Park. This will be an exciting addition and meet the growing needs from the senior populace and address the numerous requests received to create these courts.

The Division continues to coordinate a myriad of recreational programming, activities, and special events. Participation in senior citizen programming remains strong, particularly in fitness classes, which include cardio & stretch, bone builders, and, tai ji quan, and line dancing. In addition, special outings such as bus trips and special luncheons remain extremely popular and well attended. The Division continues to support community wide events, which includes Derryfest, Frost Festival, Downtown Trick-or-Treat, Very Derry Holiday, and veterans' parades and holiday observances.

TRANSFER STATION DIVISION

The Town of Derry offers a full service drop-off center for trash and a number of recyclable commodities. Transfer Station staff markets these materials for revenues to offset the tax rate. In addition, fees are charged for several items such as construction and demolition debris, refrigerators, mattresses and computer monitors. The Transfer Station is open 6am to 330pm, Tuesdays through Saturdays.

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA. The Town solicited a bid for trash disposal as the current contract expired on December 31, 2016 at \$63.48 per ton. A five year contract was signed through December 31, 2021, with a cost of \$64 per ton for calendar year 2017.

A new loader was purchased in FY 2017, replacing a 2006 model with over 22,000 hours.

Revenues from commodity recycling and user fees were \$497,611 in FY 2017. Revenues from construction and demolition debris fees were at record highs due to an increase in residential building activity. Unit prices for aluminum and cardboard remain stable while newspaper and scrap metal pricing remain at weaker levels.

VEHICLE MAINTENANCE DIVISION

The Vehicle Maintenance division is responsible for management of the DPW vehicle fleet. The division works proactively to perform preventative maintenance on the fleet in an effort to lengthen the useable service life of each vehicle. There is a full service garage where oil changes, safety inspections, and heavy equipment repair are completed.

Division personnel assisted with creating specifications for procurement of replacement equipment and vehicles approved in the FY 2017 budget. Major capital purchases included a wheeled loader for the Transfer Station, three pickup trucks and a F550 truck with plow for Highway. The capital improvements serve to keep the fleet in good working order by replacing older equipment while minimizing down time due to excessive mechanical failures.

WATER DIVISION

In the summer of 2016, portions of Rockingham County and Hillsborough County, which includes the Town of Derry, experienced an extreme drought classification. This was the first time New Hampshire had received this designation since the drought monitor's inception in 2000. The drought had a significant impact on water usage in Derry during the latter half of FY16 and early FY17. While many communities implemented water restrictions and bans, Derry only encouraged water conservation efforts.

For the second year in a row, Derry's water demand increased by 3.5%. This translated into a 7% increase in retail water sales from \$1.255M to \$1.346M in FY 17. Derry purchased an average of 1.6 million gallons per day (MGD) of water from Manchester Water Works. This was up 26,000 GPD from last year. Derry's peak bimonthly water demand last summer was 2.16 MGD. This remains well below our maximum allocated water capacity of 2.9 MGD, leaving significant water supply available for Derry's future growth.

FY2017 MUNICIPAL WATER STATISTICS

WATER SYSTEM	No. Service Connections		PURCHASED WATER/ WELL PRODUCTION		CHANGE FROM PRIOR YEAR	WATER SALES		CHANGE FROM PRIOR YEAR
	FY2016	FY2017	FY2016	FY2017		FY2016	FY2017	
AUTUMN WOODS CWS	29	29	2,749,234	2,588,844	-6%	2,733,379	2,869,687	5%
RAND-SHEPARD HILL CWS	60	60	5,877,800	5,511,242	-6.2%	5,590,223	5,665,457	1.3%
WILLOW BEND CWS	23	23	2,012,479	2,074,750	3.1%	1,988,244	2,191,535	10.2%
WOODLANDS CWS	60	60	3,825,341	3,905,001	2.1%	3,731,540	4,022,542	7.8%
DERRY CORE WATER SYSTEM	3922	3943	569,377,600	578,049,596	1.5%	496,545,854	513,959,993	3.5%
TOTALS ALL SYSTEMS	4,094	4,115	583,842,454	592,129,433	1.4%	510,589,240	528,709,214	3.5%

All Units in Gallons

On June 22, 2017 Manchester Water Works (MWW) again increased Derry's wholesale water rates by 2.0% from \$1.088 to \$1.11 per 100 cubic feet. After a series of annual increases by MWW

totaling 10%, Derry's Council approved its first water rate increase in 4 years which is effective in September 2017.

In FY17 construction continued of the Route 28 water improvements project. Approximately 8,000 foot of new water lines have been installed along Route 28 from Berry Road to the Ryan's Hill area of Route 28 and branching onto portions of Frost, Lawrence, Blunt and Stark Roads. The NHDES MtBE Bureau has funded 85.6% of this project in order to provide municipal water to properties whose private wells that were found to be contaminated with the gasoline ingredient, MtBE. Other area properties also have access to the new water lines.

Annual maintenance activities included flushing of the distribution system, service and gate valve maintenance, hydrant inspections, cross connection control inspections and booster station repairs.

At the close of FY17, Derry's water systems are in compliance with all EPA primary drinking water quality standards. Copies of the Town's annual Water Quality reports are available to all our customers on the web at <https://www.derrynh.org/waterqualityreports> and at the Department of Public Works. Customers may also request a copy at any time to be mailed to them by calling the DPW.

WASTEWATER DIVISION

The Derry Wastewater Treatment Plant accepted an average of 1.54 million gallons per day (MGD). This included an average of 102,000 gallons per day from the Town of Londonderry. Derry's treatment capacity remains at 3.0 MGD with the third lagoon remaining out of service. The intention is to return this lagoon to service when additional capacity is needed which will then increase our capacity to 4.0 MGD.

The average annual wastewater discharge flows from the Derry Wastewater Treatment Plant to the Merrimack River in FY17 averaged 1.6 MGD. Billable sewer usage increased 1.4% in FY17 to 355.3 million gallons while we added 14 new connections.

FY2017 MUNICIPAL SEWER STATISTICS

SEWER STATISTICS	FY2014	FY2015	FY2016	FY2017	CHANGE FROM PRIOR YEAR
Average Sewer Influent (MGD)	1.4	1.51	1.37	1.54	12.4%
Total Sewer Influent (MG)	570.3	552.9	501.4	612.6	22.2%
Average Sewer Effluent (MGD)	1.45	1.58	1.47	1.6	8.8%
Total Sewer Effluent (MG)	588.5	576.5	536.5	630.04	17.4%
Number of Sewer Connections	3,096	3,100	3,116	3,130	0.4%
Billed Sewer Usage (MG)	351	355.5	350.3	355.3	1.4%

MGD = Million Gallons per day

MG = Million Gallons

NHDOT's work on the I93 widening project continued in FY17. This project includes the relocation of a portion of Derry's effluent discharge force main pipeline in the area of Pillsbury Road in Londonderry. The pipeline work is expected to begin in the fall of 2017.

In FY17, the Town Council approved a supplemental appropriation to construct 3,500 feet of new sanitary sewer along Brady Ave. This work will be in conjunction with the replacement of the water lines by Pennichuck Water Works and the reconstruction of the roadway by the Derry DPW. This appropriation was funded by Derry's first sewer rate increased since 2008. As a result of this increase from \$2.98 to \$3.23 per 100 cubic feet, the average sewer user saw an increase in their quarterly sewer bill of \$4.38.

In September 2016, the Town Council approved a five year renewal to Derry's Agreement with the Allenstown Sewer Commission whereby Allenstown will continue to accept domestic septage from the Town of Derry. There are approximately 7,100 properties within the Town of Derry with private onsite septic disposal systems which generate an estimated 2.4 million gallons of raw septage each year.

Maintenance activities this past year included cleaning of the sewer collection system mains, manhole inspections and repairs, and pump station and Wastewater Treatment Plant repairs, and inspection and repairs of sewer cleanouts and air releases. Sewer pipeline video inspections also continue to be a critical part of the Town's ongoing maintenance. A detailed report of the division's maintenance work is reported annually to the NH Department of Environmental Services and is available at the DPW offices.

The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements. The Town has reapplied for its NPDES permit with EPA. We are awaiting their response.

Respectfully submitted,

Michael A. Fowler

Michael A. Fowler
Public Works Director

TOWN CLERK

This past year has seen some significant changes in the Town Clerk's office. Deputy Clerk Ruthy Robinson retired after 11 years in the position. I would like to personally thank her for all that she has done and she will be greatly missed.

Dog renewals are due every year by April 30th, please remember to license your dog by this date to avoid paying fees and fine. The dog population in Derry has continued to rise as the current population is now 6,083. Robin Bordonaro, our Animal Control Officer, has been a great help in contacting dog owners with late fees and having them license their dogs. We would like to thank the Police Department for their continued support in allowing Robin to work with us to enforce this law.

Being the HUB for questions and directions to anyone who enters or contacts the Municipal Center, the Town Clerk's office is always very busy. This past year we hired Lynne Gagnon to take over as the new Deputy Town Clerk. She was unanimously approved by the Derry Town Council on May 16th.

The Town Election this year showed a turnout of 1,890, or 8.11% of registered voters. This turnout represents a decrease from the previous year where we saw 2,492 voters. Joshua Bourdon was re-elected Councilor at Large, Neil Wetherbee was elected District #3 Councilor, and Dina Bourassa was elected Supervisor of the Checklist. It is just as important to vote in your Town's election as it is to vote in State and Presidential elections.

For every election we have absentee ballots for anyone that cannot make it the polls on the day of the election. The absentee ballots are readily available and easy to obtain from the clerk.

In closing I want to thank Sheila Bodenrader for the support to our office with her role as Clerk Designee to the Derry Town Council and a special thanks to Janet Sperberg, Customer Service Clerk for keeping the office running smoothly during the transition to a new Deputy Clerk.

Respectfully Submitted,

Daniel R. Healey

Daniel R. Healey
Derry Town Clerk

Town Clerk's Revenue Report

July 1, 2016 - June 30, 2017

Description	Processed	Town	Paid to State of NH
DOGS REGISTERED ONLINE	1,728	*****	*****
DOG LICENSE (Dog Calender: 5/1-4/30 annually these figures reflect fiscal year)	6,083	\$31,110	\$14,280
DOG LICENSE LATE FEES REPLACEMENT TAGS	*****	\$5,098.00	*****
CIVIL FORFEITURES	*****	\$26,175.00	Issued by State Statue
UCC	Issued from State of NH	\$6,630.00	*****
Marriages/Civil Unions	199	\$1,393.00	\$8,557.00
VITAL RECORDS (Birth, Death, Marriage, Divorce)	4202	\$24,629.00	\$26,436.00
MISC FEES	Late fees, other fees & reimbursements	\$10	*****

TOWN OF DERRY RESIDENT VITALS RECORDED

July 1, 2016 - June 30, 2017
Birth 124 Marriage 97 Death 190

Collected on behalf of: Animal Control Department

Nuisance Abatements	\$3,500.00
Boarding Fees	\$305.00

Collected on behalf of the: Supervisors of the Checklist

Sales of Checklist & Misc.	\$128.00
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**2017
TOWN OF DERRY
ELECTION WARRANT**

TO THE VOTERS OF THE TOWN OF DERRY, IN THE COUNTY OF ROCKINGHAM, STATE OF NEW HAMPSHIRE:

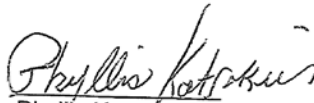
Voters in Districts 1 and 4 are hereby notified to meet at the Gilbert H. Hood Middle School, Voters in Districts 2 are hereby notified to meet at the Calvary Bible Church and District 3 are hereby notified to meet at the West Running Brook Middle School, in said Town on Tuesday, the Fourteenth (14th) day of March, 2017 at seven o'clock in the forenoon (the polls will be open between the hours of seven a.m. and eight p.m.) to act upon the following matters:

To cast your votes for One Councilor-at-Large (3 yr. Term); One Councilor District 3 (3 yr. Term, District 3 Voters only); One Trustee of the Trust Funds (3 yr. Term); One Supervisor of the Checklist (3 yr. Term); Three Derry Public Library Trustees (3 yr. Term); One Derry Public Library Trustee (2 yr. Term); One Derry Public Library Trustees (1 yr. Term); Two Taylor Library Trustees (3 yr. Term)

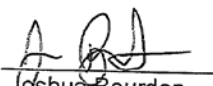
Given under our hands and seal this 7 day of February, 2017



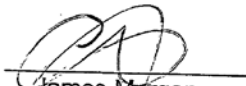
Brian Chirichiello, Chair
Councilor District #4



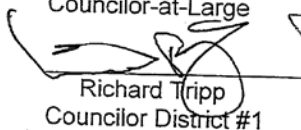
Phyllis Katsakiores
Councilor-at-Large



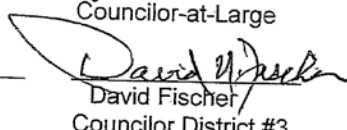
Joshua Bourdon
Councilor-at-Large



James Morgan
Councilor-at-Large



Richard Tripp
Councilor District #1



David Fischer
Councilor District #3



Charles Foote
Councilor District #2



**OFFICIAL RESULTS
ANNUAL TOWN ELECTION
DERRY, NEW HAMPSHIRE
MARCH 21, 2017**

Daniel Healey
TOWN CLERK

INSTRUCTIONS TO VOTERS

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p>COUNCILOR AT LARGE <small>Three Years</small> <small>Vote for not more than ONE</small></p> <p>JOSHUA BOURDON 1427 <input type="radio"/></p> <p>DAVE GRANESE 440 <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p>TRUSTEE OF THE TRUST FUND <small>Three Years</small> <small>Vote for not more than ONE</small></p> <p>JOEL C. OLBRICHT 1409 <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p>TRUSTEE OF DERRY PUBLIC LIBRARY <small>Two Years</small> <small>Vote for not more than ONE</small></p> <p>SHANNON McKENNA 780 <input type="radio"/></p> <p>KRISTEN MARI 312 <input type="radio"/></p> <p>ERIN MATLIN 296 <input type="radio"/></p> <p>_____ <input type="radio"/></p>
<p>COUNCILOR DISTRICT 3 <small>Three Years</small> <small>Vote for not more than ONE</small></p> <p>MARC FLATTES 161 <input type="radio"/></p> <p>NEIL WETHERBEE 343 <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p>TRUSTEE OF DERRY PUBLIC LIBRARY <small>Three Years</small> <small>Vote for not more than THREE</small></p> <p>MATT LEAVITT 523 <input type="radio"/></p> <p>VALERIE ROCHE 823 <input type="radio"/></p> <p>JAMES J. THOMAS 332 <input type="radio"/></p> <p>DEIRDRE BRIDGE 664 <input type="radio"/></p> <p>COLIN C. BUXTON 285 <input type="radio"/></p> <p>JAMES DIRICO 223 <input type="radio"/></p> <p>DORIANNE HAVERTY 700 <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p>TRUSTEE OF DERRY PUBLIC LIBRARY <small>One Year</small> <small>Vote for not more than ONE</small></p> <p>WALTER J. BINGEL JR. 460 <input type="radio"/></p> <p>ARMAND "PETE" MARCOTTE 867 <input type="radio"/></p> <p>_____ <input type="radio"/></p>
<p>SUPERVISOR OF THE CHECKLIST <small>Three Years</small> <small>Vote for not more than ONE</small></p> <p>DINA BOURASSA 928 <input type="radio"/></p> <p>LESLIE DOMBROSKI 541 <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p>TRUSTEE OF TAYLOR LIBRARY <small>Three Years</small> <small>Vote for not more than TWO</small></p> <p>EDWARD L. CIANCIO 868 <input type="radio"/></p> <p>JILLIEN KLOK 1082 <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p>_____ <input type="radio"/></p>	<p align="center">OFFICIAL RESULTS</p> <p align="center">_____ Daniel Healey, Town Clerk</p>

SUPERVISORS OF THE CHECKLIST

Derry has 3 Supervisors of the Checklist: Judy Strakalaitis (chair), Pat Dowling, and Dina Bourassa. Dina was appointed in April 2016 to fill a vacancy. At the town election on March 20, 2017, she was elected to fill the remainder of the term.

In Fiscal Year 2017, the Supervisors of the Checklist provided the official voter checklist for the Derry Cooperative School District deliberative session (January 30, 2017) and 3 elections (the state primary on September 13, 2016; the state general election on November 8, 2016; and the town/school district election on March 20, 2017).

The Libertarian Party is now recognized as an official political party in New Hampshire, based on the 2016 general election. Voters can now choose to affiliate with one of the three parties—the Democratic, Libertarian, and Republican parties—or can choose not to declare an affiliation (undeclared).

As of 6/30/2017, Derry has 23,275 registered voters.

<u>Affiliation by Party</u>		<u>Voters by District</u>	
Undeclared	10,028	1	5,740
Republican	7,612	2	6,208
Democratic	5,634	3	5,734
Libertarian	1	4	5,593

Voters can check their own voter registrations any time online through the Secretary of State website: <http://sos.nh.gov/VoteInforLook.aspx> . This app allows voters to find the contact information for their town clerk, the location of their polling place, check their party affiliation, and track their absentee ballots. The absentee ballot tracking app allows provides voters with full information on their registration (full name, address, party, and district).

The Supervisors post the voter checklist with the Town Clerk, in the Public Research Area on the first floor on the Derry Municipal Center, at the reference desk of the Derry Public Library, and at the Taylor Library. Voters can check their registrations themselves at those locations.

The Town Clerk and Supervisors of the Checklist are always willing to assist voters. Residents may e-mail the Supervisors at checklist@derrynh.org. Our phone number is (603) 845-5490. Anyone with questions on election law and procedures is encouraged to contact the Supervisors.

Respectfully submitted,

Judith W. Strakalaitis
Judith W. Strakalaitis, Chair
Supervisors of the Checklist



DERRY (119)

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

John

Preparer's Last Name

Haley, c/o Cambridge Trust Company

Date

Jul 17, 2017

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM


This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

TRUSTEE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.


Trustee of Trust Funds Signature

Trustee of Trust Funds Signature


Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Per RSA 31:38, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, NH 03301-6397

**CAPITAL RESERVE FUNDS TOWN OF DERRY
FOR YEAR ENDING JUNE 30, 2017**

PRINCIPAL AND INCOME

NAME OF TRUST FUND	BALANCE BEGINNING OF YEAR	NEW FUNDS	EXPENDED	GAIN/LOSS SALES	INCOME*	BALANCE END OF YEAR	%%%	UNREALIZED GAIN/LOSS	END OF YEAR FAIR VALUE
<u>TOWN OF DERRY DESIGNATED FUNDS</u>									
WASTE TIRE RECLAMATION EXPENDABLE TRUST	379,418.95	67,680.00	(24,327.00)	317.32	1,469.37	424,558.64	4.38%	1,310.13	425,868.77
LAND & BUILDINGS FUND	342,547.19	0.00	(262,579.00)	90.14	377.40	80,435.73	0.83%	248.21	80,683.94
WASTE WATER CAPITAL IMPROVEMENTS FUND	445,109.53	9,305.10	(4,696.00)	348.53	1,564.05	451,631.21	4.66%	1,393.67	453,024.88
COMPENSATED ABSENCES EXPENDABLE FUND	3,647,177.99	91,618.00	(189,055.00)	2,809.26	12,701.21	3,565,251.46	36.82%	11,001.84	3,576,253.30
FIRE APPARATUS FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
TAYLOR LIBRARY	213,896.63	10,310.60	0.00	173.80	776.27	225,157.30	2.32%	694.80	225,852.10
ASSESSOR DATA COLLECTION RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
DERRY LIBRARY CAPITAL IMPROVEMENT FUND	34,225.80	0.00	(34,000.00)	14.60	83.61	324.01	0.00%	1.00	325.01
POLICE VEHICLE REPLACEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
E-GOVT TECHNOLOGY DEVELOPMENT FUND	187,496.17	0.00	(36,200.00)	133.02	612.96	152,042.15	1.57%	469.18	152,511.33
WINTER SNOW/ICE CONTROL FUND	218,413.29	0.00	0.00	169.86	757.58	219,340.73	2.26%	676.85	220,017.58
MUNICIPAL TRANSPORTATION IMPR FUND	79,371.54	84,168.00	(45,000.00)	66.68	349.31	118,955.53	1.23%	367.08	119,322.61
PARKS FACILITY FUND	107,720.62	0.00	0.00	83.78	373.64	108,178.04	1.12%	333.82	108,511.86
WATER COMPENSATED ABSENCES FUND	28,165.90	5,000.00	0.00	24.07	111.13	33,301.10	0.34%	102.76	33,403.86
WASTEWATER COMPENSATED ABSENCES FUND	28,165.90	5,000.00	0.00	24.07	111.13	33,301.10	0.34%	102.76	33,403.86
FIRE FACILITIES & EQUIPMENT FUND	95,791.90	0.00	(70,011.00)	23.84	92.31	25,897.05	0.27%	79.91	25,976.96
EMERGENCY MANAGEMENT EQUIPMENT FUND	10.31	0.00	0.00	0.00	0.03	10.34	0.00%	0.03	10.37
FIRE CAPITAL PLAN RESERVE	1,878,584.77	0.00	(371,512.00)	1,280.59	5,815.02	1,514,168.38	15.62%	4,672.50	1,518,840.88
POLICE CAPITAL PLAN RESERVE	1,085,756.17	0.00	(227,015.00)	764.18	3,531.63	863,036.98	8.90%	2,663.21	865,700.19
PUBLIC WORKS CAPITAL PLAN RESERVE	<u>1,763,037.00</u>	0.00	(80,473.00)	1,340.65	6,019.06	<u>1,689,923.71</u>	<u>17.44%</u>	<u>5,214.86</u>	<u>1,695,138.57</u>
SUBTOTAL	10,534,889.66	273,081.70	(1,344,868.00)	7,664.39	34,745.71	9,505,513.46	98.12%	29,332.62	9,534,846.08
DCSD-BUILDING/GROUNDS IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	-	-
DCSD-BUILDING/GROUNDS MAINTENANCE FUND	183,572.74	0.00	0.00	142.76	636.74	<u>184,352.24</u>	<u>1.90%</u>	<u>568.88</u>	<u>184,921.12</u>
TOTALS	10,718,462.40	273,081.70	(1,344,868.00)	7,807.15	35,382.45	9,689,865.70	100.02%	29,901.50	9,719,767.20

*Income Amount = Income net of fees: (\$12,471.21)

**REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2017
MS-9**

NAME OF TRUST FUND	PURPOSE OF TRUST FUND	HOW INVESTED	%	PRINCIPAL				INCOME				PRINCIPAL ONLY					
				BALANCE BEGINNING YEAR	NEW FUNDS CREATED	CASH GAINS OR (LOSSES)	WITH-DRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME PERCENT	DURING YEAR AMOUNT	EXPENDED DURING YEAR	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME	BEG OF YEAR FAIR VALUE	UNREALIZED GAIN/LOSS*	END OF YEAR FAIR VALUE
Total General Funds	Perpetual Care	Stocks & Bonds	36.23%	2,400,401.97	6,225.00	97,347.73	0.00	2,503,974.70	42,698.35	34.91%	54,030.47	(55,000.00)	41,728.82	2,545,703.52	2,619,623.74	148,771.33	2,768,395.07
East Derry Cemetery	Cemetery Care	Stocks & Bonds	2.36%	156,269.24	0.00	6,332.05	0.00	162,601.29	22,756.59	2.56%	3,512.88	0.00	26,269.47	188,870.76	170,540.86	9,231.17	179,772.03
Hopkins Home	Derry Visiting Nurses	Stocks & Bonds	5.29%	350,113.01	0.00	14,186.72	0.00	364,299.73	1,782.22	5.03%	7,870.39	(6,885.71)	2,766.90	367,066.63	382,087.82	20,682.05	402,769.87
Carr Fund	Playground	Stocks & Bonds	47.79%	3,166,706.16	0.00	128,316.41	0.00	3,295,022.57	262,185.38	49.01%	71,186.48	(34,193.00)	299,178.86	3,594,201.43	3,455,912.27	186,302.73	3,642,215.00
MacGregor Pionee Park	Park Upkeep	Stocks & Bonds	4.65%	307,727.67	0.00	12,469.17	0.00	320,196.84	18,858.67	4.67%	6,917.53	(8,000.00)	17,776.20	337,973.04	335,831.55	18,178.16	354,009.71
Taylor Library	Library	Stocks & Bonds	1.16%	76,866.50	0.00	3,114.64	0.00	79,981.14	391.28	1.10%	1,727.93	(1,511.72)	607.49	80,588.63	83,886.49	4,540.68	88,427.17
James Alexander	School	Stocks & Bonds	0.22%	14,538.46	0.00	589.21	0.00	15,127.67	4,020.64	0.27%	326.87	0.00	4,347.51	19,475.18	15,866.22	858.94	16,725.16
Sylvanus Brown	Human Services	Stocks & Bonds	0.73%	48,537.89	0.00	1,966.75	0.00	50,504.64	8,842.57	0.82%	1,091.08	(1,500.00)	8,433.65	58,938.29	52,970.71	2,867.23	55,837.94
Edward T. Parker	East Derry Improvements	Stocks & Bonds	0.20%	13,010.71	0.00	527.19	0.00	13,537.90	2,214.70	0.22%	292.44	0.00	2,507.14	16,045.04	14,198.94	768.57	14,967.51
Sarah MacMurphy	Library	Stocks & Bonds	0.04%	2,422.75	0.00	98.18	0.00	2,520.93	12.33	0.03%	54.47	(47.67)	19.13	2,540.06	2,644.01	143.13	2,787.14
Helen Hood	Library	Stocks & Bonds	0.22%	14,596.57	0.00	591.36	0.00	15,187.93	74.30	0.21%	328.09	(287.05)	115.34	15,303.27	15,929.63	862.15	16,791.78
Arts & Crafts	Library	Stocks & Bonds	0.02%	1,460.62	0.00	59.08	0.00	1,519.70	7.44	0.02%	32.75	(28.66)	11.53	1,531.23	1,594.01	86.17	1,680.18
Helen Noyes	Memorial Day Flowers	Stocks & Bonds	0.02%	1,460.62	0.00	59.08	0.00	1,519.70	813.59	0.03%	32.75	(13.88)	832.46	2,352.16	1,594.01	86.17	1,680.18
Charles Adams	Street Repairs	Stocks & Bonds	0.48%	31,533.36	0.00	1,277.73	0.00	32,811.09	2,401.93	0.48%	708.88	(2,000.00)	1,110.81	33,921.90	34,413.21	1,862.74	36,275.95
Frank Adams	Scholarship	Stocks & Bonds	0.19%	12,564.87	0.00	509.17	0.00	13,074.04	1,529.91	0.20%	282.48	0.00	1,812.39	14,886.43	13,712.38	742.28	14,454.66
Harold V. Abbott	Civic/Education	Stocks & Bonds	0.40%	26,358.02	0.00	1,068.04	0.00	27,426.06	4,424.63	0.44%	592.49	0.00	5,017.12	32,443.18	28,765.22	1,557.04	30,322.26
Total			99.99%	6,624,568.42	6,225.00	268,512.51	0.00	6,899,305.93	373,014.53	100.01%	148,987.98	(109,467.69)	412,534.82	7,311,840.75	7,229,571.07	397,540.54	7,627,111.61

* To reconcile to Cambridge Trust accounting records: additional funds are invested in principal. Principal balance is higher by \$124,442.56, and income balance is lower by \$124,442.56.

*Reflects the increase or decrease of the fair value



New Hampshire
 Department of
 Revenue Administration

2016
MS-10

IDENTIFIED

1. CERTIFY THIS FORM

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

John

Haley (c/o Cambridge Trust Company)

Jul 17, 2017

2. SAVE AND EMAIL THIS FORM

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

3. PRINT, SIGN, AND UPLOAD THIS FORM

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

TRUSTEE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

John C. Cole

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

John F. Crimiale

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Per RSA 31:38, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice
 Office of the Attorney General
 33 Capitol Street
 Concord, NH 03301-6397

REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF CITY OF DERRY: JUNE 30, 2017

MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	PRINCIPAL						INCOME					PRINCIPAL ONLY	
		BALANCE	PURCHASES	CAPITAL	PROCEEDS	GAINS/LOSSES	BALANCE	BALANCE	INCOME	EXPENDED	BALANCE	BEG OF YEAR	UNREALIZED	END OF YEAR
		BEG YEAR		GAINS	FROM SALES	FROM SALES	END YEAR	BEG YEAR	RECEIVED	DURING YR	END YEAR	FAIR VALUE	ANNUAL GAINS	FAIR VALUE
	CASH AND CASH EQUIVALENTS	821,040.78	0.00	0.00	310,395.50	0.00	510,645.28	248,571.97	1,493.83	0.00	412,534.82	821,040.78	0.00	510,645.28
	NOTES & BONDS													
150,000.000	AMAZON.COM INC 3.8% 12/05/24	0.00	168,462.00	0.00	0.00	(1,807.00)	166,655.00		5,003.33				(6,846.50)	159,808.50
150,000.00	APPLE 2.10% 5/6/19	153,714.45	0.00	0.00	0.00	(1,222.57)	152,491.88		3,150.00			154,366.50	(1,084.88)	151,407.00
100,000.00	AUTOMATIC DATA PROCESSING INC 3.375% 09/15/25	0.00	103,326.00	0.00	0.00	(84.05)	103,241.95		806.24				684.05	103,926.00
200,000.00	BERKSHIRE HATHAWAY 1.550% 2/9/18	203,548.00	0.00	0.00	0.00	(1,647.17)	201,900.83		3,100.00			202,322.00	(1,712.83)	200,188.00
100,000.00	CHEVRON 2.193% 11/15/19	100,561.62	0.00	0.00	0.00	(156.20)	100,405.42		2,193.00			102,807.00	580.58	100,986.00
0.000	DANAHER CORP 3.9% 06/23/21	0.00	165,255.00	0.00	168,903.00	3,648.00	0.00		487.51				0.00	0.00
0.00	FED HOME LN BKS 1.25% 05/24/2019-16	150,000.00	0.00	0.00	150,000.00	0.00	0.00		1,500.00			150,033.00	0.00	0.00
100,000.00	FED HOME LN BKS 1.75% 3/12/21	100,602.00	0.00	0.00	0.00	(112.31)	100,489.69		1,750.00			102,757.00	(597.69)	99,892.00
200,000.00	FEDERAL HOME LOAN MTG CORP 1.3% 03/27/20	0.00	200,000.00	0.00	0.00	0.00	200,000.00		0.00				(20.00)	199,980.00
200,000.00	FEDERAL HOME LOAN MTG CORP 2% 03/29/22	0.00	199,900.00	0.00	0.00	0.00	199,900.00		0.00				(672.00)	199,228.00
200,000.00	FEDERAL NATIONAL MTG ASSOC 1% 07/26/18	0.00	200,000.00	0.00	0.00	0.00	200,000.00		1,000.00				(2,448.00)	197,552.00
200,000.00	FEDERAL NATIONAL MTG ASSOC 1.2% 02/25/20	0.00	200,000.00	0.00	0.00	0.00	200,000.00		1,200.00				(2,326.00)	197,674.00
100,000.00	HOME DEPOT INC 4.4% 04/01/21	0.00	111,239.00	0.00	0.00	(1,177.10)	110,061.90		2,065.55				(2,280.90)	107,781.00
0.00	HONEYWELL INTL SR NT 5.00% 02/15/19	101,350.00	0.00	0.00	107,543.00	6,193.00	0.00		3,972.22			110,218.00	0.00	0.00
0.00	METRO MINN BAB 4.5% 2/01/21	150,000.00	0.00	0.00	150,000.00	0.00	0.00		3,375.00			150,403.50	0.00	0.00
150,000.000	MICROSOFT CORP 3.125% 11/03/25		161,652.00	0.00	0.00	(953.12)	160,698.88		3,867.18				(7,647.88)	153,051.00
150,000.00	OHIO ST 4.78% 10/01/20	150,748.12	0.00	0.00	0.00	(173.80)	150,574.32		7,170.00			165,783.00	8,647.68	159,222.00
200,000.00	PEPSICO INC 3.125% 11/01/20	210,870.00	0.00	0.00	0.00	(2,218.16)	208,651.84		6,250.00			213,854.00	(1,495.84)	207,156.00
200,000.00	SHCLUMBERGER INVESTMENT 3.65% 12/01/23	0.00	218,522.00	0.00	0.00	(1,851.73)	216,670.27		5,616.94				(6,444.27)	210,226.00
0.00	US TREAS NOTE 4.625% 2/15/17	199,460.94	0.00	0.00	200,000.00	539.06	0.00		9,250.00			205,204.00	(0.00)	0.00
0.00	VERIZON COMMUNICATIONS INC 5.15% 09/15/23	0.00	234,134.00	0.00	223,766.00	(10,368.00)	0.00		5,207.24				0.00	0.00
150,000.00	VISA INC 3.15% 12/14/25	155,820.56	0.00	0.00	0.00	(542.05)	155,278.51		4,725.00			160,366.50	(2,988.01)	152,290.50
150,000.00	WAL-MART STORES 1.950% 12/15/18	153,507.19	0.00	0.00	0.00	(1,391.56)	152,115.63		2,925.00			154,089.00	(1,092.63)	151,023.00
	COMMON STOCKS													
550.000	3M CO	92,724.87	0.00	0.00	0.00	0.00	92,724.87		2,513.50			96,316.00	21,779.63	114,504.50
0.000	ACCENTURE PLC IRELAND	27,648.37	0.00	0.00	43,995.25	16,346.88	0.00		429.55			40,217.95	0.00	0.00
0.000	ADVANSIX INC	0.00	405.27	0.00	411.65	6.38	0.00		0.00				0.00	0.00
0.000	AMERICAN INTL GROUP INC.	36,073.69	0.00	0.00	41,648.48	5,574.79	0.00		211.20			34,907.40	0.00	0.00
800.000	APPLE INC.	49,274.34	11,321.00	0.00	10,895.76	(934.15)	48,765.43		1,929.00			76,480.00	66,450.57	115,216.00
3,351.000	AQUA AMERICA INC	48,098.70	57,648.78	0.00	0.00	0.00	105,747.48		1,686.12			53,490.00	5,840.82	111,588.30
0.000	AT&T INC.	32,659.33	40,319.32	0.00	75,941.39	2,962.74	(0.00)		1,411.20			43,210.00	0.00	0.00
623.000	AUTOMATIC DATA PROCESSING INC	97,934.99	0.00	0.00	48,475.70	5,840.96	55,300.25		2,367.00			101,057.00	8,532.33	63,832.58
0.000	BANK OF THE OZARKS	0.00	77,043.88	0.00	84,692.81	7,648.93	0.00		786.00				0.00	0.00
0.000	BARD CR INC.	26,102.82	0.00	0.00	46,269.70	20,166.88	0.00		111.80			50,559.40	0.00	0.00
450.000	BECTON DICKINSON & CO	55,660.71	17,626.10	0.00	0.00	0.00	73,286.81		1,282.50			59,356.50	14,512.69	87,799.50
0.000	BERKSHIRE HATHAWAY INC. DEL CL B NEW	19,120.47	0.00	0.00	20,834.59	1,714.12	0.00		0.00			20,994.55	0.00	0.00
100.000	BLACKROCK INC	36,729.80	0.00	0.00	0.00	0.00	36,729.80		958.00			34,253.00	5,511.20	42,241.00
0.000	BOSTON SCIENTIFIC CORP	20,403.39	0.00	0.00	29,267.41	8,864.02	0.00		0.00			31,900.05	0.00	0.00
583.000	CHEVRON CORP	0.00	63,259.23	0.00	0.00	0.00	63,259.23		629.64			0.00	(2,434.84)	60,824.39
0.000	CINTAS CORPORATION	17,583.56	0.00	0.00	45,188.61	27,605.05	0.00		505.40			37,289.40	0.00	0.00
4,159.000	CISCO SYSTEMS	67,543.30	49,083.88	0.00	0.00	0.00	116,627.18		3,639.45			71,725.00	13,549.52	130,176.70
0.000	CITIGROUP INC	31,034.57	0.00	0.00	24,638.24	(6,396.33)	0.00		0.00			23,526.45	0.00	0.00
450.000	CLOROX CO.	70,560.35	0.00	0.00	17,002.12	(1,234.60)	52,323.63		1,680.00			83,034.00	7,634.37	59,958.00
0.000	CVS HEALTH CORPORATION	23,957.03	0.00	0.00	40,554.23	16,597.20	0.00		477.25			44,997.80	0.00	0.00

REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF CITY OF DERRY: JUNE 30, 2017

MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	PRINCIPAL					INCOME					PRINCIPAL ONLY		
		BALANCE	PURCHASES	CAPITAL	PROCEEDS	GAINS/LOSSES	BALANCE	BALANCE	INCOME	EXPENDED	BALANCE	BEG OF YEAR	UNREALIZED	END OF YEAR
		BEG YEAR		GAINS	FROM SALES	FROM SALES	END YEAR	BEG YEAR	RECEIVED	DURING YR	END YEAR	FAIR VALUE	ANNUAL GAINS	FAIR VALUE
0.000	DANAHER CORP	29,311.69	0.00	0.00	45,827.16	16,515.47	0.00		182.46			44,945.00	0.00	0.00
2,719.000	DANAONE SPONSORED ADR	0.00	42,452.46	0.00	0.00	0.00	42,452.46		0.00				(1,613.08)	40,839.38
0.000	DOMINOS PIZZA INC.	21,884.07	0.00	0.00	35,478.22	13,594.15	0.00		231.80			24,962.20	0.00	0.00
1,250.000	EATON VANCE CORP NON VTG	36,172.00	9,327.75	0.00	0.00	0.00	45,499.75		1,381.25			35,340.00	13,650.25	59,150.00
4,077.000	ESSITY AKTIEBOLAG PUBL SPONS ADR	0.00	94,865.82	0.00	0.00	0.00	94,865.82		0.00				16,640.13	111,505.95
0.000	EVERSOURCE ENERGY	67,220.90	0.00	0.00	67,942.51	721.61	0.00		0.00			71,880.00	0.00	0.00
518.000	EXXON MOBIL CORP	108,859.84	13,790.95	0.00	101,386.13	(7,041.75)	14,222.91		4,298.86			149,984.00	27,595.23	41,818.14
260.000	FACEBOOK	25,710.15	0.00	0.00	0.00	0.00	25,710.15		0.00			29,712.80	13,544.65	39,254.80
0.000	FACTSET RESEARCH SYSTEM INC	38,609.50	0.00	0.00	41,643.59	3,034.09	0.00		515.00			40,355.00	(0.00)	0.00
697.000	FIRST REPUBLIC BANK	697.000	63,125.34	0.00	0.00	0.00	63,125.34		118.49				6,644.36	69,769.70
0.000	FISERV INC.	20,911.09	0.00	0.00	30,365.13	9,454.04	0.00		0.00			33,162.65	0.00	0.00
0.000	FORTIVE CORPORATION	0.00	6,955.52	0.00	11,376.24	4,420.72	0.00		0.00				0.00	0.00
3,300.000	GENERAL ELECTRIC	88,738.64	9,935.70	0.00	0.00	0.00	98,674.34		2,872.00			94,440.00	(9,541.34)	89,133.00
468.000	GENUINE PARTS CO	97,222.00	5,033.50	0.00	52,447.42	(4,308.18)	45,499.90		2,747.01			101,250.00	(2,088.22)	43,411.68
260.000	HARRIS CORPORATION	20,543.35	0.00	0.00	0.00	0.00	20,543.35		551.20			21,694.40	7,817.45	28,360.80
650.000	HOME DEPOT INC.	80,049.82	6,869.50	0.00	0.00	0.00	86,919.32		2,054.00			76,614.00	12,790.68	99,710.00
689.000	HONEYWELL INTL INC.	37,263.39	39,289.56	0.00	405.27	0.00	76,147.68		1,784.53			40,712.00	15,689.13	91,836.81
220.000	ILLINOIS TOOL WORKS	21,259.98	0.00	0.00	0.00	0.00	21,259.98		550.00			22,915.20	10,255.02	31,515.00
900.000	INTERPUBLIC GROUP COS INC	19,186.56	2,415.90	0.00	0.00	0.00	21,602.46		594.00			18,480.00	537.54	22,140.00
800.000	JOHNSON & JOHNSON	70,275.27	12,562.00	0.00	0.00	0.00	82,837.27		2,592.00			84,910.00	22,994.73	105,832.00
500.000	JPMORGAN CHASE	31,646.23	0.00	0.00	6,776.35	377.54	25,247.42		1,066.00			37,284.00	20,452.58	45,700.00
0.000	KIMBERLY CLARK	57,665.65	26,951.70	0.00	90,580.66	5,963.31	0.00		2,360.07			68,740.00	0.00	0.00
1,000.000	M & T BANK CORP	89,449.50	29,393.88	0.00	0.00	0.00	118,843.38		2,900.00			88,672.50	43,106.62	161,950.00
0.000	MARSH & MCLENNAN COMPANIES	28,257.70	0.00	0.00	42,374.49	14,116.79	0.00		217.60			43,814.40	0.00	0.00
875.000	MCDONALDS CORP	86,207.98	21,153.15	0.00	0.00	0.00	107,361.13		3,179.50			84,238.00	26,653.87	134,015.00
1,403.000	MEDTRONIC PLC SHS	95,221.80	22,246.25	0.00	3,877.52	(304.78)	113,285.75		2,346.08			104,124.00	11,230.50	124,516.25
2,250.000	MERCK & CO INC NEW	56,973.10	77,971.66	0.00	0.00	0.00	134,944.76		3,081.00			57,610.00	9,257.74	144,202.50
2,500.000	MICROSOFT CORP	57,596.06	54,775.98	0.00	0.00	0.00	112,372.04		3,573.00			79,313.50	59,952.96	172,325.00
1,316.000	NATIONAL GRID	0.00	90,899.11	0.00	83.35	(0.70)	90,815.06		8,303.95				(8,143.94)	82,671.12
861.000	NESTLE S A SPONSORED ADR REPSTG REG SHS	74,160.00	11,892.00	0.00	21,065.44	(1,134.80)	63,851.76		1,261.26			77,310.00	11,227.44	75,079.20
0.000	NEXTERA ENERGY INC. COM	14,943.75	0.00	0.00	31,386.84	16,443.09	0.00		0.00			32,600.00	0.00	0.00
1,513.000	NOVARTIS AG SPONSORED ADR	53,570.93	70,121.42	0.00	0.00	0.00	123,692.35		1,236.58			57,757.00	2,597.76	126,290.11
0.000	O REILLY AUTOMOTIVE INC NEW	30,755.12	0.00	0.00	37,295.79	6,540.67	0.00		0.00			36,869.60	0.00	0.00
0.000	PEPSICO	4,445.91	0.00	0.00	30,912.42	26,466.51	0.00		301.00			31,782.00	0.00	0.00
0.000	PFIZER INC	58,901.67	0.00	0.00	71,480.47	12,578.80	0.00		336.30			70,420.00	0.00	0.00
1,558.000	PNC FINANCIAL SERVICES GROUP	88,134.19	39,242.03	0.00	0.00	0.00	127,376.22		3,175.70			89,529.00	67,171.24	194,547.46
878.000	PRAXAIR INC	53,283.30	44,066.10	0.00	0.00	0.00	97,349.40		2,416.36			56,195.00	19,029.50	116,378.90
2,473.000	ROYAL DUTCH SHELL PLC SPONSORED ADR CL B	73,524.99	59,809.88	0.00	0.00	0.00	133,334.87		9,298.48			78,400.00	1,270.52	134,605.39
0.000	SCHNEIDER HENRY INC.	18,367.10	0.00	0.00	28,032.70	9,665.60	0.00		0.00			27,404.00	0.00	0.00
1,216.000	SCHLUMBERGER	66,161.92	31,206.21	0.00	0.00	0.00	97,368.13		1,687.50			65,241.00	(17,306.69)	80,061.44
1,376.000	SIX FLAGS ENTERTAINMENT CORP	0.00	75,987.59	0.00	0.00	0.00	75,987.59		2,435.60				6,035.77	82,023.36
4,077.000	SVENSKA CELLULOSA AB-SP ADR	82,882.50	51,952.03	0.00	110,690.47	644.65	24,788.71		1,815.72			87,917.50	6,114.95	30,903.66
650.000	TEXAS INSTRUMENTS	19,696.75	0.00	0.00	0.00	0.00	19,696.75		1,222.00			40,722.50	30,307.75	50,004.50
0.000	THERMO FISHER SCIENTIFIC INC.	9,785.10	0.00	0.00	23,749.88	13,964.78	0.00		48.00			23,641.60	0.00	0.00
800.000	TUX COMPANIES NEW	40,000.85	0.00	0.00	0.00	0.00	40,000.85		874.00			61,784.00	17,735.15	57,736.00
1,900.000	UNILEVER NV	67,593.45	34,634.35	0.00	16,957.16	749.11	86,019.75		2,554.29			70,410.00	18,993.25	105,013.00
1,025.000	UNILEVER PLC SPON ADR	0.00	41,505.83	0.00	0.00	0.00	41,505.83		734.62				13,967.17	55,473.00
1,050.000	UNION PACIFIC CORPS	71,631.36	24,226.50	0.00	0.00	0.00	95,857.86		2,400.75			69,800.00	18,497.64	114,355.50

REPORT OF EXPENDABLE COMMON TRUST FUNDS INVESTMENTS OF CITY OF DERRY: JUNE 30, 2017

MS-10 REPORT FOR THE STATE OF NEW HAMPSHIRE

# SHS	HOW INVESTED DESCRIPTION OF INVESTMENT	PRINCIPAL					INCOME					PRINCIPAL ONLY		
		BALANCE BEG YEAR	PURCHASES	CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEG YEAR	INCOME RECEIVED	EXPENDED DURING YR	BALANCE END YEAR	BEG OF YEAR FAIR VALUE	UNREALIZED ANNUAL GAINS	END OF YEAR FAIR VALUE
437.000	UNITEDHEALTH GROUP INC.	29,724.88	25,597.22	0.00	0.00	0.00	55,322.10		1,054.64		36,006.00	25,706.44	81,028.54	
1,910.000	US BANCORP DEL	54,062.00	28,599.45	0.00	0.00	0.00	82,661.45		1,923.15		50,412.50	16,505.75	99,167.20	
600.000	V F CORP	38,630.10	0.00	0.00	0.00	0.00	38,630.10		978.00		36,894.00	(4,070.10)	34,560.00	
0.000	VERIZON	99,744.20	5,558.99	0.00	110,292.66	4,989.47	0.00		2,044.76		111,680.00	0.00	0.00	
812.000	VISA INC.	14,520.28	11,751.53	0.00	0.00	0.00	26,271.81		469.26		48,952.20	49,877.55	76,149.36	
648.000	WATSCO INC	41,134.98	49,412.21	0.00	0.00	0.00	90,547.19		2,296.20		42,207.00	9,374.41	99,921.60	
1,400.000	WEC ENERGY GROUP INC	70,802.88	9,608.84	0.00	0.00	0.00	80,411.72		2,842.00		81,625.00	5,520.28	85,932.00	
0.000	WELLS FARGO & COMPANY	67,213.48	9,743.90	0.00	91,396.21	14,438.83	(0.00)		760.00		85,194.00	0.00	0.00	
1,852.000	XYLEM INC	37,984.50	45,398.88	0.00	0.00	0.00	83,383.38		774.18		40,185.00	19,272.98	102,656.36	
MUTUAL FUNDS														
0.000	VANGUARD ADMIRAL INTER TERM FD #571	178,560.33	0.00	0.00	178,793.59	233.26	(0.00)		829.18		178,086.90	0.00	0.00	
0.000	VANGUARD INTER-TRM BD INDX ADM #5314	435,309.92	0.00	0.00	450,065.64	14,755.72	(0.00)		1,799.30		449,309.23	0.00	0.00	
15,224.340	VANGUARD S/T INVESTMENT-GR AMD #539	162,914.32	0.00	196.40	0.00	0.00	162,914.32		3,297.28		163,966.17	(318.34)	162,595.98	
0.000	VANGUARD GNMA FUND ADMIRAL SHARES #536	0.00	0.00	0.00	0.00	0.00	0.00		518.63					
		6,749,010.98	3,579,528.15	196.40	3,573,106.75	268,316.11	7,023,748.49	248,571.97	195,610.19	(109,467.69)	288,092.26	7,354,013.63	728,568.45	7,752,316.94
	PORTION ALLOCABLE TO INCOME	<u>(124,442.56)</u>					<u>(124,442.56)</u>	<u>124,442.56</u>			<u>124,442.56</u>	<u>(124,442.56)</u>	<u>(124,442.56)</u>	
	BALANCE PER MS9	6,624,568.42					6,899,305.93	373,014.53			412,534.82	7,229,571.07	7,627,874.38	

Name of Bank - Cambridge Trust Company
 Fees Paid: \$46,622.21
 Expenses Paid: N/A
 Were these fees and expenses paid for
 totally from income? 100% Income

*Total Income Received \$195,610.19 has not been reduced by fees allocated to income of \$46,622.21.
 Net income received totals \$148,987.98 (\$195,610.19-\$46,622.21)

DERRY PUBLIC LIBRARY

Fiscal Year 2017 was a transition year for Derry Public Library, with big changes in the composition of our Board of Trustees.

In November 2016 the Derry Public Library staff and Trustees lost our beloved long-time Board of Trustees Chair, Elizabeth Ives, to cancer. Elizabeth's energy, intellect and enthusiasm for learning and literature had been a guiding force for years. She is greatly missed.

At the March 2017 Town Elections five new Library trustees were elected, bringing a fresh outlook to the Board. Elected were Valerie Roche, Deirdre Bridge, Dorianne Haverty, Shannan McKenna and Pete Marcotte. Mr. Marcotte had been appointed in 2016 to complete the term of Charles Zoeller.

We'd like to thank outgoing Trustees Dorothy Wiley, Lynne Mann and Phyllis Howard for their years of service.

The Library also experienced a transition with its Derry Town Council liaison. Councilor David Fisher's term finished in March 2017. He was a wonderful advocate for the Library and we appreciate his service. The Library's new liaison is Councilor Richard Tripp and we look forward to working with him.

In FY17 the Library served Derry residents who borrowed materials and also those who used our public space to visit with friends, attend programs, go online, submit job applications or complete tests on our public computers, read newspapers, or simply sit in our café area and take advantage of the library wifi.

Nurturing the use of public space in this way is connected to the idea of a "third place" in the community. There's home, there's the workplace, and then there are third places where people of all ages and from all economic and social walks of life can be together in a comfortable setting. The Derry Public Library is not only a library, but a valuable "third place" in the Derry community.

In FY17 we had 127,967 visits to the building and 13,538 individuals held DPL cards. The Library was open on average 59 hours a week and visited on average 426 times each open day. Nearly 181,500 items were checked out from the Library collection during the fiscal year.

As has been the case for many years, an integral part of the services we offer Derry residents is our membership in the GMILCS Library Consortium. This membership gives Derry residents access, both physically and through the electronic catalog, to the libraries of Amherst, Bedford, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, New England College and the New Hampshire Institute of Art.

Being part of the GMILCS Consortium not only offers our residents easy access to the eleven other member libraries, but also enables us to take advantage of cost savings through bulk purchases of materials, electronic subscriptions and technology.

Derry Public Library Staff

In FY17 the Library continued to focus on professional development that nurtured learning, leadership and professionalism. Involvement in the Derry and the New Hampshire library communities were an integral part of our process.

In FY17 I continued to serve as treasurer of the New Hampshire Library Association (NHLA) and as treasurer of the GMILCS Library Consortium. I also continued to serve on the Advisory Board of the New Hampshire Center for the Book at the New Hampshire State Library, as an ex-officio member of the Derry Friends of the Libraries and on the Board of Directors of the Greater Derry/Londonderry Chamber of Commerce. In September 2016 I was elected a Co-Chair of the Board of Trustees of the Robert Frost Farm.

Library staff members that were leaders in either GMILCS committees or NHLA sections were, Head of Technical Services Jessica Drouin, Communications Director Meryle Zusman, and Head of Adult Services Susan Brown.

I am very proud of the Derry Public Library staff – they are the heart of the Library and make us the place that we are.

Derry Public Library Building

In FY17 there were two large projects undertaken – replacement of the flat roofs of the Library and stage one of converting the first floor halide lights to LED fixtures.

The Library is very appreciative of the work done for us by Alan Cote of Derry Department of Public Works. Mr. Cote worked with the Library to assess the facility, creating a Capital Improvement Plan and guide for building maintenance that will serve us into the future and enable us to be good stewards of the Library facility and financial resources.

Programs and Partnerships

Library Programs – In FY17 the Library offered 604 programs targeting a variety of audiences. Attendance at Library programs was 10,226 and DPL programs were regularly featured in the Derry News, the Nutfield News and the Eagle Tribune.

Partnerships with Town Departments – The Library continues to productively cooperate with Town departments including Administration, Human Resources, Finance, Public Works, IT, Town Clerk, Cable, and Parks & Recreation. I am grateful for the skilled staff working for the Town of Derry and am always impressed with their expertise and kindness.

Partnerships in the Community – Part of the core mission of the Derry Public Library is outreach to the Town and Library community and it's something that happens every day the Library is open. I'd like to highlight a few outstanding instances that occurred this fiscal year. Our programming is financially supported by the Trustees, the Friends of the Derry Libraries and community businesses:

- **Derry Poet Laureate** – in January 2017 the Derry Public Library Trustees nominated local poet Robert Crawford to the Derry Town Council as Derry's first Poet Laureate. The Town Council issued a proclamation at their January 24, 2017 meeting:

“**WHEREAS:** The Town of Derry NH is known internationally as the former home of Robert Frost; and **WHEREAS:** The Robert Frost Farm and Museum draws visitors from all over the world to honor America's first de facto National Poet Laureate ... the Derry Town Council hereby endorses and supports the Derry Public Library's nomination of Robert Crawford as Derry's first Poet Laureate, to serve a term of two years.”

- **Derry Author Fest** – On May 6, 2017 we held our third annual Derry Author Fest. The FY17 theme was “Character! Setting! Magic!” Fourteen authors, journalists, publicists, agents and illustrators shared their expertise on travel writing, industry tips, creating realistic characters for fantasy worlds, writing middle grade fiction and more. The day was very successful. I want to acknowledge the work of Teen Librarian Erin Robinson, who is our Author Fest organizer.

Digital materials, online services and public computers continue to be an important part of what we offer the residents of Derry, enabling us to expand library services to the community 24/7. Following are some of the highlights from FY17

- **Public Access Computers** - The DPL remains the only place in town where residents who don't own a computer or have Internet access can use both at no charge. The Digital Divide is real, and every day we see library users who can't afford to purchase a computer or pay for Internet service using the DPL equipment. A computer and Internet

access are necessary for most job applications, filing taxes, and as of December 2014, filing forms for the 10th District Court located in Derry.

- **Digitizing the Derry News** - In FY17 the Library completed digitizing of the Derry News. The paper is now available to view and search online through the DPL website and is in use by genealogists, history buffs and researchers.

I am so happy to be working in Derry with this wonderful Board of Trustees and Library staff. We've accomplished much this year, and we continue to make choices and decisions with Derry residents and taxpayers in mind.

Respectfully submitted,

Cara Barlow

Cara Barlow
Director, Derry Public Library

	FY 11	FY 12	FY 13	FY 14	FY 15	FY16	FY17
Items owned	126387	117528	117228	115360	116897	107659	106680
Circulation	236401	219642	220407	215294	201114	189095	181418
Holds/Reserves	33637	33250	33088	31432	32117	15790	14615
Registered Patrons	17204	16717	16269	14716	13939	15113	13538
Yearly Hours Open	3000	3000	3000	3000	3000	3000	3000
Hours open, weekly	59	59	59	59	59	59	59
Visitors	155489	143973	143597	141483	132976	127967	123381
Reference Questions	17517	19038	16001	16564	14683	16063	15231
Interlibrary loans	27620	22991	21697	21835	22051	28226	30149
Library Programs	348	482	531	524	488	543	604
Program Attendance	7645	10298	12429	11142	9960	9117	10226
Meeting Room Usage	149	115	140	142	154	188	186
Volunteer Hours	505	194	425	443	506	572	693
Computer Usage	22619	20230	21158	20324	18425	16740	17926

TAYLOR LIBRARY

PROGRAMMING:

Once again we have completed another successful year of programming for the children and adults. Our Adult Book Group continues to hold steady with anywhere from sixteen to twenty-two members attending each month. We meet the second Monday of each month from September through May. We take the month of December off and the whole summer. The group picks the book each month and someone volunteers to make refreshments. We interlibrary loan the book of the month so members do not have to purchase books. Where else can you go out for a free evening with good company and food? Call the library for more information and to register.

Our preschool hours continue to be popular with the Tiny Tot Group leading the way. We offer four story hours per week for children ages six months through five years old. We offer two groups of Tiny Tots (ages 6 months-two years old) and two groups for ages two years old through five years old. The Tiny Tot group includes stories, music, rhymes, instruments and dancing for the little ones. We change the rhymes and stories according to the season.

The other two story hours for ages two through 6 are theme based story hours with stories and a craft to go along with the story. Those story hours are on Wednesdays and Sundays at 1 pm

We have continued to offer our Lego Club this past year. It is very popular with children ages four and up. We offer this club in a six week block of time year round. Each week we have a different theme for the children to use to build their creations. At the end of the hour, they can display their creation on a special shelf for everyone to see. We have a following of children who come to the library on Sunday to use the Legos.

We continue to offer special evening story hours for the children who have gone off to school and can't attend our weekly story hours. This past year we offered a Halloween and a Valentine Day Story Hour. The children enjoyed stories, a craft and refreshments. These were run by our teen volunteers.

At Christmas we once again offered our popular Polar Express Story Hour. This past year was our 16th year we have offered the children a ride to the North Pole on our Polar Express. All three evenings were full and we had a wait list for children hoping to get into the story hour. They climb aboard the train for the magical ride to the North Pole where they get to meet Santa Claus who gives each child the first gift of Christmas (silver bell). After Santa leaves, the children enjoy hot chocolate and cookies served by the elves. Each night of Polar Express, a lucky child wins a Polar Express Gift Pack. The Small intimate setting of the Taylor Library is a perfect backdrop for our annual trip to the North Pole.

Marge Palmer once again offered her Holiday Readings for adults in December. We had a full house for that evening. The fireplace and candles were lit as the lights were dimmed. Everyone enjoyed Holiday stories which got us in the mood for the coming season. Staff and Trustees

baked goodies for refreshments. A big thank you to the Friends of the Derry Libraries for the help with this program. It is most appreciated.

We continued to offer our summer reading program to the children of Derry. We offered thirty-three programs which included story hours for all ages and craft programs. The ever popular Carnival night was cancelled outside and moved inside. The children were treated to Joe the Balloon's balloon sculptures. Each child got to request what kind of animal or shape they wanted and Joe made it. We had 54 people attend this event. We once again had a full house for the Dolly and Me Tea Party and the Teddy Bear Sleepover. We would like to again thank Canobie Lake Park, Sal's Pizza, Clam Haven, McDonalds and Cowabungas for their generous donations they gave us for our summer reading prizes.

This past year we welcomed the Cub Scouts and Boy Scouts from Troop 405 in East Derry. They visited the library and used our flag pole to do a flag ceremony as part of their badge requirements.

Nutfield Cooperative School made several field trips to visit us this year. We read them several books and they were able to explore the library and check out books to take back to their classrooms.

During the past year, we had 317 programs which served 3,695 children and adults. We now have 3,196 card holders.

Our Sunday hours continue to be popular with our patrons. We are open from 10-3 each week. We have a following of children who come in and play with the Legos or some families have brought in board games. Each week we offer a craft, coffee, tea and hot chocolate when it is cold out and a special baked goodie of the week. Come in for a visit and check out your favorite author.

BUILDING

This past year we had to have our front door entry way repainted. A new floor was also installed. The entry looks so beautiful.

This year, we had a granite post installed in front of the library. It holds the sign that shows Taylor Library is on the New Hampshire Register of Historic Places. We continue to house the Alan Shepard Historical Display. Thanks goes to Richard Holmes who is taking care of this display in the library.

OTHER

Once again on behalf of the trustees, I would like to thank the Town Council for voting in favor to fund us once again for another year. This is our 139th year of existence.

We continue to offer Interlibrary Loan services to our patrons. If you are looking for a particular book, CD, DVD or any format that a library in the state of New Hampshire is willing to loan, we can attempt to get it for you. We have van service three times a week. We pick our

loans up at the Derry Public Library and you then pick up your book at the Taylor Library. It is very rare we are unable to borrow a book.

We have three laptops for public use. Many patrons either use ours or bring their own and hook into our free Wi-Fi. Many patrons especially when they have no power at home will drive up to our parking lot and connect into our hotspot.

We continue to offer Library Passes to various museums in New Hampshire and Massachusetts. We offer the following passes:

Seacoast Science Museum-Rye

SEE Science Museum-Manchester

Children's Museum of NH-Dover

Museum of Fine Arts-Boston

Strawberry Banke Museum-Portsmouth

Our website continues to be updated. Please check it out and browse our card catalog for all the books we have to offer. (www.taylorlibrary.org)

On behalf of the Trustees and Staff at the Taylor Library, I would like to personally thank you for all your support over the years and invite you to stop in and visit the "Little Library on the Hill". You will certainly be surprised at what we have to offer here.

Respectfully submitted,

Linda Merrill

Linda Merrill, Director

Taylor Library

BUILDING & PROPERTY MAINTENANCE COMMITTEE

The Building & Property Maintenance Committee met monthly to coordinate efforts to address blighted properties and seek opportunities for revitalization of specific properties. The Committee is comprised of representatives from Code Enforcement, DPW, Police, Planning, Fire, Tax Office, Town Council and members from the community. The Committee meets first and last months of each quarter (skipping February, May, August and November) on the 3rd Tuesday of that month at the Derry Municipal Center.

This committee worked with Town staff to identify blighted properties and encourage progress in demolishing distressed buildings such as 19 Elm Street. This committee is also pleased to see the successful work done by an outside volunteer group to demolish and rebuild 213 Island Pond Road. Success stories such as these contribute to the positive momentum of the community.

Respectfully submitted,

Serge Michaud

Serge Michaud

Chairperson Building & Property Maintenance Committee

DERRY CONSERVATION COMMISSION

With the help of our long-term partner, Southeast Land Trust of New Hampshire, Derry Public Works and the Derry Town Council, we were successful in saving two additional parcels of land: the Sawyer Property on Island Pond Road and the Caras Property, located in South Derry. Both parcels were on the Land Protection List for many years. In fact, the Sawyer Property has been on our list for over twenty years. Both parcels support the mission of the Conservation Commission, which is to protect natural resources and water quality.

As stewards of the Town's conservation lands, we maintain the extensive trail systems, and monitor each parcel annually. Many of the properties are under conservation easement with the Southeast Land Trust of New Hampshire, and they provide us with annual detailed reports following their inspections of the various parcels.

As part of the Town's Technical Review Committee, we review all subdivision plans and continue to do site reviews for all development plans that come before us. The DCC also reviews all wetlands permits issued through the New Hampshire Department of Environmental Services. This year, the Commission reviewed and updated our rules.

The Broadview Farm Conservation Area Community Garden plots continue to be extremely popular. Nearly fifty plots are reserved by Derry citizens which enable them to grow healthy, fresh produce during the summer months. This would not be possible without the long hours and dedication by alternate member, Peg Kinsella. A note of thanks also to Phil Ferdinando, commonly known as "Farmah Phil" of J & F Farms, for volunteering each year to till and fertilize the Community Garden plots. He also cuts the hay field twice annually and grows silage corn on two additional fields. These efforts keep the fields open for wildlife and keep them from reverting back to forest land.

Charles Foote, District Two Councilor, was our Council Representative and I want to thank him for his dedication and thoughtfulness during his time as the Council Liaison. Charles was a regular attendee at our regular meetings and attended most of our site walks.

Sincere thanks to Neil Wetherbee, who was the Conservation Commission Chair last year. He worked tirelessly during the process of the two land protection projects and did an excellent job at keeping the Commission on task. As he was re-elected as District Three Councilor in the March elections, he is no longer on the Commission as a regular member. However, we are lucky that he continues work with the Commission as our new Council Liaison.

Subcommittee "Go Green" is truly an asset to the Conservation Commission: they implement the very successful Town clean up weeks in the spring and fall, continue education throughout Town about the importance of recycling, participate at Derryfest for many years and they conduct several walks at Derry Conservation Lands annually. Thanks, in particular, to Elizabeth Carver, Chair and Will Lowenthal, Vice-Chair.

Election of officers was held in April and I am honored to again be the Chair of the Conservation Commission. Other elected officers are Margaret Ives, Vice-Chair, Eileen Chabot, Treasurer and James Degan, Secretary. The other regular members are Ric Buzzanga and Mauria Zainea, with alternate members Peg Kinsella, Will Lowenthal, Marc Vagos and William Ventura. Ruthy Robinson retired this year as Deputy Town Clerk but we are lucky that she continues to be the recording secretary of the Commission.

The Derry Conservation Commission meets the second and fourth Mondays each month, at 7:00 PM at the Derry Municipal Center, in third floor meeting room.

Respectfully submitted,

Paul Dionne, Chair

Paul Dionne, Chair
Derry Conservation Commission

DERRY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The Derry Economic Development Committee completed its first year as an official Town Committee in April 2017. Its meetings are held on the third Monday of each month in the Town Council Chambers. Meetings are televised on Community Cable for the benefit of those who are unable to attend in person. The committee is made up of volunteers who have been appointed by the Town Council. Currently the members are:

Name	Title	Term Expires
Terri Pastori	Chair	March 31, 2019
Andrew White	Vice Chair (Alternative as of 9/5/17)	March 31, 2018
Craig Cunningham	Secretary	March 31, 2018
Nicholas Del'Etoile	Member	March 31, 2020
Christina Gossel	Member	March 31, 2020
Paul Needham	Alternate (Member as of 9/5/17)	March 31, 2019
Scott Graves	Alternate	March 31, 2018
Gordon Graham	Member	March 31, 2019
John Potucek	Member	March 31, 2019
James Morgan	Town Council Liaison	March 31, 2018
Anne Struthers	Economic Development Coordinator	
George Sioras, AICP	Planning Director	

The Committee's Vision Statement is as follows. To assist in creating an environment that attracts robust businesses to Derry that meet the demand of our residents and the local workforce, and inspires current and future businesses to succeed in our community of historic Main Street storefronts complimented by the convenience of larger retailers, industry, and medical professionals.

To implement its goals, the EDAC developed teams, including a Survey Team, Communications & Marketing Team, Land Use Team, Retail, Food, & Hospitality Team, Commercial & Industrial Team, Downtown Team, and an Events Team.

As we began the fiscal year in July the Town Economic Coordinator's position had not yet been posted, and the Town was in the early stages of vetting proposals for a consulting firm to assist with business recruitment. With the assistance of members of the EDAC, the Town engaged in an extensive search for candidates for the Economic Development Coordinator position and ultimately hired Anne Struthers who started on March 27, 2017. In addition, with the assistance and recommendation of the EDAC, Town Council entered into a contract with Buxton, a leader in big data market analytics to identify retail concepts most likely to consider Derry. In addition, Buxton provides a business retention expansion tool for existing business to attract new customers with targeted marketing campaigns.

The EDAC developed and maintains an Economic Development Facebook page now with the assistance of the Economic Development Coordinator. The Town website now has a link to the

page. The page features information on town events, businesses, and town government topics that may be of interest to local businesses. Currently 260 people or businesses are following our page. This page provides an opportunity for people to consistently see the positive things that are happening in Derry.

The EDAC is working on establishing solid lines of communication with the local business community. Our first Business Owner's Forum was held in October 2016. It provided business owners with an opportunity to meet with town employees and elected officials. George Sioras our Planning Director discussed Financing that is available for businesses. The business owners in attendance had an opportunity to discuss some of their challenges and concerns. A subsequent Business Owner's Forum was held in February 2017, which also included our newly elected members of the State House from Derry. From the forums, several actions have been taken: Town officials together with members of the EDAC walked the Downtown area with business owners to evaluate opportunities for signage improvement and snow removal. As a result, improvements have been made to crosswalks, parking signage, and the town has worked towards improved snow removal in the downtown area.

Exit 4A promises increased opportunities for businesses on Crystal Avenue and Manchester Road, as well as to relieve traffic in the downtown area. A joint meeting with the Planning Board was held earlier this year to provide members of both groups with insight into some of the issues that will have to be resolved in the months ahead. EDAC will serve an important role helping to act as a liaison between the business owners and the various town and state entities that will be involved in the development of Exit 4A.

As previously reported to the Town Council, a town wide survey of resident's views was conducted in December as a follow up of a SWOT (Strengths Weaknesses Opportunities and Threats) Analysis that was completed by EDAC in June. The survey was completed by over 1,000 residents. The survey helped to identify Derry's value proposition:

- Location
- Schools
- New England Setting
- Retail Opportunity

Not surprisingly, taxes are considered a challenge, however residents overwhelmingly believe that Derry is well positioned for strong economic development because of the many benefits that the town has to offer.

Members of the EDAC assisted with the launch of a new and vibrant farmer's market in the Downtown. Each week the Derry Homegrown Farm and Artisan's Market has brought a wide variety of locally produced food, and entertainment to the Downtown. The first week of operation brought an estimated 1,600 people into downtown and there has been strong attendance each week since with many local businesses reporting an uptick in customers from the market.

The EDAC continues to work with the Economic Development Coordinator on various strategic initiatives outlined in the Economic Development Plan. The EDAC is also working on bringing a food truck event to Derry.

There is a high level of optimism about Derry's economic future. Fiscal year 2017 results included 25 business startups, 14 business expansions, and 10 business relocations to Derry. Liquid Blue, a small manufacturing business has relocated from Rhode Island to Derry bringing 150 jobs to town. The Tupelo Music Hall has opened a new state of the art entertainment facility in Derry, bringing hundreds of visitors into town nearly every day. Numerous restaurants and other small businesses have opened. Two Craft Brewers and a winery have helped to attract visitors to Town as well as the launch of a new Craft Brewery Tour. With the Stockbridge Theater and the Opera House we are positioned to become an important part of Southern New Hampshire's Arts and Entertainment Community.

Respectfully submitted,

Terri L. Pastori

Terri L. Pastori, Chair
Derry Economic Development Advisory Committee



DERRY
Energy & Environmental
Advisory Committee

Annual Report – Fiscal Year 2017

Derry Energy & Environmental Advisory Committee

Derry, New Hampshire

Members:

Maureen Reno, Chair
Marc Flattes, Vice Chair
Tom Cardon, Acting Secretary
Joshua Bourdon, Town Council liaison
Marius Zainea, Member
Anthony Marciano, Alternate
Chris Cox, Alternate

Background:

Established by Town Council on Oct. 27, 2009
First organizational meeting held Nov. 12th, 2009
First official meeting held Dec. 7th, 2009
Monthly meetings are held on the third Monday.

Fiscal Year 2017 Accomplishments:

- Members participated in SNHPC's Solar Up Derry program through media and public outreach to recruit participants by engaging local reporters, utilizing social media and town website, and hosting program launch event. NuWatt Energy, the chosen vendor, reports that 7 Derry households purchased solar power systems for a total capacity of approximately 43 kilowatts.
- Advised the Derry Public Works Department and Net Zero Task Force on proposed solar energy projects for town buildings and schools.
- Participated in Go Green's Derry Clean Up Week in October 2016 and April 2017.
- Co-hosted a Button Up Presentation on October 25th, 2016 at the Derry Public Library.
- Hosted the Jr. Solar Sprint Competition at Hood Middle School on June 10th, 2017.
- Engaged local media sources to inform the public on EEAC activities.
- Participated in Derryfest 2016.

Respectfully submitted,

Maureen Reno, Chair
Energy & Environmental Advisory Committee

HERITAGE COMMISSION

The Heritage Commission was established to oversee the preservation of historical features and aspects of the town of Derry. Whether that is physical buildings artifacts, or locations, or the memory of people who have made Derry what it is today, the Heritage Commission takes great pride in being the stewards of this past. Our goal this year was to continue to bring new features and artifact of Derry's past to its Citizens as we gear up for the 300th Celebration of the founding of Nutfield in 2019.

This year found us saying good-bye to our long time Town Historian, Richard Holmes as he retired to spend more time traveling with his lovely wife Carol. A fabulous event with proclamation from the Governor, State Senators and Representatives, as well as Town Officials was held on July 18th in thank him for his years of service. Our search for a new Town Historian will begin in earnest this fall.

We once again enjoyed a fully staffed Heritage Commission with members from all areas of town who volunteer to open the museum and work on ways to expand our reach, including speaking engagements at the Library and around the area. We are stewards of the Forest Hill Cemetery and the office of the Town Historian in the Municipal Center is part of our group's responsibilities.

We would love to hear from you about ways we can expand our reach and visibility. The history that the museum contains is so rich and interesting; it must be seen to be appreciated. We have a new www.derryhistorymuseum.org and enjoy a nice following on Facebook! The Heritage Commission can be reached via e-mail at DerryMuseum@gmail.com.

In closing, the Heritage Commission wishes to thank the residents of Derry for their generous donations of personal items that help us to preserve the history of our Town. We also wish to thank the Town Council, Town Administration and support staff for their help and support throughout the year.

Respectfully submitted,

Karen Blandford-Anderson

Karen Blandford-Anderson
Chairperson, Derry Heritage Commission

DERRY HIGHWAY SAFETY COMMITTEE

The Derry Highway Safety Committee was originally conceived to provide a means to access State and Federal funds for safety needs of the Town. The Committee started in the late 1960's and received funds for ambulances, police vehicles, radar units and many more worthwhile projects that have funneled into the Town of Derry by the Committee.

The Committee meets every third Thursday of the month at 9:00 am at the Derry Municipal Center on the 2nd floor, Room 207. The public is welcome to attend any meeting. All safety requests must be submitted in writing and forms may be obtained at the Derry Municipal Center.

The Committee is comprised of citizens and department staff. The members include: Derry Police Chief, Edward Garone; Derry Fire Chief, Mike Gagnon; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are: Scott Savard, Chairperson, Walter Deyo, Randall Chase, Ronald Goldthwaite, and Sharon Jensen as our Recording Clerk.

This past year, we reviewed 20 cases having to do with safety concerns. These issues ranged from the requests for crosswalks, street lighting, stop signs, speeding, fog & center lines, and site reviews of building projects to ensure public safety.

Citizens frequently attend meetings to voice their concerns regarding motorists speeding, street lighting request and signage that they felt the Town should be alerted to.

I would like to thank all the Departments for their assistance this past year.

Respectfully submitted,

Scott Savard

Scott Savard, Chairman

DERRY HOUSING AND REDEVELOPMENT AUTHORITY

I am pleased to submit the 2017 Annual Report for the Derry Housing and Redevelopment Authority (DHRA). The DHRA currently administers 111 Section 8 Housing Choice Vouchers and owns 27 units of housing for low-income, elderly and disabled residents in Derry. Presently, the DHRA's waiting list for housing assistance contains 266 applicants. A person applying today for a Housing Choice Voucher can expect to wait approximately four years for assistance. Through the first seven months of 2017, the DHRA has accepted 82 applications while turning over 3 vouchers.

The DHRA is governed by a five member Board of Commissioners. Led by Chairman Robert DiNozzi, the Board is comprised of Jennifer Lague, Kristy Baillargeon, David Milz and Katie Mayes.

The 2016 fiscal year audit was conducted and the final report indicated no findings or compliance issues. Overall, the DHRA realized a profit of \$21,763 (before depreciation) for the 2016 fiscal year ending December 31. In addition, the DHRA received a score of 100 percent on its Section 8 Management Assessment Program (SEMAP). SEMAP is HUD's "report card" on the efficiency, accuracy and compliance of a housing authority's Section 8 program. As a result of receiving this score, HUD has designated the DHRA as a "High Performer"; the tenth consecutive year that the Agency has been awarded HUD's highest designation.

It is important to note that in addition to the services provided to low-income residents of Derry, the DHRA plays a role in the economics of the town as well. In 2016, the DHRA made a total of \$718,271 in rental assistance payments to local landlords. Over the past four years, the DHRA has paid almost four million dollars in rental assistance to Derry landlords.

During the past year, the Center for Life Management in Derry has continued its collaborative efforts with the DHRA. The DHRA is now conducting all Housing Quality Standard inspections for this organization in relation to its own housing assistance programs.

We look forward to working in the coming year with the Town and other local agencies to continue to provide decent, safe and sanitary housing for low-income residents of the Town of Derry.

Respectfully submitted,

Robert G. Fleig, PHM

Robert G. Fleig, PHM
Executive Director

NET ZERO TASK FORCE

Town of Derry Report for 2017

The Net Zero Task Force was formed in March of 2016 by the Derry Town Council to investigate, explore and achieve cost effective solutions for reduced energy use and sustainable energy development on town controlled property, municipal buildings, vehicles and schools, while developing a comprehensive plan to achieve the goal of “Net Zero” compliance by all key stakeholders by 2025.

The Task Force consists of one member from each of the following: Anthony Marciano from the Energy and Environmental Advisory Committee, Mary Till from the Conservation Committee/Go Green, Nick del’Etoile from the Economic Development Committee, Dave Granese from the Planning Board, Ken Linehan (Secretary) representing the Derry Cooperative School District, Brewster Bartlett from Pinkerton Academy, Mike Fowler from the Derry Public Works Department, Josh Bourdon (Vice-Chairperson) as the Derry Town Council Liaison, , and Jeff Moulton (Chairperson) from the public. Alternate members are Will Stewart from the Greater Derry Londonderry Chamber of Commerce, Bob Mackey from Code Enforcement and John Burke from Parkland Medical Center.

The Task Force meets on a monthly basis on the third Thursday at 6pm in room 207 of the Derry Municipal Building.

For 2017, the following has been achieved:

- 1. Benchmarked other Net Zero initiatives in other NH Towns.**
2. Derry Schools:
 - a. Scoping and recommendation to upgrade the Honeywell Proposal to including two solar projects – not implemented**
 - b. Next Step: Incorporate Town solar projects into school curriculum*
3. Town Buildings:
 - a. Assessed all town buildings with regard to solar feasibility**
 - b. Selected & analyzed 3 town buildings for detailed estimates of a solar deployment, for potential energy savings for the town.**
 - c. Assisted in writing an RFP for solar vendors to provide firm quotes for two solar deployments at Marion Gerrish and DPW.**
 - d. Preliminary marketing plan to support Marion Gerrish and DPW solar deployments, to be used as an educational tool for residents and businesses, as well as provide materials to Pinkerton and Derry Schools to incorporate the solar projects into their curriculums.**
 - e. Started investigation for installing electrical vehicle charging stations in downtown area to assist with downtown economic development.**
 - f. Started investigation of a large solar deployment at DPW (>600kw) that would be behind the meter and help the town lower energy costs.**

- g. Next Steps: 1 Assist with RFP review for vendor selection. 2) Finish marketing plan for solar deployments, 3) finish electrical vehicle charging station feasibility study, and 4) finish large DPW feasibility study*
- 4. Pinkerton Academy:
 - a. Completed analysis of Pinkerton campus as a group of buildings (with plans to extend to individual buildings, pending implementation of submeters by the Administration). 29 buildings in total.**
 - b. Next Steps: 1) Meet with Pinkerton administration in the Fall to review 1) Town solar RFP and results, and 2) town solar project to be developed as an educational tool.*
- 5. Other Goals:
 - a. Completed incorporation of NH Saves program into Town of Derry web site.**
 - b. Next Steps: 1) Incorporate a new web page on solar economics, and 2) modify software used for permits so that the town can track the number of solar deployments.*

Total power consumption for the Town, Derry Schools and Pinkerton is over 28MW of power, of which today, roughly 25% already comes from renewable energy sources. The Net Zero Task Force intends to eliminate or reduce this energy consumption significantly through energy conservation initiatives and to introduce renewable energy sources in place of carbon sources.

Respectfully submitted,

Jeff Moulton, PE

Josh Bourdon

Jeff Moulton, PE

Josh Bourdon

Chairman

Vice-Chairman

DERRY PLANNING BOARD

The Planning Board for the Town of Derry reviews commercial and residential applications, approving them if they meet the regulations of the Town of Derry. The Planning Board is also responsible for the creation and update of the Master Plan which documents the vision of the town for a period of about 10-15 years into the future. The general role of the Board is to provide for the orderly growth and development of the municipality. Derry's Board is comprised of 7 full members, 3 alternates, and two ex-officio members.

During Fiscal 2017 [July, 2016 – June, 2017] the Planning Board reviewed more commercial applications than it did subdivision applications. During this period, the Board approved 25,830 square feet of new commercial space and 2000 square feet of commercial redevelopment. The Board also approved the creation of 14 new single family house lots. These approvals resulted in a year to date (August, 2017) net gain of \$1,128,065.00 in appraised value for the Town of Derry. This figure does not include pending building permits. Notable approvals this fiscal year included the renovations for Sal's Pizza, the relocation of Tupelo Music Hall to Derry, and the redevelopment of the former Pizza Hut into Nestlé Toll House Café

The Board has held 20 meetings since July 1, 2016. In addition to the work mentioned above, the Board accomplished the following:

- Extended approval deadlines for two projects
- Held one compliance hearing
- Approved six lot line adjustments
- Approved amendments to five previously approved plans. The amendments included a change from external to internal trash storage on two commercial sites, and a change from residential sprinklers to a hydrant as the source of fire protection for three previously approved single family house lots.

The Planning Board spent the majority of its time discussing amendments to the Zoning Ordinance and Land Development Control Regulations. There were twelve separate workshops held to discuss changes to the Zoning Ordinance. Public hearings were held to accept and recommend approval of changes to the sign regulations, accessory dwelling unit requirements, to add definitions of terms and uses, and to amend the Planning Board submittal deadlines. The Board also held a joint workshop with the new Economic Development Coordinator, Town Administrator, and the Economic Development Advisory Committee. The purpose of the workshop was to begin the visioning process and to lay groundwork for potential changes to land uses allowed in the area of the Exit 4A corridor and in the downtown. The Planning Board will continue discussion and workshops for the remainder of 2017.

The Planning Board created a list of fourteen priorities in December of 2016. The Board is moving forward with diligence and care to ensure any changes brought forward to the Town Council for approval are in the best interest of the Town as a whole and further the recommendations set forth in the 2010 Master Plan.

I would like to take this opportunity to thank the Planning, Public Works, Fire, Police, and IT Departments for their valued support and assistance. Thanks also go to the Board members for volunteering their free time in service to the Town, to the Town Administrator, Town Boards/Commissions, and Town staff for their behind the scenes assistance.

Respectfully submitted,

David Granese

David Granese
Chair, Derry Planning Board

2016 Town of Derry Report

Southern New Hampshire Planning Commission



The Southern New Hampshire Planning Commission has a wide range of services and resources available to help dues-paying members deal with a variety of municipal issues. Technical assistance is provided by a professional staff whose expertise is, when necessary, supplemented by consultants selected for their specialized skills or services. Each year, with the approval of appointed representatives, the Commission’s staff designs and carries out programs of area-wide significance mandated by New Hampshire and federal laws or regulations, as well as local projects which pertain more exclusively to a specific community.



Technical assistance is provided in a professional and timely manner by staff at the request of the Planning Board and/or Board of Selectmen. The Commission conducts planning studies and carries out projects of common interest and benefit to all member communities; keeps officials apprised of changes in planning and land use regulation; and in conjunction with the New Hampshire Municipal Association, offers annual training workshops for Planning Board and Zoning Board members.

Services performed for the Town of Derry during the past year are as follows. Hours listed represent work for the Town only; in projects involving multiple municipalities the total hours spent by SNHPC staff is higher. For example, 14 hours were spent by SNHPC staff working on the Planner’s Brown-Bag Roundtable Sessions for the 14 municipalities in the region; equally dividing the total hours results in 1 hour of benefits that can be attributed to the Town.

No.	Hours	Project Description
1.	113.9	Worked with CLD Consulting Engineers (NH DOT's consultant) to provide modeling service I-93 Exit 4A Environmental Impact Study (EIS);
2.	69	Performed traffic counts at 25 sites in town;
3.	46.8	Represented the interests of the Town on the CART Board of Directors and the CART Executive Committee;
4.	40.2	Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
5.	35	Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region;
6.	34	Began updating the regional travel demand model, which has been used to forecast traffic volumes on roads in throughout the region;
7.	29.3	The Brownfields Region Wide Assessment Grant is for environmental studies and investigations to move contaminated sites to clean up, redevelopment and reuse. Specific investigations include Phase I and Phase II studies, including remedial action plans. Contaminated sites located in town centers, villages, near public water bodies and groundwater drinking sources have a high priority for funding;

8.	27	Developed a Complete Street Toolkit; provided an opportunity for communities to participate in a complete streets pilot project program;
9.	20	Provided staff support to Robert Frost/Old Stagecoach Scenic Byway, including meeting preparation, communications, and follow up activities;
10.	19	Began working on "Becoming Age-Friendly" Grant to assess how community are addressing aging population and the declining young adult population;
11.	15.5	Continued to work with town residents, volunteers and a solar installer to organize and implement a 4th Round of Solar Up NH within the community. The program is successfully helping town residents obtain discount pricing for residential solar installations;
12	12	Provided staff support to the Regional Trails Coordinating Council: led correspondence efforts, organized meetings, recorded minutes, and assisted in the search for grant opportunities;
13	10	Provided monthly information to the Planning Board regarding upcoming meetings, project and grant updates, webinars and other training opportunities through the planning commission's quarterly Newsletters, monthly Media Blasts and periodic E-Bulletins;
14	6.4	Using SHRP2 funds, identified the best data sources for selected performance measures, conducted a trend analysis on the selected measures, and set performance targets for the selected measures;
15	6	Updated interactive maps displaying traffic count locations and traffic volumes for the Town of Derry. Maps are now available on the SNHPC.org website;
16	6	Facilitated electrical consortiums, meetings, and contracts with the Town to establish a regional electric purchasing cooperative with several other municipalities and school districts. By switching to renewable energy produced in NH, the Town will save \$370,319 and SAU #10 will save \$338,989 throughout the three year contract;
17	3.5	Ran new scenario for Derry Fire with moving Station 1 to Shute's Corner;
18	3.1	Staff started updating the regional travel demand model, which has been using in traffic volumes forecasting on roads in the region for the future;
19	3	Participated on the NH BPTAC (Bike-Ped Transportation Advisory Committee) Counting Subcommittee, preparing a statewide counting plan and conducting the inaugural counts using shared automated counting equipment;
20	3	Worked on NH Rail Transit Authority Advisory and Governance Boards projects;
21	2	Updated ITS architecture for the SNHPC region;
22	2	Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
23	1	Organized and facilitated a Legislative Event for NH Legislators and local officials in the SNHPC region. This year's topic was Growing a Sustainable Tech Ecosystem;
24	1	Organized Outreach and Education Events such as our ongoing Planning Round Table events on Accessory Dwelling Units and Benefits of Rain Gardens, bringing in experts from various state agencies. Also organized on-site biking and transit rider event to discuss complete streets issues in our state and around the region.

Derry's Representatives to the Commission

Frank Bartkiewicz
Adam Burch
John O'Connor
Jeffrey Moulton, Treasurer
Joseph Donahue, Alternate

Executive Committee Member: Jeffrey Moulton, Treasurer



ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment membership is comprised of residents of the Town of Derry only - as protected by state statute.

This Board meets the first and third Thursdays of every month provided an applicant wishes for relief from ordinances.

During Fiscal Year 2017, The Zoning Board of Adjustment had twenty-three (23) applications for variances, one (1) application for an equitable waiver, two (2) applications for special exceptions, four (4) requests for rehearings; of which two (2) were granted and one (1) request for an extension of a variance.

The ZBA also hears cases of administrative appeals of which no such cases were filed.

As chairman, I would like to recognize the Planning and Code Enforcement Departments for their support and strong working relationship.

Respectfully submitted,

Lynn P. Perkins

Lynn P. Perkins, Chairman

DERRY TOWN CHARTER



Adopted: November 1984 (effective January 1, 1985)

Amended: 1988, 1991

Revised: 1993

Amended: 1994, 1995, 1996, 1999, 2001, 2002, 2003, 2004, 2005, 2012,
9/2012 (effective 7/1/13), 7/2013 (effective 7/1/13)

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- SECTION 11.6 Absorption of East Derry Fire District
(Section eliminated 3-12-2013)

DERRY CHARTER

PURPOSE

The purpose of this Charter is to exercise the home rule power recognized under Part One, Article 39 of the Constitution of the State of New Hampshire, consistent with the general laws of the State.

ARTICLE 1

INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS

SECTION 1.1 Incorporation

The inhabitants of the Town of Derry shall continue to be a body politic and corporate under the name of the "Town of Derry" and as such to enjoy all the rights, immunities, powers and privileges and be subject to all the duties and liabilities now appertaining to or incumbent upon them as a municipal corporation. All existing debts and obligations shall remain obligatory upon the Town under this Charter.

SECTION 1.2 Town Council Form of Government

Except as otherwise provided in this Charter, all powers of the Town shall be vested in a Town Council.

SECTION 1.3 Construction

The powers conferred under this Charter are to be construed liberally in favor of the Town, and the specific mention of particular powers is not intended to limit in any way the general powers of the Town as stated in Section 1.1.

SECTION 1.4 Intergovernmental Relations

Subject only to express limitations in the provisions of the New Hampshire Statutes, the Town may exercise any of its powers or perform any of its functions under this Charter and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with the State of New Hampshire or any political subdivision or agency thereof, or the United States of America or any agency thereof.

SECTION 1.5 Districts

The Town shall continue to be divided into 4 Districts for the purpose of electing Town Councilors from such Districts. The boundaries of the presently established Districts shall remain as drawn until boundaries are redrawn by the Town Council based on the decennial Census of the United States. So far as reasonably fair and practicable, all Districts shall be equal in population. The Town Council shall, if necessary, adjust and establish new boundaries based on decennial Census data. The Town Council may establish its own rules and procedures governing the conduct of redistricting. However, the Town Council shall hold at least one public hearing concerning new District boundaries.

ARTICLE 2

ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS

SECTION 2.1 Composition of Board of Election Officers

Eligible members of the Supervisors of the Checklist, the Moderator, the Town Clerk, and the Town Council shall constitute the Board of Election Officers. The Moderator shall be the Chairman. The Town Clerk shall serve as the Clerk of the Board. An "eligible" member shall be defined as someone who is not disqualified by State law. **(amended 9-11-2012)**

SECTION 2.2 Moderator

There shall be a Moderator of the Town who shall have all the powers and duties granted by this Charter and State law. The Moderator shall be elected at large at the regular Town election for a term of 2 years. The Moderator shall have the power to appoint all election officials except those which this Charter or State law requires to be elected or otherwise appointed. The Moderator shall determine whether all ballots from all polling places are to be counted in one or more locations. Vacancies in the office of Moderator shall be filled pursuant to State law.

SECTION 2.3 Supervisors of the Checklist

(A) There shall be 3 Supervisors of the Checklist who shall hold office for 6 years (and until their successors are elected and

qualified), elected on a staggered basis so that one Supervisor is elected every two years.

(B) Vacancies among the Supervisors of the Checklist shall be filled pursuant to State law. The person so appointed shall hold office until the vacancy for the unexpired term is filled at the next regular Town election.

(C) The Supervisors of the Checklist shall elect a chairman for a term of 2 years.

SECTION 2.4 Duties of the Supervisors of the Checklist

The Supervisors of the Checklist shall have such powers and duties as are specified under State law.

SECTION 2.5 Conduct of Elections

(A) The election officers, whose duty it is to conduct regular and special elections, shall conduct Town elections in accordance with State law. All elected Town officers shall be elected by use of the Non-Partisan Ballot System established by State law.

(B) The regular Town election shall be held on the second Tuesday in March in each year. The Town Council shall by ordinance establish other election dates, polling places and balloting hours.

(C) Persons who would be qualified under State law to vote in a biennial election in the Town if held on the day of a Town election, shall be qualified to vote in the Town election.

(D) The filing period for candidates to be placed on the ballot for Town elections shall be 10 days, beginning on the seventh Wednesday before the Town election. **(amended 3-12-13)**

SECTION 2.6 Preparation of Ballots

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates in such order as permitted by State law, without party designation. Below the list of names of the

candidates of each office, there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

SECTION 2.7 Preservation of Ballots

All the ballots cast at each election shall be preserved, maintained, and sealed as required by State law.

SECTION 2.8 Contested Elections

(A) Any person for whom a vote was cast and recorded for any office at a town election may, before the expiration of 3 days after the date of the election, apply in writing to the Town Clerk for a recount of the ballots cast for such office and shall pay to the Town Clerk the fee authorized by State law, for the use of the Town. The Town Clerk shall appoint a time for the recount not earlier than 5 days and not later than 10 days after the receipt of the application. If a recount is requested for a Town office, no person shall assume that office until the recount is completed.

(B) The recount shall be conducted by the Board of Election Officers acting as a Board of Recount. In compliance with State law, the members of the Board of Election Officers comprising the Board of Recount shall be the Town Clerk, the Moderator, and members of the Town Council, provided that all officers are eligible pursuant to RSA 669:32. The Board shall determine the results of any recount. Decisions of the Board in cases of contested elections shall be final, subject only to statutory appeals to the Superior Court. **(amended 9-11-2012)**

(C) Tied elections for any elected Town office shall be determined by lot in a manner decided by the Town Clerk in the presence of the candidates who are tied, if upon notice from the Clerk they elect to be present.

(D) If any 10 voters of the Town shall, before the expiration of 7 days after the date of the regular Town election or special election, apply in writing to the Town Clerk for a recount of the votes on any ballot question affecting the Town only, the Clerk shall appoint a time and place for the recount, not earlier than 5

days nor later than 10 days after receipt of the application. The recount shall be conducted in accordance with State law. Applicants shall pay to the Town Clerk, for use of the Town, the appropriate fee as established by State law.

SECTION 2.9 Certification of Election and Appointment

(A) Written notice of election or appointment to any Town office or board shall be mailed by the Town Clerk to the person elected or appointed, within 48 hours after the appointment is made or the results of any vote are certified to the Town Council. If, within 10 days from the date of the notice, such person shall not take, subscribe to and file with the Town Clerk an oath of office, such neglect shall be deemed a refusal to serve and the office shall be deemed vacant, unless the Town Council shall extend the time in which such person may qualify.

(B) The removal from office in accordance with this Charter, with or without cause, of a person elected or appointed or otherwise chosen for a fixed term, shall give no right of action for breach of contract.

(C) Except as otherwise provided by law, before entering upon the duties of office, every person elected or appointed to Town office shall take and subscribe to an oath of office as prescribed by law, which shall be filed and kept in the office of the Town Clerk. Any oath required by this section may be administered by any officer qualified by law to administer oaths.

(D) All elected Town officials shall take office on the first Monday following their election and shall hold office until their successors are duly elected and qualified.

ARTICLE 3
PETITIONS: FREE; INITIATIVE; REFERENDUM

SECTION 3.1 Free Petition

(A) Individual Petitions, Action Discretionary: The Town Council shall receive all petitions which are addressed to them and signed by a registered voter and may, in their discretion, take such action in regard to such petitions as they deem necessary and appropriate.

(B) Group Petitions, Action Required: The Town Council shall hold a public hearing and act by taking a vote on the merits of every petition which is addressed to it and which is signed by at least 100 registered voters. The hearing shall be held by the Town Council, or by a committee or subcommittee thereof, and the action by the Town Council shall be taken not later than 60 days after the petition is filed with the Town Clerk. Hearings on two or more petitions filed under this section may be held at the same time and place. The Town Clerk shall mail notice of the hearing to 10 petitioners whose names first appear on each petition at least 7 days before the hearing. Notice shall be given by publication of a summary of the contents of a petition at least 7 days prior to all such hearings, at public expense. No hearing shall be held upon more than one petition containing the same subject matter in any 12-month period. No hearing or action by the Town Council under this section shall be required in the case of any petition to suspend the implementation of an ordinance adopting a budget or enacting a land use regulation.

SECTION 3.2 Initiative Petition

(A) Commencement of Proceedings: Initiative procedures shall be started by the filing of an initiative petition with the Town Clerk. The petition shall be addressed to the Town Council, shall contain a request for passage of a particular measure set forth in the petition, and shall be signed by no less than 20 percent of the total number of votes cast in the last regular Town election.

Signatures to an initiative petition need not be all in one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the Town Clerk as one instrument, with the endorsement thereon of the names and

addresses of the persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within 7 days after the filing of an initiative petition, the Town Clerk shall ascertain by what number of registered voters the petition is signed, and what percentage that number is of the total number of votes cast in the last regular Town election, and shall attach thereto a certificate showing the result of such examination.

The Town Clerk shall forthwith transmit the certificate with the petition to the Town Council and at the same time shall send a copy of the certificate to the first person designated on the petition as filing the same.

When such certificate establishes that the petition appears to have been signed by the requisite number of registered voters, the petition shall be deemed to contain requisite signatures unless written objections are made with regard to the signatures thereon by a registered voter within 7 days after such certificate has been issued, by filing such objections with the Town Council and a copy thereof with the Town Clerk. The validity of any such objection shall be determined by the Town Council at their next regular meeting.

(B) Requirements for Passage and Submission to Electorate. If the Town Council determines that the petition contains the requisite signatures of registered voters, and if in the opinion of the Town attorney the petitioned initiative measure may lawfully be passed by the Town Council, the Town Council shall within 20 days after the petition has been finally determined to be sufficient: (1) pass the measure without alteration; or, (2) schedule a special Town election to be held on a date not less than 30 nor more than 60 days thereafter, and submit the measure without alteration to a vote at that election. However, if any other Town election is to occur within 60 days after the petition has finally been determined to be sufficient, the Town Council may omit a special election and submit the measure to a vote at such other Town election.

The ballot presenting an initiative measure shall state the nature of the measure in terms sufficient to communicate the substance

thereof. The question shall be whether the initiative measure should be adopted.

SECTION 3.3 Referendum Petitions

(A) Commencement of Proceedings: Referendum petitions must be filed with the Town Clerk within 30 days after adoption by the Town Council of the measure or part thereof protested by the petition. Referendum petitions shall identify specifically the measure or part thereof protested and must be signed by no less than 20 percent of the total number of votes cast in the last regular Town election. The procedures of Section 3.2 (A) shall apply to referendum petitions except that the words "measure or part thereof protested" shall, for this purpose, replace the word "measure" in the said section whenever it may occur, and the word "referendum" shall replace the word "initiative" in said section.

(B) Suspension of Effect of Measure or Part Thereof Protested: When a referendum petition is filed with the Town Clerk, the measure or part thereof protested shall be suspended from taking effect, except for emergency ordinances adopted under Section 6.3 of this Charter or ordinances adopting a budget or land use regulation, which shall not be subject to suspension. Such suspension shall terminate when:

1. There is a final determination of insufficiency of the petition; or
2. The filers of the petition withdraw it; or
3. 30 days have elapsed after a vote of the Town on the measure or part thereof protested

(C) Action on Petition: When a referendum petition has been finally determined to be sufficient, the Town Council shall reconsider the protested measure or part thereof by voting whether to repeal it. If the Town Council fails to repeal the protested measure or part thereof within 30 days after the day the petition was finally declared sufficient, the Town Council shall submit the protested measure or part thereof to a vote of the Town at a special Town election to be held on a date fixed by the Town Council. Such special election shall be held not less than 30 nor

more than 60 days after the Town Council's vote on repeal. However, if any other Town election is to occur within 60 days after the Town Council's vote on repeal, the Town Council may omit a special election and submit the protested measure or part thereof to a vote at such other Town election.

The ballot presenting a referendum measure under this section shall state the nature of the protested measure or part thereof in terms sufficient to communicate its substance. The question shall be whether the referendum measure should be repealed.

SECTION 3.4 Submission of Proposed Measure to Voters

The Town Council may, on its own motion, submit any proposed measure, or a proposition for the repeal or amendment of any measure, to a vote of the Town at a regular or special Town election in the same manner and with the same force and effect as provided by this Charter for submission of initiative or referendum measures.

SECTION 3.5 Measures with Conflicting Provisions

If two or more initiative or proposed measures passed at the same Town election contain conflicting provisions, only the one receiving the greater number of affirmative votes shall take effect.

ARTICLE 4 JUDICIAL AND ADMINISTRATIVE BOARDS

SECTION 4.1 Elected Boards

(A) Trustees of Trust Funds: There shall be a board of 3 Trustees of Trust Funds whose powers and duties are provided by State law. Trustees of Trust Funds shall be elected at the regular Town election for terms of 3 years, one Trustee each year. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(B) MacGregor Library Trustees: There shall be a board of 7 Trustees of the MacGregor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no

more than 3 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(C) Taylor Library Trustees: There shall be a board of 5 Trustees of the Taylor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no more than 2 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

(D) Cemetery Trustees: The duties and responsibilities of Cemetery Trustees pursuant to RSA 289 shall be delegated to and exercised by the Derry Town Council.

SECTION 4.2 Administrative Boards

(A) Planning Board: There shall be a Planning Board, whose powers and duties are provided by State law. The Planning Board shall consist of 9 members, of whom 7 are appointed and 2 are ex officio. The 7 appointed members shall be appointed by the Town Council for terms of 3 years, except that initial appointments shall be staggered so that no more than 3 appointed members shall have terms that expire in a single year; a vacancy occurring before the end of a term shall be filled for the unexpired term. The 2 ex officio members shall consist of the Town Administrator, or with approval of the Town Council the Administrator's designee, and a Town Councilor designated by the Town Council for a one year term. There shall also be 3 alternate appointed members appointed in the same way as regular appointed members, except no more than one alternate appointed member's term shall expire in a single year. **(amended 9-11-2012)**

(B) Housing and Redevelopment Authority: There shall be a Housing and Redevelopment Authority whose powers and duties are provided by State law. The Authority shall consist of 5 members appointed by the Town Council for terms of 5 years, except that initial appointments shall be staggered so that no more than one member's term shall expire in a single year. Vacancies shall be filled for the unexpired term.

(C) Conservation Commission: There shall be a Conservation Commission whose powers and duties are provided by State law.

The Commission shall consist of 7 members appointed by the Town Council for terms of 3 years, except that initial terms shall be staggered so that no more than 2 members shall have terms that expire in the first year, two members in the second year and three members in the third year. Vacancies shall be filled for the unexpired term. Four (4) alternate members shall be appointed in like manner, except that the terms of no more than two alternate members shall expire in a single year.

(D) Heritage Commission: There shall be a Heritage Commission whose powers and duties are provided by State Statute in accordance with RSA 673:4-a I & II only, 674:44a, 674:44-b I & III, 674:44-d. The Commission shall consist of 5 (five) members who shall have the powers and duties of both the Heritage Commission and a Historic District commission. The Commission shall consist of at least four (4) regular members who shall be appointed by the Town Council for three (3) year terms which shall be staggered so that no more than two (2) members' terms will expire in a single year. One regular member shall be a Town Councilor, designated by the Town Council for a term of one (1) year. There shall be three (3) alternate members who shall be appointed by Town Council for three (3) year terms which shall be staggered so that no more than one (1) member's term will expire in a single year. Vacancies shall be filled for the unexpired term.”
(amended 1999)

SECTION 4.3 Judicial Boards

Zoning Board of Adjustment: There shall be a Zoning Board of Adjustment whose powers and duties are provided by State law. The Board shall consist of 5 regular members appointed by the Town Council for 3 year terms, except that initial appointments shall be staggered so that no more than 2 members shall have terms that expire in a single year. In addition, there shall be 5 alternate members, appointed in the same way as regular members, except that no more than two alternate members' terms shall expire in a single year. Vacancies shall be filled for the unexpired term.

SECTION 4.4 Terms of Office

The terms of office of all members of appointed boards shall begin on April 1 and end on March 31.

SECTION 4.5 Certain Vacancies

(A) Unless otherwise provided in this Charter, in the event of a vacancy in an elected office, the Town Council shall fill the vacancy by appointment until the next regular Town election, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

(B) Unless otherwise provided in this Charter, vacancies in appointed boards, commissions or committees shall, be filled by available alternate members selected by Town Council for the unexpired term.

SECTION 4.6 Board Membership Restriction

No member or alternate member of any Administrative or Judicial Board of the Town shall serve on any other Administrative or Judicial Board of the Town, except for ex officio members or Town Councilors designated to serve as members of a board.

SECTION 4.7 Other Administrative Committees

Other administrative boards and committees may be established as necessary by the Town Council.

SECTION 4.8 Meetings with Town Council and Town Administrator

The Town Council and the Town Administrator shall meet during the month of January, and more often if Town affairs so warrant, with the Chairmen of all standing town committees and boards to review significant actions taken by the committees, projects currently under discussion and anticipated activity for the coming year.

ARTICLE 5 THE GOVERNING AND LEGISLATIVE BODY

Section 5.1 The Town Council

Except as otherwise provided by this Charter, the governing and legislative body of the Town shall be a Town Council exercising all powers authorized by State law. The Town Council shall consist of 7 councilors, of whom 3 councilors shall be elected at large, and one councilor shall be elected from each District.

Section 5.2 Terms of Office

The term of office for members of the Town Council shall be for three years, or until the election and qualification of their successors.

Section 5.3 Qualification for Office as Town Councilor

To be eligible for election to the office of Town Councilor, a candidate must be 18 years of age, be a resident of the Town for at least one calendar year before the election, and in the case of a District Councilor, be a resident of the District to be represented. If a Councilor or any elected official of the Town moves from the Town, or from the District in the case of a District Councilor, and establishes a domicile in some other place, the office shall be declared vacant and shall be filled as provided for by this Charter.

SECTION 5.4 Selection of Chairman and Chairman Pro Tem

The Council shall, by the affirmative vote of a majority of all its members, at its first regular meeting following each regular Town election, choose one of its members Chairman for a term of one year. The Council shall choose one of its member's Chairman Pro Tem, for a term of one year, who shall act in the absence or disability of the Chairman. In the event of a vacancy occurring in the office of Chairman, the Council shall choose one of its members Chairman at the next regular meeting to serve for the unexpired term. The Chairman shall be the official head of the Town for all ceremonial purposes, shall preside at all meetings of the Council and may speak and vote at such meetings.

SECTION 5.5 Election of Councilors

Town Councilors shall be elected for terms of 3 years on a staggered basis, under the following schedule: At the first regular Town election following the effective date of this Charter (1994), there shall be elected one Councilor-at-large and the Councilor for District 1; at the second ensuing regular Town election (1995), there shall be elected one Councilor-at-large and the Councilors for District 2 and 4; at the third ensuing regular Town election (1996), there shall be elected one Councilor-at-large and a District Councilor for District 3. Thereafter, Town Councilors shall be elected on the same schedule in each ensuing 3 year cycle..

SECTION 5.6 Removal of Councilors

The Town Council may, on specific charges and after due notice and hearing, at any time remove one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in this Charter.

SECTION 5.7 Filling of Town Council Vacancies

In case a vacancy occurs in the Town Council for any reason, the remaining Town Councilors shall, by majority vote, appoint an acting Councilor from among persons eligible to hold the vacant office, to serve until the next regular Town election, at which point the vacancy shall be filled by election for the remainder of the unexpired term.

The Town Council shall act to fill a vacancy no later than 21 days after the vacancy has been officially declared. If such action is not taken within 21 days, the appointment shall be made by the Chairman of the Council. The person so appointed shall be sworn and commence to serve forthwith.

SECTION 5.8 Compensation; Expenses

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following: No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a two-thirds vote of all the members of the Town Council. The new salary and expense schedule shall be included in the next Town budget process, and shall take effect

in the fiscal period to which that budget applies. No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

SECTION 5.9 Rules; Meetings; Quorum

(A) The Town Council shall from time to time establish rules for its proceedings. Regular meetings of the Town Council shall be held at a time and place fixed by the Council but which shall be not less frequent than once monthly. Special meetings of the Town Council may be held on the call of the Town Administrator, or the Chairman of the Council, or on the call of any three or more members, by written notice delivered to the place of residence or business of each member at least 48 hours in advance of the time set. Sessions of the Town Council shall be open to the public, in accordance with RSA 91-A. Every matter coming before the Town Council for action shall be put to a vote, the result of which shall be duly recorded.

(B) A majority of all the members of the Town Council shall constitute a quorum. The affirmative vote of a majority of all the members of the Town Council shall be necessary to adopt any appropriation. Except as otherwise provided by law or this Charter, any other action or measure may be adopted by a majority vote of those present.

SECTION 5.10 Council Staff

The clerk of the Town Council shall be the Town Clerk. The Clerk of the Town Council or designee shall give notice of all meetings of the Town Council to its members and to the public, shall keep a record of its proceedings and shall perform such duties as may be assigned by the Charter, by ordinance, or by other vote of the Town Council.

SECTION 5.11 Town Councilors - Incompatible Offices

Except as otherwise provided in this Charter, members of the Town Council shall not hold any other office or employment with the Town. Former members of the Town Council shall not be eligible for appointment as a compensated Town officer or employee until one year after the expiration of their service.

ARTICLE 6 ORDINANCES

SECTION 6.1 Municipal Legislation

Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The Town of Derry Ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the clerk of the Town Council, and each ordinance so recorded shall be authenticated by the signature of the Chairman of the Town Council and the Clerk of the Town Council.

SECTION 6.2 Ordinances

(A) An ordinance may be introduced by any Councilor at any regular or special meeting of the Town Council. Upon introduction of any ordinance, the Clerk of the Town Council shall distribute a copy to each Councilor and to the Town Administrator, shall file a reasonable number of copies in the office of the Town Clerk and shall post a copy in such other public places as the Council may designate. The full text of the proposed measure or ordinance need not be included in the notice if an adequate statement is included, describing the proposal and designating the place where the proposal is on file for public inspection.

(B) Every proposed ordinance shall be introduced in writing in the form required for final adoption. Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance, sections or subsections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type, and shall indicate new matter by underscoring or by italics.

(C) After the ordinance's first reading, it shall be published on the Town website and a notice placed in a newspaper of general circulation in the Town at least once, publicizing the time and place when and where it will be given a public hearing and be considered for final passage. The newspaper notice shall also contain a statement describing the proposal, and designating the

place where the proposal is on file for public inspection.
(amended 9-11-2012)

(D) No ordinance shall be passed finally on the date on which it is introduced, except in cases of emergency involving the health or safety of the people or their property. Every adopted ordinance, except as otherwise provided by this Charter, shall become effective at the expiration of 30 days after adoption or at any later date specified therein.

No ordinance shall be amended or repealed except by another ordinance adopted in accordance with this Charter, or as provided in the initiative and referendum procedures of this Charter.

SECTION 6.3 Emergency Ordinances

An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall contain statements after the enacting clause declaring that an emergency exists, and describing the scope and nature of the emergency in clear and specific terms. A preamble which declares and defines the emergency shall be separately voted on and shall require the affirmative vote of two-thirds of all the members of Town Council.

Action on an emergency ordinance shall be taken without amendment at the meeting at which the ordinance is introduced. No ordinance making a grant, renewal or extension, whatever its kind or nature, of any franchise or special privilege shall be passed as an emergency ordinance and except as provided by law relating to utility lines, no such grant, renewal or extension shall be made otherwise than by the regular procedure established for ordinances. After its adoption, an emergency ordinance shall be published as prescribed for other adopted ordinances. It shall become effective upon adoption or at such time as it may specify.

SECTION 6.4 Codification of Ordinances

Not later than 18 months after taking office under this Charter and at least every fifth year thereafter, the Town Council shall have prepared a revision or codification of the ordinances of the Town which are appropriate for continuation as local laws of the Town.

SECTION 6.5 Existing Ordinances

All by-laws, ordinances, rules, restrictions and regulations of the Town of Derry which are in effect as of the effective date of this Charter, and are not inconsistent with this Charter, shall remain in effect after the adoption of this Charter until they expire by their terms or are repealed, modified or amended by the Council.

SECTION 6.6 Charter Objection

On the first occasion that the question on adoption of a measure is put to the Town Council, if two Councilors object to the taking of the vote, the vote shall be postponed until the next meeting of the Town Council whether regular or special. The Councilors who raise the objection shall state the basis for the objection and cite the Charter provision or other applicable law being relied upon in making the objection. This procedure shall not be used more than once for any agenda item. Any item once postponed shall not be further postponed under this section. The Charter objection privilege is not available with respect to an emergency ordinance.
(amended 9-11-2012)

ARTICLE 7 GENERAL POWERS

SECTION 7.1 General Powers of the Town Council

Subject to the provisions of this Charter, as the elected body serving as the legislative and governing body of the town, the Town Council shall exercise all the powers and duties of selectmen, city councils and boards of aldermen and such other powers and duties provided by State statute or the Constitution of the State of New Hampshire. Except as otherwise provided by State law or this Charter, the powers of the Town Council may be exercised in a manner determined by it.

SECTION 7.2 Regulation of Fees and Other Charges

In accordance with State law, the Administrative Code and this Charter, the Town Council shall approve and regulate all fees and charges, whether for reclamation, impact, use, permits or any other charges that may be made by any department or agency, for the use of the facilities or services of the Town.

SECTION 7.3 Delegation of Powers

The Town Council may delegate to one or more Town agencies the powers to grant and issue licenses and permits vested in the Town Council by State law, and may regulate the granting and issuing of licenses and permits by any such Town agency. The Town Council may in its discretion, rescind any such delegation without prejudice to any prior action taken on such licenses or permits.

SECTION 7.4 Inquiries and Investigations

The Town Council may require any elected or appointed Town officer or employee, any official appointed or confirmed by the Council, or any member of an elected Town board or elected Town commission to appear before it and to give such information as the Town Council may require in relation to such person's office, function or performance. The Town Council shall give at least 48 hours written notice of the general scope of the inquiry which is to be made to any person it shall require to appear before it under this section.

The Town Council may make investigations into the affairs of the Town and into the conduct of any Town agency, and for this purpose may administer oaths and require the production of evidence.

ARTICLE 8 ADMINISTRATION OF GOVERNMENT

SECTION 8.1 Town Administrator

The chief administrative officer of the Town shall be the Town Administrator (hereinafter called the "Administrator"). The Administrator shall be appointed by the Town Council upon the affirmative vote of at least 5 members of the Council. The Administrator shall hold office at the pleasure of the Town Council. The Town Council shall fix the Administrator's salary and terms of employment.

SECTION 8.2 Qualifications

The Administrator shall be appointed solely on the basis of qualifications for the office, with special reference to education,

training and previous experience in public or private office. The Administrator need not be a resident of the Town or of the State of New Hampshire unless contractually obligated. The Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, except as authorized by this Charter, nor engage in any other business or occupation unless with the approval of the majority of the Town Council.

(amended 3-12-2013)

SECTION 8.3 Evaluation of Administrator's Performance

During the budgetary process following the first anniversary of the Administrator's service to the Town and during each subsequent budgetary process, the Town Council shall conduct an evaluation of the Administrator's performance in office. After such evaluation, the Town Council shall determine whether the Administrator's overall performance in office has been satisfactory or unsatisfactory. The Town Council shall also establish the Administrator's compensation for the ensuing year.

SECTION 8.4 Removal of Administrator

(A) The Administrator may be removed by a majority vote of all members of the Town Council as herein provided. The Town Council shall adopt a resolution stating its intention to remove the Administrator and the reasons therefore, a copy of which shall be served on the Administrator. Immediately upon delivery to the Administrator of the resolution stating the intent of the Town Council, the Administrator shall be relieved of office and all further duties.

(B) The Administrator may reply thereto in writing within 10 days, and upon request, shall be afforded a public hearing which shall occur not earlier than 10 days nor later than 15 days after such hearing is requested. After the public hearing, if one is requested, and after full consideration, the Town Council, by majority vote of all its members, may adopt a final resolution of removal. The Administrator shall continue to receive full salary until the effective date of a final resolution of removal. The action of the Town Council in removing the Administrator shall be final.

During the period between adoption of a resolution under Paragraph (A) of this section and final action under Paragraph (B), the Town Council shall, by majority vote of all its members, appoint an interim Administrator to serve at the will of the Town Council for not more than 90 days. If a final resolution of removal is not adopted, the Administrator shall resume office forthwith.

SECTION 8.5 Acting Town Administrator

(A) Whenever by reason of sickness, absence from the town or other unexpected cause, the Town Administrator shall be unable to perform the duties of the office for a period of 3 successive working days or more, the Town Council shall appoint an Acting Town Administrator.

(B) The Acting Administrator shall have all the powers and perform all the duties of the Administrator except to the extent that said powers and duties may be specifically restricted by Town Council resolution. The Acting Administrator shall be paid such salary for services hereunder as may be prescribed by the Town Council.

SECTION 8.6 Powers and Duties of Administrator

(A) The Administrator shall be the chief administrative officer of the Town, shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. The Administrator shall be charged with the preservation of the health, safety, and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, this Charter and general State laws governing administration of the Town. The Administrator shall supervise and direct the administration of all Town departments and personnel therein.

(B) Except as otherwise provided by this Charter, the Administrator shall appoint upon merit and fitness alone, and may remove all officers and employees of the Town, subject to the provisions of pertinent statutes and the Administrative Code. Appointment of officers and employees who report directly to the Town Administrator shall be subject to confirmation by vote of the Town Council.

(C) The Administrator shall fix the compensation of all Town officers and employees appointed by the Administrator, within the limits established by existing appropriations.

(D) The Administrator shall have full jurisdiction over the rental and use of all Town facilities under the Administrator's control. The Administrator shall be responsible for the maintenance and repair of all Town property under the Administrator's control, within the limits of existing appropriation.

(E) The Administrator shall keep a full and complete inventory of all property of the Town, both real and personal.

(F) The Administrator shall be responsible for purchasing all supplies, material and equipment for all departments and activities of the Town.

(G) The Administrator shall keep the Town Council informed of the needs of the Town, and make such reports and recommendations as the Administrator may deem advisable or as the Council, as provided by this Charter or by ordinance, shall direct.

(H) The Administrator shall have and perform such other powers and duties not inconsistent with the provisions of this Charter as now are, or may be, conferred or imposed upon the Administrator by ordinance, or by general State laws. The Administrator shall have the right to take part in the discussion of all matters before the Town Council, but not the right to vote.

SECTION 8.7 Non-interference by Individual Members of the Town Council

The Town Council shall act in all matters as a body. Members of the Council shall not seek individually to influence the official acts of the Town Administrator, or any other officers; or to direct or request, except in writing, the appointment of any person to, or removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member of the Town Council violating the provisions of this section, as

determined through procedures established in this Charter, shall forfeit the office.

SECTION 8.8 Appointive Officers

(A) There shall be appointed by the Administrator, subject to confirmation by vote of the Town Council, a police chief, a fire chief, a health officer, one or more assessors, town attorney, a tax collector and such other officers as may be necessary to administer all departments which this Charter and the Town Council shall establish. Assessors shall, prior to appointment, have demonstrated knowledge of property appraisal or assessment and of the laws governing the assessment and collection of property taxes. The powers and duties of appointed officers and heads of departments shall be those prescribed by state law, by the Charter or by ordinance.

(B) The Town Council may engage as needed such other attorneys as are deemed in the best interest of the Town or to provide legal advice to the Town Council.

SECTION 8.9 Departments; Administrative Code

The Town shall have departments, divisions, boards or committees as may be established by this Charter or as the Town Council may establish by ordinance. It shall be the duty of the Administrator to draft and to submit to the Town Council within 9 months after assuming office, an ordinance consistent with this Charter to be titled as the "Administrative Code", which provides for the division of the administrative service of the Town into departments or agencies and defines the functions and duties of each.

The ordinance shall include, subject to any collective bargaining agreements that may be agreed upon, provisions for a merit plan to ensure that all appointments and promotions in the service of the Town shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience and provisions governing discipline and dismissal of personnel. Subsequent to the adoption of such ordinance, upon recommendation of the Administrator, the Town Council by ordinance may amend it to

create, consolidate or abolish departments, agencies or other divisions of the Town, define the functions and duties of each, or otherwise amend it.

The chief officer of each department shall have supervision and control of such department and shall have the power to prescribe rules and regulations for the conduct of such department, not inconsistent with general law, this Charter, the Administrative Code, and the provisions of the merit plan. Prior to adoption of the Administrative Code, the Administrator shall have the power to establish temporary rules and regulations to ensure economy and efficiency in the several divisions of Town government.

SECTION 8.10 Town Clerk

There shall be a Town Clerk, elected for a term of 3 years. The Town Clerk shall have such authority and perform such duties as provided by State law. Vacancy in the office of Town Clerk shall be filled in accordance with State law.

ARTICLE 9 FINANCE

SECTION 9.1 Fiscal Year

The fiscal year of the Town shall begin July 1 and run through the subsequent June 30 in each year.

SECTION 9.2 Preparation of Budget

The preparation of the fiscal budget of the Town shall begin at such time as specified by the Administrator, or as directed by the Administrative Code. The chief officer or director of each department shall submit to the Administrator an itemized estimate of the expenditures for the next fiscal year for the department or activities under the officer's control. In presenting the budget to the Town Council, the Administrator shall also include a detailed report of estimated revenues other than those to be derived from real estate taxes, paying particular attention to departments or activities that are self-sustaining.

SECTION 9.3 Submission of Budget; Budget Message

(A) By April 1 the Administrator shall submit to the Clerk of the Town Council a proposed budget for the ensuing fiscal year which shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year, an accompanying budget message and supporting documents, including the estimated effect of the proposed budget on the tax rate.

(B) The message of the Administrator shall explain the budget for all Town agencies both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, indicate any major changes from the current fiscal year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Town's debt position and include such other material as the Administrator deems desirable or the Town Council may reasonably require.

SECTION 9.4 Action on the Budget

(A) Limitation of Budget Increases: Recognizing that the final tax rates for the Town of Derry are set by the New Hampshire Department of Revenue Administration pursuant to State law, the Administration and Town Council of the Town of Derry shall develop their annual budget proposals in accordance with the mandates of this section. In establishing a municipal budget, the Town Council shall be allowed to assume an estimated property tax rate only in an amount equal to the equalized tax rate established during the prior fiscal year increased by a factor equal to the average change in the Northeast Region Consumer Price Index for All Urban Consumers (CPI-U) as published by the United States Department of Labor Bureau of Labor Statistics for the calendar year immediately preceding budget adoption. Total expenditures for any given budget year shall not exceed funds reasonably calculated to be derived by a tax rate so established in addition to other revenues generated by the municipality. This provision shall not prevent the Town Council from establishing an annual municipal budget below this limit. This provision shall not limit the Town Council from appropriately funding any programs or accounts mandated to be paid from municipal funds by state or federal law. **(amended 3-12-13)**

(B) Exception to Budget Limitation: The total or any part of principle and interest payments for any municipal bond may be exempted from being included in expenditures subject to the prior limitation in Sec. 9.4(A) upon a two-thirds vote of the entire Derry Town Council. This decision shall be made annually.

(C) Public Hearing: The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the proposed budget as submitted by the Administrator with a notice stating: (1) the times and places where copies of the proposed budget are available for inspection by the public and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on the proposed budget will be held by the Town Council.

(D) Adoption: The Town Council shall enact the budget, with or without amendments, by May 31. In amending the budget, it may delete, decrease, increase or add any programs or amounts, except it may not decrease expenditures required by law or for debt service. If the Town Council fails to take action with respect to the budget by May 31, such budget shall, without any action by the Town Council, be deemed to have been adopted, and shall be available for the purposes specified.

SECTION 9.5 Quarterly Budget Reports

At the beginning of each quarterly period during the fiscal year, and more often if required by the Town Council, the Administrator or designee shall submit to the Town Council data showing the state of the Town's financial affairs. The Administrator shall, at the Town Council's first regular meeting in the quarterly period, using the same data furnished to the Town Council, provide a report to the public that shows the relation between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses. The Town Administrator, with simple majority approval of the Town Council, may reduce appropriations for any item or items, except amounts required for debt and interest charges or other legally-required expenditures, to such a degree as may be necessary to keep total expenditures within total anticipated revenues **(amended 3-13-12)**

SECTION 9.6 Appropriations After Adoption of Budget

No appropriation shall be made for any purpose not included in the annual budget as adopted, unless approved by a two-thirds majority of all the members of the Town Council after a public hearing. The Town Council shall, by resolution, designate the source of any money so appropriated.

SECTION 9.7 Transfer of Appropriations

“No expenditure shall be made, and no obligation for expenditure shall be incurred, except pursuant to a duly adopted appropriation or a transfer of appropriation permitted by this section.

With the approval of a majority of the Town Council, the Town Administrator may transfer any unencumbered appropriation balance or any portion thereof from one department to another. The Town Administrator may transfer any unencumbered appropriation balance or any portion thereof within a department, provided that funds are available to support the transfer, that the amount to be transferred is not essential for the effective operation of the department’s functions, and that the transfer is not otherwise contrary to State law.” **(amended 9-11-2012)**

SECTION 9.8 Capital Improvements Plan

(A) The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Town Council a capital improvements plan at least one month prior to the final date for submission of the budget. The capital improvements program shall include:

- (1) A clear summary of its contents.
- (2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.

- (3) Cost estimates, methods of financing and recommended time schedule for each improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(B) The capital improvements plan shall be based on a period of not less than 6 years and shall be guided by the Master Plan for the Town.

(C) The foregoing information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(D) The Town Council and Planning Board may meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.
(amended 3-12-13)

(E) A summary of the updated capital improvements plan with estimated costs shall be included in the Town report and the current year costs of the capital improvements plan shall be included in the Town budget.

(F) The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the capital improvements plan and a notice stating: (1) the times and places where copies of the capital improvements plan are available for inspection by the public; and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on said plan will be held by the Town Council.

(G) After the public hearing and at the time of adoption of the budget as set forth in **Section 9.4D** of the Charter and on or before 30 days prior to the start of the ensuing fiscal year, the Town Council shall by resolution adopt the capital improvements plan with or without amendment, provided that each amendment must be voted separately and that any increase in the capital

improvements plan as submitted must clearly identify the method of financing proposed to accomplish the increase.

SECTION 9.9 Lapse of Appropriations; Special Revenue Funds

Every appropriation, except an appropriation for a capital expenditure or dedicated funds permitted by State law, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if 2 years pass without any disbursement from, or encumbrance of, the appropriation. Special Revenue Funds may be established in accordance with State law for a specific purpose only upon receiving a vote of two-thirds of all the members of the Town Council.

SECTION 9.10 Purchasing Procedure

The Administrative Code, as approved by the Town Council, shall establish purchasing and contract procedure, as well as a non-competitive bid procedure, including the assignment of all responsibility for purchasing to the Administrator or designee, and the combination purchasing of similar articles by separate departments. The Town Administrator, through a written procedure and notification of the Town Council, shall establish dollar limits for purchases and contracts which must be by competitive bid and shall establish the bidding procedures. No competitive bids shall be required when purchasing through the State of New Hampshire or at the State of New Hampshire bid prices. Requirements for bids may be waived in specific instances by the Town Administrator; however the Town Administrator must have the approval of the Council Chair to waive bidding requirements on his/her purchases.

(amended 3-13-2012)

SECTION 9.11 Special Assessments

When it appears either by petition or Council deliberation that the cost of a public improvement should be defrayed in part or whole by special assessment upon the property especially benefitted,

the Town Council shall have authority to so declare by resolution. The Town Council shall hold a public hearing prior to enacting any special assessment resolution. Such resolution shall state the estimated cost of the improvement, the proportion of the cost to be borne by special assessment and the proportion to be borne by Town general revenues. The resolution shall designate the areas of the Town or the premises on which the special assessment shall be levied and the conditions of payment of the levy. Adoption of the resolution shall require an affirmative vote of two-thirds of all the members of the Town Council. The Town Council shall prescribe by ordinance, complete special assessment procedures concerning plans and specifications estimate of costs, notices, hearings and any other matters concerning the financing of improvements by the special assessment method.

SECTION 9.12 Fiscal Control

The Administrative Code shall establish procedures governing fiscal control of all Town finances, including, but not limited to, a pre-audit of all authorized claims against the Town before payment.

SECTION 9.13 Bonding of Officials

Any Town officer or employee (other than Town Councilor) may be required by the Administrator to give a bond for the faithful performance of the duties of the office. The Administrator and all officers receiving or disbursing Town funds shall be so bonded. All official bonds shall be corporate surety bonds, and the premiums thereon shall be paid by the Town. Such bonds shall be filed with the Town Clerk.

SECTION 9.14 Investments, Trust Funds

The Trustees of Trust Funds shall invest and account for funds under their supervision in accordance with State law.

SECTION 9.15 Grants, Gifts

The Town Council may apply for, accept and expend monies received from the State, Federal, or other governmental units, or from private sources which become available during the fiscal year. A procedure for accounting for such monies shall be provided for in the Administrative Code. No Town funds shall be

expended as matching funds for such monies unless lawfully appropriated for such purpose.

SECTION 9.16 Town Treasurer; Deputy Treasurer

There shall be a Treasurer of the Town appointed upon the recommendation of the Town Administrator with approval by the Town Council. The appointment shall be made in writing and shall include the compensation to be paid. The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders of the Administrator and the Chairman of the Town Council or as otherwise authorized by State law. The Administrator shall initiate and sign a document, to be co-signed by the Chairman of the Council or designee, listing payments to be made. The Administrator shall attach to the document all supporting papers, as specified by the Administrative Code, authorizing the Treasurer to make payment.

(amended 9-11-2012)

The Treasurer shall deposit all monies, invest excess funds and account for same as directed by this Charter, the Administrative Code, and State law. A vacancy in the office of the Town Treasurer shall be filled by appointment by the Town Council for the unexpired term.

A Deputy Treasurer shall be appointed by the Treasurer with the approval of the Town Council. The Deputy Treasurer shall be qualified in the same manner as the Treasurer and shall perform all the duties of the Treasurer in the event of the Treasurer's absence by sickness, resignation or otherwise.

(amended 3-13-2012)

Transitional Provision: Pursuant to RSA 669:17-d, upon passage of this amendment the person holding the elected office of Treasurer shall continue on until the next annual Town election following the discontinuance of the elected office of Treasurer.

(amended 9-11-2012)

SECTION 9.17 Borrowing Procedure

Subject to the applicable provisions of State law and the Administrative Code, the Town Council, by resolution, may

authorize the borrowing of money for any purpose within the scope of the powers vested in the Town and the issuance of bonds of the Town or other evidence of indebtedness therefor, and may pledge the full faith, credit and resources of the Town for the payment of the obligation created.

SECTION 9.18 Independent Audit

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Town Council. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting, and other such procedures which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Summaries of the results of such audits, including findings and recommendations and any management letters, shall be made public. At least once every 5 years the Town Administrator, on behalf of the Town Council, shall issue a Request for Proposal for the provision of independent audit services. **(amended 3-12-2013)**

Section 9.19 Annual Report

An annual report of the Town’s business for the preceding year shall be made available to the public not later than 150 days after the close of the fiscal year. **(new section 3-12-2013)**

**ARTICLE 10
GENERAL PROVISIONS**

SECTION 10.1 Availability of Town Records

In compliance with RSA 91-A, a copy of all ordinances, the Administrative Code or other rules and regulations adopted by any town agency, board or individual shall be filed in the office of the Town Clerk and made available for review by any person requesting such information.

SECTION 10.2 Liability of Town Officers and Agencies

All town officers and members of town agencies shall be deemed to be public or municipal officers or officials. The Town shall

indemnify any such officer or member for expenses or damages incurred in the defense or settlement of a claim against the officer or member which arose while acting in good faith within the scope of official duties or employment, but only to the extent and subject to the limitations imposed by State law.

SECTION 10.3 Prohibition

(A) No officer or employee of the Town shall appear as counsel before any agency of the Town of Derry.

(B) Any Town officer or employee who has a substantial financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, material, supplies or services to the Town or to a contractor supplying the Town, shall make known that interest and shall refrain from voting upon or otherwise participating in the transaction as a Town officer or employee. Any Town officer or employee who willfully conceals such interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the office or position. In addition, the transaction shall be voidable by the Town Council if the person contracting with or making a sale to the Town has knowledge that this section has been violated.

(C) Activities Prohibited

1. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Town position or appointive Town administrative office because of race, sex, political or religious opinions or affiliations.

2. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment under the provisions of this Charter or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.

3. No person who seeks appointment or promotion with respect to any Town position or appointive Town office shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in connection with any test, appointment, proposed appointment, promotion or proposed promotion.

4. No person who runs for Town office shall solicit or assist in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding any compensated appointive Town position.

SECTION 10.4 Severability

If any provision of this Charter is held invalid, the other provisions of this Charter shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstance is held invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

SECTION 10.5 Specific Provisions Shall Prevail

To the extent that any specific provision of this Charter conflicts with any provision expressed in this Charter in general terms, the specific provision shall prevail.

SECTION 10.6 Procedures

(A) Meetings: All multiple member bodies of the Town whether elected or appointed or otherwise constituted, shall meet regularly at such times and public places within the Town as they may prescribe. Except in emergencies, special meetings of any multiple member body shall be held on the call of the respective chairperson or by one-third of the members thereof, by written notice delivered to the residence or place of business of each member at least 48 hours in advance of the time set. A copy of the said notice shall also be posted on the Town bulletin board.

Special meetings of any multiple member body shall also be called within one week after the date of the filing with the Town Clerk of a petition by at least 100 voters which states the purpose or purposes for which the meeting is to be called. Meetings of all multiple member bodies shall be open and public; however, a

multiple member body may meet in a non-public session as permitted by RSA 91-A.

(B) Agenda: Except in cases of emergency, at least 48 hours before any meeting of a multiple member body is to be held, an agenda shall be posted containing all items which are scheduled to come before the meeting. No action taken on a matter not included in the posted agenda shall be effective unless the body first adopts by special vote a resolution declaring that an emergency exists and that the particular matter must be acted upon at that meeting for the immediate preservation of the peace, health, safety or convenience of the Town.

(C) Rules and Minutes: Each multiple member body shall determine its own rules and order of business unless otherwise provided by this Charter or by State law. The Town Clerk or designee shall take and keep the minutes of the respective proceedings. Such rules and minutes, except as provided for in RSA 91-A, shall be a public record kept available in a place convenient to the public at all times, and certified copies shall be kept available in the Town Clerk's office.

(D) Voting: Except on procedural matters, all votes of all multiple member bodies shall be taken by a call of the roll and the ayes and nays shall be recorded in the minutes, provided, however, that if the vote is unanimous, only that fact need be recorded.

(E) Quorum: A majority of the members of a multiple member body shall constitute a quorum, but a smaller number may adjourn from time to time and compel the attendance of the absent members in the manner and subject to the penalties prescribed by the rules of the body. No other action taken by a number of members smaller than the quorum shall be valid or binding.

SECTION 10.7 Duties of the Chairman of the Town Council

(A) The Chairman of the Town Council, in addition to other duties as provided for in this Charter, shall, after consulting with the Administrator, prepare the agenda for presentation to the Council.

(B) The Chairman shall meet with the Administrator as often as they both shall deem necessary in order to ensure that the Administrator and the Town Council are in agreement as to decisions made, or to be made, and to share information that may be of benefit to the Chairman and the Town Council regarding public relations, economic development plans, or other public matters the Council may request the Administrator to pursue.

(C) The Chairman shall advise the Town Council on a monthly basis as to activities and progress on matters assigned to the Chairman.

(D) As a member of the Town Council, the Chairman shall be fully subject to the non-interference requirement of Section 8.7 of this Charter.

(E) In order to carry out the Chairman's responsibilities, the Chairman shall be furnished a desk, office space, and secretarial services as needed. Upon leaving office the Chairman shall immediately turn over all papers, files, or other matters to the duly elected successor.

SECTION 10.8 Definitions

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this Charter shall have the following meanings:

(A) Charter: The word "charter" shall mean this Charter and any amendments to it made through any of the methods provided under RSA 49-B.

(B) Days: The word "days" shall refer to calendar days.

(C) Emergency: The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action.

(D) Initiative Measure: The words "initiative measure" shall mean a measure proposed by initiative procedures under this Charter, but excluding:

1. Matters relative to the organization or operation of the Town Council;
2. An emergency measure passed in conformity with this Charter;
3. The Town budget;
4. Tax anticipation notes;
5. An appropriation for the payment of the Town debts or obligations;
6. Any appropriation of funds necessary to implement a duly adopted collective bargaining agreement;
7. Any proceeding, or part thereof, relating to the election, employment, appointment, suspension, transfer, demotion, removal or discharge of any Town officer or employee;
8. Any proceeding repealing or rescinding a measure, or a part thereof, which is protested by referendum procedures.

(E) Majority Vote: Unless otherwise expressly provided, the words "majority vote" shall mean a majority of those present and voting with a quorum of the body present.

(F) Measure: The word "measure" refers to a specific act or proposal. The specific act or proposal may be a resolution, an ordinance, a referendum vote to be taken, or other proposed action, depending on the matter to be acted on.

(G) Multiple Member Body: The words "multiple member body" shall mean any body consisting of two or more persons, whether elected, appointed, or otherwise constituted.

(H) Number and Gender: The singular number may be extended and applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender; and words imparting the feminine gender shall include the masculine gender.

(I) Referendum Measure: The words "referendum measure" shall mean:

1. A measure protested by referendum procedures under this Charter, including a specific item in the Town budget, but excluding items 1 through 7 listed in the definition (E) Initiative Measures, or;
2. Any proceeding of the Town Council providing for the submission or referral of a matter to the voters at an election.

(J) Town: The word "Town" shall mean the "Town of Derry."

(K) Agency: The words "Town Agency" shall mean any board, commission, committee, department, or office of the Town government.

(L) Voters: The word "voters" shall mean registered voters of the Town of Derry.

ARTICLE 11 TRANSITIONAL PROVISIONS

SECTION 11.1 Continuation of Government

All members of the Town government, elected or appointed, except those abolished by this Charter, shall continue to perform their duties until the expiration of their current term, and until successors to their respective positions are duly appointed, elected and qualified, or their duties have been transferred. The Town Council shall take whatever measures are necessary to effectuate an orderly transition and shall take whatever actions are necessary to enable such transitions in office to comply with the provisions of this Charter.

SECTION 11.2 Continuation and Compensation of Personnel; Abolition of Office of Mayor

(A) Until expressly changed after the effective date of this Charter, the compensation of all officers and employees of the Town shall be the same as in effect June 30, 1993.

(B) Any person holding an office or position in the service of the Town, or any person serving in the employment of the Town, shall retain such office or position and shall continue to perform the duties thereof unless or until provisions shall have been made in accordance with this Charter for the performance of such duties by another person or agency. No person in the permanent full-time service of employment of the Town shall forfeit pay grade or time in service by reason of such transfer. All such persons shall be retained in capacities as similar to their former capacities as is practical.

(C) The office of Mayor shall be abolished as of the effective date of this Charter. The present incumbent shall become a Councilor-at-large, and shall have all privileges, rights and access to information as any Councilor, and shall serve until the expiration of the elected term, March 9, 1995.

(D) The Administrator, responsible to the Mayor for the administration of all Town affairs placed in the Administrator's charge under the former Charter, shall, upon the effective date of this Charter, serve under the direction and supervision of the Town Council. Any prior agreement for employment of the Administrator, express or implied, shall terminate upon the effective date of this Charter. A new agreement for employment may be approved by the Town Council under the provisions of this Charter.

SECTION 11.3 Council Salaries

The salary to be paid each Town Councilor shall, as of July 1, 1993, not exceed \$2500.00 per annum. In addition to this sum, the Chairman of the Town Council shall receive an additional sum of \$1500.00. Such salaries shall continue until changed by the Town Council pursuant to Section 5.8 of this Charter.

SECTION 11.4 Transfer of Records and Property

As of the effective date of this Charter, all records, property and equipment of any Town agency, the powers and duties of which are assigned in whole or part to another Town agency, shall be transferred to the Town agency to which such powers and duties are assigned.

SECTION 11.5 Effective Date

This Charter shall take effect July 1, 1993, except as otherwise provided. Prior to that date, the Town Council shall prepare for transition to the form of government established by this Charter.