

# TOWN OF DERRY



## ANNUAL REPORT FISCAL YEAR ENDING JUNE 30, 2015



# TOWN OF DERRY



**ANNUAL REPORT  
FISCAL YEAR ENDING  
JUNE 30, 2015**



# TOWN OFFICERS

## Town Council

G. Thomas Cardon, Chair  
Councilor District #2  
2016

Phyllis M. Katsakiores  
Councilor at Large  
2018

Joshua R. Bourdon  
Councilor at Large  
2017

Mark A. Osborne  
Councilor at Large  
2016

Richard P. Tripp  
Councilor District #1  
2018

David N. Fischer  
Councilor District #3  
2017

Albert M. Dimmock, Sr.  
Councilor District #4  
2016

## Town Clerk

Denise E. Neale  
2016

## Moderator

Margaret Ives  
2016

## Supervisors of the Checklist

Renee Routhier, Chair  
2020

Patricia Dowling  
2018

Judy Strakalaitis  
2016

## Derry Public Library Trustees

Joan Crimlisk  
2016

Elizabeth Ives, Chair  
2016

Dorothy Wiley, Treasurer  
2017

Phyllis Howard  
2017

Lynn Mann  
2017

Charles Zoeller, Vice Chair  
2018

Helen Evans  
2018

David N. Fischer  
Council Representative

# JOHN O'BRIEN

John O'Brien  
1000 North 10th Street  
Seattle, WA 98107  
206-462-1234

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Department of the Interior  
Washington, DC 20240  
202-240-1234

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# TOWN OFFICERS

(Continued)

## Taylor Library Trustees

Candace Andrews, Chair  
2016

Kim Burke  
2016

Ed Ciancio  
2017

Jillian Klok  
2016

Richard Fontaine  
2015

Richard P. Tripp  
Council Representative

## Trustees of Trust Funds

Kevin L. Coyle, Chair  
2016

James C. Webb  
2018

Joel Olbricht, Secretary  
2017



# TOWN DEPARTMENTS

## EXECUTIVE DEPARTMENT

Galen A. Stearns  
Town Administrator

Larry Budreau,  
Human Resources Director & Assistant Town Administrator

**IT/GIS**  
Douglas Rathburn  
Manager

**Derry Cable Television**  
Chris Martin  
Administrator

**Public Health**  
Garrett Simonsen  
Coordinator

## PLANNING DEPARTMENT

George Sioras, Director

## FINANCE DEPARTMENT

Allan Virr, Treasurer  
Frank L. Childs, Chief Financial Officer – *Retired 09/30/14*  
Susan A. Hickey, Chief Financial Officer  
Janice A. Mobsby, Controller  
Dawn Enwright, Tax Collector / Municipal Agent  
David N. Gomez, Assessor  
Jill Jamro, Human Services Administrator

## POLICE DEPARTMENT

Edward B. Garone, Chief  
George Feole, Captain  
Vern Thomas, Captain  
Marlene Bishop, Animal Control Officer

## FIRE DEPARTMENT & EMERGENCY MANAGEMENT

George Klauber, Chief – *Retired 01/30/15*  
Michael Gagnon, Chief

## PUBLIC WORKS DEPARTMENT

Michael Fowler, Director  
Thomas Carrier, Water/Wastewater Superintendent & Deputy Director  
Eric Bodenrader, Parks and Recreation Director  
Alan Côté, Superintendent of Operations  
Robert Mackey, Code Enforcement

# TOWN DEPARTMENTS

## EXECUTIVE DEPARTMENT

Town A. Jones  
Town B. Smith

John Doe

John Doe, Mayor & Town Administrator

John Doe  
John Doe

John Doe  
John Doe

John Doe  
John Doe

## PLANNING DEPARTMENT

John Doe

## FINANCE DEPARTMENT

John Doe

John Doe, Town Clerk & Treasurer

John Doe, Town Engineer

John Doe, Town Assessor

John Doe, Town Collector

John Doe, Town Auditor

John Doe, Town Inspector

## PUBLIC WORKS DEPARTMENT

John Doe

John Doe

John Doe

John Doe, Town Superintendent

## FIRE DEPARTMENT & EMERGENCY SERVICES

John Doe, Fire Chief

John Doe, Fire Captain

## POLICE DEPARTMENT

John Doe, Police Chief

John Doe, Police Captain

John Doe, Police Sergeant

John Doe, Police Officer

John Doe, Police Constable

# TOWN BOARDS & COMMITTEES

## PLANNING BOARD

David Granese, Chair 2016	John O'Connor, Vice Chair 2018	Darrell Parks 2017
Jim MacEachern 2016	Jan Choiniere 2017	Lori Davison 2016
Michael D. Fairbanks, Secretary 2018	Randy Chase Town Administrator Rep	Mark Osborne Council Representative

### *Alternates*

Vacant 2016	Marc Flattes 2017	Frank Bartkiewicz 2018
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## ZONING BOARD OF ADJUSTMENT

Lynn Perkins, Chair 2018	Heather Evans 2016	Allan Virr, Vice Chair 2017
Donald Burgess - Resigned 5/5/15 2016	Stephen Coppolo 2016	Teresa Hampton 2017

### *Alternates*

Vacant 2018	Dana Naurez 2016	Katherine Prudhome-O'Brien 2016
Michael DeMeo 2017	Vacant 2017	

## HIGHWAY SAFETY COMMITTEE

Alan Cote, Public Works Chief Edward B. Garone, Police Chief George Klauber, Fire Jane Simard, School	Tom Caron, Chair, Donald Burgess Randall Chase Walter Deyo Scott Savard Vacant
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## DERRY HOUSING AUTHORITY

Robert Fleig, Executive Director

### *Board of Commissioners*

J. Leonard Sweeney III, Chair 2016	Robert DiNozzi, Treasurer 2020
Janis Del Pozzo 2019	Kristy Baillargeon 2018
Lt. Christopher Williams 2017	Richard Tripp Council Representative



### CONSERVATION COMMISSION

Margaret Ives, Chair 2016	Paul Dionne, Vice Chair 2018	Serge Michaud 2018
Eileen Chabot, Treasurer 2017	Marius Zainea 2018	James Degnan 2016
Riccardo Buzzanga 2017		G. Thomas Cardon Council Representative

#### *Alternates*

Alan Camuso 2018	Margaret Kinsella 2018	Marianne Page 2016
	Neil Wetherbee 2016	

### HERITAGE COMMISSION

Karen Blandford-Anderson, Chair 2017		Donald Kirkland 2016
Rosemary Fesh 2016	Mark Mastromarino, Curator 2017	Phyllis Katsakiores Council Representative

#### *Alternates*

Paul Lindemann 2016	Roger Konstant 2017	Bonita Kershaw 2018
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### ENERGY & ENVIRONMENTAL ADVISORY COMMITTEE

Maureen Reno, Chair 2017	Mark Flattes, Vice Chair 2018	Thomas Morini, Secretary 2016
James Ricker 2017	Marius Zainea 2018	G. Thomas Cardon Council Representative

#### *Alternates*

Chris Cox 2016	Anthony Marciano 2018
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### SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

Frank Bartkiewicz 2016	Jeff Moulton 2016	John O'Connor 2016
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Vacant  
2016

#### *Alternate*

Joseph Donahue  
2016



**DERRY REDC LOAN REVIEW COMMITTEE**

Joel Olbricht  
2015

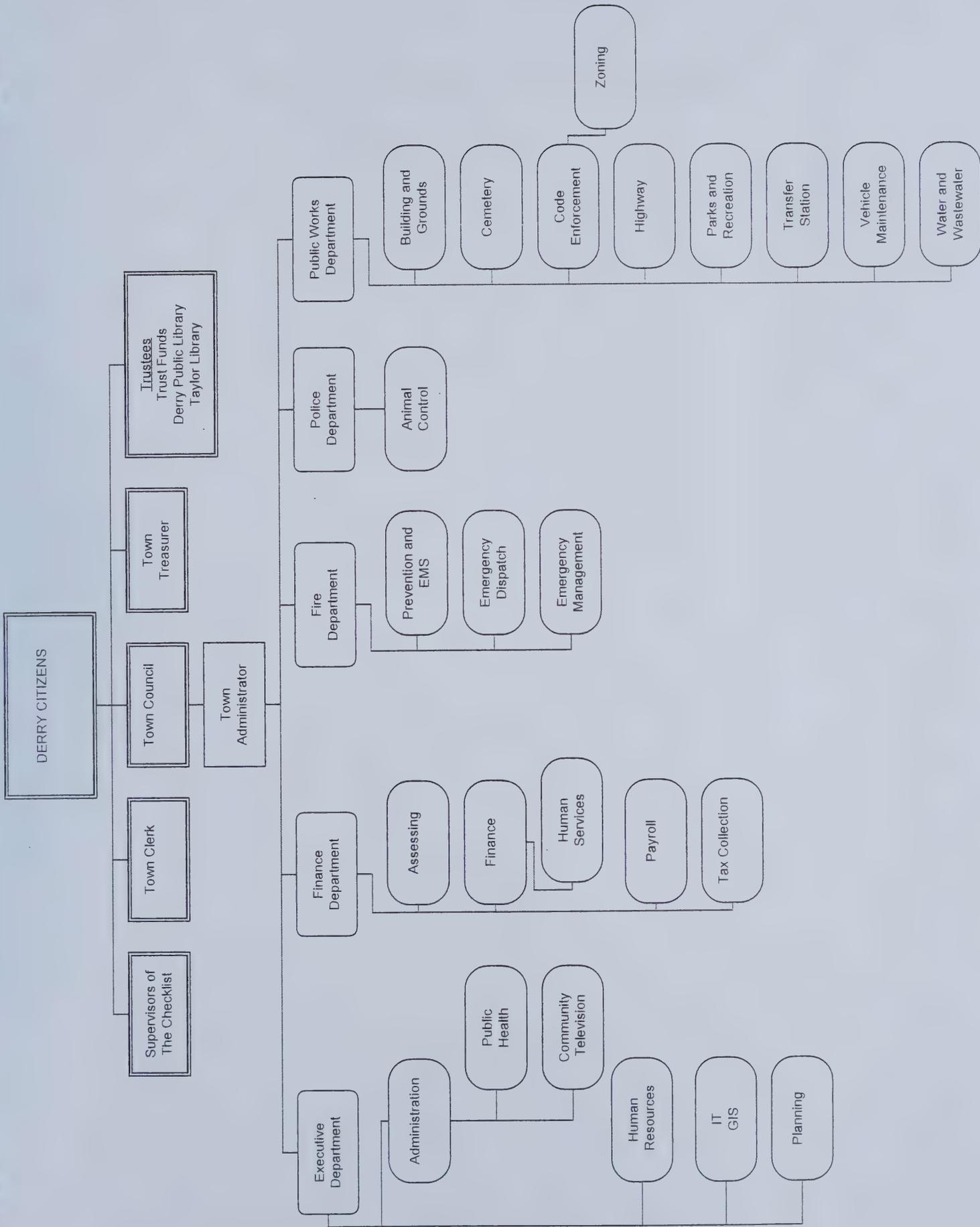
Laura Fraser  
2015

Lauren Neves  
2015

Vacant  
2015

Vacant  
2015







## TOWN OF DERRY DEPARTMENTS & DIVISIONS

### **Executive Department**

Town Council  
Town Administrator  
Planning  
Information Technology / GIS  
Human Resources  
Public Health  
Derry Community Television

### **Finance Department**

Assessing  
Finance  
Human Services  
Tax Collector

### **Fire Department**

Ambulance Services  
Dispatch Services  
Emergency Management

### **Police Department**

Animal Control

### **Public Works**

Buildings & Grounds  
Cemetery  
Code Enforcement/Building/Zoning  
Engineering  
Highway  
Parks & Recreation  
Transfer Station  
Vehicle Maintenance  
Water/Wastewater

### **Town Clerk**

### **Supervisors of the Checklist**

### **Derry Public Library**

### **Taylor Library**

### **Treasurer**



## **Trustees of the Trust Funds**

### **BOARDS & COMMITTEES**

Building & Property Maintenance Committee

Conservation Commission

Energy/Environmental Advisory Committee

Heritage Commission

Highway Safety Committee

Housing & Redevelopment Authority

Planning Board

Southern New Hampshire Planning Commission

Zoning Board of Adjustment



## TOWN COUNCIL CHAIR & INTERIM TOWN ADMINISTRATOR

The Town's Annual Report describes the results of elected and appointed officials and Town employees whose combined efforts served the citizens of Derry in Fiscal 2015 (FY15). From the perspective of the Chair of the Derry Town Council and the Interim Town Administrator, it describes several accomplishments.

The comprehensive services of your local government may sometimes go unnoticed in the busy day-to-day lives of many citizens. Consider –

- The seven elected members of the Derry Town Council meet regularly and representing their constituents shape Town policy, make major decisions and approve the annual budget. The challenge of affordably providing the level of service to which the community is accustomed, or that the law requires, is very difficult. Nevertheless, the Town Council delivered a budget that resulted in a tax rate reduction of \$1.21 per thousand of assessed value, despite personnel and general operating cost increases.
- Volunteers staff the Planning Board, the Zoning Board of Adjustment, the Trustee of the Trust Funds, the Supervisors of the Checklist, the Derry Public Library, the Taylor Library Trustees, the Town Moderator, the Highway Safety Committee, the Conservation Commission, the Heritage Commission, the Derry Housing Authority, the Energy and Environmental Advisory Committee, Derry's representatives on the Southern New Hampshire Planning Commission, the Economic Development Committee, the Survey Committee, the Budget Advisory Committee, and the Derry Rockingham Economic Development Corporation Loan Committee.
- State of the art, highly regarded Police and Fire Departments – including Advanced Life Support Emergency Medical Services and Emergency Management may, at any moment, respond during one of the most critical moments of someone's life. Highly skilled and trained men and women stand ready 24/7 to protect lives, safety and property of all Derry residents, property owners and visitors.
- Public Works employees provide Town infrastructure management that enhances the quality of lives every day. Roads are well maintained, construction projects are managed effectively, water and wastewater systems are safe and reliable, parks and recreation facilities are well-kept.

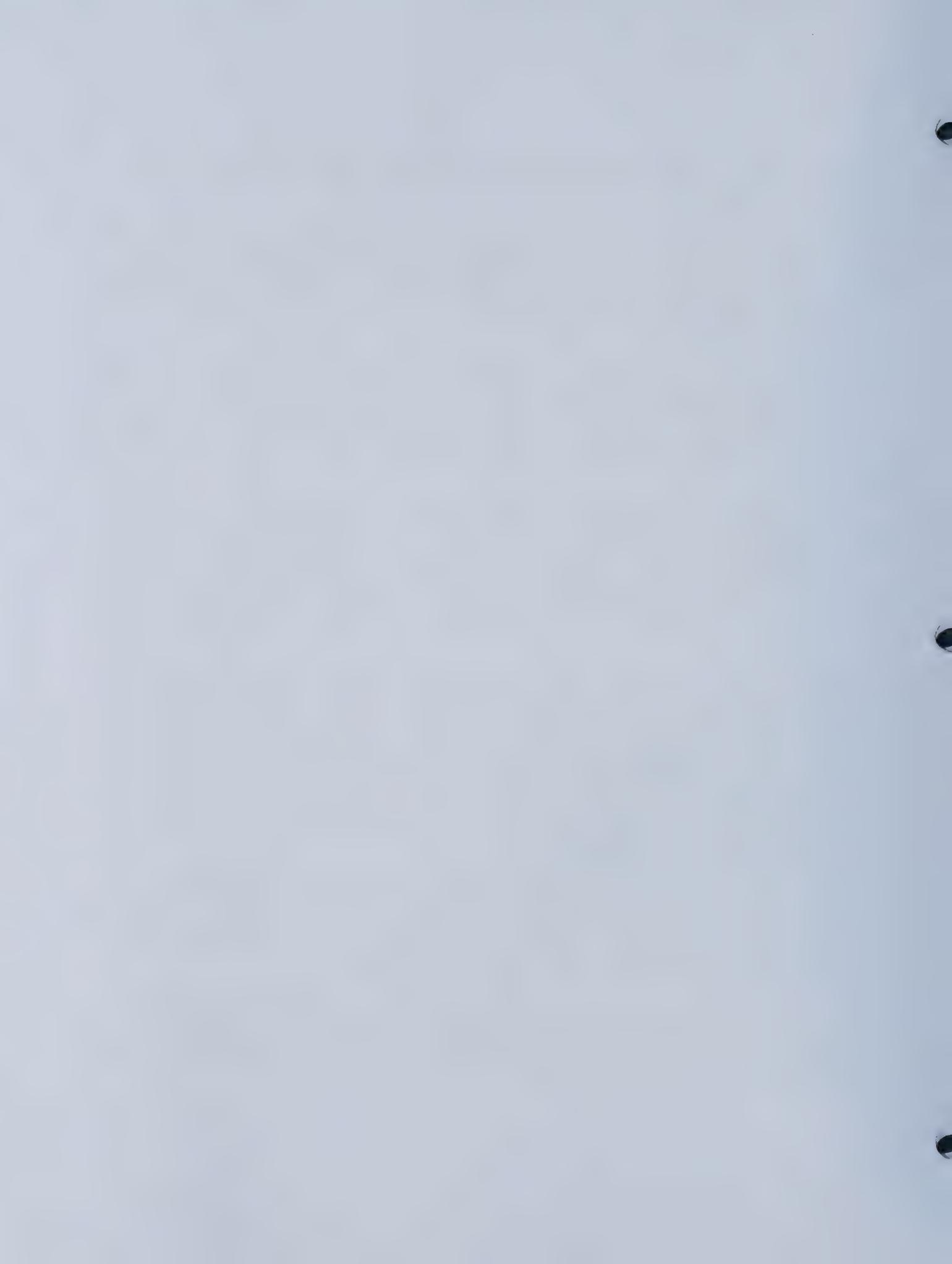


- Human Service provides comprehensive, compassionate and fiscally prudent assistance to citizens in need.
- Code Enforcement and Fire Prevention personnel ensure the conformance and safety of dwellings, commercial buildings, new development and public infrastructure projects. Through the interpretation and enforcement of federal, state and local codes, their efforts help preserve property values.
- Derry Community Television (C17/C23) is an innovative public access television station where residents can learn to produce and broadcast their own shows. Local government meetings are televised on C17 and made available on streaming video. Town employees and volunteers produce programs of local interest for C23.
- Supporting all of these efforts is an efficient group of administrators led by a dedicated management team that facilitates the workings of day-to-day government, The Town Clerk, the Information Technology and Geographical Information Services, Finance, Assessing, Tax Collection, Human Resources, Planning and Administration Departments work to ensure that Derry's town government runs efficiently and responsibly each day.

The Finance Department continued their exemplary work they have been recognized for over the past sixteen years, and the town was once again the proud recipients of the Certificate of Achievement for Excellence in Financial Reporting for our Comprehensive Annual Financial Report (CAFR). The ongoing daily finance operations along with the preparation for the annual audit along with the development of annual budgets and Capital Improvement Plans are the focus of this department. Please see the individual reports for the Finance Department, Assessing Division, Human Services, and Tax Collection divisions.

More on-line services will be offered to residents utilizing a soon-to-be-released web site. Registrations of vehicles, dog licensing, assessing data and, shortly, property taxes will be able to be paid on-line with credit cards. Credit cards will also be able to be processed at the windows. The updated web site is planned to be released by the end of November.

The Survey Committee, Economic Development Committee and Budget Advisory Committee have recently been established and are making strong headway in each area to development additional efficiencies within town. More information will be distributed to residents as these



The Town of Derry provides high quality municipal services and does so efficiently and with integrity. We invite you to review the reports included in this comprehensive book to explore the many facets and accomplishments of the Town of Derry. Thank you for the opportunity to serve this community as your Town Council Chair and Interim Town Administrator.

Respectfully submitted,

*G. Thomas Cardon*

G. Thomas Cardon

Chair, Derry Town Council

*Susan A. Hickey*

Susan A. Hickey

Interim Town Administrator



## PLANNING DEPARTMENT

Fiscal Year 2015 activity in the Planning Department continued at a steady pace similar to what the department had begun to see in fiscal year 2014. 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 in the Webster's Corner/Route 28/Ryan's Hill General Commercial District, multi-family requirements, and the Central Business/Downtown district in the Zoning Ordinance. All three zoning amendments were approved by the Town Council this past year. Staff worked in conjunction with the Planning Board and Code Enforcement Office on the revisions as well as a subcommittee of Planning Board members. 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.

Highlights of development activity in fiscal year 2015 included new tenants in the former Wal-Mart store which includes a Monkey Sports sporting goods store and an Aldi's Supermarket in addition to the existing Ocean State Job Lot, an addition to Parkland Hospital for more beds for a mental health facility, PSNH putting in new state of the art transmission lines in its ROW in the north part of town, a new grocery pick-up service at Hannaford Supermarket, new restaurant, retail and coffee establishments in the downtown, new businesses at Hood Plaza and several small change of uses for small businesses throughout town. Although many of these projects were approved in 2014 many were completed or began construction in FY 2015. New projects approved in FY 2015 included Aroma Joe's Coffee Shop, a storage warehouse facility, a 34,000 sq. ft. retail center on Route 111 (Cowbell Corner), and a complete façade improvement and renovation of the Cumberland Farms. There were also several townhouse and apartment developments approved totaling 65 units.

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. I'm also happy to report that the Derry Downtown Committee has been re-activated with new members and energy and working on our downtown revitalization efforts!

This past year staff began 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 2015 Facilities Study Committee, and the Town of Derry's Economic Development Committee.

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; his and the board's professionalism makes our jobs easier!

I also want to once again thank and acknowledge the staff in the Code Enforcement, Police, Public Works, 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



## INFORMATION TECHNOLOGY

In 2014 we welcomed a new addition, Armand Peters, to our IT staff. Armand has proven to be a great addition to our staff and has quickly become a vital part of our IT team. Armand's expertise in providing helpdesk solutions and solving general hardware and software issues has kept things running smoothly for all departments.

One priority for the department has been to replace old technology with more up to date solutions. Fiber optic connectivity has been implemented at both the Adam's Memorial building and Veteran's Hall replacing antiquated Wi-Fi hardware while providing both greater network speeds and more stable connectivity. This same technology is also currently being implemented at the town's transfer station facilities.

We've also transitioned to a full digital document management systems for all our financials. All invoicing and billing procedures are now completely digital, providing all departments with consumable cost savings as well as increasing end user efficiencies. Documents that in the past were printed and then scanned are now in a digital format to begin with.

Speaking of software we also had a successful implementation of Avitar, our new motor vehicle and dog licensing software. Avitar has provided a much friendlier user interface as well better reporting and auditing functionality. We'd like to thank everyone in the tax office for making the transition to this new software a smooth process.

Our existing helpdesk software was also replaced with a web based solution during this fiscal year. As with Avitar our end users made the transition an easy process. The new solution provides a much more streamlined experience for both the IT staff as well as the end users. One standout feature of this application is the mobile functionality that it provides. Tickets can be administered remotely by all IT staff regardless of location.

### **GIS**

During the spring of 2014, Kucera International, the vendor of choice for our mapping update flew our town. The deliverables for this project included the mapping of digital features as well as updated contour and digital elevation models. Updated ortho imagery (geo-rectified) was also included in this project. The project also included a first for the Town of Derry. All digital elevation model information was captured using LIDAR technology. LIDAR uses pulsed laser illumination to gather and analyze elevation information. The end result being a very precise three dimensional model of the area being targeted. We are currently in the process of incorporating the data captured during this project into our current GIS mapping applications.



Speaking of GIS applications, we will be transitioning all our online GIS functionality from our current vendor proprietary solution to the ArcGIS Online platform. We anticipate having new applications available online mid-2015.

Respectfully Submitted,

*Douglas A. Rathburn*

Douglas A. Rathburn

IT/GIS Manager



## HUMAN RESOURCES

The Human Resources (HR) Department strives to ensure that Town jobs are staffed appropriately, that employees have meaningful, enjoyable and challenging career opportunities and that 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 possible. 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.

Fiscal Year 2015 highlights:

- Five of the Town's seven unions operated under expired contracts throughout FY15. The Town received many requests from the Unions to return to the bargaining table. However, having a new Town Administrator with no defined bargaining goals, we were unable to reconvene.
- The Town maintained nearly the same level of staffing as in FY14. The position of Building Inspector was upgraded from part time to a full time status to address a rebound in construction. With plan reviews and inspections, code complaints, and downtown anti-blight initiatives, the extra hours were imperative. Prior to the hiring freeze imposed to control recruitment efforts until FY16 personnel limits could be established, eight new employees were hired to fill vacant positions in Finance and Administration, IT, Police, and Public Works. With the adoption of the FY16 budget, four more new employees were brought on board to fill vacant positions.
- Town employees participated in community initiatives like the United Way Campaign and the Salvation Army Backpack 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.
- Employees attended a variety of training programs to upgrade job skills, improve safety on the job, and ensure compliance with Federal and State employment discrimination laws.

Respectfully submitted,

*Catherine St. Ledger*

Catherine St. Ledger  
Human Resources Coordinator



## PUBLIC HEALTH

The Derry Health Department (DHD) provides local public health services including: inspections of food service establishments, daycares, 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.

Additionally, the DHD, in coordination with New Hampshire Department of Health and Human Services, provides regional public health services including substance misuse prevention and public health emergency preparedness. Regional public health services are managed by a full-time Prevention Coordination and a full time Preparedness Coordinator, and are funded by federal, state, and private grants. Regional public health initiatives are coordinated with municipal and partner agencies' representatives from the towns of Atkinson, Chester, Danville, Derry, Hampstead, Londonderry, Plaistow, Salem, Sandown, and Windham. The Greater Derry Public Health Network (PHN) is one of thirteen regional networks statewide.

### **Substance Misuse Prevention Services**

The Greater Derry PHN convenes and facilitates partner agencies to develop and implement a regional Strategic Plan for Substance Misuse Prevention. Data on trends in substance misuse are matched to proven intervention strategies and then implemented by key community sectors: Education, Safety and Law Enforcement, Medical, Government, Business, and Community Support.

During Fiscal Year 2015, the Prevention Coordinator:

- Convened monthly Regional Round Table meetings of the Community Prevention Collaborative to address substance misuse issues in the region.
- Convened quarterly Substance Misuse Task Force meetings comprised of local police departments, diversion, mental health, and court personnel to reduce substance misuse through policy and legal efforts.
- Organized community forums with a panel of experts to raise awareness about substance misuse in local communities and respond to public concerns and questions. These forums were held at Londonderry High School, Salem High School, Derry Town Library and a Rockingham County-wide Forum at Sanborn High School
- Supported school administration, local police departments, and community organizations to analyze the 2013 Youth Risk Behavior Surveys and provide strategies to address at-risk behaviors. The support and analysis of this data resulted in a successful grant proposal by the coordinator. This grant provided a full time student assistance counselor for the Sanborn Regional School District.
- Held a legislative breakfast to educate local and state representatives on substance abuse issues.
- Established a Suicide Prevention Initiative (SPI) to create a blueprint for suicide prevention in the Greater Derry Region
- Conducted a Continuum of Care Project to gather valuable information about strengths and gaps along the continuum of care; Prevention, Intervention, Treatment and Recovery.



- The work of the Greater Derry Regional Public Health Network was awarded 'Prevention Organization of the Year Award by the NH Provider's Association.

### **Public Health Emergency Preparedness & Response**

The Greater Derry PHN convenes and facilitates partner agencies to develop capabilities to respond to public health threats, including naturally occurring infectious diseases and acts of bioterrorism. Through this initiative, partner agencies are trained in public health response capabilities, and exercises are conducted to identify areas for planning improvement.

During Fiscal Year 2015, the Preparedness Coordinator:

- Convened partner agencies to develop and test plans to provide supplemental oxygen to patients in community-based medical surge facilities.
- Trained emergency response volunteers on caring for individuals with functional and access needs in emergency shelters.
- Developed plans to coordinate staff and volunteers from multiple jurisdictions and agencies to provide public health emergency services at local response facilities.
- Maintained one of fourteen volunteer Medical Reserve Corps (MRC) units statewide.

### **Food Service Inspections**

The Town of Derry has approximately 161 Food Service Establishments, each of which requires a minimum of two inspections annually. The Derry Health Officer is responsible for inspections and enforcing the NH Rules for the Sanitary Production and Distribution of Food.

During Fiscal Year 2015, the Derry Health Officer:

- Completed all required inspections of Food Service Establishments.
- Responded to approximately 11 reports/complaints of food service health violations.
- Collaborated with Derry Town Council to update local food inspection ordinance.
- Collaborated with the NH Food Protection Section to ensure all cases of potential food contamination or agro-terrorism are reported and investigated.

### **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 2015, the Derry Health Officer:

- Responded to over 202 phone calls, 38 emails and 6 walk-in customers. 68 of those contacts were residential health complaints.
- Responded to complaints regarding air and water quality, lack of heat and hot water, rodent and insect infestations, suspected lead and mold issues, trash and squalor conditions, and other health related concerns.

### **Day Care and Foster Care Inspections**

The Town of Derry has 21 licensed day care facilities and 10 foster care homes that are inspected by the Derry Health Officer. The State of New Hampshire requires that these facilities be inspected a minimum of once every three years. However, the Derry Health Department will conduct an inspection and possible follow-up inspections if a complaint is filed against one of these types of facilities.



During Fiscal Year 2015, the Derry Health Department made 17 Foster Care or Day Care inspections.

**Mosquito Surveillance and Control Program**

The Derry Town Council annually budgets for activities conducted under the Town's Mosquito Control Program, including testing of mosquitoes for infectious diseases and spraying mosquitoes when a public health risk is detected. Mosquito spraying is conducted in coordination with the Derry Cooperative School District, Pinkerton Academy, Derry Parks & Recreation Department, as well as local churches.

Respectfully submitted,

*Garrett Simonsen*

Garret Simonsen

Public Health Network Coordinator

*Courtney Bogaert*

Courtney Bogaert

Health Officer



## DERRY COMMUNITY TELEVISION

The mission of our government and public access channels is to inform, educate, entertain, and promote free speech. Derry Community Television remains committed to improving its operations in order to meet the changing needs of our viewers.

Derry's Government Access Channel (C17) provides the community 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, and Conservation Commission meetings. We also provide coverage of special workshops, public hearings, budget sessions, and pertinent informational shows.

Taped government meetings are available through our Video on Demand (VOD) website, <http://derrytv.pegcentral.com>. VOD provides access to local government meetings at a time that is convenient for viewers (internet access is required). We have expanded our YouTube channel ([www.youtube.com/DerryTV](http://www.youtube.com/DerryTV)) so that viewers can also watch some of our locally-produced community shows at any time.

Our public access channel (D23) 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 Healthy Aging Lecture Series, concerts, and special events around Town. Residents of Derry are encouraged to submit ideas and create new shows.

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, the Memorial Day Parade, Derryfest, the Very Derry Holiday Parade, and Veterans Day ceremonies.

Our part-time video producers partner with Town departments and community leaders to create shows that allow taxpayers to see what services are available to them as members of the community. *Bettering Our Community*, *Downtown Spotlight*, *Making a Difference*, and *Get the Facts* are just a few of the series which have become popular on this channel.

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, and Pinkerton Academy. We offer Pinkerton 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 what is available to them free of charge. Our staff has developed training programs so members of the community and Town departments can create their own shows. We offer regular free training on camera operation, studio production, lighting, audio, graphics, editing, interviewing techniques, and how to produce a show.

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

In closing I would like to thank all the volunteers who have helped cover events throughout the year, Assistant Cable Coordinator Debbie Roy, and Video Producers Susanne Bernier-Robinson and Sean Zajac. Without their efforts, our stations would not have been able to progress as they have during the course of the last year.

To learn more about C17 or D23, go to our website at [www.derryctv.com](http://www.derryctv.com), email me at [chrismartin@derrynh.org](mailto:chrismartin@derrynh.org), or call us at 845-5514. We are located in the lower level of the Derry Municipal Center.

Respectfully submitted,

*Chris Martin*

Chris Martin

Station Coordinator

Derry Community Television, D23

Derry Government Access, C17



## 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 once again 1.4%. The direction given to the Town Administrator in preparing and presenting the FY16 budget was to develop a budget with a \$2.00 tax rate reduction. The Chief Financial Officer and Controller met with all major department heads to discuss their budget requests and gain a firm understanding of the needs within each department. The Town Administrator developed a budget for presentation to the Town Council with a \$1.00 reduction to the tax rate. The final budget passed with a reduction of \$1.21 per thousand by the Town Council on May 19, 2015. There was an approved use of fund balance for funding overlay, exemptions and tax rate reductions in the amount of \$694,800. 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, increasing the tax rate by that amount in the next year, the goal for FY16 budget passage was to have a lower tax rate.

The bond rating for the community remains strong at an Aa2 by Moody's Investor Services and an upgraded AA+ rating from Standards and Poor's. 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.

Being my first year as Chief Financial Officer, I would be remiss in not recognizing the hard working staff and thank them for all of their assistance and professionalism. Specifically, I would like to thank Controller Janice Mobsby, Treasurer Allan Virr, Tax Collector Dawn Enwright, Deputy Assessor Barbara Chapman and Human Service Administrator Jill Jamro. They, along with all other staff and members of management, have made my transition to Derry a smooth and successful one.

Separate reports follow for the Assessing, Finance, Human Services and Tax Collection Divisions, providing more details on division operations during FY2015.

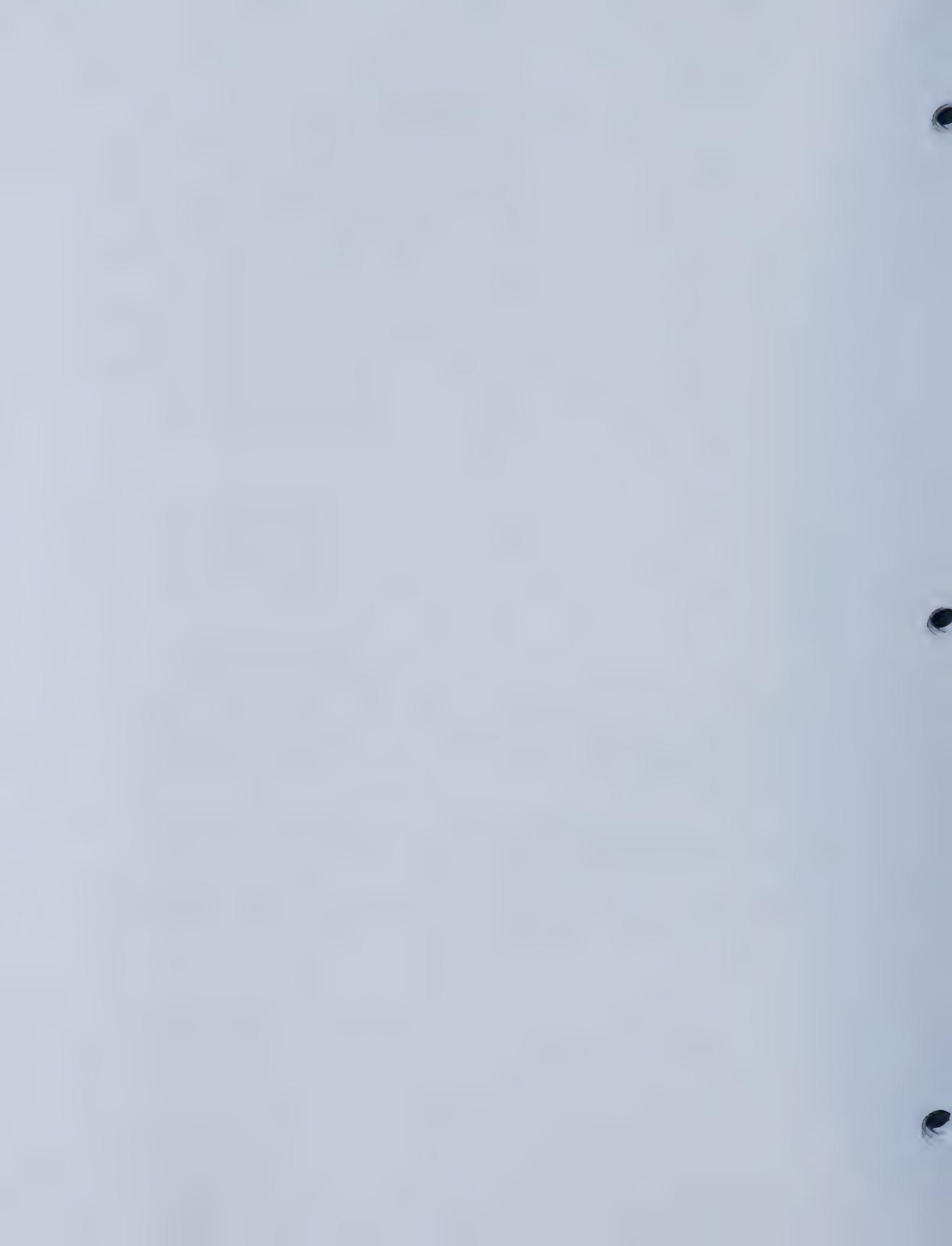
As I complete this report, I am appreciative of the opportunity I have earned in being selected as the Chief Financial Officer. I look forward to working with the employees, elected officials and the community.

Respectfully submitted,

*Susan A. Hickey*

Susan A. Hickey

Chief Financial Officer



## ASSESSING DIVISION

The real estate market has shown definite signs of improvement from 2014/2015, with the number of open market transfers increasing from 2014 through June, 2015. Similar to last year, 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. Please refer to the two (2) charts regarding foreclosure deeds and total transfers through June, 2015. We conducted an internal review of all Current Use files as the base assessed values per acre were changed by the New Hampshire Current Use Board effective for April 1, 2015.

As part of our annual cycled inspection process, we completed cycled inspections of all residential properties within assessing neighborhood #102 and two (2) waterfront neighborhoods on Beaver Lake and Big Island Pond which is neighborhood #107 and #108. Neighborhood 102 is the north east section of Derry which runs from Adams Pond down to NH Route 121 which includes part of Drew Rd.

There continues to be much concern expressed by real estate professionals and the general public in regard to the real estate market and what that means to the Town's assessment base and tax revenue. We regularly monitor the situation so as to be able to make appropriate recommendations to the Town Council (Board of Assessors) on how the Town needs to address market changes. The following paragraphs indicate our success in meeting all State Assessing Standards through DRA reporting and reviews.

Tax year 2014 was the year we had undertaken 'values anew' in accordance with RSA 75:8-a. Our last such reassessment was completed successfully for tax year 2009. The update in large part focused on statistical analysis, comparing assessments to real estate market transactions. Our goal is to again achieve a final overall sales-to-assessment ratio of 100%. As in past years, the update program has been very successful and has kept the Town on track in meeting all State Standards.

As required by State Statute, each year the DRA performs an equalization study of all communities in the State. The DRA's study conducted for 2014 indicates that the Town's overall level of assessed value to market value was 97.8% (for 2013 it was 94%). The Town's objective with the 2014 re-assessment will be to achieve a ratio of 95-100%. The acceptable range by State Standards is 90% to 110%.

Also, the 2014 DRA's study indicates the co-efficient of dispersion (C.O.D.) to be 8.54%. The prior year (2013) was 10.32%. This C.O.D. is considered to be in the 'excellent' range for tax year 2014 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 2015, 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 2016 and 2017 tax years.



Staff continues to update the Assessing Division Report of Operations and Budget presented to the Town Council in November 2011. That report showed how and why the Assessing Division continues to recommend assessment updates every two years, and an annual cycled inspection program. The assessment updates keep our sales to assessment ratio within the State mandated range of 90%-110%. Our annual cycled inspection program assures that we have an up-to-date and accurate physical description of each property, and that we meet the inspection/data accuracy requirements of State Statutes and DRA Rules.

The Town's 2015 net taxable valuation as of this report \$2,547,774,668. This figure will be used by DRA to set the 2015 tax rate in October 2015. This year's increase reflects construction from new building permits issued since April 2, 2014, the annual cycled inspection program and completion of the Town-wide re-assessment update.

Chases's Grove Village District has dissolved as of February 2, 2015 for FY15. In the past, the Town would have to report a separate MS1 for the DRA. There was no appropriation for this district for tax purposes for 2014; therefore there was no tax rate to report.

The Town's net taxable valuation, upon which the 2014 tax rate was set, was \$2,486,319,882, with a resulting tax rate of \$29.42/\$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](http://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. We will address them immediately. We have found that the VISION system is very user friendly and it has easy look up and reporting routines. 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 has and will continue to save Assessing time as appraisers, realtors, attorneys, the general public and the various Town departments can easily access the data on-line.

Other on-line features found at [www.derrynh.org](http://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 your 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.

On a final note, the Assessor, David Gomez retired on March 31<sup>st</sup>, 2015 after 31 years of service for the town. I have stepped into his position on a temporary basis and I will be working directly with our Consultants in the future.



I want to thank the Assessing Staff, Mark Jesionowski and Sue Conroy for a job well done. Also, our consultants with helping us complete our tasks.

The Assessing staff and I wish to thank the public and our other Town departments and staff for their assistance and cooperation.

Respectfully Submitted,

*Barbara A Chapman, CNHA*

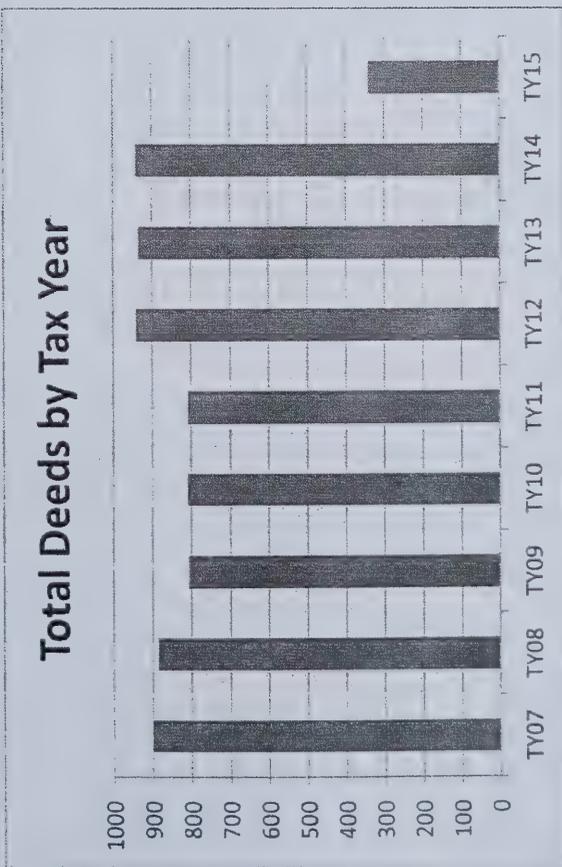
Barbara A. Chapman, CNHA

Acting Assessor



MONTH	TY07	TY08	TY09	TY10	TY11	TY12	TY13	TY14	TY15
APR	71	73	40	63	63	83	72	70	93
MAY	79	85	46	46	72	85	87	63	102
JUNE	85	68	74	49	81	80	79	83	147
JULY	79	105	74	63	63	84	107	91	
AUG	87	82	72	59	71	94	94	92	
SEPT	78	66	77	57	69	78	82	99	
OCT	83	74	89	80	51	91	74	94	
NOV	88	100	68	75	63	72	69	62	
DEC	74	76	67	88	76	85	85	82	
JAN	66	65	65	56	50	59	58	60	
FEB	63	52	64	87	74	58	63	54	
MAR	49	40	71	88	76	74	66	93	

Total	902	886	807	811	809	943	936	943	342
AVG/Mo	75	74	67	68	67	79	78	79	114

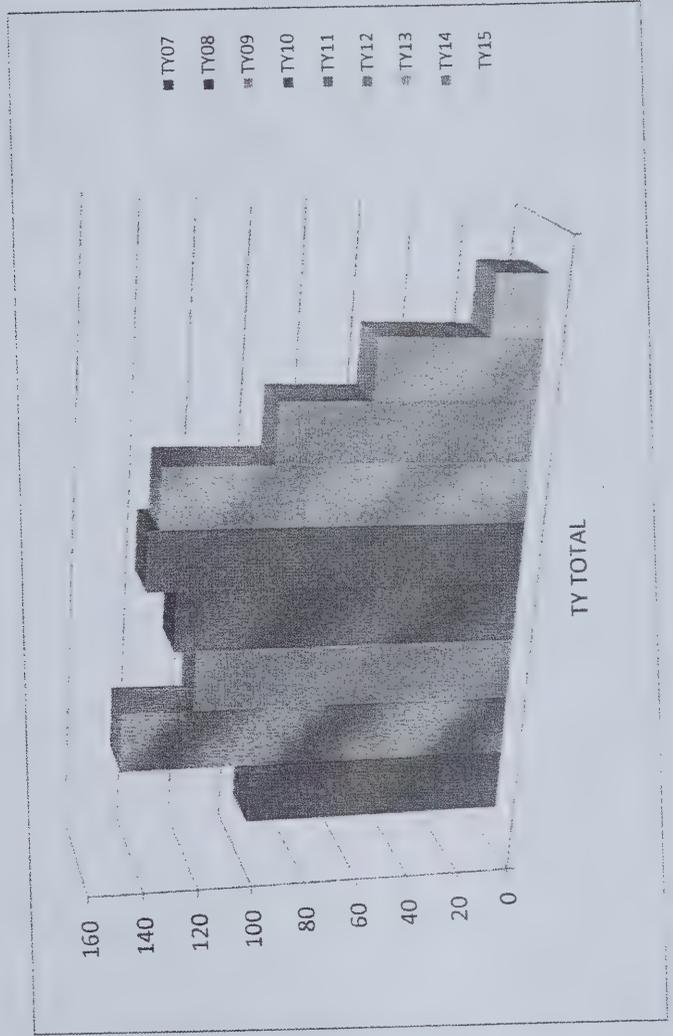




# DERRY FORECLOSURE DEEDS

	TY07	TY08	TY09	TY10	TY11	TY12	TY13	TY14	TY15
APR	8	7	10	18	18	16	9	12	6
MAY	14	7	9	5	10	12	11	3	8
JUNE	10	10	12	3	10	14	6	0	6
JULY	12	12	7	3	7	11	14	5	
AUG	9	21	12	11	13	8	7	4	
SEPT	2	12	13	7	14	9	11	3	
OCT	8	10	10	17	4	11	5	4	
NOV	8	10	5	15	16	13	5	4	
DEC	8	12	7	11	13	10	8	5	
JAN	9	13	12	6	10	10	6	4	
FEB	5	18	12	18	10	11	5	11	
MAR	6	15	12	15	15	11	9	7	

TY TOTAL	99	147	121	129	140	136	96	62	20
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# NOTICE

If you own real estate lots that were involuntarily merged by municipal action, you may be able to have those lots restored to their pre-merger status.

Your property may qualify if two or more lots were merged for zoning, assessing, or taxation purposes and the merger occurred:

- During your ownership, without your consent; or
- Prior to your ownership, if no previous owner consented to the merger.

To restore your property to pre-merger status, you must:

- Make a request to the local governing body
- No later than December 31, 2016.

Once restored:

- Your properties will once again become separate lots; however, they must still conform to applicable land use ordinances. Restoration does not cure non-conformity.

*This notice must be:*

- *Posted continuously in a public place from January 1, 2012 until December 31, 2016, and*
- *Published in the 2011 through 2015 Annual Report.*

*Read the full statute at [RSA 674:39-aa Restoration of Involuntarily Merged Lots](#).*

# APPENDIX

CONTENTS

CHAPTER I. THE HISTORY OF THE  
COUNTRY

CHAPTER II. THE PHYSICAL  
GEOGRAPHY

CHAPTER III. THE POLITICAL  
GEOGRAPHY

CHAPTER IV. THE ECONOMIC  
GEOGRAPHY

CHAPTER V. THE SOCIAL  
GEOGRAPHY

CHAPTER VI. THE CULTURAL  
GEOGRAPHY

CHAPTER VII. THE ENVIRONMENTAL  
GEOGRAPHY

## FINANCE DIVISION

For the 17<sup>th</sup> year in a row, the Finance division has received the prestigious Certificate of Achievement for Excellence in Financial Reporting for our Town's Comprehensive Annual Financial Report (CAFR) for the period ending June 30, 2014. The CAFR award is the highest form of recognition in governmental accounting and financial reporting. The receipt of this award is not only a tribute to the work of the Finance Department, but to the efforts of other departments throughout the Town. The CAFR provides financial and statistical information that is useful in analyzing the financial health and strength of the Town of Derry.

Melanson Heath & Company, PC, was retained for auditing services for the 6<sup>th</sup> year. This year the auditors will complete their fieldwork in September, following preliminary work performed in July. When the final audit and Comprehensive Annual Financial Report are completed this fall, the Audit Committee and the Finance Committee will review the results. Subsequently, the information will be available on the Town's website [www.derry-nh.org](http://www.derry-nh.org), and as a reference item at the Derry Public Library and Taylor Library.

A bid for banking services was also conducted during 2015. After extensive review of numerous bids and after interviewing key personnel from prospective clients, the Chief Financial Officer, Controller, and Treasurer, Citizens Bank was awarded a contract for banking services.

During the past year, Allan Virr was appointed Treasurer of the Town. Robert Gorham assumed the position as Deputy Treasurer, upon the retirement of Frank Childs, CFO and Deputy Treasurer in September, 2014. Susan Hickey replaced Frank Childs, as Chief Financial Officer in December, 2014.

In October, 2014, we contracted Andrea Eaton Smith to assist with account reconciliations and special projects.

The Town did not acquire bond debt in FY2015.

In addition to the annual budget and financial reporting responsibilities, the Finance Division is responsible for general billing, vendor disbursements, payroll processing, grant administration, capital asset reporting, internal controls and risk management.

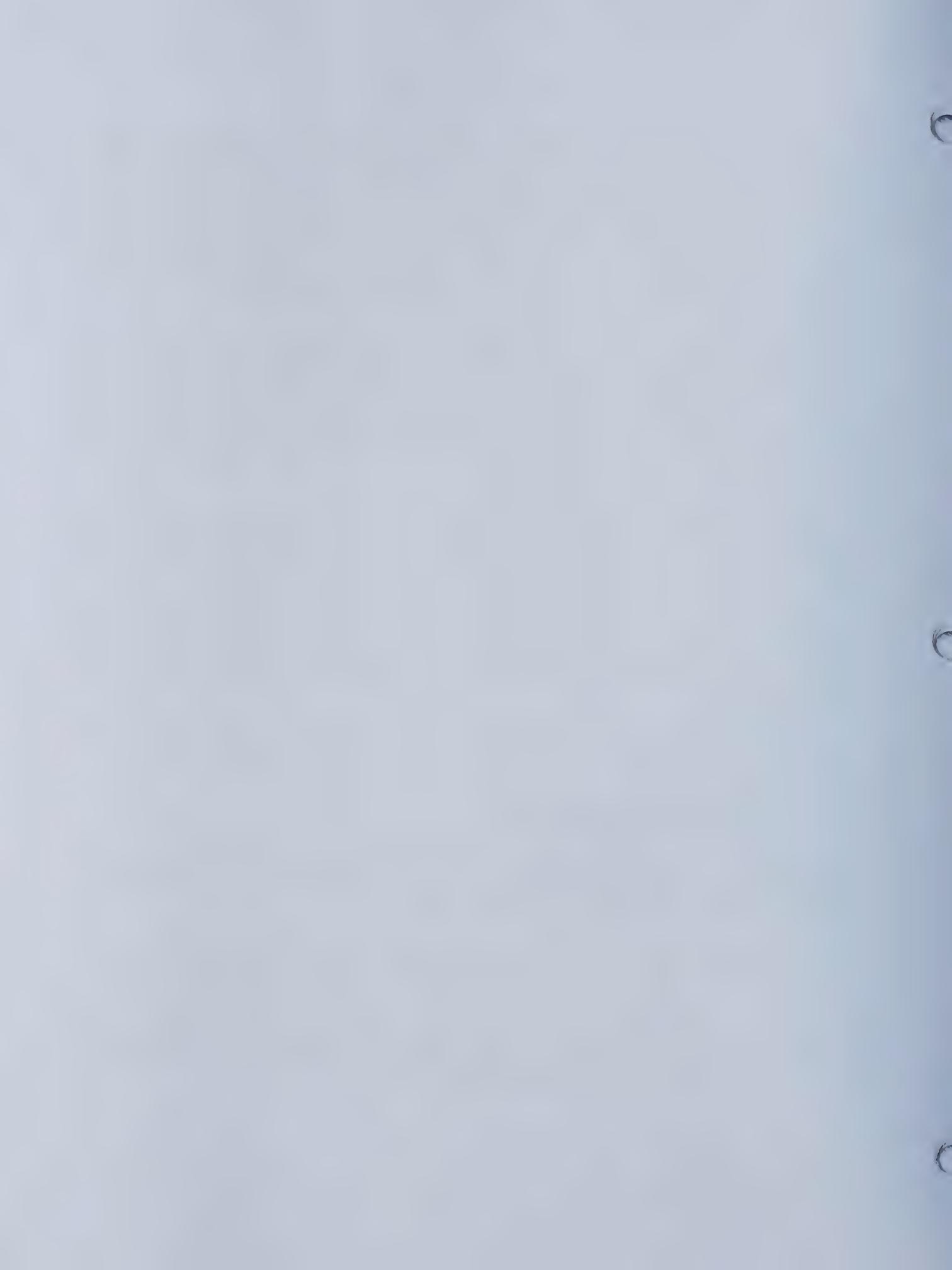
The division will continue to provide data for sound financial decisions, and review and monitor the effectiveness of Town's policies to safeguard the Town's financial condition and its assets.

I would like to acknowledge the effective performance of each of the employees of the Finance division who each continue to perform a crucial fiduciary role for the Town: Mark Fleischer, Robert McCarthy, Katherine Arsenault, and Lisa Gazzara.

Respectfully submitted,

*Janice A. Mobsby*

Janice A. Mobsby, Controller



## HUMAN SERVICES DIVISION

In fiscal year 2015, the Human Services Department provided general assistance to 117 unduplicated households, a decrease of 14% over last year. This decrease has been evident across other municipalities and is attributable to the Medicaid enrollment of 41,018 statewide, and 4,293 in Derry. Another factor is the NH unemployment rate continuing to decline at 3.5% compared to 4.3% last year. Rent 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.

The number of working clients served decreased from 36% last year to 31% this year. The majority of working clients earn part time minimum wage and cannot afford to pay rent, utilities, food, and other essentials. The number of households with children decreased slightly to 47%.

We did not assign anyone to the Town workfare program this year as clients were employed at least part time and/or did not meet the Town workfare program criteria.

The Town funded the following agencies that provide valuable services to Derry residents during fiscal 2015: Community Alliance for Regional Transportation (CART) - \$30,000, Community Caregivers - \$19,000, Community Health Services (CHS) - \$50,000, Family Promise of Greater Rockingham County - \$5,000, Rockingham Community Action - \$10,000, Rockingham Nutrition and Meals on Wheels - \$11,900, Sonshine Soup Kitchen - \$1,500, Upper Room - \$39,000, and Vintage Grace - \$9,984.

Derry Human Services strives to provide superior customer service and case management for applicants and clients. The Human Services Administrator attends monthly meetings to stay current on resources available to our community. Agency presentations and topics discussed included: Supportive Services for Veteran Families, Health Insurance Protection Program (formerly known as Medicaid Expansion), Fuel Assistance, Electric Assistance, Information and Referral Services, Coordinated Intake and Assessment for Homeless/Housing Programs, and the Myths and Truths about Hoarding. Both the Secretary and the Administrator participated in CPR and AED Training. In addition, they both attended Mental Health Training that focused on understanding the warning signs of escalating behaviors displayed by persons suffering from mental illness and how to reframe and deescalate a situation.

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](http://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 people in need with health and human services throughout New Hampshire. By dialing 2-1-1, callers are connected with a trained information and referral specialist, at no cost, who can provide them with the information they need to get help or give help."

For further questions regarding Human Services, please visit our website [www.derry-nh.org](http://www.derry-nh.org). Click on departments and then Human Services. Categories include: contact



information and application forms, family assistance, financial literacy, food assistance, fuel assistance, housing and shelter, legal assistance, medical assistance, mortgage assistance, transportation, and resources for the elderly and/or disabled.

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, 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



## 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 introduction of the "One Check" method for motor vehicle registration has stream-lined that process by requiring only one check per transaction, thus decreasing the process time per customer. The ATM machine located in the lobby continues to benefit those expecting to use credit or debit cards, allowing transactions to be completed without leaving the building to secure funds. Electronic motor vehicle registration transactions allow the customer to use credit cards and electronic fund transfer to complete their transactions. The ability to complete address change forms on line through the town's web page helps insure that correspondence reaches taxpayers in a timely manner.

Motor Vehicle permits issued in FY15 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$5,021,776
Title Fees	16,440
Municipal Agent Fees	118,078
Boat Registrations	6,450
Transportation Improvement Fees	182,850
Waste Tire Reclamation Fees	<u>108,056</u>
Total	\$5,453,650

We continue to see improvement in the economy, as the Town experienced an increase of \$312,520 in motor vehicle permit revenue, a 6.8% increase over the prior year. The increase in revenue reflects the economic improvement with an increase in purchases of new vehicles. With newer vehicles purchased paying the highest mil rate charged and, the increased number of vehicles registered are the reason we have 6.4% increased revenue compared to previous year. Municipal Agent transaction fees increased insignificantly in FY15 supports the increased 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. The additional fee for processing a renewal online is paid to the Web site provider; it is not retained as a fee to the Town.

Property tax collection showed a decrease of 2.0% collected for the 2015 preliminary bill as of June 30, 2015, as compared to the same period for the 2014 preliminary bill last year. However, a portion of that decrease is attributable to the 1.14% decrease in the amount billed compared to 2014. Residents continue to inquire about payment by credit and debit card. The Town continues to investigate the most economical and secure method of this technology for the benefit of the citizens utilizing such a service in all departments. Consideration of offering such services involves understanding the cost of implementing the service and the fees to be charged by the credit card companies, charges that will be incurred by the citizens who choose to utilize such methods of payment.

The past year has been a year of some change for the Tax Collection office with the shift of one full time clerk to part time; Lori Holmes. In addition to adding one more part time clerk, Jaclyn Unkles. Our remaining staff of Customer Service Clerks; Kathi Malloy, Norma Graceffa and Stacey Beliveau have work steadily greeting each customer with full attentiveness in addition to accomplish the workload in a timely manner. The office oversight is headed by me, Dawn Enwright, as the Tax Collector/ Municipal Agent and Kerrin Harrison as the Deputy Tax Collector. The office staff looks toward FY16 with enthusiasm in serving the citizens of Derry.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2015 follows this report.

Sincerely Yours,

*Dawn K. Enwright*

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) 230-5017

### ENTITY'S INFORMATION

Municipality:  County:  Report Year:

### PREPARER'S INFORMATION

First Name:  Last Name:   
Street No.:  Street Name:  Phone Number:   
Email (optional):





**Debits**

Uncollected Taxes Beginning of Year	Account	Levy for Year of this Report	Prior Levies (Please Specify Years)		
			Year: 2014	Year: 2013	Year:
Property Taxes	3110		\$4,829,120.86		
Resident Taxes	3180				
Land Use Change Taxes	3120		\$29,500.00		
Yield Taxes	3185		\$2,357.65		
Excavation Tax	3187				
Other Taxes	3189		\$574,921.29	\$6.82	
Property Tax Credit Balance			(\$119,700.14)		
Other Tax or Charges Credit Balance			(\$5,390.98)		

Taxes Commltted This Year	Account	Levy for Year of this Report	2014	Prior Levies
Property Taxes	3110	\$36,771,734.52	\$36,021,576.69	
Resident Taxes	3180			
Land Use Change Taxes	3120	\$157,089.00		
Yield Taxes	3185	\$693.75		
Excavation Tax	3187			
Other Taxes	3189	\$4,199,351.02	\$4,486.49	
<input type="checkbox"/> Transfer to Tax	3110 <input checked="" type="checkbox"/>		\$48,903.75	
<input type="button" value="Add Line"/>				

Overpayment Refunds	Account	Levy for Year of this Report	2014	Prior Levies	2013
Property Taxes	3110	\$6,353.61	\$386,696.60	\$20,653.71	
Resident Taxes	3180				
Land Use Change Taxes	3120				
Yield Taxes	3185				
Excavation Tax	3187				
<input type="checkbox"/> Other Taxes	3189 <input checked="" type="checkbox"/>	\$4,417.74			
<input type="button" value="Add Line"/>					
Interest and Penalties on Delinquent Taxes	3190	\$20,631.85	\$131,961.52	\$2.23	
Interest and Penalties on Resident Taxes	3190				

<b>Total Debits</b>		\$41,160,272.95	\$41,904,433.19	\$20,662.76	
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Credits				
Remitted to Treasurer	Levy for Year of this Report	2014	Prior Levies 2013	
Property Taxes	\$31,839,939.04	\$39,931,275.25		
Resident Taxes				
Land Use Change Taxes	\$126,084.68	\$22,500.00		
Yield Taxes	\$693.75			
Interest (Include Lien Conversion)	\$20,631.85	\$131,960.66	\$2.23	
Penalties				
Excavation Tax				
Other Taxes	\$3,792,297.09	\$563,105.37	\$7.93	
Conversion to Lien (Principal Only)		\$1,108,246.82		
<input type="text"/>				
<input type="button" value="Add Line"/>				
Discounts Allowed				

Abatements Made	Levy for Year of this Report	2014	Prior Levies 2013	
Property Taxes		\$86,867.05	\$20,652.60	
Resident Taxes				
Land Use Change Taxes	\$14,000.00	\$2,000.00		
Yield Taxes				
Excavation Tax				
Other Taxes	\$19,039.69	\$175.53		
<input type="text"/> Other tax transfer to property tax	\$17,475.48	\$18,030.34		
<input type="button" value="Add Line"/>				
Current Levy Deeded	\$37,882.03	\$40,210.34		





*New Hampshire*  
 Department of  
 Revenue Administration

2015  
MS-61

Uncollected Taxes - End of Year # 1080	Levy for Year of this Report	Prior Levies		
		2014	2013	
Property Taxes	\$5,056,426.31			
Resident Taxes				
Land Use Change Taxes	\$7,892.10			
Yield Taxes				
Excavation Tax				
Other Taxes	\$392,485.72	\$63.21		
Property Tax Credit Balance ⓘ	(\$156,159.25)	(\$1.70)		
Other Tax or Charges Credit Balance ⓘ	(\$8,416.60)			
<b>Total Credits</b>	<b>\$41,160,272.95</b>	<b>\$41,904,433.73</b>	<b>\$20,662.76</b>	



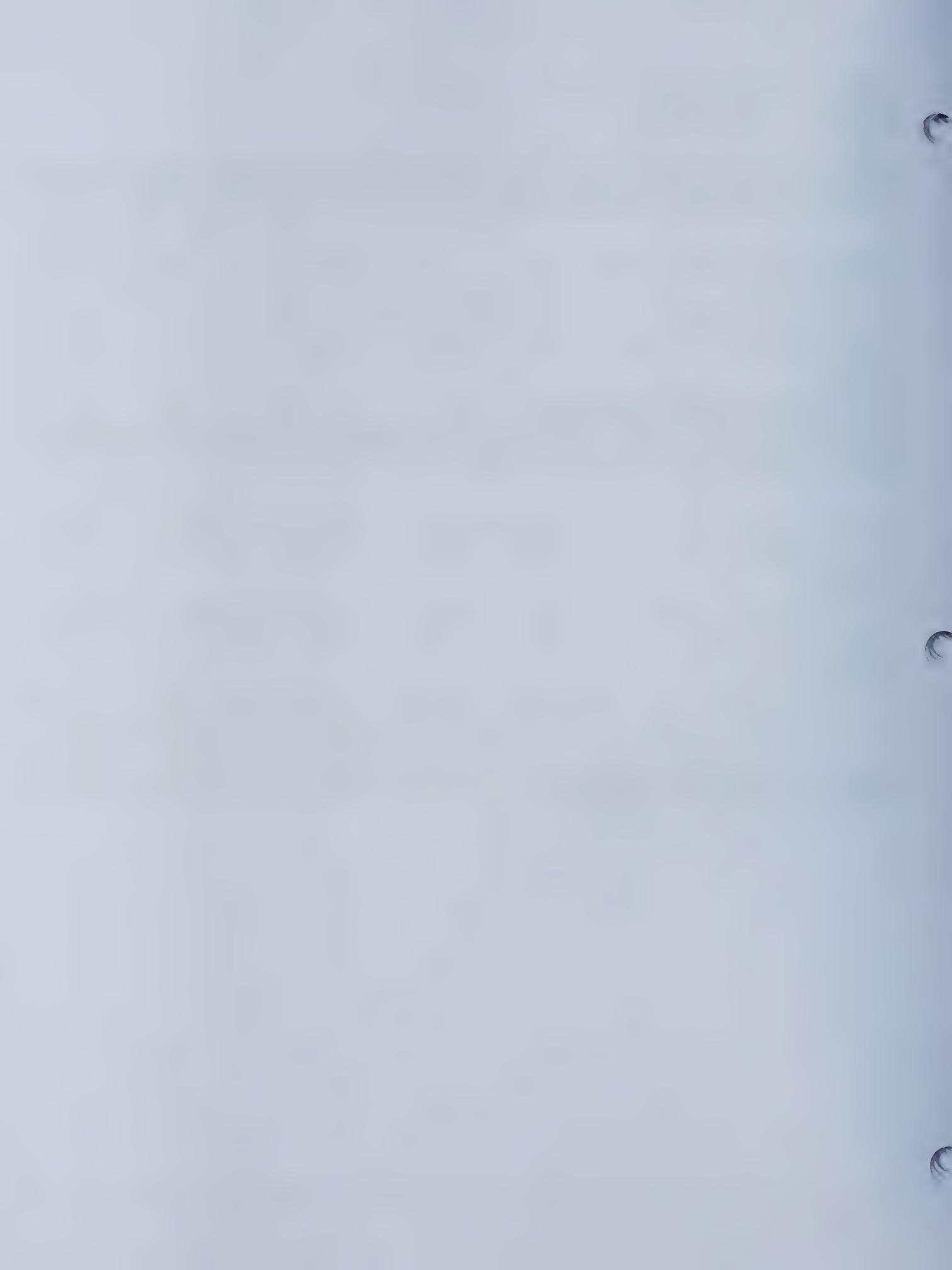


**Summary of Debits**

	Last Year's Levy	Prior Levies (Please Specify Years)		
		Year: 2013	Year: 2012	Year: 2011 & Prior
Unredeemed Liens Balance - Beginning of Year		\$1,180,438.47	\$689,030.75	\$767,361.74
Liens Executed During Fiscal Year	\$1,194,468.79			
Interest & Costs Collected (After Lien Execution)				
Overpayment Refunds	\$4,812.51	\$82,684.70	\$138,830.90	\$128,861.90
Add Line				
<b>Total Debits</b>	<b>\$1,199,281.31</b>	<b>\$1,263,123.20</b>	<b>\$827,861.65</b>	<b>\$896,223.65</b>

**Summary of Credits**

	Last Year's Levy	Prior Levies		
		2013	2012	2011 & Prior
Redemptions	\$239,845.18	\$531,997.34	\$459,908.88	\$285,480.99
Deferral Redemptions	\$0.00	\$426.92	\$0.00	\$0.00
Add Line				
Interest & Costs Collected (After Lien Execution) #3190	\$4,812.50	\$82,561.65	\$138,477.09	\$128,861.89
Deferral Interest & Costs Collected	\$0.00	\$123.13	\$0.00	\$0.00
Add Line				
Abatements of Unredeemed Liens	\$0.00	\$320.86	\$0.00	\$0.00
Liens Deeded to Municipality	\$75,777.56	\$157,475.94	\$141,405.57	\$299,169.62
Unredeemed Liens Balance - End of Year #1110	\$878,846.05	\$490,217.41	\$88,070.11	\$182,711.13
<b>Total Credits</b>	<b>\$1,199,281.31</b>	<b>\$1,263,123.20</b>	<b>\$827,861.65</b>	<b>\$896,223.65</b>





**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

Oct 9, 2015

**2. SAVE AND EMAIL THIS FORM**

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

*Michelle*

*Clark:*

*michelle.clark@dra.nh.gov*

*Jamie*

*Dow:*

*jamie.dow@dra.nh.gov*

*Shelley*

*Gerlarneau:*

*shelley.gerlarneau@dra.nh.gov*

*Stephanie*

*Derosier:*

*stephanie.derosier@dra.nh.gov*

**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

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 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 FY15 - the Town was included in one Presidential Disaster Declaration (HQ-15-010). On January 26th, 2015, New England was pounded by Winter Storm Juno (Juno). Juno, a typical Nor-Easter, delivered high winds and heavy snow to the Town. The Town received over two feet of snow which resulted in short-term travel disruptions and school cancellations. High winds resulted in a small number of scattered power outages. Derry BEM closely monitored the situation and activation of the EOC was not required. The opening of an emergency shelter was also not necessary. Following the disaster declaration, the Town applied for and received reimbursement for some costs associated with Juno.

The Derry BEM continues to wait for approval for the Town's latest draft of the Hazard Mitigation Plan (the Plan). The Southern New Hampshire Planning Commission is the agency leading this planning document effort. The draft remains in coordination with the Federal Emergency Management Agency. It is anticipated that the Plan will be presented to the Town Council before the end of 2015.

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 the following website; [www.ready.gov](http://www.ready.gov).



## DERRY FIRE DEPARTMENT

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 Dispatch and Emergency Management.

The Derry Fire Department provides fire protection through education, enforcement and suppression activities. We responded 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 changes made during FY 2015.

### **PERSONNEL**

This year several members left the Derry Fire Department:

Chief George Klauber retired after twelve years as Chief of the Derry Fire Department. Before coming to Derry he had been a member of the Waterbury, Connecticut Fire Department for twenty-seven years rising through the ranks to become Chief of the Organization. Chief Klauber guided the community through several major natural disasters including the 2008 Ice Storm and the October Blizzard. Also, he facilitated the successful merger of the Derry and East Derry Fire Departments in 2005.

Firefighter/Paramedic Ryan Hickey left the department after only two years to work as a Firefighter/Paramedic with the Hampton Fire Department.

Firefighter Steve Roberts retired to become a full time farmer and raise Scottish Highland Cattle on his farm in Weare. Steve had over thirty-years as a firefighter, first in Gilmingtong, then Goffstown, and the last nine years in Derry.

Firefighter Bill Sheedy, aka “Mr. Bill” retired after twenty-five years with the Derry Fire Department. Bill grew up in Derry, served in the Navy, worked construction and landscaping, came to the fire service in his mid-thirties. His humor and work ethic will be missed.

Lt. Dennis Sienkiewicz retired after twenty-five years with the Derry Fire Department to become more involved with his young children.

Congratulations to the following members of the Derry Fire Department:

Firefighter/AEMT Jim Hoffman was this year’s VFW firefighter of the year. He was recognized for his leadership with the technical rescue committee and for his courage and durability while rescuing two children who had fallen through the ice on Hood Pond. Firefighter Hoffman was



also recognized as Firefighter of the Year for this rescue by the New Hampshire Police, Fire & EMS Foundation. Firefighter Hoffman is a graduate of Pinkerton Academy, is a Trustee of Trust funds for Chester, is currently working on his Bachelor's Degree, is a father to a young daughter, and his wife works as an Emergency Department Physician at Parkland.

Michael J. Gagnon was promoted from Battalion Chief of Operations to Chief of Department. Chief Gagnon has been active in the Derry Knights of Columbus and a past member of the Board of Directors for the Sunshine Soup Kitchen. Chief Gagnon has a Master's Degree in Organizational Leadership from Southern NH University, is a graduate of the National Fire Academy Executive Fire Officer Program, and is an accredited Chief Fire Officer through the Commission on Public Safety Excellence.

Scott Haggart was promoted from Captain to Battalion Chief of Operations. BC Haggart has a B.S. in Business Administration from Granite State College and is in his third of four years in the Executive Fire Officer Program of the National Fire Academy.

James Richardson was promoted from Captain to Battalion Chief of Facilities. BC Richardson recently completed his Master's in Project Management from Granite State College.

Bill Gillis was promoted from Lieutenant to Captain of Central Station. Captain Gillis is also a Lt. Colonel with the USAFR, 66th Air Base Group based out of Hanscom Air Force Base and is an Iraq War Veteran.

Anthony Rossignol was promoted from Firefighter to Lieutenant on Battalion 1. Lt. Rossignol Lt. Rossignol is a retired Technical Sergeant and spent over twenty years in the U.S. Army Reserves and is an Iraq War veteran.

Battalion Chief Jack Webb graduated, Summa Cum Laude, with a Bachelor's of Applied Science in Public Administration from Granite State College. He is also a 2010 graduate of the National Fire Academy Executive Fire Officer Program.

## **TRAINING**

Between July 1, 2014 and June 30, 2015 members of the department have participated in 4,865 staff/hours of fire, rescue, prevention, and emergency management training. This averages 79 hours of training per department member and does not include the additional hours of emergency medical training our staff is required to complete each year. This Fire/Rescue training was delivered using a variety of techniques, on-line training, traditional class room training, hand's on training. Online training was done through Kaplan Fire & EMS Training, FEMA, National Fire Academy, and United Laboratories (UL).

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 the following: (a) fire behavior and tactics, (b) firefighter safety and survival, (c) building collapse, (d) trench rescue, (e) and command and control of the Mayday. Furthermore, this year there was a greater department wide training focus to complete the State mandated transition from EMT-Intermediate to the Advanced EMT standard.

This was also the third year we were focused on fire behavior and tactics. This year's training included incorporating new advanced hose & nozzle techniques, and integration into strategy and tactics including command and control of the Mayday. This training was based on scientific and experiential research from UL, National Institute of Standards and Technology (NIST), the International Association of Fire Fighters, Chief Dave Dodson of Fire Engineering, IAFF Safety and Survival, and Captain Steve Marsar of FDNY. All of this research and subsequent training is triggering a paradigm national shift in tactics that is being driven by increasingly hazardous structural fire behavior. The advent of modern construction and modern furnishing is causing fires to grow extremely fast, produce extreme amounts of toxic smoke, carbon monoxide, and cyanide; and is causing all fire departments to adjust their tactics. For more information on this go to: <http://bit.ly/ULFire2012>. The Derry Fire Department has experienced tangible evidence of the success of this training at several recent fires.

During this fiscal year - 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 four members of the Derry Fire Department.

## **FACILITIES**

In Fiscal Year 2015 the Derry Fire Department completed nine facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation, and Life Cycle. All nine projects were included in the FY15 Capital Improvements Plan (\$110,822.00).

The Central Station is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 25,936 square foot facility, of which 10,123 square feet is living area. 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 15,813 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 continues to be greater than we would expect. While the station is not ideal we continue to maintain a strong focus on energy conservation as evidence by accolades received by the Town's Energy Conservation Committee. Central Station also includes the Emergency Communications Center which dispatches emergency calls for the towns of Derry, Windham, Chester, Auburn and the South Eastern NH Regional Hazardous Materials Team. The following projects were



completed at Central station over the last year and were based on life cycle, health and safety concerns, energy conservation and code compliance.

- Living Quarters Flooring Project: This project consisted of the removal of an asbestos tile subfloor and the installation of new carpet and an epoxy flooring system throughout. (\$20,947.00 Health and Safety/Life Cycle)
- Upgrade Exterior Lighting: This project consisted of improving the exterior lighting by adding and upgrading exterior lighting to more energy efficient LED fixtures. (\$4,977.00 Safety/Code Compliance/Energy Conservation)
- New Paint: This project consisted of a fresh coat of paint on most living quarter's wall surfaces, doors, and frames. (\$2,650.00 Life Cycle)

Hampstead Road Station is located at 74 Hampstead Road and was built in 1974 as a 3 bay call fire department 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 7800 square feet. The Station is staffed full time by 4 shifts of 3 personnel using Truck 4, Engine 4, Medic 4, Rescue 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 following projects were completed to the Hampstead Road Station over the last year and were based on life cycle, health and safety concerns, energy conservation and code compliance.

- Main Bathroom and locker Room Update: This project consisted of the installation of a new vanity, new showers, and a drop ceiling. The lighting and fans were placed on automatic timer/sensors and all fixtures upgraded to LED lighting to save on future energy cost. (\$11,960.00 Life Cycle/Energy Conservation)
- Office Remodel: This project consisted of the installation of a new door and a fresh coat of paint. (\$2,480.00 Life Cycle)
- Radio Box Update: This project consisted of updating the station radio box and antenna. (\$2,630.00 (Safety/Code Compliance)

Island Pond Station is located at 190 Warner Hill Road. The station is a 4394 square foot facility which was built in 1978. The Station is staffed full time by 4 shifts of 3 personnel using Engine 2, Medic 2, Marine 2, and Forestry 2. All personnel are cross trained for fire and medical response. The following project was completed to the Island Pond Road Station over the last year and was based on life cycle.

- Roof Replacement: This project consisted of the installation of a new metal roof system over the existing shingled roof; it is considered to be a superior system that is expected to be maintenance free. (\$51,000.00 Life Cycle)

English Range Road Station is located at 1 English Range Road. The station is a 4401 square foot facility which was built in 2001. The Station is staffed full time by 4 shifts of 3 personnel using Engine 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. Energy conservation continues to be a priority at this station. Environmental factors are the biggest concern in maintaining the fuel consumption. Additional projects that were completed throughout this past year included:



- Kitchen Remodel Project: This project consisted of the installation of new kitchen cabinetry and counter tops. The better quality cabinets and solid surface counter tops will allow for longevity of the kitchen and a more efficient and sanitary kitchen operation. (\$11,577.00 Life Cycle/Health)
- HVAC System Upgrade: This project consisted of an air-conditioning coil replacement and recharge. (\$2,600.00 Life Cycle)

## **FIRE PREVENTION**

The Bureau of Fire Prevention is responsible for all fire code inspections, assembly permits, plans review, gas and oil burner inspections, and public safety and fire education. The Bureau completed a number of multi-family occupancy inspections during the year as we continue to emphasize residential inspections. The Bureau is working with a number of property owners to develop acceptable timelines to complete the improvements required to meet the fire code, including the replacement of some fire alarm systems. Service requests demonstrate an increase in commercial and residential new buildings, as well as, occupancies requesting change of usage, renovations, upgrades and additions.

## **COMMUNICATIONS CENTER/FIRE ALARM/INFORMATION TECHNOLOGY**

The Derry Fire Department Communications Center is responsible for dispatching the fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally, Derry Fire Alarm 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. Derry Fire Alarm Communications Dispatchers dispatched a total of 7,290 calls for service last year. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

The Bureau of Communications/Fire Alarm/Information Technology was pleased to be notified in January that we were awarded the Association of Public Safety Communications Officials (APCO) Project-33 Certification. This process was over a year in planning and preparation, and designates that our new hire and continuing education training programs adhere to the strictest of national standards. The Town of Derry should be proud of this accomplishment as we are one of only three communications centers in all of New England, New York, and New Jersey to have received this prestigious designation. Project-33 designation is one of the first steps in eventually gaining Communications Center Accreditation.

During FY15 the Bureau of Communications/Fire Alarm/Information Technology worked to create a comprehensive "Continuity of Operations Plan." This plan allows us to continue dispatch services to the Town of Derry, and the communities we serve uninterrupted in case of localized, or system wide failures. The plan identifies the steps to take in case of localized system failure, or the need to move our operations to our backup dispatch center located at the Derry EOC.



In FY15 the Bureau of Communications/Fire Alarm/Information Technology worked with the Town IT department to design and install additional large screen computer monitors and a high power computer in the communications center. These monitors allow us to actively monitor area weather, traffic cameras, and other critical video/computer streams.

The Bureau of Communications/Fire Alarm/Information Technology conducted 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.

The Derry Fire Department is very lucky to have such a dedicated and talented, well trained staff.

The Bureau of Communications/Fire Alarm/Information Technology also worked with the Town Administrator and Fire Chief to successfully negotiate continued five year contracts for dispatch services with the towns of Auburn, and Chester.

#### **TOOLS AND EQUIPMENT**

The Derry Fire Department has continued to maintain all essential equipment, personal protective equipment and uniforms. This is the result of careful planning and management by the Quartermaster, Department Mechanic, and line personnel. The members have worked diligently to maintain the Departments inventory of hand tools and related equipment. Capt. Soucy and a group of firefighters continue to maintain the Departments SCBA in the most efficient manner possible.

During fiscal year 2015 - the Department purchased a replacement Amkus hydraulic rescue tool. The existing power unit had become obsolete. This upgrade allows for faster cutting and spreading times. A new set of Heavy Cutters was also purchased. These cutters meet the challenges presented by newer vehicles with integrated roll over protection. Existing Amkus spreaders were updated with new longer spreader arms and chain packages used during pulling and lifting operations. These upgrades and equipment purchases will enhance our overall rescue operations.

Personal Protective Equipment (PPE) was inspected and replaced as required by the Departments Safety Plan. The new National Fire Protection Association (NFPA) guidelines will require the Department to accelerate replacement of PPE. Each member has assisted by ensuring proper care of assigned articles.



## EMERGENCY MEDICAL SERVICES AND AMBULANCE

Derry Fire Department, Emergency Medical Services (EMS) is recognized across New England for its EMS excellence as verified by the Commission on the Accreditation of Ambulance Services, (CAAS) and the department's commitment to our EMS provider's professional development through ongoing EMS training provided through our in-house EMS educational programs. CAAS accreditation signifies that the Derry Fire Department has met the "gold standard" as determined by the American ambulance industry and is considered essential for a modern emergency medical services provider. The CAAS standards are designed to increase operational efficiency and clinical quality, while decreasing risk and liability to the organization. Accreditation assures local officials that the Derry Fire Department has undergone careful scrutiny by an independent review process. An independent review validates that accredited agencies are adhering to the highest standards in the industry. The Derry Fire Department is one of only ten municipal fire departments in the country and the only department in the northeast to obtain this prestigious designation.

Since our inception in 1972, our EMS system has held steadfast to its core beliefs for how pre-hospital medical care should be delivered. Derry Fire EMS providers are committed to delivering the highest level of pre-hospital medical care by utilizing evidence-based medicine through a best practices approach.

Our fire based emergency response model enables the department to place a paramedic, the department's highest trained EMS provider on the scene of every medical emergency. Derry Fire engines and ambulances are both staffed with no less than one paramedic. Vital advanced pre-hospital care in some cases is provided by paramedics assigned to fire engines prior to the arrival of the ambulance. Our committed goal is based on National Fire Protection Association (NFPA) standards is to have the first arriving Fire/EMS providers on scene within 4 minutes and additional Fire/EMS providers on scene as needed within 8 minutes. Providing early advanced care with our fire based response model, clearly improves the medical outcomes for patients with serious time dependent life threatening medical emergencies such as; anaphylaxis, breathing difficulties, heart attack, stroke, sepsis or those in cardiac arrest.

Our firefighter/EMS professionals are never satisfied with their individual patient care accomplishments but openly engage in a critical review of their performance through an intensive peer driven Continuous Quality Improvement (CQI) process. Our CQI process operates under the belief that there is always room for improving operations, processes, and activities to increase quality. Our continued goal for Greater Derry is to respond to the requests for medical aid with the finest trained and best prepared EMS providers in the state.

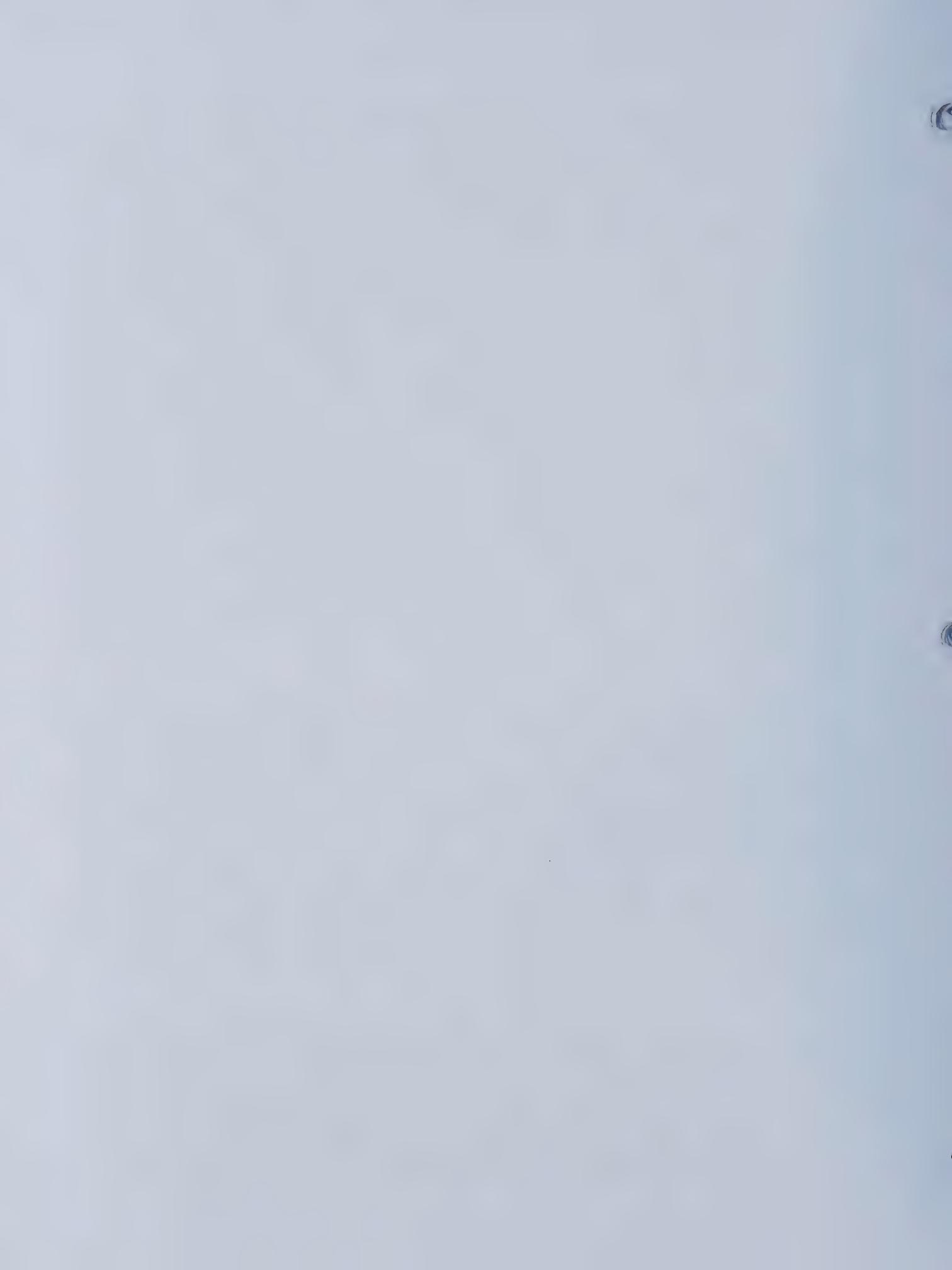
To ensure that Derry Fire EMS providers maintain National Certifications and State licensure; our EMTs, Advanced EMTs and Paramedics whose National Registry of Emergency Medical



Technicians certifications were due to expired in March, 2015 had to successfully complete 72 hours of National Continued Competency Education. The Director of EMS, a New Hampshire Department of Safety, Bureau of EMS licensed EMS Instructor/Coordinator, provided National EMS Education Standards and New Hampshire Bureau of EMS approved refresher and continuing education to on-duty companies. Training is accomplished without the use of overtime. EMS providers who are unable to participate in training due to high call volume are provided additional in-house opportunities as provided by the Director of EMS. Ongoing EMS training is scheduled for the first full week of each month. Each Derry Fire Department EMS provider has available to them no less than 36 hours of National Continued Competency Education each calendar year. Core continuing medical education was provided by using a variety of methods, including high fidelity patient simulation validating essential EMS psychomotor skills, in-service training with our Medical Director, traditional class room training and on-line distributive education. During fiscal year 2015 no less than 2448 classroom hours of EMS education was provided. This year's EMS training will focus on enhancing the new National EMS Education Standards and National EMS Certification; these trainings are required in order for Derry EMS Providers to maintain National Registry Certification beyond 2016/2017. National EMS Certification is important to the public. It assures them that the EMS professionals providing care are highly competent clinicians. By obtaining National EMS Certification, we are telling the public that Derry Fire Department EMS Providers have demonstrated a national level of competency. This is a standard of care that every resident, business or visitor of Derry deserves—at their moment of greatest need.

Derry Fire EMT/Intermediates are required by the new National EMS Education Standards and National EMS Certification to successfully transition to Advance EMT by their National Registry of Emergency Medical Technicians renewal date in 2016/2017. Additionally, Derry Fire EMT/Intermediates are required to successfully complete a National Registry Advanced EMT written exam, a requirement for course completion. The Town of Derry has hosted New Hampshire Bureau of EMS, Person VUE computer based testing in-house for our EMT/Intermediates, to date 16 of our EMT/Intermediates have successfully completed the transition to Advanced EMT, 8 EMT/Intermediates are currently preparing for the written exam. The Director of EMS has added additional training and test preparation opportunities for on-duty companies. As of 2016/2017 EMT/Intermediate designation will be phased out by the National Registry and replaced by the Advanced EMT.

The Derry Fire Department continues to promote our HeartSafe Community Initiative which was established in September 2007. The Fire Department continues to offer American Heart Association CPR/AED training free of charge to the residents and businesses of greater Derry on the third Wednesday of each month. Community partners trained in CPR/AED is essential to saving the life of the victim in cardiac arrest. The average cardiac arrest victim in greater Derry is 64 years old and 62% are males. Our HeartSafe Initiative will allow any resident or business



from Derry who wants CPR/AED training or assistance in acquiring a Public Access AED for their organization or business to have that opportunity available. Our goal for greater Derry is to see a Public Access AED and trained CPR/AED providers in every organization or business or in any location where the public gathers. To date there are approximately 45 Public Access AEDs located in and around Derry and approximately 1950 residents and businesses have been trained in CPR/AED. As a direct result of our HeartSafe Community initiative - the Town of Derry has some the highest survival rates for out of hospital cardiac arrest in our region. 56% of cardiac arrest victim had bystander CPR performed before the arrival of EMS. Over the last 24 months - 34% of our cardiac arrest patients had a return of circulation prior to transport to the hospital. Additionally, award winning Parkland Medical Centers Primary Coronary Catheterization lab has the regions quickest door to treatment time for heart attack victims identified by EMS. Rapid EMS response, rapid identification by our Paramedics, prompt treatment and early notification of the Parklands cardiologist's saves lives and heart muscle. Time is muscle when a patient is having a heart attack. Our fire based response model clearly improves the outcomes for both cardiac arrest and heart attack victims. Working together with community partners to save lives, alleviate suffering, promote health, prevent harm, and encourage the quality and equal availability of emergency medical care.

The professional men and women of Derry Fire Departments 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.



**Derry Fire Department**  
**Fiscal Year 2015 Statistics**

<b>Fire and Rescue Responses by Type</b>	
Building Fire	29
Vehicle/Heavy Equipment Fire	11
Brush	35
Fires - Other	31
Alarm Activation - No Fire	452
Hazardous Condition	161
Good Intent	374
Service Call	514
Emergency Medical Services	2979
<b>Total Responses</b>	<b>4586</b>

<b>Contracted Ambulance</b>	<b>Responses</b>
EMS Calls for Auburn	303
EMS Calls for Chester	204

<b>Simultaneous Incidents</b>	<b>Occurrences</b>	<b>Total</b>	<b>Simultaneous Incidents</b>
Single Call	2026	2026	N/A
Two Calls Simultaneously	484	968	968
Three Calls Simultaneously	199	597	597
Four Calls Simultaneously	90	360	360
Five or More Calls Simultaneously	99	635	635
<b>Totals</b>		<b>4586</b>	<b>2560</b>
			<b>56%</b>

<b>Calls by Day of the Week</b>	
Monday	666
Tuesday	647
Wednesday	657
<b>Thursday</b>	<b>741</b>
Friday	669
Saturday	624
Sunday	582
<b>Total</b>	<b>4586</b>



Mutual/Automatic Aid Given	Incidents
Auburn- Mutual Aid	13
Candia	4
Chester- Mutual Aid	5
Hampstead	21
Danville	1
Hooksett	2
Hudson	2
Litchfield	2
Londonderry	82
Manchester	9
Nashua	1
Pelham	3
Raymond	1
Salem	27
Sandown	2
Windham	29
<b>Total</b>	<b>204</b>

Mutual/Automatic Aid Received	Incidents
Auburn	11
AMR	2
Atkinson	3
Chester	12
Danville	2
Hampstead	7
Hooksett	6
Hudson	6
Litchfield	1
Londonderry	53
Manchester	6
Nashua	2
Plaistow	2
Raymond	4
Salem	13
Sandown	3
Windham	28
<b>Total</b>	<b>161</b>



<b>Emergency Calls Dispatched</b>	
Derry	4586
Auburn	607
Chester	441
Hampstead Radio Box	14
Windham	1630
Hazmat Team Requests	12
<b>Total</b>	<b>7290</b>

<b>Community Risk Reduction - Public Education</b>		
	<b>Occurrences</b>	<b>Attendees</b>
Educational Facilities	8	272
Fire Station Tours	15	195
Public Safety Programs	10	270
Fire Extinguisher Training	5	205
Fire Station Open House	1	120
<b>Totals</b>	<b>39</b>	<b>1062</b>

<b>Fire Prevention Inspections</b>	<b>Occurrences</b>
Residential Occupancy	116
Commercial Occupancy	76
Educational Facility	20
Places of Assembly	93
Daycare Facilities	5
Gas Piping - Residential	259
Gas Piping - Commercial	62
Oil Burner	85
Gas Burner	242
Wood Stove/Fire Place	11
Total Inspections	969

<b>Permits Issued - Plans Review</b>	<b>Occurrences</b>
Outside Burning Permits	1952
Assembly Permits	93
Blasting Permits	5
Gas Piping Permits	259
Gas Burner Permits	247
Oil Burner Permits	85
Building Plans Reviewed	59
Total Permits and Plans Reviewed	2700



## DERRY POLICE DEPARTMENT

Over the past year, the Police Department has seen several personnel changes. On August 25, 2014, the department lost our evidence custodian, Barry Charewicz, who left us for another employment opportunity.

Additionally, the department dealt with the loss of Officer Thomas Burke, Officer Ryan Hardy, and Officer Michael Moulton. All three officers left the department for other Law Enforcement jobs. The loss of these 4 employees resulted in our department operating a staffing level of 50 Sworn Police Officers, and less one civilian evidence custodian by the end of FY15.

These 3 young officers left because they feared losing their employment with the Town of Derry, and though their loss was unwelcomed, their decision to leave, prevented others from losing their job as a result of budget reductions that created a new staffing level of 52 sworn officers as we began FY 16.

In August of 2014, Officer Erin Quimby and Officer John DiBurro began employment. They attended the fall 2014 Police Academy together and finished their field training in the spring of 2015. They are presently assigned to the Patrol Bureau. Additionally, Officer Erin Quimby was awarded the Arthur D. Kehas Award. The award is issued by the academy staff, to a recruit, whom in their opinion, has performed over and above their expectations, has had a positive effect on the recruit class, and provided an example for others to emulate. The award marks the first time in the history of the Derry Police Department that one of its members was the recipient.

During calendar year 2014, we received 25,207 requests for police service. This number represents a slight decrease from the previous year. The total number of crimes reported however, increased from 3439 crime reports to 3729. A slightly greater than 8% increase. When viewed in the proper context the decrease in total requests for service is easily explained. Officers are simply spending more time taking crime reports and investigating those crimes and therefore have less available time to spend on self-initiated activities such as traffic enforcement and directed patrols which are typical crime prevention strategies.

We completed construction of a free standing evidence and property garage located in our impound area. The building now houses evidence and property that cannot be readily stored in our main facility.

This past fiscal year we have continued the process of updating our policies and procedures with an eye toward national law enforcement accreditation. As we have previously stated, this is likely to be a multi-year process. Our goal is to prepare ourselves to apply for accreditation through the Commission on Accreditation for Law Enforcement Agencies once our policy review has been completed, should such accreditation be fiscally possible. Unfortunately our current staffing level may slow the process.

Staffing was our biggest challenge during the year. At the end of 2014/beginning months of 2015 we were short four staff members who were out with injuries. Providing adequate staffing to maintain the current level of service to the community was often challenging during that period.

The second most significant problem we dealt with is the continued issue of heroin and other drug abuse. We investigated 118 overdose incidents with 14 deaths resulting. This problem is growing



exponentially each year. Much of our crime appears to be based in one manner or another to the addiction crisis in Derry and New Hampshire generally.

We investigated scores of thefts/shoplifting incidents at Walmart. The vast majority of these suspects were unemployed drug abusers. The suspects steal items from the store then present them to the customer service desk asking for a refund. The money they receive in the form of a refund is often in the form of a "gift card". The gift card is sold for less than face value to acquire cash that is then used to purchase illegal drugs.

Last year we investigated thefts of copper plumbing from Derry homes. This crime curtailed when the price of scrap metals plummeted.

Internet crime and Internet facilitated crime is proliferating. Crimes include fraudulent transactions, child exploitation, and money scams. Investigating this crime is very time consuming but also very necessary to protect our community.

We investigated several violent crimes during the year involving stabbing and assaults with other weapons. Some victims suffered serious and protracted injuries from these crimes. The most tragic of these incidents occurred in January 2015 when a distraught, suicidal man confronted one of our officers with gun fire. The officer had to use deadly force to defend himself and others. The gunman lost his life as a result of this incident.

Our bicycle patrol that was highly visible in the summer of 2014 was unable to be staffed in spring of 2015 due to staffing problems. The future of this patrol is uncertain due to current staffing levels.

The Crash Reconstruction Team was deployed for a fatal motorcycle crash on Route 102. The deceased was traveling with a passenger on Chester Road when an allegedly impaired driver made a left turn in front of the bike. We arrested that driver and he is charged with Negligent Homicide and other related crimes. His case is pending.

The Town endured a blizzard during the year with no serious issues resulting. All departments worked well to plan for the weather event and we had plenty of notice. There were few commuters that braved the weather and schools and many businesses closed for the day.

In one of our proudest moments, three of our officers along with members of the Derry Fire Department conducted an ice rescue at Hood Pond that saved the lives of two young boys who were drowning. They are the shining examples of the courage, training and discipline required of public safety officers.

Derry Animal Control received numerous reports regarding wildlife in populated areas of the town. Ground hogs, skunks, coyotes, foxes and even a black bear were spotted in residents' yards. When this occurs the opportunity for human/wildlife interactions increases along with possible rabies concerns.

As always the men and women of the Derry Police Department remain committed to providing the highest level of service to the citizens of the community with the resources available to us. Given the fiscal realities of the day, the department will work to provide basic and core services to the community. However, programs that have been a staple in the community may look different in the future. Programs



that are at risk include the bicycle patrols, OHRV patrols, School Resource Officer program and the Community Relations Officers. Continued support from the citizens and local government keep these programs alive.

Respectfully submitted,

*Edward B. Garone*

Edward B. Garone

Chief of Police



**Derry Police Department  
Offenses Reported  
2004-2014**

<b>Group A Offenses Reported</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Arson	11	33	32	17	26	21	24	27	19	14	15
Assaults	753	823	731	771	761	823	889	1012	936	825	885
Burglary	145	163	150	164	143	154	209	218	190	139	109
Drugs	166	170	161	154	128	142	133	137	180	183	302
Forgery	25	29	32	26	21	42	45	56	63	55	56
Fraud	171	158	173	173	160	155	156	183	191	186	264
Homicide	0	0	0	1	0	1	0	1	0	0	0
Kidnapping	22	19	13	5	9	12	3	13	5	12	6
Robbery	11	12	14	22	10	11	19	12	5	5	8
Sex Assaults	67	74	56	55	49	43	47	60	57	55	57
Stolen Property	55	39	34	26	51	44	94	69	103	60	70
Theft	536	591	574	541	620	635	676	725	714	616	630
Vandalism	825	662	583	519	496	537	497	470	365	326	331
Vehicle Theft	89	54	64	60	63	61	51	41	40	34	21
Weapons Violations	18	12	15	12	7	10	11	9	12	10	4
<b>Sub Total</b>	<b>2894</b>	<b>2839</b>	<b>2632</b>	<b>2546</b>	<b>2544</b>	<b>2691</b>	<b>2854</b>	<b>3033</b>	<b>2880</b>	<b>2520</b>	<b>2758</b>
<b>Group B Offenses Reported</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
All Other Offenses	694	683	627	630	657	660	621	603	642	536	583
Bad Checks	25	19	14	17	13	13	8	8	12	21	23
Disorderly Conduct	29	26	40	26	26	26	20	20	29	43	33
DWI	130	132	118	117	100	93	66	91	108	114	120
Family Offenses	21	26	10	27	27	30	32	15	29	30	36
Intoxication	122	178	107	80	89	86	113	112	69	52	60
Liquor Law Violations	200	194	161	128	125	108	55	80	59	44	48
Runaways	78	44	44	69	102	63	72	80	55	34	12
Trespassing	71	52	55	58	60	28	61	62	48	45	56
<b>Sub Total</b>	<b>1370</b>	<b>1354</b>	<b>1176</b>	<b>1152</b>	<b>1199</b>	<b>1107</b>	<b>1048</b>	<b>1071</b>	<b>1051</b>	<b>919</b>	<b>971</b>
<b>Total Group A and B Offenses</b>	<b>4264</b>	<b>4193</b>	<b>3808</b>	<b>3698</b>	<b>3743</b>	<b>3798</b>	<b>3902</b>	<b>4104</b>	<b>3931</b>	<b>3439</b>	<b>3729</b>



**Derry Police Department  
Other Activity Totals  
2004-2014**

<b>Activity</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Incidents Logged	28180	27214	24395	22411	22163	23438	26273	27365	26264	26490	25207
Arrests & Summonses	1906	1887	1535	1397	1302	1339	1311	1286	1411	1374	1409

<b>Traffic</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
MV Accidents	895	857	730	846	763	723	708	686	707	741	804
Total MV Stops	11375	9586	7621	6260	5942	6703	7253	7828	7251	7635	6104
Summonses	2002	1262	1189	885	744	831	1186	1054	962	1056	904
Warnings	8958	8324	6226	5220	4974	5491	5786	6489	6119	6445	5118
Parking Tickets	737	1090	804	698	427	342	495	814	836	873	778



## **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:

### **BUILDINGS & GROUNDS DIVISION**

The Building and Grounds Division continued to provide excellent service to the facilities it maintains throughout town. In addition to providing regular custodial 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 Adams Memorial Building underwent a major structural reinforcement to the roof framing as well installation of a new rubberized roof and insulation. In addition to the structural improvements, the Greater Derry Arts Council received a grant to repaint the interior of the Opera House.

The unusually heavy snow accumulations also impacted the Buildings and Grounds Division as the roofs of some public buildings required shoveling to ensure safety. The plowing of parking lots also became a difficult as there was little room to store snow and snow had to be trucked off site on several occasions.

The Public Works Department also assisted the Fire Department with developing a bid document to remove vinyl floor tiles containing asbestos from the Central Fire Station.

### **CEMETERY DIVISION**

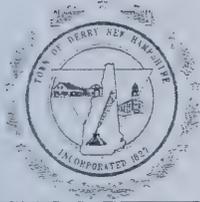
The Forest Hill Cemetery remains very well groomed and beautiful as ever. Many residents take advantage of its park like setting as a nice place to walk. Residents are reminded to please leave their dogs at home while walking in the cemetery as dogs are prohibited from the cemetery with the exception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

The severe weather we experienced this past winter necessitated the closing of the cemetery for an extended period of time in February and March. Snow drifts on the roads were more than six feet deep. Given the priority of keeping the roads of Derry open, it was not practical to try and keep the cemetery open as well. Furthermore, headstones could have been damaged during snow removal operations as they were buried deep in snow in many areas.

There were a total of 93 burials over the past year at Forest Hill Cemetery.

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 DIVISION

OFFICE OF THE BUILDING INSPECTOR  
TOWN OF DERRY PERMITS

Date from 7/01/2014 to 6/30/2015

TYPE OF PERMIT	NUMBER ISSUED	CONSTRUCTION COSTS	PERMIT FEES	REINSPECTION FEES
Commercial	65	12,192,626.00	45,193.69	
Demolition	19	229,770.00	950.00	
Electrical	405	1,647,451.00	20,257.15	
Failed & New Septics	58		2,900.00	
Industrial				
Masonry/Chimneys	6	0.00	175.00	
New Residential	26	3,773,950.00	45,838.06	
Other				
Plumbing	147	566,888.00	6,121.00	
Residential Additions & Renovations	235	3,666,766.41	28837.62	
Signs	48		3,209.14	
Utility Shed				
Wells	15		525.00	
<b>TOTALS</b>	<b>1018</b>	<b>34,060,961.41</b>	<b>153,816.66</b>	

Total Fees for FY 2015 - \$ 153,816.66

Respectfully Submitted,

*Robert S Mackey*

Robert S Mackey  
Code Enforcement Director

In FY 2015 we saw a decrease in permits issued for single family dwellings units as 26 building permits were issued compared to the previous year's total of 43. It is anticipated that this number will increase in the coming year based on the number of new house lots being approved by the Planning Board. In addition, several multi-family projects have been approved which are currently under construction or will receive permits this year.



## 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 assisted with design and construction monitoring of water and sewer improvements completed in Phase II of the Rockingham Road project. All utilities in the Town and State roads were installed Phase II prior to November 2014. Final work resumed in May 2015 and it will last through August 2015.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings. Engineering staff participated in the review of several multi-family projects brought forth in the last 12 months.

Several roads were reclaimed and/or overlaid through the pavement management program. This year's major project was coordinating mill and inlay of West Broadway from Manning Street to the Londonderry town line. The project was organized in several sequential phases over the course of approximately four weeks in October.

The street opening permit process has been revised to streamline coordination with third-party entities seeking to excavate within a Town right-of-way.

## HIGHWAY DIVISION

The Highway Division had yet another very challenging winter season. It seems in recent years, the snowfall has been well above the annual average. A Thanksgiving week snow storm left New Hampshire with the fourth largest power outage in state history. Not only did Highway personnel have to plow the roads clear, but also had to contend with cutting up downed trees and avoid downed wires. Storm Juno, in January, dropped about two and a half feet of snow on Derry over a two day period. Crews worked feverishly through this historic blizzard and the roads of Derry were opened quickly. February brought heavy snow on a weekly basis. The snow banks were the highest Derry had seen in decades. Employees worked tirelessly to keep the roads open limiting the number of snow days for the Derry Schools to four.

The Town of Derry continues to be a leader in chloride reduction in the state. Working closely with UNH, the Department of Environmental Science, the Department of Transportation, the Towns of Londonderry, Windham, and Salem are committed to reducing its salt usage without impacting the level of service the residents have become accustomed to.



## PARKS & RECREATION DIVISION

During fiscal year 2015, the Parks & Recreation Division remained committed to providing quality programming, activities, and services for all ages and demographics within the greater Derry community. Patronage at seasonal park locations and enrollment in programming remains strong. As usual, special focus and attention is dedicated to programming and services for special needs individuals and senior citizens. Increased collaboration and networking continues to produce more quality services and activities for these individuals. Another milestone was reached as Derryfest marked its Twenty-Fifth Anniversary in September. Many additional special events were planned to commemorate the special occasion.

The Division also completed several projects at the various park locations. During FY 2015, projects included structural repairs to the concession stand at O'Hara Field, as well as assisting the Wolverines Football Association with the construction of a permanent shed structure at Don Ball Park. The focus has remained upon cyclical maintenance, ensuring that our ball fields, park areas, playgrounds, and subsequent amenities are safe and in pristine condition for all residents.

## 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.

	FY2012	FY 2013	FY 2014	FY 2015
Cardboard	\$ 71,683	\$ 47,529	\$ 64,524	\$ 38,328
Newspaper	\$ 49,608	\$ 50,023	\$ 11,860	\$ 9,819
Scrap Metal	\$ 178,579	\$ 92,309	\$104,441	\$ 98,583
Totals	\$ 299,870	\$ 189,861	\$180,825	\$146,730

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA. The Town has a contract for trash disposal services which expires December 31, 2016. Derry currently pays \$63.54 per ton for disposal. The Town disposed of 9,111 tons of trash in FY 2015.

Seven proposals were solicited for a design build contract to construct the new 15,000 square foot transfer station. Hutter Construction of New Ipswich, NH was selected with a guaranteed maximum price of \$2,796,404. Design work was initiated in late 2014 and requisite state permits were applied for. The project broke ground in May 2015 and the project is anticipated to be completed by November 2015 with an opening to the public in January 2016. The new Transfer Station will feature a more convenient traffic flow and enhanced recycling opportunities to maximize revenue.



## 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. The full service garage performs services such as oil changes, safety inspections, and heavy equipment repair.

Division personnel assisted with creating specifications for procurement of replacement equipment and vehicles approved in the FY 2015 budget. Major capital purchases include a new sidewalk plow, two 2500 Chevy trucks, a Kubota tractor for Parks, a mini-excavator for the Water/WW divisions and a trash trailer. The capital improvements serve to keep the fleet in good working order while minimizing down time due to excessive mechanical failures.

## WATER DIVISION

Average annual water usage in FY2015 for all of Derry's municipal water systems increased from 1.32 million gallons per day (MGD) to 1.38 MGD. The core water system supply capacity from Manchester Water Works remains at 2.9 million gallons per day which has been purchased under Derry's wholesale water agreement with Manchester Water Works. Total billed water usage from FY2014 to FY2015 increased an average of 5 % primarily due to more outdoor water usage. The individual water system usage totals are:

<u>Water System</u>	<u># of Service Connections</u>	<u>FY11 Usage</u>	<u>FY12 Usage</u>	<u>FY13 Usage</u>	<u>FY14 Usage</u>	<u>FY15 Usage</u>
Autumn Woods	29	377,060	396,746	377,368	335,828	364,420
Rand-Shepherd Hill	60	747,001	793,296	766,353	703,922	774,400
Willow Bend	23	281,736	259,559	236,561	218,782	247,964
Woodlands	60	515,439	479,159	521,330	454,248	481,073
Core Derry System	3,903	61,445,000	64,397,000	65,743,842	62,525,024	65,519,208

*Usage in cubic feet (1 cubic foot = 7.48 gals);*

Purchased water from Manchester Water Works in FY2015 averaged 1.45 MGD. This results in a total system non-revenue water usage of 8% for FY2015 which again remains below the industry standard of 10-15%. Total metered service accounts increased from 4,071 in FY2014 to 4,075 in FY2015.

On June 18, 2015 Manchester Water Works increased Derry's wholesale water rates by 1.5% from \$1.04 to \$1.056 per 100 cubic feet. Despite the increase, Derry's retail water rates remained the same at \$23.03 per quarter per living unit as the minimum base charge and \$2.50 per 100 cubic feet (748 gallons) as the consumption rate.

In FY2015, Phase 2 of the Route 28 Improvements Project was substantially completed which includes 4,850 feet of new water main along Rockingham Road from Winter Hill Road out to Route 28 and southerly to Berry Road and northerly along the Bypass to Humphrey Road. The water booster station part of this project, which will service Route 28 south of Island Pond Road, is ongoing and expected to be completed by fall 2015.

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



The Derry 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 Town's website 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 average annual wastewater discharge flows from the Derry Wastewater Treatment Plant to the Merrimack River in FY2015 averaged 1.58 million gallons per day; a 1.8% decrease from FY2014. Billable sewer usage increased 1.3% from 351 million gallons in FY14 to 355.5 million gallons in FY15. This decrease in discharge with a corresponding increase in billable usage can be attributed to a decrease in inflow and infiltration over the past year. This is, in part, a result of drier weather and repairs made in the sewer collection system.

The sewer treatment plant capacity remains at 3 million gallons per day. Municipal sewer accounts increased from 3,096 in FY2014 to 3,100 in FY2015.

Municipal sewer rates were unchanged in FY2015. Minimum sewer base charges are \$35.66 per quarter per living unit and usage rates are \$2.98 per 100 cubic feet (748 gallons) of usage.

In FY2015, Phase 2 of the Route 28 Improvements Project was substantially completed which includes 7,760 feet of new sewer main along Rockingham Road from Winter Hill Road out to Route 28 and southerly to Berry Road and northerly along the Bypass to Humphrey Road, and cross-country to Fairways Drive.

Maintenance activities included cleaning 1/3 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 have also become a critical part of the Town's ongoing maintenance. As a result of the video inspection along West Broadway, approximately 355 feet of sewer pipeline was relined in FY2015. Such trenchless repairs reduce costs significantly as well as minimize inconveniences to the public.

After 30 years of service, Derry's Chief Wastewater Treatment Plant Operator, Al Costigan, retired in February. William Peterson was promoted and now runs the plant operations.

The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements.

Respectfully,

*Michael A. Fowler, P.E.*

Michael A. Fowler, P.E.  
Director of Public Works



## TOWN CLERK

This year we implemented a new Dog Licensing and Vital Record program through Avitar Associates which gives citizens/customers more payment options online. Dog licensing online and Vital Records requested are once again on the rise over the prior year. This program since being up and running in November of 2014 has proved once more convenience is important to all.

We continue to see an increase of new dogs coming into the Town at the window, which has increased the present population to 5,594. Please remember to license your dog by April 30<sup>th</sup> every year to avoid paying fees & fines. The Town Clerk's office continues to work in conjunction with Marlene Bishop our Animal Control Officer who has been instrumental in contacting dog owners with late fees and having them license their dogs. A note of interest is that of the many dog owners receiving Nuisance Abatements from Animal Control this year, approximately a dozen of these dogs had not been licensed. We thank the Police Department for their continued support in allowing Marlene to work with us to enforce this law.

The office is always very busy as we are the HUB for questions and directions to anyone who enters the Municipal Center. We said good-bye to Cynthia Messina, our part-time window clerk, and welcomed Linda Brunmeier as our new part-time Window Clerk.

The Town Election this year showed a low turnout; we have over 20,000 voters; however, the turnout this year was a low 1,209. The voters have to understand that even though we experience a small turnout by State statute we have to prepare as if all voters on the checklist will turnout. Absentee Ballots are readily available and easy to obtain. Richard Tripp was elected District #1 Councilor and Phyllis Katsakiores was re-elected as Councilor at Large. It is important to vote in your Town's election as what happens in Derry is as important to residents as State and Presidential elections.

The Derry Municipal Records Committee goal is to continue correlating a combined system of record information easily accessible when requested by the public. Record inventories from most departments were received and are now on file in the Town Clerk's Office.

I'd like to take this opportunity to acknowledge and thank; Sheila Bodenrader, for support to our office with Council. Always special thanks to Ruth Robinson, Deputy Town Clerk for being ready to stand-in at a moment's notice to keep the office running in my absence, and Linda Brunmeier for her assistance in the office to benefit those who we serve.



On another note since this will be my last Town Report as I have chosen not to run for re-election in 2016, I would like to thank all of the departments, councilors and citizens of which I have served over the past 10 years for their patience and support provided to this office as we have grown and made changes to better serve the public.

Respectfully Submitted,

*Denise E Neale*

Denise E Neale

Derry Town Clerk



### Town Clerk's Revenue Report

July 1, 2014 – Jun 30, 2015

Description	Processed	Town	Paid to State of NH
DOGS REGISTERED ONLINE	1038	*****	*****
DOG LICENSE (Dog Calendar: 5/1-4/30 annually these figures reflect the fiscal year)	5594	\$27,852.50	\$13,089.00
DOG LICENSE LATE FEES REPLACEMENT TAGS	*****	\$2820.50	*****
CIVIL FORFEITURES		\$14,675.00	Issued by State Statue
UCC	Issued from State of NH	\$4282.00	*****
Marriages/Civil Unions	224	\$1568.00	\$8968.00
VITAL RECORDS (Birth, Death, Marriage, Divorce)	4525	\$23,730.00	\$23785.00
MISC FEES	Late fees, other fees & reimbursements	\$	*****

TOWN OF DERRY RESIDENT VITALS RECORDED

July 1, 2014 – June 30, 2015

Birth 131    Marriage 110    Death 194

Collected on behalf of: Animal Control Department

Nuisance Abatements	\$ 4334.00
Boarding Fees	\$ 670.00

Collected on behalf of the: Supervisors of the Checklist

Sales of Checklist & Misc.	\$259.00
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**2015  
TOWN OF DERRY  
ELECTION WARRANT**

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

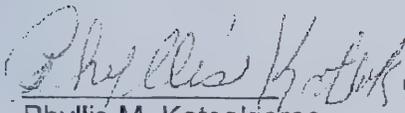
Voters in Districts 1 and 4 are hereby notified to meet at the Gilbert H. Hood Middle School, Voters in Districts 2 are hereby notified to meet at the Calvary Bible Church and District 3 are hereby notified to meet at the West Running Brook Middle School, in said Town on Tuesday, the Tenth (10th) day of March, 2015 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 District 1 (3 year term, District 1 voters only); One Councilor-at-Large (3 year term); One Trustee of the Trust Funds (3 year term); One Supervisor of the Checklist (3 year term); Two Derry Public Library Trustees (3 year term); ~~Two~~ <sup>ONE</sup> Taylor Library Trustees (3 year term);

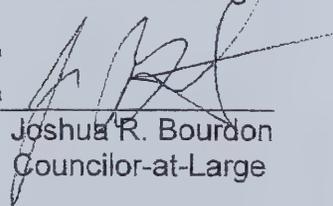
Given under our hands and seal this 3 day of February, 2015



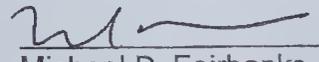
Mark A. Osborne, Chair  
Councilor-at-Large



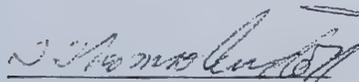
Phyllis M. Katsakiores  
Councilor-at-Large



Joshua R. Bourdon  
Councilor-at-Large



Michael D. Fairbanks  
Councilor District #1



G. Thomas Cardon  
Councilor District #2



David N. Fischer  
Councilor District #3



Albert M. Dimmock, Sr.  
Councilor District #4



# SAMPLE BALLOT



OFFICIAL BALLOT  
 ANNUAL TOWN ELECTION  
 DERRY, NEW HAMPSHIRE  
 MARCH 10, 2015  
 DISTRICT 1-2-3-4

1209

*Denise C. Yeale*  
 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.

### COUNCILOR AT LARGE

Three Years Vote for not  
more than ONE

PHYLLIS KATSAKIORES 790

MARC FLATTES 365

(Write-in)

### SUPERVISOR OF THE CHECKLIST

Three Years Vote for not  
more than ONE

PATRICIA A DOWLING 986

(Write-in)

### TRUSTEE OF THE DERRY PUBLIC LIBRARY

Three Years Vote for not  
more than TWO

CHARLES ZOELLER 775

HELEN EVANS 756

(Write-in)

(Write-in)

### COUNCILOR DISTRICT 1

Three Years Vote for not  
more than ONE

RICHARD TRIPP 176

MARIA LABEL 121

(Write-in)

### TRUSTEE OF THE TRUST FUND

Three Years Vote for not  
more than ONE

JAMES C WEBB SR 568

KATHRYN POLIZZOTTO 404

(Write-in)

### TRUSTEE OF THE TAYLOR LIBRARY

Three Years Vote for not  
more than ONE 64

Raymond Fontaine

(Write-in)



## SUPERVISORS OF THE CHECKLIST

The supervisors of the checklist ensure access to the franchise for all those qualified to vote. We understand and implement voter registration laws and maintain the integrity of Derry's voter checklist through New Hampshire's electronic database system.

Fiscal Year 2015 was a busy and productive year. More than 1,800 residents registered to vote. 193 were removed from our checklist. All told, we processed 5,280 changes to Derry's checklist. Derry held three elections: the state primary (September 9, 2014), the state general election (November 4, 2014), and the town/school district election (March 10, 2015). We also used the checklist to check in voters at the deliberative session of the Derry Cooperative School District (January 31, 2015).

The supervisors held sessions required by statute in advance of elections, the deliberative session, filing periods, and the last day to change party affiliation before the primary. We held many other sessions not required by statute to keep Derry's checklist current.

The board notified the public at least 7 days in advance of our sessions, as required by law. Session notices specify the date, time, location, and purpose of each session. Public notice must be posted in 2 places; we provide 9. We provide notice to the town clerk, in the public research room and on the bulletin board in the lobby of the municipal center, the Derry Public Library and the Taylor Library, on Derry Cable TV, and in the Upcoming Meetings section on the town's home page.

Our board worked diligently to serve as a community resource on the intricacies of voter registration, party affiliation, and elections in general. We provided outreach to the community to encourage residents to participate in the electoral process. We visited assisted living facilities and Pinkerton Academy to register qualified residents. Chair Renee Routhier and the Town Moderator Margaret Ives produced a program on Derry Cable covering registration and election information. The program was rebroadcasted numerous times in the month before the general election.

We recruited and trained the assistants who registered residents at the polls on election days. We provided rigorous training on voter registration laws and procedures. We emphasized our expectation that assistants must strive to create an inclusive environment at the polls.

Sitting Supervisor Margaret Mullins did not run for election in March. Patricia Dowling was elected to fill the remainder of the 6-year term expiring in 2018.

Respectfully submitted,

*Renee Routhier*

Renee Routhier, Chairman

*Judith W. Strakalaitis*

Judith W. Strakalaitis

*Patricia A. Dowling*

Patricia A. Dowling



## DERRY PUBLIC LIBRARY

Fiscal Year 2015 was a time of growth for the Derry Public Library (DPL). We focused on professional development, continuing to reach out to the community and partnering with other Town Departments.

\*\*\*\*\*

In FY15 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 take tests on our public computers; read newspapers; 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, 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.

Over the year we had 132,976 visits to the building and as of June 30, 2015, 13,939 individuals held DPL cards. The Library was open on average 59 hours a week and visited on average, 460 times each open day. Over 201,000 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 ten 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 FY15 the Library focused 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.

The theme of the Library’s annual All-Staff Development Day in FY15 was “Professionalism in the Workplace.” In the morning we hosted Human Resources Specialist Linda Blessing as our speaker, and in the afternoon staff members did presentations for each other, highlighting topics



of interest that included library services and privacy, services for children on the autism spectrum and principles of librarianship.

In FY15 I continued to serve as treasurer of the New Hampshire Library Association (NHLA). In June 2015 I was also elected treasurer of the GMILCS Library Consortium and was appointed to the Advisory Board of the New Hampshire Center for the Book at the New Hampshire State Library. In addition, in FY15 I joined the Greater Derry/Londonderry Chamber of Commerce, spoke at the Derry Village Rotary and served as an ex-officio member of the Derry Friends of the Libraries.

In November 2014 the New Hampshire Library Association recognized DPL Assistant Director/Head of Adult Services Susan Brown with the Ann Geisel Award of Merit for her contributions to the New Hampshire library community. Susan was cited for her professionalism, commitment to librarianship and the mentoring of young librarians.

Library staff members that are leaders in either GMILCS committees or NHLA sections are Head of Children's Services Nicole Giroux, Technical Services Assistant Jessica Drouin, Communications Director Meryle Zusman, and Head of Adult Services Susan Brown.

DPL Teen Librarian Erin Robinson was published in the November 2014 issue of *School Library Journal*, a nationally recognized professional journal for school and public librarians. Her article was titled "Bibliotherapy for Teens: Helpful Tips and Recommendations."

NHLA began offering a Paralibrarian Certificate program in FY15 for New Hampshire library staff that do not have a Masters in Library Science and want to increase their professional knowledge. DPL staff participating in the Paralibrarian program include Jessica Drouin, Meryle Zusman, Jackie Monaghan and Sandy Mun.

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**

The Library building had a number of minor improvements in FY15. We are grateful to Derry Director of Public Works Mike Fowler, Parks & Recreation Director Eric Bodenrader and their wonderful staffs, the Derry Village Rotary and of course the DPL Trustees.

- Installation of an exterior "Derry Public Library" sign on MacGregor Park side of the Library
- Repair of chronic leak in Library foyer
- Repair of chronic leak from Children's Room door
- Completion of removal of oil tank
- Repaving and Restriping of Library driveway and parking area
- Major trimming of ornamental trees and shrubs on library grounds



## Programs and Partnerships

**Library Programs** – In FY15 the Library offered 488 programs targeting a variety of audiences. Attendance at Library programs was 9,960 and DPL programs were regularly featured in the Derry News and the Nutfield News.

**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:

- **Conducting Effective Performance Appraisals** – With the support of the DPL Trustees and the Derry Town Council, in September 2014 the Library offered a workshop entitled “Conducting Effective Performance Appraisals” to all New Hampshire library directors and trustees. We collected a registration fee to offset the cost of the speaker, and 38 individuals attended from across the state.
- **Sensory Storytime** – Head of Children's Services Nicole Giroux implemented a monthly Saturday morning storytime for children who are on the autism spectrum or who feel overwhelmed by the weekday storytimes.
- **Heroin in Derry? Symposium** - In October 2014 the DPL in partnership with the Greater Derry Public Health Network hosted the Town's first panel discussion on the heroin problem in Derry. Regional Prevention Coordinator Pam Santa Fe was instrumental in implementing this event and based on the success of the “Heroin in Derry?” program, went on to lead a number of similar discussions at other venues.
- **Derry Author Fest** – Erin Robinson, our Young Adult Librarian and a published author, spearheaded our first-ever Derry Author Fest. The theme was “Sharing Our Stories” and Emmy Laybourne, author of NYT bestselling novels for teens, was the primary speaker. The full-day event focused on the how-to of writing novels, and was very successful. Over 200 individuals attended and we plan on making this an annual event.

## Digital Services

Digital materials, online services and public computers continue to be an important part of what we offer the residents of Derry. Following are some of the highlights from FY15

- **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 10<sup>th</sup> District Court located in Derry.

- **Minecraft Mondays** - One of the more popular programs started In FY15 by Head of Children's Services Nicole Giroux is Minecraft Mondays. She sets up the Library's laptop lab in the meeting room so that children can play the popular computer game Minecraft together. Learning that happens while playing Minecraft includes reading, writing, digital literacy and social skills.
- **Online Library Card Registration** - In FY15 the Library implemented a computer module that allows individuals to register for a temporary library card online through the DPL catalog. The temporary online card allows holders to access the Library's databases remotely, and registrants have the option of coming into the Library within a month to complete registration for a DPL card.
- **Online Museum Pass Reservations** - The Library also began offering patrons the capability to make online museum pass reservations through the Library website in FY15. DPL has a collection of nine different museum passes that card holders may borrow. The passes include Manchester's SEE Science Center, the Currier Art Museum and a New Hampshire State Parks pass. The museum pass program is funded by the Friends of the Derry Libraries and DPL.
- **Digital Books & eAudiobooks** - DPL offers digital books and digital eAudiobooks that library users can download remotely through the Library website or associated applications. In FY15, with the knowledge that Derry is a commuter town and that our books on CD and eAudiobooks are popular, we expanded our eAudio offerings. This has proved very successful, and we will continue to pay attention to what Derry residents are using and interested in.

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Last but certainly not least, in March 2015 long-time Library Trustee Jack Robillard stepped down, and Derry resident and St. Thomas Aquinas School Librarian Helen Evans was elected to replace him.

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 make choices and decisions with Derry residents and taxpayers in mind.

Respectfully submitted,

*Cara Barlow*

Cara Barlow

Director, Derry Public Library



## TAYLOR LIBRARY

### **PROGRAMMING:**

Once again we have completed another successful year of programming for children and adults. Our Adult Book Group continues to grow with twenty two members. On any given month we have between eighteen and twenty members come to enjoy the book discussion and the refreshments. We cannot fit all our members around the table and sometimes, we need to set up a card table to accommodate the overflow. We meet the second Monday of each month from September through May. We take the summer off as well as the month of December. Any adult who would like to have a fun night out is encouraged to join us. Members pick the book to be read the following month, we interlibrary loan the books from other libraries in the state so members do not have to purchase the book. We take turns providing and serving the refreshments each month. Where else can you get a free night out with good food and good company? Call the library for more information and to register.

We have Brendan Dubois lined up for spring of 2016 to visit the library and discuss his newest book. The Book Group loves to meet authors and are looking forward to next spring.

Our preschool story hours continue to be very 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 through five years old. We offer the Tiny Tots stories, rhymes, music, instruments and dancing for the little ones. These activities are repeated each week for a six week block of time as this is how young children learn from repetition. We change the rhymes and stories according to the seasons.

The other two story hours for ages two through five are theme based stories with a craft.

This past year we introduced a new program at the library. Lego Club was held starting in the fall on Tuesdays. Once again the children registered for a six week block of time. Each week they would come in and build their creations according to the theme of the week. We could only accommodate twelve children at a time. The first session had a waiting list. The wait list children were moved up on the list for the next six week session. We continued to have a wait list through the spring. This group was so popular; we will run it in the summer for a four week block of time

Minecraft, another new program went very well. We met once a month on the third Thursday of each month. We averaged between twelve and fifteen children each month. The children would bring in their hand held devices and hook into our system and play each other. This was also so popular, that we will offer it for the summer for a four week block of time.

We continue to offer special evening story hour for the children who have gone off to school and can't attend our weekly story hours. We offered a Halloween and Valentine's Day story hour. The children dressed in their costumes for the Halloween story hour and enjoyed stories, crafts and refreshments. The Valentine's story hour offered stories, crafts and refreshments.



## OTHER

Once again I would like to thank the council for voting in our favor to fund us for another year. We celebrated our 137<sup>th</sup> year of existence on February 23<sup>rd</sup>.

We now have a wonderful display of Alan Shepard historical items in our new cabinet. Since we are housed in the Shepard Building, Richard Holmes has set up the display for patrons and the town to enjoy. This exhibit will be changed periodically.

We continue to offer Interlibrary Loan service to the citizens of Derry. If you are looking for a book, CD, DVD or any format that a library will loan in the state of New Hampshire, we can attempt to borrow it for you. We have van service three days a week. We pick up our loans at the Derry Public Library and you pick up your loan 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 bring in their laptops or use ours to hook into our free Wi-Fi. Patrons continue to hook into our hotspot if they have no power at their homes or the roads are too dangerous to drive to work.

We continue to offer passes for our patrons to visit various museums in New Hampshire and Massachusetts. We offer the following passes:

Christa McAuliffe Planetarium-Concord  
SEE Science Museum-Manchester  
Children's Museum of NH-Dover  
Museum of Fine Arts-Boston

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

On behalf of the Trustees and the Staff at the Taylor Library, I would like to personally thank you all for the support 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



TOWN OF DERRY

Treasurer's Report  
June 30, 2015

Citizens Bank

Beginning Balance, July 1, 2014 \$ 20,335,895.88

**Revenue Receipts:**

Received from Tax Collector	\$	91,231,921.86	
Received from Town Clerk	\$	134,579.79	
Received from Libraries	\$	48,903.04	
Interest Earned on Investments	\$	559.46	
Received from State/County	\$	2,299,177.53	
Received from Federal Funds	\$	700,657.38	
Total Revenue Receipts			\$ 94,415,799.06

**Other Revenues:**

Investment Transfers	\$	593,238.04	
Trust Funds	\$	1,185,586.38	
Bonds/Bond Anticipation Notes	\$	-	
ATM Income	\$	647.00	
Total Other Revenues			\$ 1,779,471.42

**Disbursements**

Council Orders to Pay	\$	94,741,799.03	
Transfer of State Motor Vehicle Fees	\$	1,789,887.71	
Transfer to Trust Funds	\$	1,719,575.59	
Lockbox Fees	\$	2,550.38	
Voided Checks	\$	(664,232.21)	
NSF Checks & Fees	\$	64,614.19	
Total Disbursements			\$ 97,654,194.69

Ending Balance, June 30, 2015 \$ 18,876,971.67

Other Accounts

NBT Bank	CD	\$	241,572.85
Citizens Bank	Target Account	\$	500,000.00
Century Bank	Sweep	\$	4,038,571.22
Century Bank	CD	\$	5,016,376.92
Optima Bank & Trust	CD	\$	247,885.56
Century Bank	Money Market	\$	16,289,194.33
Optima Bank & Trust	Target	\$	40,001.00
Optima Bank & Trust	CDARS	\$	5,086,351.96
Optima Bank & Trust	Repurchase	\$	1,377.24
Optima Bank & Trust	CDARS	\$	4,583,860.54
Optima Bank & Trust	CDARS	\$	2,544,283.74

Total Cash Balance, June 30, 2015 \$ 57,466,447.03

Allan D. Virr

Allan D. Virr  
Treasurer





**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




**2. SAVE AND EMAIL THIS FORM**

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

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Stephanie Derosier: stephanie.derosier@dra.nh.gov

**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.

*James C. White Sr.*  
Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

*[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 THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2015**  
**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)	WITHDRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME PERCENT	DURING YEAR AMOUNT	EXPENDED DURING YEAR	FEES	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	36.08%	2,069,463.89	18,325.00	78,419.19		2,164,208.08	136,700.29	35.40%	71,050.55	(75,000.00)	(8,850.91)	123,889.93	2,288,108.01	2,463,084.27	59,853.61	2,522,937.88
East Derry Cemetery	Cemetery Care	Stocks & Bonds	2.38%	136,497.18		5,040.44		141,537.62	15,011.49	2.43%	4,878.41	(607.84)	(607.84)	19,283.06	160,820.68	162,459.49	2,538.80	164,998.29
Hopkins Home	Derry Visiting Nurses	Stocks & Bonds	5.33%	305,814.75		11,292.84		317,107.59	1,572.63	4.93%	9,899.55	(9,571.87)	(1,233.21)	1,667.10	318,774.89	363,981.95	5,688.03	369,669.98
Carr Fund	Playground	Stocks & Bonds	48.22%	2,795,036.77		102,141.56		2,897,178.33	279,186.43	48.87%	98,072.90	(64,445.00)	(12,217.13)	300,599.20	3,168,777.53	3,292,148.14	51,447.06	3,343,595.20
MacGregor Pioneer Park	Park Upkeep	Stocks & Bonds	4.69%	288,792.25		9,925.70		278,717.95	25,026.11	4.72%	9,462.56	(5,000.00)	(1,178.77)	28,309.90	307,027.85	319,917.62	4,999.42	324,917.04
Taylor Library	Library	Stocks & Bonds	1.17%	67,140.92		2,479.32		69,620.24	345.27	1.08%	2,173.42	(1,881.94)	(270.75)	366.00	69,986.24	79,911.39	1,248.80	81,160.19
James Alexander	School	Stocks & Bonds	0.22%	12,698.98		468.94		13,167.92	3,209.40	0.26%	512.34	(63.82)	(63.82)	3,657.92	16,825.84	15,114.38	236.20	15,350.58
Sylvanus Brown	Human Services	Stocks & Bonds	0.74%	42,396.60		1,565.58		43,962.18	11,649.46	0.87%	1,740.58	(2,000.00)	(216.83)	11,173.21	55,135.39	50,460.60	788.56	51,249.16
Edward T. Parker	East Derry Improvements	Stocks & Bonds	0.20%	11,364.51		419.66		11,784.17	1,564.61	0.21%	416.07		(51.83)	1,918.85	13,703.02	13,526.09	211.37	13,737.46
Sarah MacMurphy	Library	Stocks & Bonds	0.04%	2,116.20		78.15		2,194.35	10.88	0.03%	68.50	(69.31)	(8.53)	11.64	2,206.89	2,518.71	39.37	2,558.08
Helen Hood	Library	Stocks & Bonds	0.22%	12,749.72		470.81		13,220.53	65.57	0.21%	412.72	(357.38)	(51.41)	69.50	13,290.03	15,174.77	237.14	15,411.91
Arts & Crafts	Library	Stocks & Bonds	0.02%	1,275.81		47.11		1,322.92	6.55	0.02%	41.30	(35.75)	(5.14)	6.96	1,329.88	1,518.47	23.73	1,542.20
Helen Noyes	Memorial Day Flowers	Stocks & Bonds	0.02%	1,275.81		47.11		1,322.92	712.56	0.03%	64.04	(7.98)	(7.98)	768.62	2,091.54	1,518.47	23.73	1,542.20
Charles Adams	Street Repairs	Stocks & Bonds	0.48%	27,543.59		1,017.10		28,560.69	15,286.52	0.69%	1,379.36		(171.83)	16,484.05	45,054.74	32,782.49	512.30	33,294.79
Frank Adams	Scholarship	Stocks & Bonds	0.19%	10,975.10		405.28		11,380.38	921.44	0.19%	383.13		(47.73)	1,266.84	12,637.22	13,062.61	204.13	13,266.74
Harold V. Abbott	Civic/Education	Stocks & Bonds	0.00%	0.00		0.00		0.00	4,050.79	0.07%	130.46		(16.25)	4,165.00	4,165.00	0.00	0.00	0.00
Total			100.00%	5,736,142.08	18,325.00	211,818.79	0.00	5,966,265.87	495,312.00	100.00%	200,666.89	(157,351.25)	(24,999.96)	513,647.68	6,479,933.55	6,827,179.45	128,052.25	6,955,231.70

\*Reflects the increase or decrease of the fair value



**REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY, NH ON JUNE 30, 2015  
CAPITAL RESERVE FUNDS MS-9**

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE OF TRUST FUND	HOW INVESTED	%	PRINCIPAL				INCOME			BALANCE END YEAR	FEES	BALANCE END YEAR	GRAND TOTAL OF PRINCIPAL & INCOME	
					BALANCE BEGINNING YEAR	NEW FUNDS CREATED	CASH GAINS OR (LOSSES)	WITHDRAWALS	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME PERCENT					DURING YEAR AMOUNT
	<b>TOWN OF DERRY DESIGNATED FUNDS</b>															
	WASTE TIRE RECLAMATION EXPENDABLE TRUST			6.73%	612,262.08	123,829.00	2.86	(427,600.00)	306,493.94	13,886.61	6.73%	616.07	(143.85)	14,358.83	322,852.77	
	LAND & BUILDINGS FUND			3.88%	352,577.10		4.75		352,581.85	9,413.96	3.88%	791.94	(176.78)	10,028.12	362,610.97	
	WASTE WATER CAPITAL IMPROVEMENTS FUNDS			5.09%	463,247.33	22,602.70	6.32	(89,059.00)	485,856.35	13,843.25	5.09%	1,063.15	(235.58)	14,670.62	500,527.17	
	COMPENSATED ABSENCES EXPENDABLE TRUST			39.56%	3,597,333.10		47.34		3,508,321.44	103,737.12	39.56%	7,919.62	(1,771.07)	109,865.67	3,616,207.11	
	FIRE APPARATUS FUND			0.00%	0.00				0.00	0.00	0.00%	0.00		0.00	0.00	
	TAYLOR LIBRARY			2.31%	209,779.05	3,059.39	2.87		212,841.31	6,438.19	2.31%	479.09	(108.82)	6,810.46	219,651.77	
	ASSESSOR DATA COLLECTION RESERVE			0.00%	0.00				0.00	0.00	0.00%	0.00		0.00	0.00	
	DERRY LIBRARY CAPITAL IMPROVEMENT FUND			0.14%	13,094.75	30,000.00	0.57		43,095.32	507.87	0.14%	89.45	(18.84)	578.48	43,673.80	
	POLICE VEHICLE REPLACEMENT FUND			0.01%	699.36		0.01		699.37	21.97	0.01%	1.60	(0.36)	23.21	722.56	
	E-GOVT TECHNOLOGY DEVELOPMENT FUND			2.34%	212,388.74	31,495.00	2.39	(86,000.00)	177,886.13	4,355.95	2.34%	392.34	(87.82)	4,660.47	182,556.60	
	WINTER SNOWICE CONTROL FUND			1.13%	103,110.95	118,000.00	114,759.95	(106,351.00)	114,759.95	3,240.19	1.13%	87.38	(13.33)	3,314.24	118,074.19	
	MUNICIPAL TRANSPORTATION IMPR FUND			1.66%	151,083.50	187,420.50	0.37	(151,867.00)	186,647.37	774.21	1.66%	175.90	(30.19)	919.92	187,567.29	
	PARKS FACILITY FUND			1.14%	104,006.85		1.41		104,006.26	3,288.35	1.14%	234.68	(52.38)	3,450.65	107,458.91	
	WATER COMPENSATED ABSENCES FUND			0.25%	22,571.24	2,500.00	0.30		25,071.54	487.83	0.25%	51.84	(11.33)	528.44	25,599.98	
	WASTEWATER COMPENSATED ABSENCES FUND			0.25%	22,571.24	2,500.00	0.30		25,071.54	487.83	0.25%	51.84	(11.33)	528.44	25,599.98	
	FIRE FACILITIES & EQUIPMENT FUND			2.77%	251,781.03		2.60	(65,930.00)	185,853.63	12,848.17	2.77%	447.75	(102.42)	13,193.50	199,047.13	
	EMERGENCY MANAGEMENT EQUIPMENT FUND			0.07%	6,274.86		0.08		6,274.94	148.18	0.07%	14.04	(3.11)	159.11	6,434.05	
	FIRE CAPITAL PLAN RESERVE			10.77%	979,077.69	528,144.00	19.77		1,507,241.46	885.09	10.77%	2,973.94	(626.05)	3,232.98	1,510,474.44	
	POLICE CAPITAL PLAN RESERVE			5.12%	465,275.59	204,716.00	8.79	(130,000.00)	670,000.38	420.61	5.12%	1,340.54	(284.59)	1,476.56	671,476.94	
	PUBLIC WORKS CAPITAL PLAN RESERVE			14.85%	1,350,156.05	446,984.00	21.87		1,867,161.92	1,220.56	14.85%	3,400.23	(731.92)	3,888.87	1,871,050.79	
	<b>SUBTOTAL</b>				<b>8,917,310.51</b>	<b>1,701,250.59</b>	<b>122.60</b>	<b>(1,036,807.00)</b>	<b>9,681,876.70</b>	<b>175,986.14</b>		<b>20,131.40</b>	<b>(4,407.77)</b>	<b>191,708.77</b>	<b>9,773,586.47</b>	
	DCSD-BUILDING/GROUNDS IMPROVEMENT FUND			0.00%	0.00			0.00	0.00	0.00	0.00%	0.00		0.00	0.00	
	DCSD-BUILDING/GROUNDS MAINTENANCE FUND			1.94%	176,216.91		2.40		176,221.31	6,594.79	1.94%	399.92	(89.26)	6,905.45	183,126.76	
	<b>TOTAL CAPITAL RESERVE FUNDS</b>			<b>100.00%</b>	<b>9,093,529.42</b>	<b>1,701,250.59</b>	<b>125.00</b>	<b>(1,036,807.00)</b>	<b>9,756,096.01</b>	<b>182,580.93</b>	<b>100%</b>	<b>20,531.32</b>	<b>(4,497.03)</b>	<b>198,515.22</b>	<b>9,956,713.23</b>	





**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




**2. SAVE AND EMAIL THIS FORM**

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

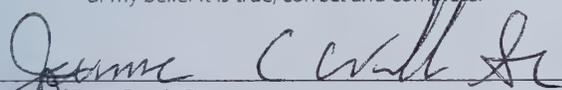
- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Stephanie Derosier: stephanie.derosier@dra.nh.gov

**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**

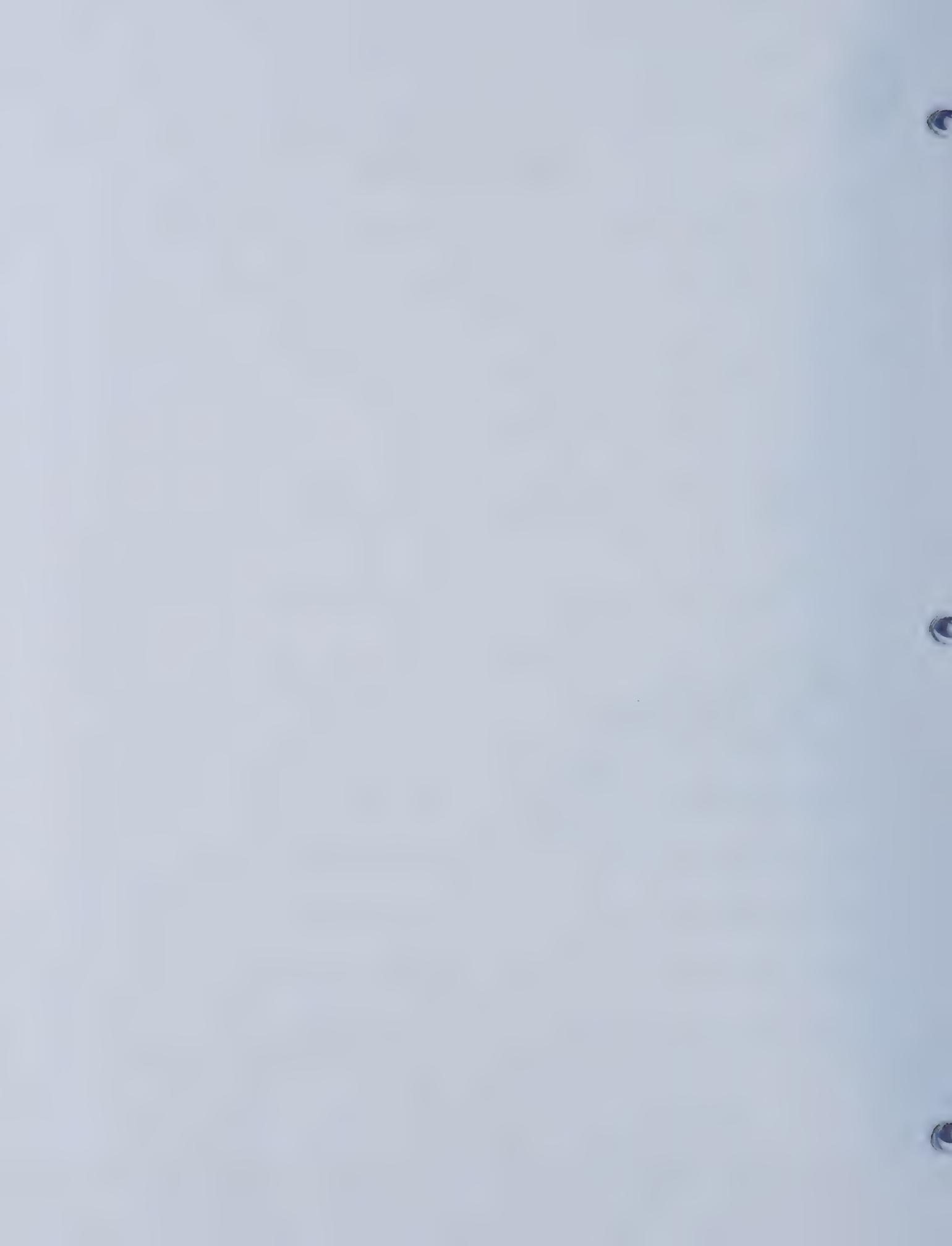
Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

  
Trustee of Trust Funds Signature

  
Trustee of Trust Funds Signature

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 THE TRUST FUNDS OF THE TOWN OF DERRY N.H. FOR YEAR ENDING ON JUNE 30, 2015  
MS-10

NUMBER OF SHARES	DESCRIPTION OF INVESTMENT	***PRINCIPAL***						INCOME			GRAND TOTAL			PRINCIPAL ONLY		END OF YEAR FAIR MARKET VALUE
		BALANCE BEGINNING YEAR	PURCHASES	CASH CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR	EXPENDED DURING YEAR	BALANCE END YEAR	PRINCIPAL & INCOME END OF YEAR	BEGINNING YEAR FAIR MARKET VALUE	UNREALIZED GAIN/LOSS	END OF YEAR FAIR MARKET VALUE	
	CASH AND CASH EQUIVALENTS	(87,928.77)	18,692.04				(69,236.73)	495,312.00	454.39	17,881.29	513,647.68	444,410.95	375,002.06	34,181.58	409,183.84	
	NOTES & BONDS															
150,000.00	APPLE 2.10% 5/6/19	0.00	153,844.50				153,844.50	0.00	183.75	(183.75)	0.00	153,844.50	0.00	139,500.65		
100,000.00	BANK OF AMERICA 3.625% 3/17/16	100,991.00					100,991.00	0.00	3,625.00	(3,625.00)	0.00	100,991.00	0.00	93,776.61		
200,000.00	BECTON DICKINSON 3.125% 11/8/21	205,520.00					205,520.00	0.00	6,250.00	(6,250.00)	0.00	205,520.00	0.00	182,555.49		
100,000.00	BELLSOUTH TELECOM 6.375% 06/01/28	99,048.00					99,048.00	0.00	6,375.00	(6,375.00)	0.00	99,048.00	0.00	101,129.58		
200,000.00	BERKSHIRE HATHAWAY 1.550% 2/9/18	203,548.00					203,548.00	0.00	3,100.00	(3,100.00)	0.00	203,548.00	0.00	185,030.42		
0.00	BOEING CO. 3.5% 2/15/15	149,563.50			436.50		149,563.50	0.00	5,250.00	(5,250.00)	0.00	149,563.50	(140,750.31)	0.00		
100,000.00	CREDIT SUISSE SR INT 5.375% 03/02/16	101,140.00					101,140.00	0.00	5,375.00	(5,375.00)	0.00	101,140.00	(94,907.27)	94,907.27		
100,000.00	EMC CORP MASS 2.65% 6/1/20	100,100.00					100,100.00	0.00	2,650.00	(2,650.00)	0.00	100,100.00	212.61	93,017.01		
100,000.00	FED HOME LN BKS 1.75% 3/12/21	0.00	100,602.00				100,602.00	0.00	126.39	(126.39)	0.00	100,602.00	0.00	90,821.06		
100,000.00	HONEYWELL INTL SR INT 5.00% 02/15/19	101,350.00					101,350.00	0.00	5,000.00	(5,000.00)	0.00	101,350.00	(2,359.88)	102,253.80		
150,000.00	METRO MINN BAB 4.5% 2/01/21	150,000.00					150,000.00	0.00	6,750.00	(6,750.00)	0.00	150,000.00	(1,690.06)	151,400.20		
0.00	MONTGOMERY MN GO 4.9% 2/1/22	150,205.50			(205.50)		150,000.00	0.00	7,350.00	(7,350.00)	0.00	150,000.00	(151,385.01)	0.00		
150,000.00	OHIO ST 4.78% 10/01/20	150,750.00					150,750.00	0.00	7,170.00	(7,170.00)	0.00	150,750.00	(1,770.26)	150,905.77		
0.00	PROCTOR & GAMBLE NT 3.50% 02/15/15	101,096.00			(1,096.00)		100,000.00	0.00	3,500.00	(3,500.00)	0.00	100,000.00	(93,862.07)	0.00		
200,000.00	TEXAS INSTRS INC. 2.375% 5/16/16	203,764.00					203,764.00	0.00	4,750.00	(4,750.00)	0.00	203,764.00	(3,157.17)	187,144.42		
100,000.00	US TREAS BOND 7.25% 5/15/16	106,265.63					106,265.63	0.00	7,250.00	(7,250.00)	0.00	106,265.63	(6,169.15)	97,590.29		
200,000.00	US TREAS NOTE 4.625% 2/15/17	199,460.94					199,460.94	0.00	9,250.00	(9,250.00)	0.00	199,460.94	(6,570.10)	186,316.76		
150,000.00	WAL-MART STORES 1.950% 12/15/18	0.00	153,807.00				153,807.00	0.00	487.50	(487.50)	0.00	153,807.00	140,251.97	140,251.97		
	COMMON STOCKS															
650.00	ABBOTT LABORATORIES	21,102.32					21,102.32	0.00	598.00	(598.00)	0.00	21,102.32	4,901.34	29,373.21		
0.00	ABBVIE INC.	14,148.98			8,059.34		0.00	0.00	498.75	(498.75)	0.00	0.00	(19,482.68)	0.00		
355.00	ACCENTURE PLC IRELAND	27,648.37					27,648.37	0.00	724.20	(724.20)	0.00	27,648.37	5,216.42	31,633.52		
0.00	ALLERGAN INC.	13,901.88			13,485.56		0.00	0.00	8.00	(8.00)	0.00	0.00	(21,028.87)	0.00		
660.00	AMERICAN INTL GROUP INC.	27,803.99	8,268.70				36,073.69	0.00	330.00	(330.00)	0.00	36,073.69	25,372.04	37,566.99		
0.00	AMETEK INC.	13,158.64			10,068.05		0.00	0.00	(41.13)	(41.13)	0.00	0.00	(21,992.89)	0.00		
220.00	AMGEN INC.	15,730.92					15,730.92	0.00	616.00	(616.00)	0.00	15,730.92	7,125.71	31,087.19		
0.00	ANADARKO PETE CORP.	17,092.18			(892.69)		0.00	0.00	141.75	(141.75)	0.00	0.00	(17,634.52)	0.00		
648.00	APPLE COMPUTER INC.	25,178.28	7,867.56				33,045.84	0.00	1,155.13	(1,155.13)	0.00	33,045.84	24,901.23	74,601.94		
610.00	AT&T INC.	17,750.06					17,750.06	0.00	1,134.60	(1,134.60)	0.00	17,750.06	94.58	19,949.70		
1,260.00	BANK OF AMERICA CORPORATION	27,636.36			6,181.49		15,307.31	0.00	400.00	(400.00)	0.00	15,307.31	(14,422.86)	19,745.29		
215.00	BARD CR INC.	15,496.65					26,102.82	0.00	173.80	(173.80)	0.00	26,102.82	14,703.15	33,791.35		
590.00	B&B Corp	13,715.73	10,606.17				13,715.73	0.00	584.10	(584.10)	0.00	13,715.73	483.12	21,897.69		
135.00	BOEING CO.	9,666.99					9,666.99	0.00	442.80	(442.80)	0.00	9,666.99	1,431.94	17,242.74		
1,860.00	BOSTON SCIENTIFIC CORP	0.00	27,162.72				27,162.72	0.00	0.00	0.00	0.00	27,162.72	30,312.36	30,312.36		
0.00	CALIFORNIA RES CORP	0.00	867.14		(494.60)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
970.00	CHARLES SCHWAB CORP NEW	14,917.27	9,910.56				24,827.83	0.00	213.00	(213.00)	0.00	24,827.83	13,294.81	29,160.06		
145.00	CHEVRON CORP	14,812.50					14,812.50	0.00	620.60	(620.60)	0.00	14,812.50	(4,545.75)	12,879.35		
380.00	CINTAS CORPORATION	22,369.92					22,369.92	0.00	841.50	(841.50)	0.00	22,369.92	643.92	29,596.21		
1,005.00	CISCO SYSTEMS	15,512.49	10,294.63		5,221.45		25,807.12	0.00	637.60	(637.60)	0.00	25,807.12	14,182.36	25,409.73		
555.00	CITIGROUP INC	0.00	31,034.57				31,034.57	0.00	0.00	0.00	0.00	31,034.57	28,228.00	28,228.00		
435.00	COLGATE-PALMOLIVE CO.	21,480.96					21,480.96	0.00	635.10	(635.10)	0.00	21,480.96	(1,102.96)	26,197.93		
355.00	COMCAST CORP NEW CL A	0.00	21,542.75				21,542.75	0.00	0.00	0.00	0.00	21,542.75	19,657.36	19,657.36		
380.00	CONOCOPHILLIPS	32,326.38					32,326.38	0.00	1,266.55	(1,266.55)	0.00	32,326.38	(25,468.80)	21,486.03		
470.00	CVS HEALTH CORPORATION	11,387.60	12,569.43		8,184.48		23,795.84	0.00	544.88	(544.88)	0.00	23,795.84	23,531.79	45,386.25		
445.00	DANAHER CORP	29,311.69					29,311.69	0.00	193.58	(193.58)	0.00	29,311.69	32,250.08	35,068.45		
445.00	DAVITA HEALTHCARE PARTNERS INC.	30,084.90					30,084.90	0.00	0.00	0.00	0.00	30,084.90	2,936.56	32,560.92		
300.00	DUKE ENERGY CORP NEW	24,258.47					24,258.47	0.00	1,049.40	(1,049.40)	0.00	24,258.47	(1,079.37)	21,457.30		
300.00	EXPRESS SCRIPTS INC	6,472.20					6,472.20	0.00	0.00	0.00	0.00	6,472.20	5,421.21	24,566.99		
500.00	EXXON MOBIL CORP	12,652.95					12,652.95	0.00	1,400.00	(1,400.00)	0.00	12,652.95	(8,036.22)	38,302.47		
305.00	FISERV INC.	0.00	20,911.09				20,911.09	0.00	0.00	0.00	0.00	20,911.09	23,260.61	23,260.61		
80.00	GENERAL DYNAMICS	30,363.96			3,773.57		24,675.61	0.00	879.75	(879.75)	0.00	24,675.61	(485.24)	36,528.41		
705.00	GENERAL ELECTRIC	28,067.67			1,321.40		19,110.59	0.00	810.50	(810.50)	0.00	19,110.59	(9,484.16)	17,247.02		
375.00	GENERAL MILLS INC.	19,163.31					19,163.31	0.00	626.25	(626.25)	0.00	19,163.31	1,102.28	19,238.71		
0.00	GENWORTH FINL INC CL A	14,527.87			7,602.81		0.00	0.00	0.00	0.00	0.00	0.00	(25,146.61)	0.00		
38.00	GOOGLE INC CL A	10,780.30					10,780.30	0.00	0.00	0.00	0.00	10,780.30	20,451.49	18,894.83		
38.00	GOOGLE INC. CL C	10,753.17			28.54		10,725.02	0.00	56.69	(56.69)	0.00	10,725.02	(1,911.51)	18,211.52		



REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY N.H. FOR YEAR ENDING ON JUNE 30, 2015  
MS-10

NUMBER OF SHARES	DESCRIPTION OF INVESTMENT	INCOME										PRINCIPAL ONLY	
		BALANCE BEGINNING YEAR	PURCHASES	CASH CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	INCOME DURING YEAR	EXPENDED DURING YEAR	BALANCE END YEAR	PRINCIPAL & INCOME END OF YEAR	BEGINNING YEAR FAIR MARKET VALUE	UNREALIZED GAIN/LOSS
0.00	HALYARD HEALTH INC USD1.25	0.00	690.82		709.52	18.70	0.00	0.00	0.00	6,734.68	43,948.48	0.00	0.00
800.00	HANESBRANDS INC	16,331.60			31,813.36	22,216.44	6,734.68	(435.00)	0.00	0.00	17,305.90	(19,405.43)	24,543.05
0.00	HARMAN INTL INDUSTRIES INC	11,775.28			22,096.58	10,321.30	0.00	173.25	0.00	0.00	0.00	(17,305.90)	18,411.52
260.00	HARRIS CORPORATION	0.00	20,543.35		17,971.98	9,573.33	20,543.35	0.00	0.00	0.00	17,477.94	(17,477.94)	0.00
0.00	HERSHEY COMPANY	8,398.65					0.00	0.00	0.00	30,612.22	38,521.68	(2,627.84)	35,893.84
400.00	JOHNSON & JOHNSON	30,612.22					30,612.22	(1,140.00)	0.00	0.00	0.00	(1,140.00)	0.00
600.00	JPMORGAN CHASE	17,888.78	13,757.44				31,646.23	616.00	0.00	0.00	0.00	(616.00)	0.00
150.00	KIMBERLY CLARK	16,638.32	(690.82)				15,947.50	510.00	0.00	0.00	0.00	(510.00)	0.00
0.00	KLA TENCOR CORP	20,761.07					0.00	6,382.50	0.00	0.00	0.00	(6,382.50)	0.00
370.00	LEGG MASON INC	0.00	19,556.77				19,556.77	118.40	0.00	0.00	0.00	(118.40)	0.00
640.00	MARSH & MCLENNAN COMPANIES	20,241.72	8,015.98				28,257.70	673.40	0.00	0.00	0.00	(673.40)	0.00
325.00	MEAD JOHNSON NUTRITION CO.	27,806.03					499.70	499.70	0.00	0.00	0.00	(499.70)	0.00
1,085.00	MICROSOFT CORP	35,136.61					35,136.61	1,312.85	0.00	0.00	0.00	(1,312.85)	0.00
0.00	MONSTER BEVERAGE CORP	25,347.13	(25,347.13)				0.00	0.00	0.00	0.00	0.00	0.00	0.00
275.00	MONSTER BEVERAGE CORP NEW	14,943.75	25,347.13			4,494.05	19,968.62	747.50	0.00	0.00	0.00	(747.50)	0.00
250.00	NEXTERA ENERGY INC. COM	0.00	37,889.15				37,889.15	274.40	0.00	0.00	0.00	(274.40)	0.00
460.00	NIKE, INC CLASS B	0.00	31,203.09				31,203.09	274.67	0.00	0.00	0.00	(274.67)	0.00
1,505.00	NVIDIA CORP	0.00	20,509.98				20,509.98	0.00	0.00	0.00	0.00	0.00	0.00
93.00	O REILLY AUTOMOTIVE INC NEW	24,874.84	(867.14)				24,007.70	518.40	0.00	0.00	0.00	(518.40)	0.00
240.00	OCCIDENTAL PETROLEUM CORP	4,445.91					4,445.91	800.25	0.00	0.00	0.00	(800.25)	0.00
300.00	PEPSICO	19,346.25					10,491.25	708.20	0.00	0.00	0.00	(708.20)	0.00
545.00	PFIZER INC	10,576.80					10,576.80	985.00	0.00	0.00	0.00	(985.00)	0.00
250.00	PHILIP MORRIS INTL	23,963.29					23,963.29	702.00	0.00	0.00	0.00	(702.00)	0.00
360.00	PNC FINANCIAL SERVICES GROUP	13,760.18					0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	PRICELINE COM INC	19,294.23					0.00	157.68	0.00	0.00	0.00	(157.68)	0.00
0.00	PROCTER & GAMBLE CO	15,334.53					0.00	357.00	0.00	0.00	0.00	(357.00)	0.00
0.00	QUALCOMM CORP	27,343.47					30,058.52	492.00	0.00	0.00	0.00	(492.00)	0.00
400.00	ROCKWELL COLLINS INC	30,058.52					27,962.68	0.00	0.00	0.00	0.00	0.00	0.00
235.00	SCHEN HENRY INC.	27,962.68					0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	SOUTHWESTERN ENERGY CO	19,294.23					0.00	0.00	0.00	0.00	0.00	0.00	0.00
410.00	TE CONNECTIVITY LTD	18,637.44					18,637.44	492.00	0.00	0.00	0.00	(492.00)	0.00
650.00	TEXAS INSTRUMENTS	12,370.00	7,326.75				19,696.75	813.00	0.00	0.00	0.00	(813.00)	0.00
160.00	THERMO FISHER SCIENTIFIC INC.	9,785.10					9,785.10	96.00	0.00	0.00	0.00	(96.00)	0.00
0.00	TIME INC. NEW	1,266.52					0.00	0.00	0.00	0.00	0.00	0.00	0.00
500.00	TIME WARNER INC	30,692.10					30,692.10	667.50	0.00	0.00	0.00	(667.50)	0.00
560.00	TJX COMPANIES NEW	21,505.70					21,505.70	411.60	0.00	0.00	0.00	(411.60)	0.00
205.00	UNITED TECHNOLOGIES CORP	13,612.34					13,612.34	504.30	0.00	0.00	0.00	(504.30)	0.00
255.00	UNITEDHEALTH GROUP INC.	0.00					0.00	127.50	0.00	0.00	0.00	(127.50)	0.00
415.00	VALERO ENERGY CORP NEW	0.00	29,724.88				24,057.83	165.00	0.00	0.00	0.00	(165.00)	0.00
410.00	VERIZON	16,247.96					16,247.96	893.80	0.00	0.00	0.00	(893.80)	0.00
660.00	VISA INC	14,520.28					14,520.28	303.60	0.00	0.00	0.00	(303.60)	0.00
784.00	WELLS FARGO & COMPANY	18,584.32					18,584.32	1,117.20	0.00	0.00	0.00	(1,117.20)	0.00
395.00	WYNDHAM WORLDWIDE CORP	24,995.33					24,995.33	608.30	0.00	0.00	0.00	(608.30)	0.00
0.00	MUTUAL FUNDS												
0.00	ISHARES CORE S&P SMALL CAP INDEX FUND	91,018.75					0.00	1,310.02	0.00	0.00	0.00	(1,310.02)	0.00
3,120.00	ISHARES MSCI EAFE ETF	167,337.50	39,801.02			76,151.00	207,138.52	5,653.46	0.00	0.00	0.00	(5,653.46)	182,386.81
0.00	ISHARES NASDAQ BIOTECHNOLOGY ETF	43,239.50				(3,189.24)	40,050.26	875.65	0.00	0.00	0.00	(875.65)	0.00
70.00	ISHARES MSCI EMERGING MKTS	9,421.97					9,421.97	35.35	0.00	0.00	0.00	(35.35)	0.00
4,500.00	ISHARES S&P GROWTH ETF	313,324.20					313,324.20	8,964.83	0.00	0.00	0.00	(8,964.83)	0.00
525.00	ISHARES US OIL EQUIP & SVCS ETF	32,422.30					32,422.30	597.03	0.00	0.00	0.00	(597.03)	0.00
1,000.00	ISHARES US REAL ESTATE ETF	60,768.20					60,768.20	2,758.25	0.00	0.00	0.00	(2,758.25)	0.00
5,600.26	JPMORGAN DISCIPLINED EQUITY INSTL	0.00	125,000.00	8,372.80			133,372.80	1,141.77	0.00	0.00	0.00	(1,141.77)	0.00
1,096.00	SELECT SEC SPDR MATLS	44,175.47					44,175.47	1,044.34	0.00	0.00	0.00	(1,044.34)	0.00
1,300.00	SPDR S&P MIDCAP 400 ETF TR	179,577.00					179,577.00	3,934.12	0.00	0.00	0.00	(3,934.12)	0.00
825.00	SPDR S&P 500 ETF TRUST	111,476.74					111,476.74	3,251.83	0.00	0.00	0.00	(3,251.83)	0.00
14,248.39	TEMPLETON GLOBAL BOND ADVISOR #616	188,006.17					188,006.17	12,168.91	0.00	0.00	0.00	(12,168.91)	0.00
8,518.23	TEMPLETON INSTITUTIONAL FOREIGN	118,704.29	40,000.00	399.49			159,103.78	5,178.70	0.00	0.00	0.00	(5,178.70)	0.00
29,442.30	VANGUARD ADMIRAL GNMA FUND #536	316,975.47					316,975.47	7,946.89	0.00	0.00	0.00	(7,946.89)	0.00
17,605.32	VANGUARD ADMIRAL INTER TERM FD #571	176,414.49					176,414.49	5,411.36	0.00	0.00	0.00	(5,411.36)	0.00
0.00	VANGUARD INTER TERM BD INDX SS #1350	431,537.77	(431,537.77)	1,547.26			0.00	4,911.29	0.00	0.00	0.00	(4,911.29)	0.00
37,703.65	VANGUARD INTER-TERM BD INDX ADM #5314	0.00					0.00	7,070.60	0.00	0.00	0.00	(7,070.60)	0.00
15,221.46	VANGUARD S7 INVESTMENT-GR AMD #539	162,534.54					162,534.54	3,142.27	0.00	0.00	0.00	(3,142.27)	0.00



**REPORT OF THE TRUST FUNDS OF THE TOWN OF DERRY N.H. FOR YEAR ENDING ON JUNE 30, 2015**  
**MS-10**

NUMBER OF SHARES	***FLOW INVESTED*** DESCRIPTION OF INVESTMENT	***PRINCIPAL*** ADDITIONS						INCOME			GRAND TOTAL			PRINCIPAL ONLY	
		BALANCE BEGINNING YEAR	PURCHASES	CASH CAPITAL GAINS	PROCEEDS FROM SALES	GAINS/LOSSES FROM SALES	BALANCE END YEAR	BALANCE BEGINNING YEAR	INCOME DURING YEAR	EXPENDED DURING YEAR	BALANCE END YEAR	PRINCIPAL & INCOME END OF YEAR	BEGINNING YEAR FAIR MARKET VALUE	UNREALIZED GAIN/LOSS	END OF YEAR FAIR MARKET VALUE
	TOTAL	5,736,142.08	1,004,500.96	17,237.48	986,151.58	194,556.93	5,966,285.87	495,312.00	200,686.89	(182,351.21)	513,647.68	6,479,933.55	6,827,179.45	128,052.25	6,955,231.70

\* Reflects the increase or decrease of the fair value



## BUILDING & PROPERTY MAINTENANCE COMMITTEE

The Derry Town Council and staff met on numerous occasions in an effort to develop a program to address blight and other property maintenance concerns. A new Building & Property Maintenance Committee was created with representatives from Town Departments, Town Council and citizens. The Committee was tasked with identifying properties which should be improved and/or cleaned up.

The Building & Property Maintenance Committee held its inaugural meeting on March 10, 2015 and the committee will meet on the third Wednesday of each month. The members reviewed and adopted by-laws. Officers were elected for the upcoming year as well. General procedures such as minutes being taken were ratified.

Approximately 20-25 properties were listed for immediate attention including issues of broken windows, fire damaged structures and buildings in a general state of disrepair. The Code Enforcement division will then use the enforcement powers granted to them through the International Property Maintenance Code and Chapter 30 – Building & Property Maintenance Code in the Town Code Book to achieve the goals of the committee.

Respectfully,

*Michael A. Fowler*

Michael A. Fowler, P.E.

Director of Public Works – Chairperson Building & Property Maintenance Committee



## DERRY CONSERVATION COMMISSION

The Commission conducted 8 site reviews this year and processed 4 Dredge and Fill requests including one for the widening of I-93. For this there was a joint meeting with DOT and Londonderry. This is still in process today.

Peg Kinsella and Dennis Wiley prepared the garden space at Broadview Farm. Phil Ferdinando plows the area for us every spring. There were 38 gardeners and 52 plots.

Part of the DCC responsibilities includes yearly monitoring reports for land held under conservation easement. The Southeast Land Trust (SELT) conducted reports on Corneliusen, Shepard and Doolittle; members of the DCC conducted reports on Gagnon, Quail Hill and the privately held ones at Grinnell, Martin and Rutter. We are assisted with the help of Land Stewards, Mary Eisner at Quail Hill and Malia Till at Grinnell. There are 10 to 15 active land stewards who periodically check on various properties for us including Cole Marsh, Webber and Doolittle. We surveyed the Collette's Mountain property and acquired the town owned parcel across the street which abuts Island Pond.

There was a joint meeting of the Planning Board, Zoning Board of Adjustment and Conservation Commission providing an opportunity for sharing priorities for the coming year.

Go Green had a very active year. GG is a subcommittee of the DCC. Go Green's Chair Judy Follo stepped down. She spearheaded many events for GG and we thank her. Liz Carver is the current chair. They prepared a booth displaying invasives at Derryfest, sponsored a very well attended snowshoe event at Broadview Farms in February bringing snowshoes of various sizes for adults and children, showed a documentary Chasing Ice at the Coffee Factory, restored the nature trail at East Derry Village School, conducted a rain barrel workshop at BF, sponsored walks at Cole Marsh and Low, scheduled the hay ride at J&F with Farmer Phil and organized two town wide litter pickups.

The Environmental Energy Committee chaired by Maureen Reno led a discussion on how to save energy in the home at the Derry Public Library and began investigating solar energy.

Three members stepped down this year, Jim Arruda, Richard Tripp and Dennis Wiley. Their years of service are very much appreciated. Jim spearheaded the drive on identifying and eradicating Japanese knotweed. Dennis worked with the Scouts on various projects and at Broadview, and Richard is now a Town Councilor.



Members include Paul Dionne, Eileen Chabot, James Degnan, Ric Buzzanga, Alan Camuso, Neil Wetherbee, Marianne Page, Margaret Kinsella, Marius Zainea, and Recording Secretary, Ruth Robinson.

Respectfully submitted,

*Margaret Ives*

Margaret Ives, Chair

Derry Conservation Commission



## Energy & Environmental Advisory Committee

### **Background:**

Committee was established by Town Council on October 27, 2009

First organizational meeting was held November 12, 2009

First official meeting held December 7, 2009

Meetings are held on the third Monday of the month.

### **Members:**

Maureen Reno, Chair

Marc Flattes, Vice Chair

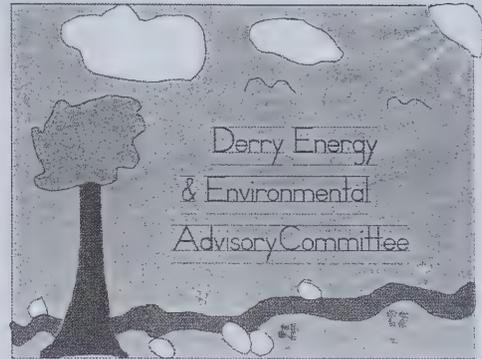
Thomas Morini, Secretary

Thomas Cardon, Town Council Liaison

Marius Zainea, Member

Anthony Marciano, Alternate

Chris Cox, Alternate



### **Fiscal Year 2015 Accomplishments:**

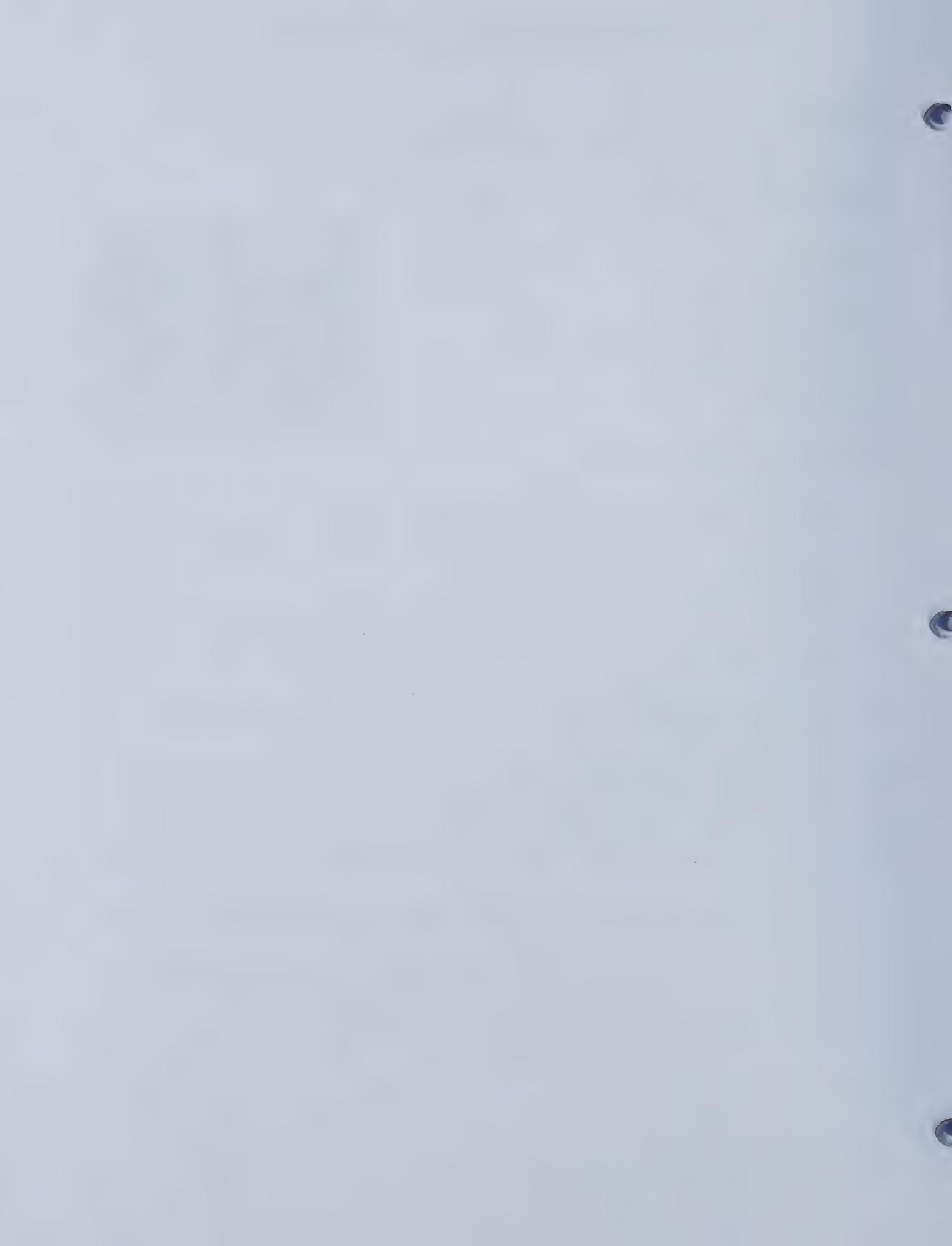
- Wrote and submitted a project feasibility report to the Director of Public Works, Mike Fowler, regarding installing a Solar Array on the Old Derry Landfill. The Committee reviewed proposals by bidders and provided a recommendation for the winning bidder. The Committee also presented a letter to the Derry Town Council in support of the final project proposal.
- Submitted a memo to Mike Fowler recommending a series of LEED measures for the new transfer station.
- Worked with town planning officials in the town's participation in the Southern NH Planning Commission (SNHPC) pilot program for the adoption and/or implementation of guidelines relating to PV and wind energy.
- Reviewed bids and provided a recommendation for a solar power installer for the SNHPC's Solar Up Chester-Derry Program.
- Researched the New Hampshire Department of Environmental Services' Electric Vehicle Charging Station Grant program.
- Cleaned downtown municipal parking lots on October 12, 2014 and during town April Clean-up on April 18, 2015.
- Hosted "Energy Savings for the Home" seminars at the Marion Gerrish Community Center on November 1<sup>st</sup> and 12<sup>th</sup>.
- Co-hosted a Union of Concerned Scientists "Cooler Smarter" Presentation on April 29, 2015 at the Derry Public Library with the Go Green Committee.
- Members participated in the Local Energy Solutions Conference on March 21, 2015 in Concord, NH.
- Hosted the Jr. Solar Sprint Competition at Hood Middle School on June 6, 2015.
- Engaged local media sources to inform the public on EEAC activities.
- Participated in Derryfest on September 20, 2014.

Respectfully submitted,

*Maureen Reno*

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 300<sup>th</sup> Celebration of the founding of Nutfield.

As the keepers of Derry's history we have made it our goal to get the word out to the residents of Derry that we exist, and it seems to be working. We again enjoyed a fully staffed Heritage Commission with members from all areas of town who volunteer once a quarter 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 Town Historian is part of our group as someone that reports to the commission but has office hours for the townspeople to offer them insight into Derry's rich past. 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](http://www.derryhistorymuseum.org) and enjoy a nice following on Facebook! The Heritage Commission can be reached via e-mail at [DerryMuseum@gmail.com](mailto: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, Chair  
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 2<sup>nd</sup> 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 heads. The members are Derry Police Chief, Edward Garone; Derry Fire Chief, George Klauber; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are: Tom Caron, Chairperson; Randall Chase, Walter Deyo, Scott Savard, Tom Landers, and Sharon Jensen as our Recording Clerk.

This past year, we reviewed 16 cases having to do with Highway Safety. These issues ranged from the request of signage at certain intersections, crosswalk locations, and review of several building projects to assure public highway safety. Citizens frequently appeared to voice their concerns regarding speed of vehicle, street lighting request and signage having to do with curves in the road and other conditions which they felt the public should be aware of and alerted to.

I wish to thank all the departments for their assistance this past year. We are looking forward to working with you again next year.

Respectfully submitted,

*Tom Caron*

Tom Caron, Chairman



## DERRY HOUSING AND REDEVELOPMENT AUTHORITY 2015 ANNUAL REPORT

I am pleased to submit the 2015 Annual Report for the Derry Housing and Redevelopment Authority (DHRA). The DHRA currently administers 110 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 256 applicants. A person applying today for a Housing Choice Voucher can expect to wait approximately four years for assistance. Through the first eight months of 2015, the DHRA has accepted 51 applications while turning over 18 vouchers.

The DHRA is governed by a five member Board of Commissioners. Led by Chairman J.L. Sweeney, the Board is comprised of Christopher Williams, Kristi Baillargeon, Robert DiNozzi and Janis Del Pozzo.

The 2014 fiscal year audit was conducted and the final report indicated no findings or compliance issues. Overall, the DHRA realized a profit of \$15,670 (before depreciation) for the 2014 fiscal year ending December 31. In addition, the DHRA received a score of 96 percent on its Section 8 Management Assessment Program (SEMAP). This 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 eighth consecutive year that the Agency has been awarded HUD's highest designation.

2015 is proving to be a challenging year for all housing authorities. Due to congressional appropriations, many federal programs are being seriously under-funded. This problem has trickled down to the DHRA. We are currently receiving only 79 percent of our eligible Administrative Fee money. These funds are used by the Agency to pay our bills and maintain the program. As a result, the DHRA has needed to postpone some needed repairs and upgrades to our properties as well as cutting back on other expenses. In addition, HUD has also recaptured operating reserves that the DHRA had on hand due to its tight fiscal policies. Several large apartment complexes in town no longer accept our clients and others have increased their rents to amounts that are higher than the Fair Market Rents permitted by HUD. As always, we hope that the coming year sees some positive changes to the housing environment for our clients.

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 2014, the DHRA made a total of \$678,952 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, both the Center for Life Management in Derry and Rockingham Community Action have continued in their collaborative efforts with the DHRA. The DHRA is now conducting all Housing Quality Standard inspections for the two organizations in relation to their 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



## DERRY PLANNING BOARD

Fiscal Year 2015 was another year of increased activity for the Derry Planning Board. The Planning Board reviewed three subdivision and four site plan applications resulting in the creation of 67 new residential units, three site plan applications resulting in the creation of 152,000 square feet of commercial space, two lot line adjustments, six voluntary mergers, and three site plan determinations. The Board also recommended approval of a new town road, along with one architectural review. In addition, the Board extended six conditional approvals, attended one site walk, held two condition compliance hearings and one design review hearing. Informational meetings were held to discuss the replacement of the State highway shed on Kendall Pond Road and for the construction of the new Town of Derry Transfer Station. For the calendar year 2015, the Board has been informed of 22 Change in Use applications, which are businesses moving into existing storefronts in Derry; 2014 saw a total of 26 Changes in Use. As of the writing of this report at the beginning of September, the Planning Board has held 20 meetings since the last report. Please refer to the report of the Planning Department for additional details.

The Planning Board also held thirteen workshops this year. The Board continued discussion regarding mixed use development and referred that topic to a subcommittee. The Board held additional public hearings on proposed changes to the Route 28 south area where the Board approved the creation of a General Commercial IV zone which will enhance uses allowed in an area where the town has expended considerable funds on infrastructure upgrades. The Board made significant changes to the multifamily requirements; parking and buffering requirements in the downtown; revised criteria for Special Exception applications; updated references to the Building Code, and amended the landscape and buffering requirements. Future workshop topics include permitted uses and a continued look at potential changes to zoning definitions, zone designations, and citizen rezoning requests. The all-volunteer Board does its best to recommend zoning changes and approve plans that are in the best interests of all the citizens of the Town of Derry. While not all decisions are universally popular, the Board makes its decisions based on the facts presented, operating under the rules of the State of New Hampshire.

In closing, I would like to thank the Board members who volunteer their time in service to the Town, the Acting Town Administrator, other Town Boards and Commissions, and Town department staff, particularly in the Planning, Public Works, Fire, Police and IT/GIS Departments, who provide the Board with valued support and technical assistance.

Respectfully submitted,

*David Granese*

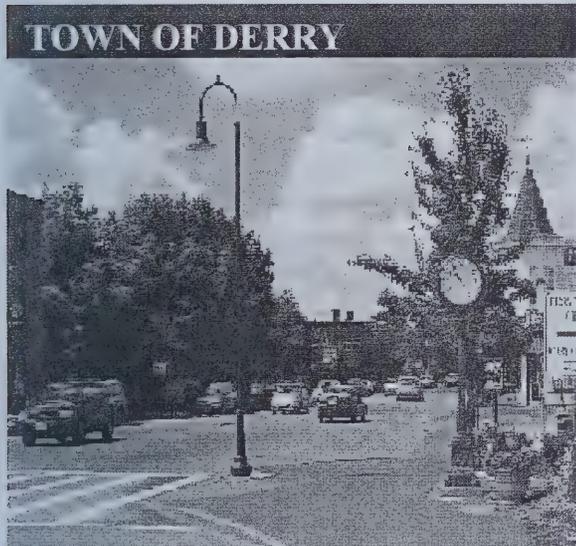
David Granese, Chair  
Derry Planning Board



# 2014 Report of the 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, 1,406 hours were spent by SNHPC staff working on the Granite State Future project for the fifteen municipalities in the region; equally dividing the total hours results in 94 hours of benefits that can be attributed to the Town.

No.	Hours	Project Description
1.	94	 <p>Updated the SNHPC 2010 Regional Comprehensive Plan as part of a Statewide initiative to develop a vision and determine how SNHPC should plan for the future. The SNHPC Granite State Future program is referred to as <i>Moving Southern New Hampshire Forward 2015 to 2035</i> and involved facilitation of both statewide and regional public visioning workshops and public outreach events to obtain public input and participation to shape the vision and plan developed for the region. A regional Advisory Committee guided the development of <i>Moving Southern New Hampshire Forward</i> program and consists of local community organizations, business leaders and private institutions, as well as municipal representatives;</p>
2.	130	Conducted traffic counts at 44 locations and forwarded completed counts to the Town;

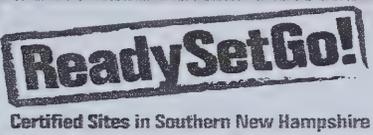


3. 86 Provided staff support to Robert Frost/Old Stagecoach Scenic Byway, including meeting preparation, mapping (with assistance from GIS staff) and ongoing compilation/production of Corridor Management Plan;
4. 60 Facilitated and drafted the updated Hazard Mitigation Plan per FEMA plan update requirements;
5. 52 Conducted surveys; prepared broadband maps showing available broadband technologies and services existing in the region and within each municipality; developed Regional Broadband Plan and adopted on March 25, 2014, including facilitating Advisory Committee meetings made up of representatives and Information Technology staff from each of the 15 municipalities in the region. The regional plan included objectives and recommendations for the region. This project was funded through a grant awarded to the University of New Hampshire. GIS staff also worked with a contact in each town to verify broadband service availability data, as well as continuously made updates to the Regional Community Anchor Institutions maps;
6. 35 Compiled building permit data and certificate of occupancy permit records to record dwelling unit totals from all municipalities in the region and prepared a summary Land Use Report;
7. 33 Developed the region's peak hour travel demand model with highway capacity and local traffic estimates;
8. 13 Provided staff support and collected data for MTA/CART Connection Study;
9. 113 Represented the interests of the Town on the CART Board of Directors and the CART Executive Committee;
10. 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;
11. 20 Evaluated Derry's existing regulations for wind/solar PV and prepared technical memo with recommendations for Planning Board.
12. 6 Facilitated Advisory Committee meetings made up of representatives from each of the 15 municipalities in the region to identify and develop mutually beneficial service models to share municipal resources and pursue group purchasing to save costs. This project was funded through a grant awarded by the NH Charitable Foundation;
13. 12 Provided staff support to the Regional Trails Coordinating Council; provided meeting notes, finalized strategic plan, assisted with continued logo development/marketing;
14. 17 Represented the interests of the Town on the Region 9 Regional Coordination Council for the Statewide Coordination of Community Transportation Services Project;
15. 3 Organized and facilitated Municipal Planners' Roundtable and Natural Resource Advisory Committee meetings for Planning Department staff and planning board members on solar energy and culvert assessments;

broadband





16. 6 Assisted in review of development of Regional Impact;
17. 6 Created interactive maps displaying traffic count locations and traffic volumes for Derry. Maps are now available on the SNHPC.org website;
18. 1  Continued participation on the Southern New Hampshire Region Community Preparedness Program and provided plan updates and public service announcements for member communities;
19. 4 Provided staff assistance to Statewide Coordinating Council for Community Transportation (SCC);
20. 7 Organized and facilitated regional economic development forums on the effectiveness of property tax incentives, establishing Public-Private Partnerships for economic developments, and tapping into and marketing tourism in communities;
21. 3 Participated on two subcommittees of the NH BPTAC (Bike-Ped Transportation Advisory Committee) – Outreach/Marketing and Counting, formed in October;
22. 3 Updated base maps for Derry. Updates included using GPS for any new roads to add them to the base maps;
23. 4 Organized and facilitated a Legislative outreach event for communities of the region which took place on December 2, 2014. The changing demographics of the State of New Hampshire and its impacts on transportation, infrastructure, labor, and housing were the topics of discussion.
24. 10 Applied for NHDES Brownfields Grant for a contaminated site in Derry;
25. 2  Reached out and extended assistance to the community in promoting regional economic development, including developing and presenting the new “ReadySetGo” certified site program to the Planning Board to promote economic growth and development within the community;

Derry’s Representatives to the Commission

Frank Bartkiewicz  
 Joseph Donahue  
 John O'Connor  
 Elizabeth Burtis  
 Jeffrey Moulton - Alternate

**Executive Committee Member:** Joseph Donahue





Derry Zoning Board of Adjustment Annual Report  
July 2014 - June 2015

The Zoning board of Adjustment has scheduled meetings on the first and third Thursday's of every month excluding a summer schedule in July and August.

The board is derived of residents of the town of Derry strictly a volunteer position. The board is appointed by statute to hear cases for variances related to property structure or use, special exception criteria, equitable waivers and administrative appeals, typically to appeal a building code interpretation.

The members of the board are Lynn Perkins Chairman, Allan Virr vice chair, Heather Evans secretary, Teresa Hampton, & Stephen Copollo. Alternate members are Katherine Prudhomme O'Brian, Dana Nuarez, and currently Mike Demeo.

In the fiscal year the board has heard 19 cases, 2 being reheard and reversed.

I would also recognize the staff with in the code enforcement office which lends it's support to help make the Zoning board of adjustment the success it is at this current time.

Respectfully Submitted

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 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 shall meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.

(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;

4. 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.



