

TOWN OF DERRY



**ANNUAL REPORT
FISCAL YEAR ENDING
JUNE 30, 2023**

TOWN OFFICERS

July 1, 2022 – June 30, 2023

Town Council (3 Years)

Chair

Charles H. Foote (2022-2025)

Councilors at Large

Douglas R. Flood (2022-2025)

Phyllis M. Katsakiores (2021-2024)

David R. Granese (2023-2026)

Councilor District #1

Erin A. Spencer (2021-2024)

Councilor District #3

James P. MacEachern (2023-2026)

Councilor District #2

Charles H. Foote (2022-2025)

Councilor District #4

Brian K. Chirichiello (2022-2025)

Town Clerk (3 Years)

Cristina Guilford (2023 -2025)

Town Moderator (2 Years)

Lisa Ann Hultgren (2023-2024)

Supervisors of the Checklist (6 Years)

Judy Strakalaitis, Chair (2028)

Patricia Dowling (2024)

Leslie Dombroski – Interim (2024)

Trustees of Trust Funds (3 Years)

Craig Corbett, Chair (2026)

Jeffrey Moulton (2024)

Craig Cunningham, Secretary (2025)

TOWN OFFICERS
July 1, 2022 – June 30, 2023
(Continued)

Derry Public Library Trustees (3 Years)

Rachael Armstrong, Chair (2026)
Elizabeth Greenberg (2025)
Caitlin Powers, Treasurer (2025)
Monica Cataldo, Secretary (2026)
Pete Marcotte (2024)
Margaret Ives (2026)

Lorraine Lindenberg (2024)
Meryle Zusman, Alternate (2024)
Victoria Austin, Alternate (2024)
Erin Spencer, Council Liaison
Dr. Sara Taylor, SAU Liaison

Taylor Library Trustees

Raymond Fontaine, Chair (2025)
Candi Westgard, Vice Chair (2026)
Lynne Townsend, Treasurer (2025)

Angel Fontaine, Secretary (2024)
Sam Hamlin (2026)
Charles H. Foote, Council Liaison

TOWN DEPARTMENTS

July 1, 2022 – June 30, 2023

EXECUTIVE DEPARTMENT

TOWN ADMINISTRATOR

David R. Caron

ECONOMIC DEVELOPMENT

Beverly Donovan, Director

HUMAN RESOURCES

Catherine St. Ledger, Director

IT/GIS

Douglas Rathburn
Manager

DERRY CABLE TELEVISION

Owen Provencher
Administrator

PLANNING DEPARTMENT

George Sioras, Director

FINANCE DEPARTMENT

Mark Fleischer, Chief Financial Officer
Stacey Beliveau, Tax Collector/Municipal Agent
Stephan Hamilton, Assessor

POLICE DEPARTMENT

George R. Feole, Chief
David Michaud, Captain
Vern Thomas, Captain
Melinda Patterson, Animal Control Officer

FIRE DEPARTMENT & EMERGENCY MANAGEMENT

James Richardson, Chief
Shawn Haggart, Assistant Fire Chief

PUBLIC WORKS DEPARTMENT

Michael A. Fowler, Director
Thomas Carrier, Deputy Director & Water/Wastewater Superintendent
Kim Walsh, Parks and Recreation Director
Alan Côté, Superintendent of Operations
Robert Mackey, Code Enforcement
Courtney Bogaert, Public Health

TOWN BOARDS & COMMITTEES

July 1, 2022 – June 30, 2023

CONSERVATION COMMISSION

Town Council Representative, Erin Spencer (1 Year)

Members

2025 James Degnan, Chair
2026 Ric Buzzanga,
2026 Eileen Chabot
2024 William Lowenthal
2024 Grace Reisdorf
2024 Robert Spoerl
2025 Bob Boonstra

Alternates

2026 Vacant
2024 Justin Mitchell
2024 Jeanne Cunningham
2025 Margaret Ives

PLANNING BOARD

Town Council Representative, David Granese (1 Year)

Town Council Alternate Representative, Jim MacEachern (1 Year)

2024 Randy Chase, Town Administrator Representative (1 Year)

Members

2024 John O'Connor, Chair
2026 David Nelson, Vice Chair
2025 Andy Myers, Secretary
2024 Mark Connors
2025 Christopher Feinauer
2025 Dan Healey
2026 Richard Malaby

Alternates

2024 John Morrison, Jr.
2025 Vacant
2026 Vacant

ZONING BOARD OF ADJUSTMENT

Members

2024 Lynn Perkins, Chair
2025 Craig Corbett, Vice Chair
2026 Richard Tripp
2026 Crystal Morin
2025 Donald Burgess

Alternates

2026 Michael Donlon
2026 James Dietzel
2025 Gaspar Obimba
2025 Vacant
2024 Vacant

DERRY HOUSING AUTHORITY

Town Council Representative, Brian Chirichiello (1 Year)

Melody Ackerman, Executive Director

Members

2026 Ernest St. Pierre, Chair
2028 Kristy Baillargeon
2027 Cheryl Harvey
2025 Carol Yanzo-Murphy
2024 Major Gary Thornton

TOWN BOARDS & COMMITTEES

July 1, 2022 – June 30, 2023

(Continued)

HERITAGE COMMISSION

Town Council Representative, Phyllis Katsakiores (1 Year)

Members

2026 Karen Blandford-Anderson, Chair
2026 Michael Hills
2025 Thomas ‘T.J.’ Cullinane
2025 Paul Lindemann

Alternates

2026 Lynne Mari
2025 Vacant
2024 Vacant

HIGHWAY SAFETY COMMITTEE

Permanent Members

Alan Cote, Public Works
Chief George Feole, Police
Chief James Richardson, Fire
Jane Simard, School

Members

Scott Savard
Walter Deyo
Randall Chase
Ronald Goldthwaite
Jodi Nelson
Lindsay Clapp

NET ZERO TASK FORCE

Town Council Representative, Erin Spencer (1 Year)

Members

2024 Jeff Moulton, Chair
2026 Christopher Cox, Vice Chair
2026 Michael Fodiman
2025 Tom Cardon, Secretary
Mike Fowler, Director Public Works
John O’Connor, Planning Board
David Clapp, Derry School District
Andrew DaPrato, Pinkerton Academy
Vacant, Conservation Commission
Vacant, Economic Development

Alternates

2026 Vacant
2025 Vacant
Courtney Bogaert, Code Enf.
Vacant – Derry Business

TOWN BOARDS & COMMITTEES

July 1, 2022 – June 30, 2023

(Continued)

BUILDING & PROPERTY MAINTENCE COMMITTEE

Town Council Representative, Charles Foote (1 Year)

Permanent Members

Robert Wentworth, Chair, Building Inspector
Michael Fowler, Director Public Works
Chief George Feole, Police Department
David Eastman, Director of Fire Prevention
Robert Mackey, Code Enforcement Director
Courtney Bogaert, Health Inspector
Stacey Beliveau, Tax Collector
George Sioras, Planning Director

Members

2024 Michael Welch
2024 Jonathan West
2024 Cristina Guilford

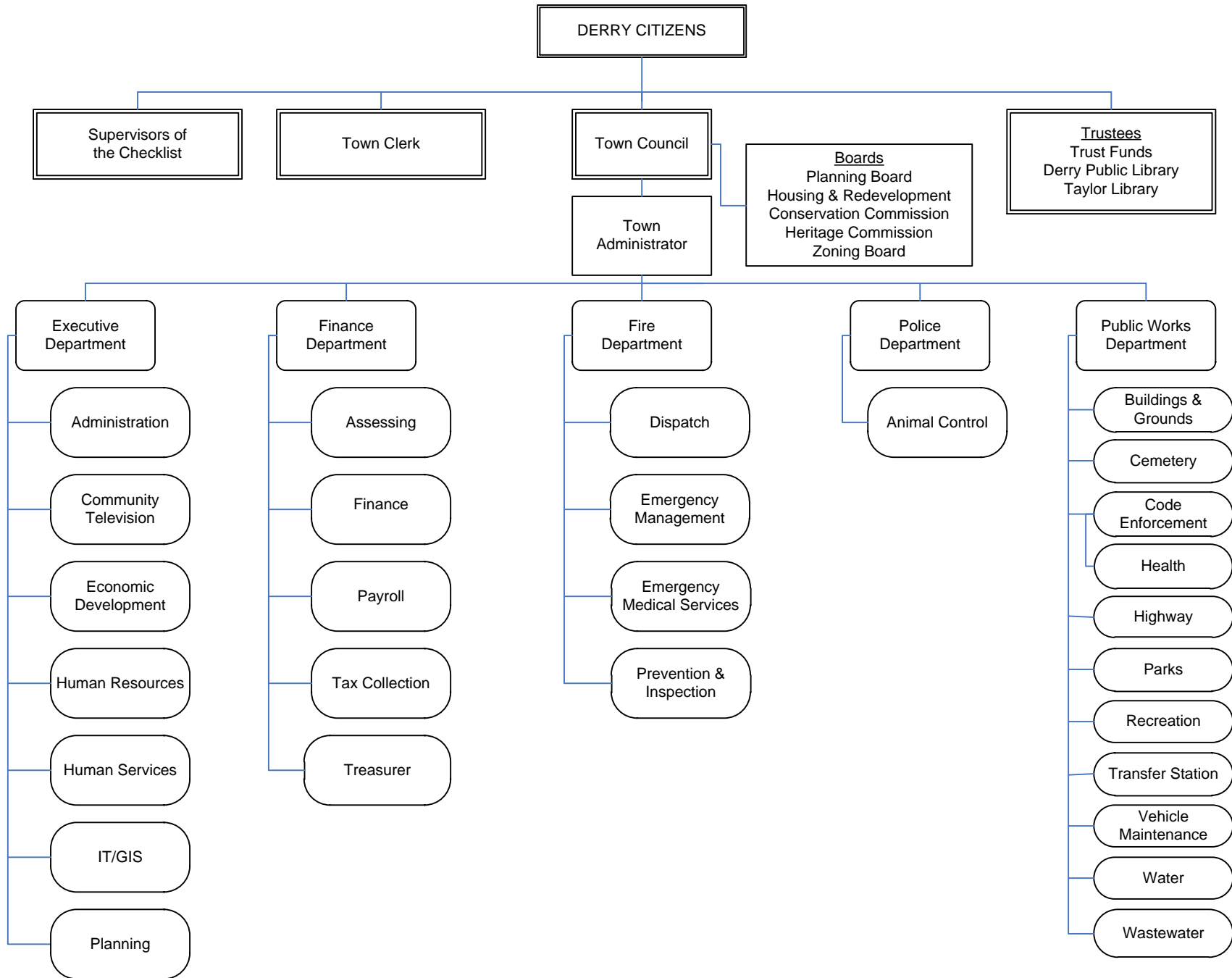
SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

Members

2024 Richard Tripp
2024 Jeff Moulton
2024 John O'Connor
2024 Vacant

Alternate

2024 Vacant



TOWN OF DERRY DEPARTMENTS & DIVISIONS

	<u>Page</u>
Executive Department	
Town Council Chair	1
Town Administrator	1
Derry Community Access Media	3
Economic Development	6
Human Services	8
Human Resources	10
Information Technology / GIS	11
Planning	12
Finance Department	
Assessing	14
Finance	22
Tax Increment Finance Districts	23
Tax Collection	24
Treasurer	32
Fire Department	
Emergency Management	33
Fire	34
Emergency Medical Services/Ambulance	42
Police Department	
Animal Control	49
Public Works	
Engineering	53
Buildings & Grounds	54
Cemetery	54
Code Enforcement/Building/Zoning	54
Highway	55
Public Health	56
Parks & Recreation	57
Transfer Station	58
Vehicle Maintenance	58
Water	59
Wastewater	60

	<u>Page</u>
Town Clerk	62
Supervisors of the Checklist	66
Trustees of the Trust Funds	68
Derry Public Library	80
Taylor Library	84

BOARDS & COMMITTEES

Building & Property Maintenance Committee	87
Conservation Commission	88
Heritage Commission	90
Highway Safety Committee	92
Housing & Redevelopment Authority	93
Net Zero Task Force	94
Planning Board	97
Southern New Hampshire Planning Commission	99
Zoning Board of Adjustment	102

DERRY TOWN CHARTER

TOWN COUNCIL CHAIR & TOWN ADMINISTRATOR

We are pleased to present the annual report from the Executive Department. The Town Council continued to rely on the vision developed by community members during the Master Plan process to budget and implement many projects and improvements throughout the community.

The Town was successful capitalizing on the availability of federal and state grants to address infrastructure and other needs without overburdening the tax rate.

Grants – Among the grants the Town received included:

- Patient Lift System – Alterations to the Town’s ambulances to assist with loading/unloading patients to reduce incidents of injury to our first responders.
- Personal Body Armor – Systematic replacement of body armor to help ensure the safety of our law enforcement officers.
- Milfoil Treatment on Beaver Lake – Continued partnership with the Beaver Lake Improvement Association to reduce and eliminate invasive species.
- Household Hazardous Waste Grant – A joint effort with Londonderry, providing a convenient and safe method to dispose of unwanted chemicals and other hazardous waste.
- Active Threat Planning – Planning assistance for our first responders with the evaluation of potential threats to the community.
- Road and Bridge Programs – The State shared excess revenues with the Town through its Highway and Bridge Aid programs, which allowed the Town to accelerate its road maintenance program and invest further in bridge and culvert replacements.
- Water Quality Studies – Hood Park and Big Island Pond – Funds were made available to identify any harmful leachates into these water bodies.

The Town Council approved a \$6M program of water system improvements which are focused primarily on connecting neighborhoods to the municipal water system, including Barkland Acres, Rand-Shepard Hill, and Morningside Drive. The project was funded through a \$1.22M grant and low-interest loans through the NH Department of Environmental Services revolving loan fund.

Economic Development continues to remain a Council priority. During Fiscal Year 2022, the following projects were initiated or continued:

- Continuation of the Downtown Façade Improvement program to encourage businesses to invest in their properties.
- The Council appropriated funds from the Derry Commerce Corridor Tax Increment Financing District to begin design work on a parking structure in the Downtown which will support the local economy as well as implement the development vision with the Lansing-Melbourne Group, the Town’s partner for the Abbott Court project.
- Zoning changes in the West Running Brook District along South Main Street have resulted in over 250 market rate housing units, 14,000 sf of flex/office space and

107,000 sf of commercial/retail/restaurant capacity in this mixed use zone under design and/or review by the Planning Board.

Community Improvements – Several community initiatives continued in FY22 which will better serve our residents:

The design of Central Fire Station on Rockingham Road is nearing completion with construction to begin in Fall, 2023.

The most recent investments into the Town's recreation facilities include baseball improvements at Vets/O'Hara Fields, and exterior improvements to the Alexander-Carr lodge, as well as playground improvements at that location. The Town has completed a design to reimage Hood Park as both an economic development generator and facility for our residents. It is hopeful that this project will begin soon as it currently is impacted by labor shortages and supply chain challenges.

Exit 4-A is under construction along the I-93 corridor to the Derry town line. The second phase of the project includes a reconstruction and widening of Folsom Road along with intersection improvements along the route to By-Pass 28. Final engineering is underway, and construction is anticipated to begin in late 2024. The Town continues to plan for redevelopment along this and the Manchester Road corridor due to easier access to I-93.

The Council also created the Derry Community Power Aggregation Committee, which is developing a plan for approval by the Public Utilities Commission. If approved, Derry Community Power will be the default provider of electricity to Derry residents and businesses, resulting in lower electrical rates. Those who have an agreement with a third-party power supplier would not be impacted by the process.

We welcomed aboard many new members to our staff, and existing members who have assumed new responsibilities, including Police Chief George Feole and Tax Collector Stacey Beliveau. A note of gratitude to our employees who continue to provide services to our community every day, and volunteers on Town boards and commissions which provide leadership and guidance for the development of Derry. Finally, we recognize former Police Chief Edward Garone's contributions and dedication to Derry. Chief Garone led our Police Department for over fifty years and passed away in September 2022.

Respectfully submitted,

Charles H. Foote

Charles H. Foote, Chair
Town Council

David R. Caron

David R. Caron
Town Administrator

DERRY COMMUNITY ACCESS MEDIA

The Town of Derry's Cable Division continues developing its established strategic plan. Recent improvement projects and technology upgrades support our commitment to improving operations to respond to the evolving needs of the Town and our Community.

Funded by cable franchise fees rather than tax revenue, the mission of Derry Community Access Media is to position Derry as a leader in the PEG (Public, Educational, Government) Access Media space. With that aim in mind, we facilitate interactive programming that informs, educates, entertains, and inspires our community via cablecast, online, on-air, and emerging media.

Notable developments in FY2023 include:

DerryCAM continues to provide critical services for public and non-public town government meetings. Ensuring the business of the town officials and staff continues regardless of conditions that may otherwise prohibit such arrangements. We are committed to the continuity of government in an open forum, facilitating full access by participants and the public, with a commitment to constant improvement. As we improve delivery, we strive to do so seamlessly without interruption or negative impact on government meeting standards or operation.

New this year on the “gavel to gavel meeting coverage” schedule is our commitment; we have accepted the responsibility of covering official School Board meetings to occur openly and provide every opportunity for full participation and engagement by participants and attendees.

We continue to offer implementation of a "hybrid" meeting model allowing full public participation both in person and remotely.

We have improved streaming and Video-on-Demand capability. We now deliver full HD video and audio with additional resources, such as meeting agendas, alongside our VOD offering. Additionally, the implementation of project planning and initial development for WLTX LP-FM is here to serve Derry's public safety, educational and cultural needs.

We continue to in our Media Co-Op facilities to respond to educational and workforce demands in future-forward broadcast technology and skills development in Derry. This technology will provide further opportunities for community engagement.

We work with town departments to create programming and solutions that support town operations and goals. These include – Economic Development, Derry Public Library, Police, Fire, Greater Derry Arts Council, Public Works, Parks and Recreation, And many more.

Configuration of our production environment with the ability to feature remote guests for government and community programs. Updating audio and video equipment while documenting existing and additional infrastructure

Throughout FY2023, while maintaining a high level of service, we continued to invest in updating our technology infrastructure with the goal of making critical information accessible to people's homes and electronic devices by leveraging available technology.

Derry's Government Access (Comcast CH 16, online, on-demand, and streamed live) allows the community to stay informed by viewing unedited coverage of its governing boards and committees and 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 programming.

Recorded government meetings are available through our Video on Demand (VOD) service, which is accessible via our website www.DerryCAM.ORG.

VOD provides access to local government meetings at a convenient time for viewers (internet access required). Our public access channel (Comcast Channel 22) increases community awareness. It adds to the community's social, cultural, and creative development while encouraging local pride. Programs produced by residents, organizations, and staff members provide a glimpse of what is happening in our neighborhood. This includes presentations at the Derry Public Library, Derry Parks and Recreation, partnerships with residents and non-profits, and features special events around town. You are encouraged to submit ideas and create new shows. Just reach out to us on our website www.DerryCAM.org.

We partner with Town departments and community organizations to create programming that allows our audience to see the services available to them as community members.

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

Volunteer members are vital to Derry Community Television. We offer regular free training and information on how to understand and assist with media production and even produce a show. We welcome community members to learn more about our studio and how to get involved.

Building on our strategic plan, we endeavor to seek more ways to serve the community. We aim to add cultural value and positively impact Derry as we explore avenues to engage with community partners to highlight and enrich the quality of life here in Derry.

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

To learn more about Derry Community Access Media, visit our website at www.derrynh.org/cable, email at owenprovencher@derrynh.org, or call 845-5514.

You can find us on the lower level of the Derry Municipal Center.

Respectfully submitted,

Owen Provencher

Owen Provencher, Cable Coordinator
Director, Derry Community Access Media

ECONOMIC DEVELOPMENT

With the COVID 19 Pandemic becoming further in the rearview, the local economy has weathered many changes. Nationally, FY23 saw the very gradual correction of supply chain issues, exceptionally low unemployment (hovering around 2% unemployment locally) and multiple interest rate hikes to quell inflation. At the time of this writing, economists are predicting a soft-landing for the national economy. In Derry, there are many businesses looking for help, struggling to keep up with hours and consumer demand, but business is strong for most.

One of the biggest issues that Derry is currently facing is in workforce numbers. During the pandemic years, many older workers retired and declined to go back to work, some workers switched to gig economy jobs, still others have not returned to the workforce due to lack of childcare. The biggest barrier to finding available workers, according to local employers, is a lack of affordable area housing options to meet the financial needs of workers.

Overall, FY23 showed a pattern of continued growth in the project pipeline. Some category highlights include:

- **Retain & Grow Existing Business** – Although many of the COVID-era relief programs have ended, many businesses have continued to thrive. There has been a moderate return to regular programming and activities through organizations such as the Greater Derry/Londonderry Chamber of Commerce, SCORE, Small Business Development Center, etc. as folks look to get “back to business”. Derry did see the closure of a handful of small businesses, for various reasons, but there is still a healthy demand for vacant spaces, particularly downtown.
- **Attract New Business** – Several new projects throughout various zones in town have been advanced. Crystal Ave. has 5 projects in various stages of the development process; West Running Brook Zone has three major mixed-use projects that are going through final approval; the NH Liquor Commission opened the doors to their newest store in the former Goodwill site; Ashleigh Drive saw the conversion of the former 5-Star Cinema to a new garage door supply company, as well as the purchase and subdivision of the vacant land Ashleigh Drive/37 Scobie Pond Rd, where a combined total of 400,000sf of commercial development is planned. This area of town has gleaned much attention now that the Exit 4-A project is visibly underway.
- **Plan for Smart, Sustainable Growth** – The Town continues to benefit from the successful waterline into the southern end of Route 28 and is now planning on future sewer development in the Route 28 corridor to the south with an eye toward future commercial expansion. Housing is another area of expansion, as several mixed-use projects include market-rate and luxury housing unit plans. In addition, the Town is currently collaborating with a developer to bring a workforce housing project to the former brownfield site at 19 Elm St. Housing is needed at all levels, as the lack of supply

has led to historic rent and purchase prices. A typical 2-bedroom rental is now hovering at \$2,100/month while the median home price is over \$425,000 as of this writing.

- **Marketing & Communication** - Marketing and communication is a constant focus, especially coming out of the pandemic. Social media continues to be a successful way to spread information. Although we do use local newspapers for some purposes, we have scaled back on print media. The public has embraced becoming a virtual partner, engaged with helping to promote local business in Derry. The downside is that it is increasingly difficult to reach certain segments of the population that are not engaged in social media. Changes in algorithms and social media platforms had made communication more difficult in some ways.
- **Placemaking** – Although weather has stymied many of the year’s outdoor events, most groups enthusiastically planned for getting “back to normal”. The town had many opportunities for outdoor concerts, festivals, and fairs, as well as the annual Derry Homegrown Farm & Artisan Market, several outdoor dining options, hikes, trips to parks and more, as everything has now fully reopened. Public art projects were a highlight and included the collaboration between the Greater Derry Arts Council and Derry Homegrown groups to install the market-themed crosswalk downtown. The Public Arts Committee also produced another public project, the painted waterfall stairway along the rail trail at Abbott Court. The project’s social media posts produced the highest engagement of any post to date – over 50,000 views and engagements! People from near and far now come to Derry to enjoy our outdoor trails, parks, and art – further proof that Derry is a wonderful place to live, work and play.

With permitted (and almost-permitted) projects lining up, Derry is poised to reap the benefits of commercial tax base expansion. Zoning changes in the recent past have helped to streamline the development process and open opportunities for thoughtful, flexible growth in the coming years.

Respectfully submitted,

Beverly Donovan

Beverly Donovan
Economic Development Director

HUMAN SERVICES DIVISION

Assistance to our residents most in need continues to be managed by Community Health Services (CHS) on behalf of the Town.

In fiscal year 2023, the Town granted general assistance in the amount of \$22,978.16 which represents 45 case decisions. Additionally, Community Health Services successfully leveraged an additional \$669,453.70 in assistance to our citizens from other social service partners. It is anticipated that General Assistance obligations will increase next year as many of the assistance programs developed in response to the Pandemic will be ending.

One of the Town's goals of its partnership with CHS is to provide comprehensive case management services for our clients as we strive towards a common goal of financial sustainability for all our residents. CHS conducted 143 case management meetings throughout FY 23.

In recognition of the services provided to our residents in partnership with the General Assistance program, the Town Council did include the following grants in the FY23 budget: Community Caregivers - \$19,000, Rockingham Community Action - \$10,000, Family Promises - \$2,500, Isaiah 58 - \$5,000, Rockingham Nutrition and Meals on Wheels - \$14,000, Sonshine Soup Kitchen - \$10,000, and Upper Room - \$35,900.

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

Citizens seeking assistance should contact CHS:

Location:

Greater Derry Community Health Services (CHS)
14A Tsienneto Road
3rd Floor - suite 301
603-425-2545

Hours of Operation: Monday through Friday: 8:30am — 4:00pm

Any person in town and in need has the right to apply for general assistance from the Town. The right to apply does not guarantee assistance.

Process:

- 1) Please call (425-2545) or stop by the CHS office and complete a contact sheet, which includes information on your current need.

- 2) A staff person will go over the application with you and schedule an appointment for an in depth interview and review of submitted materials. Applications must be complete at the time of the interview.
- 3) At your scheduled appointment with a CHS Case Manager, an assessment is made —based on approved Town guidelines — of your ability to meet some or all your stated need.
- 4) In addition, the CHS Case Manager will speak with you about possible other needs you may have.
- 5) If the review is completed during the first visit, a Notice of Decision is provided detailing whether the request is Granted, Denied or Withdrawn from consideration.
- 6) If your application requires further information or outreach to property owners, utility, fuel companies or others, the Case Manager will schedule a follow up appointment. Decisions will be placed on hold pending conclusion of the evaluation.

Respectfully submitted,

David R. Caron
David R. Caron
Town Administrator

HUMAN RESOURCES

The goal of the Human Resources Department is to ensure that Town jobs are staffed appropriately, employees have meaningful and challenging career opportunities, and our personnel and labor administration activities are timely and effective. The Department supports the negotiation and administration of seven union contracts, provides recruiting assistance to Town departments, administers drug testing programs, maintains personnel and related records, advises managers regarding employee relationships, and assists employees in numerous other capacities. We continuously review current processes and staffing models to identify areas for improvement, create efficiencies, and ensure compliance with Federal, State, and local laws and regulations.

Fiscal Year 2023 highlights:

- Our seven collective bargaining units are operating under current contracts. Throughout the fiscal year we worked diligently with the unions to address many challenges to successful conclusions.
- The Town maintained nearly the same staffing levels as the previous fiscal year, adding only one full-time position as a Parks Department Laborer. We hired 24 full-time and 7 part-time employees to fill vacancies due to retirements and resignations. By providing career development opportunities for existing employees, we successfully promoted another 20 individuals. We finished the fiscal year with a 6% vacancy rate – 15 open positions Town-wide, 10 of which were from the Fire Department.
- Derry employees continue to give back to this community by supporting agencies, programs, and initiatives such as the Sonshine Soup Kitchen and local food pantries, the annual Salvation Army Backpack and Easter Bunny Programs, Red Cross Blood Drives, and so much more.
- Employees attended a variety of training programs to upgrade job skills, improve safety on the job, and ensure compliance with Federal and State employment and discrimination laws.

The Human Resources staff are grateful for the guidance, support, and assistance of the Town Administrator, Town Council, Town employees, and residents. Without them we would not be able to successfully carry out our duties. We look forward to another year of service and the challenges ahead.

Respectfully submitted,

Catherine St. Ledger

Catherine St. Ledger
Human Resources Director

INFORMATION TECHNOLOGY

2023 has, once again, been a busy year for the IT/GIS Department. The addition of our new system administrator, Matt Lafosse, has proven to be a great addition to our staff.

Our department currently supports and maintains over 300+ computers as well as connectivity between multiple local (LAN) and wide area networks (WAN). All town owned facilities are now connected via some form of network.

We continue to rotate all workstations on a three-year lease cycle. This has been paramount in minimizing time spent working on individual machines, allowing us to focus our efforts elsewhere.

Network security continues to be at the forefront of our concerns as well as educating our end users. We utilize software that allows us to schedule mock phishing attacks and provides security onboarding to any new town employees. Currently the industry benchmark average for phish prone individuals is 16% and our current average is 3.25%. The goal is to have this at 0%. We can target and remediate individuals that require further training.

Other projects we've worked on, or continue to work on, during the current year:

- Replacement of all MDTs in the Police Department.
- The continued transition to iPads on DFD ambulance vehicles from previously used Toughbook computers realizing significant cost savings and far greater usability.
- The removal of copper fax lines with the transition to a digital fax solution.
- Continued implementation Microsoft Teams for collaboration and file management.
- Assisting with any IT related technologies related to the new fire station.

GIS TECHNOLOGY

Currently our GIS is being maintained and updated as required.

Respectfully submitted,

Doug Rathburn

Doug Rathburn
IT/GIS Manager

PLANNING DEPARTMENT

Fiscal Year 2023 activity in the Planning Department continued at a steady pace for most of the year, post COVID, with both new development proposals as well as projects that had begun prior to COVID and obtained town approvals this past year. This past year was one of our busiest in several years!

Highlights of development activity in Fiscal Year 2023 included several items of significance. They included amending design standards in the West Running Brook District to facilitate development, reviewed regulations to ensure the Town was compliant for new development with the EPA's amended MS4 permit. The Planning Board conditionally approved the first project in the West Running Brook District which included 104 apartments, 10 townhomes, and 14,000 square feet of new commercial space. Staff conducted a proactive traffic study of the Route 28 corridor to determine traffic impacts in the area and the appropriate mitigation measures. Staff also began a regulatory review of the zoning ordinance to ensure compliance with recent NH Legislative changes. Approval of several small single-family housing subdivisions (approximately 35-40 house lots) also occurred.

Notable approvals include The Residences at Skye (114-units of housing and commercial/office mix), Hyla Brook Wedding Venue, Starbucks Coffee, Aspen Dental, Appolo Vineyards expansion, Denali Estates (14 single-family house lots), Bridgeway Church, Paisano's Pizza expansion, BC Industries-commercial bays, 35 Maple Street redevelopment with new garage and office building, redevelopment of the former movie cinema on Ashleigh Drive for a new overhead door company, Chipotle on Crystal Ave., and a new social studies building at Pinkerton Academy.

Zoning amendments this past year included amending the Independent Adult Community Overlay District (55+ housing) to keep in compliance with new state laws, moving several properties in the Traditional Business Overlay District to the Central Business District to encourage redevelopment opportunities in the Downtown, and finally working with the Planning Board subcommittee on a workforce housing ordinance which we hope to bring forward in FY2024.

The most significant work for the department in 2020, 2021, 2022, and continuing in 2023 has been our work on the 2020 Master Plan Update and moving forward with long-term Goals and Implementation Strategies in conjunction with the Planning Board and town departments.

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 Stagecoach Scenic Byway. The Scenic Byway celebrates and helps protect the historical features, rural character, and the natural and scenic qualities of the five corridor communities (Derry, Atkinson, Hampstead, Chester, Auburn) through which it passes.

This past year staff continued working with two 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, and the Derry Cooperative School District Facilities Study Committee. The Planning Department also closely interacts with the Economic Development Director and Office on economic development initiatives.

In closing, I would like to once again thank the members of the Planning Board for their continued support and assistance with our department particularly regarding the challenging zoning revisions and Master Plan Update. Also, kudos to our Chairman, John O'Connor, for being an excellent chairman and his and the board's professionalism; it makes our job easier!

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

Finally, I would like to once again acknowledge and thank our Planning & Economic Development Assistant, Liz Robidoux, for her excellent staff assistance to both the Planning Director and Planning Board and keeping us on track and organized as well as her hard work and professionalism. Her efforts are greatly appreciated! The Planning Department looks forward to continuing 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

ASSESSING DIVISION

The real estate market in New Hampshire has been consistently increasing over the last several years and is continuing through the end of fiscal year 2023. Between July 1, 2022 and June 30, 2023 Derry had 448 qualified sales, with a median selling price of \$385,000. That compares to the 624 qualified sales in Fiscal Year 2022 that had a median selling price of \$365,000 and remains very strong. This 5.5% increase in the median selling price is consistent with annual increases over the last few years.

As required by State Statute, each year the NH Department of Revenue Administration (DRA) performs an equalization study of all communities in the State. The DRA's study conducted for 2022 indicated that the Town's overall level of assessed value to market value was 93.8% (for 2021 it was 79.1%). We have projected the equalization ratio to be approximately 86% for 2023 showing the impact of the continued increases in market values. The final result of the study for 2023 will not be known until early 2024.

Also, the 2022 DRA study indicated the coefficient of dispersion (C.O.D.) to be 9.34%. The prior year (2021) was 12.2%. This standard measurement of performance is expected to be less than 20, and a measurement between 10 and 15 indicates reasonably good proportionality. The last several tax years have been in that range, and we will remain diligent to keep assessments within the State's mandated standards. The C.O.D. measures uniformity and is independent of the level of appraisal (ratio) that permits direct comparisons between various properties (comparable and other properties). Decisions on the needed assessment updates and revaluations consider these statistics.

The cycled inspection program when we inspect approximately 20% of the properties every year continues to keep our assessment inventory up to date. These are scheduled to continue into future tax years. As part of that annual cycled inspection process, this year we completed cycled inspections of residential properties within assessing neighborhoods #103 and #106.

The New Hampshire Department of Revenue requires municipalities to perform revaluations (values anew) at least once every five years. The Town undertook such a revaluation in 2022 as a full statistical update. Prior to that, the last full statistical update had been completed in 2020. The next full statistical update is scheduled to be completed in 2024.

The Town of Derry has contracted completion of valuation work, including the revaluation by statistical update in 2022 with Whitney Consulting Group, LLC. Whitney Consulting Group also manages the assessing functions of the town. Stephan Hamilton, Emily Goldstein and Bob McCarthy from Whitney Consulting serve as Assessors for the office. The processes, workflows and coverage are much the same as in the last few years.

As of the date of this report, the total 2023 Assessed Value (except utilities) before Exemptions is approximately \$4,864,700,000. That is \$19,572,200 than the value reported in last year's annual report of \$4,848,400,000.

The finalization of utility property valuations requires DRA to publish draft utility property values, that have not been completed or published yet. More detail will be provided with the finalization of the MS-1 summary of value report. This year's assessment includes the added

value from new construction and building permits issued since April 1, 2022, and the annual cycled inspection program.

The Town's 2022 tax rate was \$19.04/\$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 <https://gis.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 user-friendly, and it has easy look up and reporting routines. Also feel free to visit the Assessor's Office where we would be happy to help you find whatever assessment information that is available. Property record cards are printable on-line, a feature of the system that has and will continue to save Assessing time as appraisers, realtors, attorneys, the public, and the various Town departments can easily access the data on-line.

Other on-line features found at www.derrynh.org are the Town's tax maps and 'Derry GIS' that has search fields that will locate owners, assessment information, abutters lists, the location of town water and sewer lines and many other features. All this information is available to print from 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 timelines (April 15th) to qualify for many programs offered. If you feel you may qualify or have questions, do not hesitate to contact the Assessing Department at 603-432-6104.

I want to thank the Assessing Staff, Mark Jesionowski and Barbara San Antonio for their dedication to this office and going out of their way to help taxpayers. You are both truly invaluable to this office.

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

Respectfully Submitted,

Stephan W. Hamilton, CNHA

Stephan W. Hamilton, CNHA
Assessor – Town of Derry
Whitney Consulting Group, LLC



Derry
Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Stephan Hamilton (Whitney Consulting Group, LLC)

Municipal Officials		
Name	Position	Signature
Brian Chirichiello	Councilor	
Erin Spencer	Councilor	
Charles Foote	Councilor	
Jim MacEachem	Councilor	
Phyllis Katsakiores	Councilor	
David Granese	Councilor	
Doug Flood	Councilor	

Preparer		
Name	Phone	Email
Stephan Hamilton	603-560-0629	stevehamilton.wcg@gmail.com
Preparer's Signature		



New Hampshire
Department of
Revenue Administration

2023
MS-1

Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	5,219.82	\$751,524	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	133.00	\$41,240	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	10,621.23	\$1,379,444,100	
1G	Commercial/Industrial Land	1,386.41	\$222,329,450	
1H	Total of Taxable Land	17,360.46	\$1,602,566,314	
1I	Tax Exempt and Non-Taxable Land	2,827.24	\$61,961,053	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$2,656,538,780	
2B	Manufactured Housing RSA 674:31	0	\$44,718,000	
2C	Commercial/Industrial	0	\$562,618,172	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$3,263,874,952	
2G	Tax Exempt and Non-Taxable Buildings	0	\$275,532,110	
Utilities & Timber			Valuation	
3A	Utilities		\$63,083,315	
3B	Other Utilities		\$69,900	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$4,929,594,481	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	4	\$2,648,092	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	4	\$252,000	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$4,926,694,389	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$40,000	11	\$380,000
13	Elderly Exemption RSA 72:39-a,b	\$0	198	\$24,439,700
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$24,819,700
21A	Net Valuation			\$4,901,874,689
21B	Less TIF Retained Value			\$99,330,194
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$4,802,544,495
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$4,802,544,495
22	Less Utilities			\$63,083,315
23A	Net Valuation without Utilities			\$4,838,791,374
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$4,739,461,180



New Hampshire
 Department of
 Revenue Administration

**2023
MS-1**

Utility Value Appraiser

New Hampshire Department of Revenue Administration

The municipality **DOES** use DRA utility values. The municipality **IS** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (GRANITE STATE ELECTRIC) CORP	\$380,797				\$380,797
NEW HAMPSHIRE ELECTRIC COOP	\$1,594,624				\$1,594,624
PSNH DBA EVERSOURCE ENERGY	\$36,722,220			\$14,712,689	\$51,434,889
	\$38,697,641			\$14,712,689	\$53,410,310
Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP	\$5,336,058				\$5,336,058
	\$5,336,058				\$5,336,058
Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK EAST UTILITY INC	\$1,200,747				\$1,200,747
PENNICHUCK WATER WORKS INC	\$3,136,200				\$3,136,200
	\$4,336,947				\$4,336,947
Other Utility Company Name					Valuation
B A ASSOCIATION					\$69,900
					\$69,900



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$550	731	\$401,683
Surviving Spouse RSA 72:29-a	\$2,000	0	\$0
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	71	\$142,000
All Veterans Tax Credit RSA 72:28-b			
Combat Service Tax Credit RSA 72:28-c			
		802	\$543,683

Deaf & Disabled Exemption Report

Deaf Income Limits		Deaf Asset Limits	
Single		Single	
Married		Married	
Disabled Income Limits		Disabled Asset Limits	
Single		Single	
Married		Married	

Elderly Exemption Report

Age	Number
65-74	13
75-79	4
80+	8

Age	Number	Amount	Maximum	Total
65-74	56	\$85,000	\$4,760,000	\$4,656,100
75-79	45	\$125,000	\$5,625,000	\$5,185,800
80+	97	\$165,000	\$16,005,000	\$14,597,800
	198		\$26,390,000	\$24,439,700

Single	\$45,000
Married	\$55,000

Single	\$150,000
Married	\$150,000

Has the municipality adopted an exemption for Electric Energy Systems? (RSA 72:85)		Properties:
Granted/Adopted?	No	
Has the municipality adopted an exemption for Renewable Gen. Facility & Electric Energy Storage? (RSA 72:87)		Properties:
Granted/Adopted?	No	
Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)		Structures: 1
Granted/Adopted?	Yes	
Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)		Properties:
Granted/Adopted?	No	
Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)		Properties:
Granted/Adopted?	No	
Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)		Properties: 2
Granted/Adopted?	Yes	Percent of assessed value attributable to new construction to be exempted: 50
		Total Exemption Granted: \$913,151
Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)		Properties:
Granted/Adopted?	No	Assessed value prior to effective date of RSA 75:1-a:
		Current Assessed Value:



	Total Acres	Valuation
Current Use RSA 79-A		
Farm Land	1,018.68	\$415,813
Forest Land	3,146.67	\$309,788
Forest Land with Documented Stewardship	29.65	\$1,699
Unproductive Land	635.59	\$14,980
Wet Land	389.23	\$9,244
	5,219.82	\$751,524

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	519.00
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	87.71
Total Number of Owners in Current Use	Owners:	182
Total Number of Parcels in Current Use	Parcels:	242

Land Use Change Tax

Gross Monies Received for Calendar Year		\$336,000
Conservation Allocation	Percentage: 100.00 %	Dollar Amount:
Monies to Conservation Fund		\$336,000
Monies to General Fund		\$0

Conservation Restriction Assessment Report RSA 79-B

	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



New Hampshire
 Department of
 Revenue Administration

**2023
MS-1**

Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
	133.00	1	\$41,240

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F				
Number Granted	Structures	Acres	Land Valuation	Structure Valuation

Discretionary Preservation Easements RSA 79-D				
Owners	Structures	Acres	Land Valuation	Structure Valuation

Map	Lot	Block	%	Description
<i>This municipality has no Discretionary Preservation Easements.</i>				

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
Derry Commerce Corridor	6/16/2020	\$175,085,996	\$16,368,300	\$65,813,100	\$257,267,396
Gateway	5/19/2020	\$51,887,318		\$33,517,094	\$85,404,412

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$7,404.00	68.30
White Mountain National Forest only, account 3186	\$0.00	0.00

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
NUTFIELD HEIGHTS, INC.	\$98,445
	\$98,445

Notes

FINANCE DIVISION

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.

For the 25th year in a row, the Finance division has received the prestigious Certificate of Achievement for Excellence in Financial Reporting for our Town's Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2022. This 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 Annual Comprehensive Financial Report provides financial and statistical information that is useful in analyzing the financial health and strength of the Town of Derry.

Melanson, was again retained for auditing services. As of January 1, 2023, Melanson merged with Marcum LLP, a national accounting firm; however, no changes were made to the audit team. For FY2023, the auditors will complete their fieldwork in September, following preliminary work performed in July. When the final audit and Annual Comprehensive Financial Report (ACFR) are completed this fall, the Fiscal Committee will review the results. Subsequently, the information will be available on the Town's website www.derrynh.org, and as a reference item at the Derry Public Library and Taylor Library.

The Town sold bonds in FY2023 in the amount of \$20M to construct a new Fire Station at Shute's corner and replace (2) culverts on Sunset Ave and another on Franklin Street Extension. After the bond sale, the actual loan was \$17.9M and a bond premium of \$2.1M was realized. Additionally, we secured \$2.07M in lease proceeds used to replace aging vehicles for Fire, Police and Public Works.

The division will continue to provide data for sound financial decisions, and review and monitor the effectiveness of the 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 all continue to perform a crucial fiduciary role for the Town: Payroll and Benefits Administrator Robert McCarthy, Staff Accountant and Internal Auditor Kerry Harrison, Finance Fiscal Specialist Joanne Valdinocci and Finance & Payroll Coordinator Lisa Gazzara. I appreciate their dedication as well as their support in my role as Chief Financial Officer.

Separate reports follow for the Assessing and Tax Collection Divisions, providing more details on division operations during the fiscal year. I do, however, wish to commend the work of Tax Collector and Treasurer, Stacey Beliveau and Deputy Tax Collector and Deputy Treasurer Dalia Ragas, and their staff along with the Assessing Staff: Whitney Consulting, Mark Jesionowski and Barbara San Antonio. These divisions continued to serve the residents of Derry in a timely and professional manner.

Respectfully submitted,

Mark A. Fleischer

Mark A. Fleischer
Chief Financial Officer

TAX INCREMENT FINANCE DISTRICTS

The Town maintains two separate Tax Increment Finance Districts to encourage economic development in Derry. When a District is established, the property taxes generated within the District at the time of creation continue to fund school, county and town services. Any new tax dollars resulting from development are maintained in a separate fund to pay for infrastructure improvements and municipal operating expenses required to sustain the new development.

The Ash Street District was created in March 2004 to fund public improvements and infrastructure necessary to attract private investment to the Ash Street Corporate Park. The Town Council later expanded the District into the Gateway District, which encompasses the Exit 4A Corridor and surrounding properties; Districts' goals include maintaining the new corridor, providing additional opportunities for economic development, and recognizing the importance of intermodal transportation options including completion of the final section of the Derry Rail Trail.

The Rte. 28 North TIF District was created in August 2006 primarily to fund infrastructure improvements along Manchester Road which facilitated the development of several commercial properties. The District's Development Plan was revised in FY 20 which expanded the District to the Downtown Area, returned \$15M in Captured Assessed Valuation to the property assessment tax base to be shared with the School District, and renamed the Derry Commerce Corridor TIF District. One of the goals of TIF Districts, in addition to supporting activities within the districts, is to generate additional tax revenues to further support our schools and general town operations. The DCC TIF annual budgets funds for road improvements, maintenance of parks and facilities and in FY23 began design of a municipal parking structure for the Downtown.

Respectfully submitted,

David R. Caron

David R. Caron
Town 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.

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

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

Motor Vehicle permits issued in FY23 and the revenue from each of the related sources are set forth below:

Motor Vehicle Permits	\$6,488,670
Title Fees	\$14,908
Municipal Agent Fees	\$123,573
Boat Registrations	\$20,167
Transportation Improvement Fees	\$189,760
Waste Tire Reclamation Fees	<u>\$108,913</u>
Total	\$6,945,991

We had an increase in revenues due to an increase in new to owner vehicles being registered as the Town experienced an increase of \$74,161 in motor vehicle permit revenue, a 1.2% increase over the prior year. We did exceed the FY2022 budgeted motor vehicle revenue by 6.6%. New registrations have increased over the previous year. We had an increase in boat registrations revenue of \$2,548. We saw an increase in non-resident boat registrations from 2022.

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 defraying the cost of mailing out courtesy renewal notices and completing online registration renewals. The utilization of the email notification for registration renewal notices has increased, allowing us to send renewal notices to more residents via email. This eco-friendly method of delivering renewal notices reduces the Town's paper and postage expense.

Property tax collection showed an increase in collection in 2023 as of June 30, 2023, as compared to the same period for the 2022 fiscal year. Residents now have the option to pay property taxes with credit cards both at the tax collector's office and online through the town's web site. The additional fees for processing online payments are paid to the web payment processing provider; it is not retained as a fee to the Town. Electronic check payment online can be done for a flat fee of \$1.95.

We are currently open 7-5 pm, Monday-Fridays. Our seasoned Customer Service Assistants: Kathi Malloy, Norma Graceffa, Lynn Trahan and Lori Holmes continue to provide our residents with great service and are always willing to help you. This tax office team works steadily greeting each customer with full attentiveness in addition to accomplishing the workload of the department in a timely manner. The office oversight is headed by me, Stacey Beliveau, as the Tax Collector/ Municipal Agent and Dalia Ragas as the Deputy Tax Collector. We look forward to serving the citizens of Derry in FY24.

The MS-61 Tax Collector's Report for the fiscal year ended June 30, 2023, follows this report.

Respectfully Submitted,

Stacey Beliveau

Stacey Beliveau

Tax Collector/Municipal Agent

TOWN OF DERRY NH
TAX COLLECTOR'S REPORT
Period Ending June 30, 2023

DEBITS	DRA #	Monthly Activity Levy Year			Year To Date Activity Levy Year		
		2023	2022	2021 & PREV	2023	2022	2021 & PREV
Property Taxes							
<i>Uncollected Taxes Beg. Of Year:</i>							
Property Taxes	3110	0.00		0.00	0.00	6,373,643.45	177.54
Property Tax Credits		0.00		0.00		(157,677.13)	(33.89)
<i>Taxes Committed this Year:</i>							
Property Taxes	3110			0.00	46,352,780.35	46,936,044.12	0.00
Water Transfer to Tax		0.00		0.00	0.00	5,711.82	0.00
Sewer Transfer to Tax		0.00		0.00	0.00	16,061.37	0.00
Water Assessment Trans to Tax		0.00		0.00	0.00	450.00	0.00
Sewer Assessment Trans to Tax		0.00		0.00	0.00	249.62	0.00
LUCT & Timber Trans to Tax		0.00		0.00	0.00	0.00	0.00
Veterans Credit 1st issue					0.00		
<i>Overpayments Refunds:</i>							
Property Tax Refunds	3110		18,344.96		0.00	135,122.14	772.78
Property Tax Interest Refunds					0.00	0.00	0.00
Interest on Delinquent Taxes	3190	66.20	609.75	0.00	66.20	15,513.54	0.00
Total Debits		66.20	18,954.71	0.00	46,352,846.55	53,325,118.93	916.43
CREDITS							
<i>Remitted to Treasurer During FY:</i>							
Property Taxes		41,394,342.68	501.87		41,788,016.16	52,477,490.71	181.42
Property Tax Interest		66.20	609.75		66.20	15,513.54	0.00
Conversion to Lien(Prin. Only)					0.00	781,430.80	0.00
Conversion to Elderly Deferral					0.00	0.00	0.00
<i>Abatements Made:</i>							
Property Taxes			18,344.96		0.00	50,164.53	742.80
Property Tax Interest					0.00	0.00	0.00
Write Offs			4.91		0.00	20.11	0.00
Unreconcilable Difference					0.00	2.32	0.00
<i>Taxes Deeded to Municipality:</i>							
Property Taxes Deeded					0.00	0.00	0.00
<i>Uncollected Taxes End of Period:</i>							
Property Taxes		4,728,876.84	500.00		4,728,876.84	500.00	0.00
Property Tax Credit Balance		(164,112.65)	(3.08)		(164,112.65)	(3.08)	(7.79)
Total Credits		45,959,173.07	19,958.41	0.00	46,352,846.55	53,325,118.93	916.43
Variance					0.00	0.00	0.00

DEBITS		2023	2022	2021 & PREV
Land Use Change Tax				
<u>Uncollected Taxes Beg. Of Year:</u>				
Land Use Change Tax	3120			0.00
Land Use Change Tax Credits				(0.19)
<u>Taxes Committed this Year:</u>				
Land Use Change Tax	3120	43,000.00	0.00	0.00
<u>Overpayments Refunds:</u>				
Land Use Tax Refunds	3120	67.07	0.00	0.00
Interest on Delinquent Land Tx	3190	1,524.11	0.00	0.00
Total Debits		44,591.18	0.00	(0.19)
CREDITS				
<u>Remitted to Treasurer During FY:</u>				
Land Use Change Tax		68,882.54		0.00
Land Use Change Interest		1,524.11	0.00	0.00
<u>Abatements Made:</u>				
Land Use Change Tax		0.00	0.00	0.00
Write Offs		0.00	0.00	0.00
Unreconcilable Difference		0.00	0.00	0.00
Land Use Trans to Property Tax		0.00	0.00	0.00
Converted to Lien				
<u>Uncollected Taxes End of Period:</u>				
Land Use Change Tax		97,439.19		0.00
Land Use Credits		(8.39)		(0.19)
Total Credits		167,837.45	0.00	(0.19)
Variance				

2023	2022	2021 & PREV
0.00	0.00	0.00
0.00	0.00	(0.19)
373,500.00	0.00	0.00
67.07	0.00	0.00
1,966.96	0.00	0.00
375,534.03	0.00	(0.19)
276,136.27	0.00	0.00
1,966.96	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
97,439.19	0.00	0.00
(8.39)	0.00	(0.19)
375,534.03	0.00	(0.19)
0.00	0.00	0.00

DEBITS		2023	2022	2021 & PREV
Yield Taxes(Timber)				
<u>Uncollected Taxes Beg. Of Year:</u>				
Yield Taxes	3185	0.00	0.00	0.00
Yield Tax Credits		0.00	0.00	0.00
<u>Taxes Committed this Year:</u>				
Yield Taxes	3185		0.00	0.00
<u>Overpayments Refunds:</u>				
Yield Taxes	3185	0.00	0.00	0.00
Interest on Delinquent Yield Tx	3190		0.00	0.00
Total Debits		0.00	0.00	0.00

2023	2022	2021 & PREV
0.00	2,483.13	0.00
0.00	0.00	0.00
11,188.36	0.00	0.00
0.00	0.00	0.00
51.26	23.25	0.00
11,239.62	2,506.38	0.00

DEBITS		2023	2022	2021 & PREV
Utility				
<u>Uncollected Utility Beg. Of Year:</u>				
Water	3189	0.00		
Sewer	3189	0.00		0.00
Water Betterment	3189	0.00		0.00
Sewer Betterment	3189	0.00		0.00
Credit Water		0.00		0.00
Credit Sewer		0.00		0.00
Water Betterment Credits		0.00		0.00
Sewer Betterment Credits		0.00		0.00
Adjustments				0.00
<u>Utility Committed this Year:</u>				
Water	3189	607,513.38		0.00
Sewer	3189	643,757.74		0.00
Water Betterment	3189	3,009.26		0.00
Sewer Betterment	3189	801.36		0.00
<u>Overpayments Refunds:</u>				
Water Refunds				0.00
Sewer Refunds				0.00
Interest on Delinquent Water		487.57	2.16	0.00
Interest on Delinquent Sewer		101.85	0.36	0.00
Total Debits		1,255,671.16	2.52	0.00
CREDITS		2023	2022	2021
<u>Remitted to Treasurer During FY:</u>				
Water		317,941.47	0.10	
Sewer		420,968.04	6.46	
Water Betterment		1,150.00		
Sewer Betterment			0.00	0.00
Water Interest		487.57	2.16	0.00
Sewer Interest		101.85	0.36	0.00
Water Betterment Interest			0.00	0.00
Sewer Betterment Interest			0.00	0.00
<u>Abatements Made:</u>				
Water			0.00	0.00
Sewer		1,016.02	0.00	0.00
Water Betterment			0.00	0.00
Sewer Betterment			0.00	0.00
Water Transfer to Tax			0.00	0.00
Sewer Transfer to Tax			0.00	0.00
Water Betterment Trans to Tax			0.00	0.00
Sewer Betterment Trans to Tax			0.00	0.00
Write Offs			0.00	0.00
Unreconcilable Difference			0.00	0.00

2023	2022	2021 & PREV
0.00	359,163.73	0.00
0.00	321,865.65	0.00
0.00	2,746.76	0.00
0.00	2,176.55	0.00
0.00	(13,019.70)	0.00
0.00	(375.71)	(7.95)
0.00	(76.15)	0.00
0.00	(7,043.52)	0.00
2,696,440.89		0.00
2,579,580.35	0.00	0.00
23,222.20	0.00	0.00
23,906.44	0.00	0.00
1,341.37	0.00	0.00
0.00	0.00	0.00
11,485.51	4,618.67	0.00
3,335.22	2,212.08	0.00
5,339,311.98	672,268.36	(7.95)
2,416,554.72	339,289.92	0.00
2,334,662.85	312,940.51	0.00
17,733.91	2,370.61	0.00
21,596.65	2,051.74	0.00
11,485.51	4,618.67	0.00
3,335.22	2,212.08	0.00
0.00	0.00	0.00
0.00	0.00	0.00
43.06	0.59	0.00
1,873.77	32.81	0.00
0.00	21.53	0.00
0.00	0.00	0.00
3,822.32	1,453.03	0.00
8,333.47	6,779.06	0.00
150.00	300.00	0.00
124.81	124.81	0.00
0.00	0.00	0.00
		0.00

Uncollected Utility End of Period:

Water	292,607.21	0.04	
Sewer	239,604.63	72.96	
Water Betterment	2,409.31		
Sewer Betterment	1,050.98		
Water Credits	(15,363.66)		
Sewer Credits	(536.70)		(7.95)
Water Betterment Credits	(176.08)		
Sewer Betterment Credits			
Total Credits	1,261,260.64	82.08	(7.95)
Variance			
Grand Total Debits	1,300,328.54	18,957.23	(0.19)
Grand Total Credits	47,392,034.89	20,040.49	(8.14)
Grand Total Variances			

Water	292,607.21	0.04	0.00
Sewer	239,604.63	72.96	0.00
Water Betterment	2,409.31	0.00	0.00
Sewer Betterment	1,050.98	0.00	0.00
Water Credits	(15,363.66)	0.00	0.00
Sewer Credits	(536.70)	0.00	(7.95)
Water Betterment Credits	(176.08)	0.00	0.00
Sewer Betterment Credits	0.00	0.00	0.00
Total Credits	5,339,311.98	672,268.36	(7.95)
Variance	0.00	0.00	0.00
Grand Total Debits	52,078,932.18	53,999,893.67	908.29
Grand Total Credits	52,078,932.18	53,999,893.67	908.29
Grand Total Variances	0.00	0.00	0.00

DRA #	Levy Year			
	2022	2021	2020	2019 & Previous
DEBITS				
Property Tax Lien				
<u>Uncollected Taxes Beg. Of Year:</u>				
Property Tax Lien				
Elderly Deferral				
Property Tax Credit	0.00			
<u>Liens Executed this Year:</u>				
Property Taxes	0.00	0.00	0.00	0.00
Elderly Deferral	0.00	0.00	0.00	0.00
<u>Overpayments Refunds:</u>				
Property Tax Lien Refund	0.00	0.00	0.00	0.00
Interest on Tax Lien	1,539.81	9,748.63	3,843.75	871.38
Interest on Elderly Deferral				
Total Debits	1,539.81	9,748.63	3,843.75	871.38
CREDITS				
<u>Remitted to Treasurer During FY:</u>				
Property Tax Lien	83,096.57	44,375.04	13,485.14	1,473.25
Property Tax Lien Interest	1,539.81	9,748.63	3,843.75	871.38
Elderly Deferral				
Elderly Deferral Interest				
<u>Abatements Made:</u>				
Property Tax Lien	312.98	639.46	332.49	
Write Off-voided liens				
Unreconcilable Difference				
<u>Liens Deeded to Municipality:</u>				
Property Tax Liens Deeded				
Elderly Deferrals Deeded				
<u>Uncollected Taxes End of Period:</u>				
Property Tax Lien	706,050.77	329,071.73	137,924.97	247,465.42
Elderly Deferral			6,399.54	20,676.24
Property Tax Credit Balance	(1,162.75)		(0.49)	(6.78)
Elderly Deferral Credit Balance				
Total Credits	789,837.38	383,834.86	161,985.40	270,479.51
Variance				

Levy Year			
2022	2021	2020	2019 & Previous
0.00	655,188.61	350,674.44	362,544.33
0.00	0.00	6,399.54	21,489.43
0.00	(370.20)	(20.10)	(79.06)
824,027.05	230.14	0.00	0.00
0.00	0.00	0.00	0.00
0.00	2,760.74	4,215.65	0.00
1,747.92	39,499.93	45,269.04	40,908.55
0.00	0.00	0.00	17.78
825,774.97	697,309.22	406,538.57	424,881.03
118,826.05	322,176.33	208,196.68	115,000.38
1,747.92	39,499.93	45,269.04	40,908.55
0.00	0.00	0.00	821.21
0.00	0.00	0.00	17.78
312.98	6,571.42	8,760.35	0.00
0.00	(10.19)	(11.52)	(0.58)
0.00	0.00	0.00	(1.19)
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
706,050.77	329,071.73	137,924.97	247,465.42
0.00	0.00	6,399.54	20,676.24
(1,162.75)	0.00	(0.49)	(6.78)
0.00	0.00	0.00	0.00
825,774.97	697,309.22	406,538.57	424,881.03
0.00	0.00	0.00	0.00

TOWN OF DERRY
Treasurer's Report
June 30, 2023

Citizens Bank-Operating

Beginning Balance, July 1, 2022 \$ 29,330,843.66

Revenue Receipts:

Received from all sources	\$	124,209,318.58	
Interest Earned	\$	52,378.88	
Total Revenue Receipts	\$		124,261,697.46

Other Revenues:

Investment Transfers	\$	76,424,000.00	
Trust Funds	\$	3,279,864.21	
Lease Proceeds	\$	86,071.00	
Bonds/Bond Anticipation Notes	\$	20,000,000.00	
Total Other Revenues	\$		99,789,935.21

Disbursements

Council Orders to Pay	\$	57,110,983.12	
Transfer of State Motor Vehicle Fees	\$	2,176,774.79	
Transfer to Trust Funds (net)	\$	6,620,395.78	
Lockbox Fees/invoice cloud	\$	9,627.38	
Investment Transfers Out	\$	115,100,010.00	
School Payment from Taxes	\$	60,415,656.00	
Voided Checks	\$	(265,429.51)	
NSF Checks & Fees	\$	122,537.54	
Total Disbursements	\$		241,290,555.10

Ending Balance, June 30, 2023 \$ **12,091,921.23**

Other Accounts-Non-Operating

Citizen Bank Inv. Sweep	Money Market	\$	1,458.78
Citizens Bank	Target Account	\$	3,600,000.00
TD Bank	Money Market	\$	38,478,950.95
New Hampshire Public Deposit Investment Pool (PDIP) Account	Money Market	\$	18,494,851.21
New Hampshire Public Deposit Investment Pool (PDIP) Capital Projects	Money Market	\$	19,737,277.71
Total Cash Balance, June 30, 2023		\$	92,404,459.88

Note: Total Interest Earned for all General Fund accounts before allocations to other funds = \$1,318,059.45

Stacey Beliveau
Stacey Beliveau
Tax Collector/Municipal Agent/Treasurer

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 plan for, respond to, mitigate, 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 (EOP). This is an on-going activity which involves updating the EOP document annually 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 and 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 can monitor weather conditions, communicate with the State of New Hampshire EOC, other 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, and through an interactive automated telephone communication system (Code Red™). The EOC is where emergency officials can best coordinate life-saving resources, monitor changing conditions, provide coordination among Town departments and emergency services, and facilitate emergency shelter openings, as deemed necessary.

Derry BEM also maintains and supports the local Community Emergency Response Team (CERT). This all-volunteer team is comprised of approximately 35 residents from the Greater Derry area. A fire department liaison is assigned to the team to assist with equipping and training team members to be ready to respond to a wide array of incidents. The Emergency Management Director – Fire Chief James Richardson – has outlined several priorities for the CERT to focus on. These priorities include providing rehabilitation services to first responders while operating at emergency scenes, assisting with large-area search and rescue efforts, conducting damage assessments of sections of town during natural disasters, and setting up and operating an emergency shelter, to house residents that have been temporarily displaced.

Finally, ensuring that residents, business owners and visitors to the Town of Derry remain well informed during times of emergencies is a top priority of the Bureau of Emergency Management. Please consider taking the following actions, today:

- Program your AM radio preset button to our 1610 radio station.
- Follow us on Facebook at [Derry, NH Fire Department](#) and on Twitter at [@DerryNHBEM](#).
- Sign up to receive CodeRed notifications.
 - <https://www.derrynh.org/emergency-management/pages/codered>
- Visit our website to find dozens of helpful links to better prepare you for an emergency.
 - <https://www.derrynh.org/emergency-management>

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 Communications, and Emergency Management.

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

The Derry Fire Department strives to provide a safe, healthy, and pleasant environment in which to work in. We accomplish this with a systematic approach which includes programs of preventative maintenance, replacement of outdated inefficient equipment, new technologies and quality products. This report reflects activities and changes made during FY 2023.

TRAINING

Between July 1, 2022, and June 30, 2023, members of the department participated in 10,034 staff/hours of fire, rescue, prevention, emergency communications, and emergency management training. This does not include the numerous hours our staff is required to complete each year to meet additional State and National emergency medical training requirements.

This Fire/Rescue training was delivered using a variety of techniques including on-line training, traditional classroom training, and hands on practical training including live fire evolutions. Online training was done through Fire Rescue 1 Academy, FEMA, National Fire Academy, and the New Hampshire Fire Academy.

These training hours also include the hours that many members of the department participated in Fire/Rescue and staff development training on their own time and without pay through organizations such as the New Hampshire Fire Academy, National Fire Academy, and other regionally sponsored seminars.

Over the last year, our Battalion Chiefs have continued to embrace the Blue Card Program by completing monthly continuing education modules on subjects such as Resource Deployment, Crew Accountability, Big Box Store Fires, and Communications. Two additional members also completed the 45-hour initial Blue Card certification training that is the foundation of our Incident Command procedures. Blue Card embeds safety, incident command, management, strategy, and tactics into a single command system which ensures the highest level of safety for fire department members operating at emergency incidents.

This year's training continued to focus on fundamental and advance skills and equipment reviews on subjects including ice rescue, heavy content fires, low angle rescue, forcible entry, hose line management, ventilation, IAFF Firefighter Survival evolutions, fire investigation,

leadership, and human resources. Many of the hands-on training modules were presented by the department's own certified state instructors at significant cost savings.

Over the last year the department has been privileged to be supported by the community, by being permitted to train in multiple acquired structures. These unique opportunities allow for a near realistic training environment to practice multiple hands-on evolutions. In particular, we would like to thank Pinkerton Academy and the New Hampshire Department of Transportation for their willingness to allow us to conduct destructive training on a variety of structures slated for demolition.

Developing our current and future leadership remains a priority for the Department. Over the past year, we have had multiple members attend leadership and supervision classes offered through Primex and the National Fire Academy. These members have been able to return from their classes and share what they learned through Department wide trainings.

With Lithium-Ion (Li-Ion) battery fires emerging as a growing threat to those we are charged with protecting, our members have collectively completed over 275 hours of training on this subject. The Derry Fire Fighters Charitable Organization (DFFCO) was able to bring a nationally recognized subject matter expert to Pinkerton Academy in March to educate many of our members on the best practices for extinguishing these types of fires. Our anticipation is that, through proper training on, and preparing for, fires involving Li-Ion batteries, we can reduce the dangers these products present within our community.

The Department has continued its commitment to providing ongoing training in the area of active threat incidents. This was achieved through online and traditional classes, combined with patient care simulators and extensive practical drills. Additionally, the Town was awarded a significant grant through the New Hampshire Department of Safety, Homeland Security and Emergency Management. This grant funding was used to increase our awareness and ability to respond and communicate during active threat incidents. Goals for the upcoming year, relative to active threat incidents, will focus on joint fire and police operations, incident management and stabilization, and patient care within the hazard zone.

Finally, numerous members have earned, or continued their course work towards earning, an Associate or Bachelor's degree in fields related to fire and emergency services in the past year. These members have made the personal and voluntary decision to continue their professional development, increasing the organization's ability to effectively achieve our mission of Plan, Prevent, and Provide.

During the upcoming fiscal year, the training priorities continue to focus on in-house NHFA partner delivery programs for certification of Driver/Operator Training of All Vehicles, Pumps, and Aerial Apparatus. Continuous refresher training, focused on basic and advanced firefighting fundamentals, will be instructed by qualified in-house instructors using department developed and owned props. Leadership training will also occur to provide professional development and

succession planning. Finally - the Health and Safety Committee will continue to provide cancer awareness and prevention education.

Personnel

- Battalion Chief Scott Haggart retired after 28 years of service to the Town. He joined the department in 1995.
- EMS Director Chuck Hemeon retired after 18 years of service to the Town. He joined the department in 2005.
- Firefighter Randall Chase retired after FORTY years of service to the town. He started in 1983 as a call firefighter.
- Firefighter Jason Hall retired after 25 years of service to the Town. He started in 1998.

- FF Rick Robbins retired after 22 years of service with both the East Derry Fire Precinct and Town Fire Department.
- Firefighter Paramedic Brian Croteau left the department after 5 years of service.
- Firefighter Paramedic Jeff Bell left the department after 2 years of service.
- Firefighter Paramedic Basil Sole left the department before completing probation.
- Firefighter Rob Chamberlain left the department also before completing probation.
- Dispatcher Cassie McNelly left after 3 years of service.

During FY 23 – the following members were promoted:

- Battalion Chief Shawn Haggart was promoted to Assistant Chief on September 25, 2022
- Captain Greg Laro was promoted to Battalion Chief on September 25, 2022
- Captain Ryan Bump was promoted to Battalion Chief on June 30, 2023
- Captain Ed King was promoted to EMS Captain in May of 2023.
- Lieutenant Ron Sebastian was promoted to Captain on March 5th, 2023.
- Lieutenant Tom Beaumont was promoted to Captain on March 5th, 2023.
- Firefighter Anthony DeRosa was promoted to Lieutenant on July 1, 2022
- Firefighter Will Thalheimer was promoted to Lieutenant on March 5th, 2023
- Firefighter Josh Ledbetter was promoted to Lieutenant on March 5th, 2023.

The Derry Fire Department Welcomes the Following New Members:

- Matt Whitehead was hired on May 23rd, 2022
- Jacob Carney was hired on August 29th, 2022
- John McBroom was hired on January 10th, 2023
- Jason Rivera was hired on April 10th, 2023

The Derry Fire Department Recognizes the Following Members for Outstanding Achievements over the course of the year:

- Lieutenant James Kersten received the Fire Officer Designation from the Center for Public Safety Excellence – Commission on Professional Credentialing.
- Firefighter Pat Glennon VFW Derry Memorial Post Firefighter of the Year Award.
- (Retired) Director of EMS received the VFW Derry Memorial Post EMT of the Year Award
- Dispatcher Greg Putnam received the VFW Derry Memorial Post Dispatcher of the Year Award
- Members Lieutenant/Paramedic Beaumont, Firefighter/Paramedic Guzofski and Firefighter/EMT Porter received a LifeSaver Award from the Elliot hospital for their actions on a call in Auburn in October of 2022.

The Department continues to have multiple vacancies for Paramedics. Recruitment is ongoing, and is a national issue. Our efforts are focused on social media, recruitment at local colleges and trade schools. Word of mouth remains our greatest success.

Facilities

In Fiscal Year 2023 - the Derry Fire Department with the assistance of Public Works completed several facility projects. These projects were considered based on the following criteria: Code Compliance, Health and Safety, Energy Conservation and Life Cycle.

Central Station is located at 131 East Broadway, just west of the Danforth Traffic Circle. The station is a 10,000 square foot facility, of which 3,000 square feet is living area. It was built and became operational in 1973. The apparatus floor is 5900 square feet of un-insulated space. The station contains living quarters for up to eight crossed trained Firefighter/EMS personnel that are assigned to the station for 24-hour shifts. Daily staffing includes a three to four-member Advanced Life Support (ALS) engine company, who are responsible for cross staffing a rescue

unit/heavy rescue trailer and a structural tanker (when staffing allows). Additionally, an ALS medic unit (ambulance) is located at Central and is staffed by two department members. The Battalion Chief is also located at Central. They are tasked with overseeing daily operations and respond in a command vehicle to provide oversight of emergency incidents. Central Station personnel also ensure the operational readiness of an additional backup ALS medic unit.

Central Station also houses the Emergency Communications Center which is staffed 24/7 by dispatch personnel. The communications center dispatches emergency calls for the Towns of Derry, Windham, Chester, Auburn, and the Southeastern NH Regional Hazardous Materials Team. The dispatch center also coordinates emergency response of the Border Area Mutual Aid District when the Statewide Mobilization Plan is initiated for large-scale emergencies. Further the dispatch center provides monitoring of our town's water and waste water pump stations.

Challenges for this station include that it is not possible to insulate the ceiling because the flat roof is not engineered to hold snow loads. This is problematic because the equipment and apparatus must be maintained at constant temperatures to maintain readiness and meet NH Bureau of EMS regulations and State RSA. The call volume requires the apparatus doors to be opened and closed frequently. Furthermore, the station is challenged by a lack of functional storage space for equipment and apparatus. While the station is not ideal - we continue to maintain a strong focus on energy conservation and innovative solutions.

In anticipation of the new Central Station being built on Rockingham Road, with the assistance of Public Works the department has been cognizant of avoiding long-term repairs and enhancements.

Island Pond Station is located at 190 Warner Hill Road. Built in 1978, the station is a 5000 square foot facility that services the southeastern portion of Derry. Its primary response district is predominantly rural and includes Big Island Pond, the largest water body within Derry's borders. The station is staffed full time by four shifts of 3 personnel, cross-staffing Engine 2, Medic 2, Forestry 2, and Forestry Tanker 2, and Marine 2. All personnel are cross trained for fire and emergency medical response, as well as water and ice rescue. Additionally, personnel assigned to this station are responsible for in-house small engine repair on equipment such as chainsaws and forestry pumps, ensuring that the department's equipment is mission ready.

Facilities projects in the previous year were primarily focused on routine maintenance.

One of the stations' largest challenges is a lack of climate control space for on duty physical training. All members are strongly encouraged to participate in on-duty exercise, as this improves their ability to meet the strenuous physical requirements of the job. Station 2's exercise equipment is in the apparatus bay and is subject to large temperature fluctuations in the summer months and exhaust fumes. A future facility improvement project will be needed to build a climate-controlled space for the station's exercise equipment.

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 cross-staffing Ladder 3, Medic 3, and Forestry 3. All personnel are cross trained for fire and medical response. The English Range Station provide fire protection for the North-west part of Derry which is a mixture of commercial and residential structure.

Our partnership with the Buildings and Grounds Department continued to benefit this station. Over this past year, they have completed several projects at the station, including the interior painting of walls, the installation of a new station air compressor, installation of LED energy efficient exterior light for security, replacement of the shed roof and recaulking of exterior windows for energy efficiency.

Additionally, members completed several small interior pride-of-ownership projects to enhance the station's appearance.

Hampstead Road Station is located at 74 Hampstead Road. The station was built in 1974 as a 3-bay fire station. An addition to the building was added in 1994 to increase the apparatus bay area, the size of the administrative, living quarters, and a training room total 6800 square feet. The station is staffed full time by four shifts of 3 personnel cross-staffing Ladder 4, Engine 6, Medic 4 and Marine 4. All personnel are cross trained for fire and medical response.

The Hampstead Road Station hosts most of the Department training due to its central location and spacious training room. This training room is also used to host a multitude of public education classes such as First Aid, Automated Defibrillation, and CPR. The departments' self-contained breathing apparatus are also maintained at the Hampstead Road Station.

A complete renovation to the existing public bathroom is slated to be completed in FY2024. This bathroom is also used by our female employees when assigned to this station. This project will be managed by the Building and Grounds department. Additionally, there are several other small projects scheduled for this year, including the painting of the training room. Lastly, repairs to the Chief's office will be completed after a water leak was discovered earlier this summer, this project will also be managed by the Buildings and Grounds department.

Fire Prevention

Under Director David Eastman the primary mission of the Prevention Bureau is to prevent fires and related injuries or deaths from occurring in our beloved community. We strive to accomplish this mission in accordance with the national best practice model of the *Five "E's" for Community Risk Reduction - Education, Engineering, Enforcement, Emergency Response and Economic Incentive*. Life safety education is paramount and is delivered in a variety of ways throughout the year such as during residential site visits or business specific safety talks, visiting schools/daycares, organizing various events such as "Touch-A-Truck" at West Running Brook School in June, the Derry Fire Department Open House in October or participating in various

community outreach programs and events. To address the engineering and enforcement the Bureau is charged with the responsibility to conduct life safety plan review and inspections for construction projects, renovations and existing building uses to ensure compliance with the applicable codes and ordinances. When a fire or emergency does occur, the Bureau staff responds as firefighters to supplement our staffed fire stations and after the fire is extinguished will work to investigate the origin and cause for appropriate action and to help prevent future fires from occurring. And finally, to address economic incentives the staff continuously works with property and business owners on the potential savings and fiscal mindfulness of comparing quotes and coverages as they look towards the future of insurance and growth.

Fiscal year 2023 was a continued transition period for our Fire Prevention Bureau as our pandemic operating model ended and Inspector Garone completed his first year in the Bureau. Director Eastman and Inspector Garone continue their training to ensure appropriate certification and skill set to fulfill the Bureau's mission and needs for the Town of Derry.

Yearly the Nation Fire Protection Association announces a theme to partner with local fire departments in delivering their safety message. The 2022? message was to "Fire Won't Wait. Plan Your Escape". We continue to encourage all to practice fire drills at home and to develop an escape plan with your loved ones.

Please like and follow us on the Derry Fire Department Facebook page for some great life saving tips, public service announcements and videos. Let us help you PLAN, PREPARE & PREVENT a tragedy from happening. Thank you for your continued support as we work to fulfill our mission to keep our citizens safe.

Equipment and Apparatus Maintenance

The firefighting tools and equipment program is managed by Lt. Alan Daviault. Fire hose and ladders are tested on an annual basis to ensure operational readiness.

The Self-Contained Breathing Apparatus (SCBA) program is managed by Firefighter/Paramedic Don Delude. The SCBA is a critical piece of firefighting equipment allowing firefighters to enter dangerous atmospheres which are encountered during building fires, hazardous materials incidents, etc. The SCBA units are inspected, repaired, and tested by department members who have been trained and certified as SCOTT service technicians. During the fiscal year two members received technician certification on the new SCBA. Having certified service technicians reduces equipment downtime and costs.

Lt. Anthony Rossignol manages the Personnel Protective Equipment (PPE) program. This includes structural firefighting ensembles, brush gear, and all allied equipment. Structural firefighting ensembles are replaced every 10 years and each firefighter has two sets. This allows

the clothing/equipment to be decontaminated between use in hazardous environments. This helps reduce firefighter exposure to carcinogens.

The Vehicle Maintenance Division maintains and repairs all fire department vehicles with intent of providing safe and mission ready emergency response vehicles. The Department employs one full time mechanic, Firefighter/ Mechanic Bob Marini, who serves as the Director of Fleet Maintenance and maintains a fleet of 26 vehicles.

This fiscal year the department placed in service a new Battalion Chief command vehicle (Car 1), a Ford F250 with ARE truck cap. The department also placed an order for a Pierce Saber Pumper Tanker. The time to delivery is expected to be 36 months due to production delays at the manufacturer. The department is still waiting on a new ambulance which was ordered in the previous fiscal year. Delivery of the new ambulance is expected in the fall of 2023.

EMERGENCY MEDICAL SERVICES AND AMBULANCE

The Derry Fire Department EMS Provider's goal is to provide the highest level of customer service to the residents, businesses, and visitors of Derry. We strive to ensure our staff has the training, guidance, and Personal Protective Equipment to perform their jobs safely while providing the highest standard of patient care.

The Derry Fire Department successfully completed our Commission on Accreditation of Ambulance Services (CAAS) reaccreditation in June 2022. The Derry Fire Department has been CAAS accredited since 2002. CAAS accreditation is designed to assist emergency medical services in increasing organizational performance and efficiency, increase clinical quality, and decrease risk and liability. Accreditation provides a template for making comprehensive organization changes that by design improve the overall performance of the organization. An independent review by an impartial Panel of Commissioners validated that the Derry fire Department is adhering to the highest standards in the EMS Transport industry. The Derry Fire Department is 1 of only 23 municipal fire departments across the country to successfully complete CAAS accreditation.

The Derry Fire Department has been committed to its core beliefs for how pre-hospital medical care should be provided. Our firefighter/EMS professionals engage in a continuous quality review of their performance to improve their medical skills. This is done by an employee led Continuous Quality Improvement (CQI) Committee that reviews patient care reports and provides input for upcoming training.

The Derry Fire Department successfully completed the process of recertifying and re-licensing all EMTs, Advanced EMTs, and Paramedics whose National Registry EMT certifications were due to expire in March 2023. The EMS Captain provided National Continued Competency Programs, Local Option, and Individual Continuing Education to on-duty personnel. Each Derry Fire Department

EMS provider completes no less than 42 hours of National, Local and Individual Continuing Education each calendar year. EMS education is delivered in the formal classroom setting, interactive remote utilizing Teams, high fidelity simulation, direct interaction with our EMS Medical Director and on-line distributive education. During FY23 – over 2,500 hours of EMS education was provided.

Back during the pandemic, our stations were closed to the public forcing the department to postpone its HeartSafe Community initiative, CPR/AED/Narcan training. With the re-opening of our fire stations to the public we once again are offering CPR/AED/Narcan training to residents and businesses of Derry. CPR/AED training is offered the fourth Thursday evening of each month at the Hampstead Road Fire Station starting at 6:00 pm. To date we have trained over 6000 residents strengthening the Out of Hospital Cardiac Arrest Chain of Survival for Derry. We offer these trainings at no cost and encourage everyone to learn these lifesaving skills.

As a direct result of the ongoing local and state opioid crisis - the Derry Fire Department routinely collaborates with local Public Health Partner's such as: The Doorway of Greater Manchester, Center for Life Management, Community Alliance for Teen Safety, Greater Derry Community Health Services, Parkland Medical Center, Derry Police Department, the South-Central NH Public Health Network and Professional Firefighters of Derry - Local 4392. The Derry Fire Department and our public health partners have made Naloxone overdose kits available to anyone desiring one. The Naloxone kits are made available by the New Hampshire Department of Health and Human Services (DHHS) - to date over 950 people have attended both community Naloxone trainings and department sponsored Naloxone trainings and have received DHHS Naloxone overdose kits. Residents routinely present to one of our Fire Stations requesting a Naloxone overdose kit, they are provided the Naloxone kit and just in time training.

In conjunction with both the South-Central NH Public Health Network and the Derry Police Department, the Derry Fire Department is installing Naloxone boxes within the community. A Naloxone Box is a Lexan container that is mounted within a facility or building. It contains two boxes of Narcan, a pocket rescue breathing mask and instructions on Narcan administration. Currently, there is one Naloxone box mounted in the lobby of the Derry Municipal Center in the entry foyer closest to the parking lot. We will be mounting four more boxes within town facilities within the next month. The Narcan in these boxes are free to take and will be replenished as needed courtesy of the South-Central NH Public Health Network. People that work at these locations will receive Narcan training prior to installation.

The Derry Fire Department applied for and was awarded an Assistance to Firefighters Grant (AFG) by FEMA. The purpose of this grant is to fully fund the purchase and installation of a stretcher power-loading system for all five of the Derry ambulances. This system loads the stretcher and the patient into the ambulance without the need for the provider to do any lifting. With the stretcher weighing almost 100 pounds and then the added weight of the patient, this system will help to prevent employee injuries from occurring due to the repetitive motions of manually loading patients.

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

COMMUNICATIONS /FIRE ALARM DIVISION

The Derry Fire Department Communications Division is responsible for dispatching fire and emergency medical services for the Towns of Derry, Auburn, Chester, and Windham. Additionally – the Communications Division provides dispatching, record keeping and support for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and is the Coordination Center for the Southern Tier of the NH Statewide Fire Mobilization Plan. Fire Communications Personnel dispatched a total of 8,670 calls for service during fiscal year 2023. We currently staff a minimum of one dispatcher on duty per shift and have a second dispatcher scheduled during our peak times.

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

The Derry Fire Communications Center is one of five Communications Centers in New England to have obtained APCO Agency Training Program Certification for our training program. We are one of two Communications Center in NH to maintain an ongoing Quality Assurance/Quality Improvement program that is modeled after and meets or exceeds nationally recognized QA/QI standards.

During FY 23- The Communications Division completed a Capital Improvements Project to enhance our data collection and reporting. The Communications Division also took part in a town wide drill to respond to active threats in the community.

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

The Derry Fire Department is fortunate to have such a dedicated, talented, and well-trained staff. We look forward to FY 24 and beyond.

Respectfully submitted,

James Richardson

Chief James Richardson
Derry Fire Department

**Derry Fire Department
Fiscal Year 2023 Statistics**

Fire and Rescue Responses by Type	
Building Fire	22
Vehicle/Heavy Equipment Fire	9
Brush	15
Fires - Other	37
Alarm Activation - No Fire	364
Hazardous Condition	125
Good Intent	436
Service Call	771
Emergency Medical Services	3664
Total Responses	5443

Contracted Ambulance	Responses
EMS Calls for Auburn	305
EMS Calls for Chester	271

Simultaneous Incidents	Occurrences	Total	Simultaneous Incidents
Single Call	2304	2304	N/A
Two Calls Simultaneously	587	1174	1174
Three Calls Simultaneously	238	714	714
Four Calls Simultaneously	110	440	440
Five or More Calls Simultaneously	113	811	811
Totals		5443	3112
			57%

Calls by Day of the Week	
Monday	765
Tuesday	812
Wednesday	801
Thursday	765
Friday	835
Saturday	766
Sunday	699
Total	5443
Mutual/Automatic Aid Given	Incidents
Auburn- Mutual Aid	5
Candia	2
Chester- Mutual Aid	4
Hampstead	41
Hooksett	2
Hudson	5
Londonderry	146
Manchester	13
Other	17
Pelham	7
Plaistow	9
Salem	18
Sandown	17
Windham	38
Total	324

Mutual/Automatic Aid Received	Incidents
Auburn	13
Chester	17
Hampstead	15
Hudson	8
Londonderry	75
Manchester	4
Salem	14
Windham	41
Other	37
Total	224

Emergency Calls Dispatched	
Derry	5443
Auburn	631
Chester	546
Windham	2001
Hazmat Team Requests	49
Total	8670

Community Risk Reduction - Public Education		
	Occurrences	Attendees
Educational Facilities	11	750
Fire Station Group Tours	4	95
Public Safety Programs	0	0
Fire Extinguisher Training	2	35
Fire Station Open House	1	600
Community Outreach	0	0
Events/Touch-A-Truck/National Night Out	3	7000
Sparky Visits	4	450
Other	0	0
Totals	25	8930

Permits – Plans Review	Occurrences
Outside Burning Permits – In Person	1294
Assembly Permits	183
Blasting Permits	4
Gas Piping Permits	174
Gas Burner Permits	181
Oil Burner Permits	44
Building Plans Reviewed	56
Site Plan Review	18
Change of Use Reviews	44
Fire Alarm Plan Review	69
Sprinkler Plan Review	71
Technical Review Meetings	20
Total Permits and Plans Reviewed	2158

DERRY POLICE DEPARTMENT

Over the past year, the Police Department has continued its recruiting efforts. As of June 30, 2023, we have 57 of our 59 positions filled and we are moving forward to fill these vacancies.

In FY2023, we had three long serving employees retire. Chief of Police Edward B. Garone retired after over 50 years of service. Lt. Michael Muncey retired after nearly 24 years of service and Sgt. Michael Hughes retired after culminating 22 years of service.

Following these retirements, Captain George R. Feole was selected to be our new Chief of Police. Lieutenant David M. Michaud was promoted to the rank of Captain. Sergeant Ryan O'Rourke and Sergeant Christopher Talbot were promoted to the rank of Lieutenant. Officer Adam Petkus, Officer Samuel Troy, and Officer Tyler Daniel were promoted to the rank of Sergeant.

Since July of 2022, the Police Department has hired 7 new officers. Officer Andrew Noorigian was hired on July 11, 2022. He graduated from the 190th NH Police Academy, completed his FTO program, and is currently working as a solo patrol officer. Officer Kali Bergeron was hired on November 7, 2022. She graduated from the 191st NH Police Academy, completed her FTO program and is currently working as a solo patrol officer. Officer Joshua Owen was hired on November 7, 2022. He graduated from the 191st NH Police Academy, completed his FTO program and is currently working as a solo patrol officer. Officer Brandon Amello was hired on January 3, 2023. He graduated from the 192nd NH Police Academy, completed his FTO program and is currently working as a solo patrol officer. Officer Adrianna Schafer was hired on April 10, 2023, and is currently attending the 193rd NH Police Academy. Upon completion of the academy, she will be assigned to finish her Field Training Program, prior to working as a solo patrol officer. Officer Grant Prouty was hired on May 22, 2023, and is currently attending the 193rd NH Police Academy. Upon completion of the academy, he will be assigned to a 12-week Field Training Program, prior to work as a solo patrol officer. Officer Stephen Rosenvold was hired on June 26, 2023, and is currently attending the 194th NH Police Academy. Upon completion of the academy, he will be assigned to a 12-week Field Training program, prior to working as a solo patrol officer. Recruitment/hiring efforts continue with the goal of filling all vacancies and establishing an eligibility list.

During FY 2023, the Police Department hired three new civilian staff members. Attorney Steven Ranfos was hired as our new part-time Prosecutor pursuant to a new program to offer Prosecution Services to the Town of Chester, NH. In September 2022, we entered into a contract with Chester to prosecute Chester police cases. The contract provides for a new revenue source for the Town of Derry. Melinda Patterson was hired as the Animal Control Officer. Jason Kopera was hired as a new Dispatcher.

This year, the department continued to utilize PoliceApp.com for all our hiring processes. This program is an online means of recruitment, which allows a candidate to apply with us from anywhere in the country. This program has significantly decreased the amount of time that is spent processing paperwork for candidates, as all documents are completed online, to include scheduling of all exams and portions of the hiring process.

We continued to utilize Detail Tracking System (DTS) during FY 2023, which has allowed us to fully automate our overtime and details assignments. This task was formerly completed by a uniformed police officer and is now totally automated, which allows us to use this police officer for other functions within the department. As we move forward with this program, it has the capacity to be utilized as a complete personnel management system, to include payroll completion and processing. We hope to begin using those functions in the future.

We are continuing the process of policy review and updates with an eye toward compliance with the New Hampshire Accreditation standards. As we move through the next fiscal year, we plan to dedicate additional time to that very important project. We have every intention of working arduously toward the end goal of becoming a New Hampshire Accredited Agency in a timely manner.

Our Community Relations staff continue to make a strong recruitment effort to fill our vacancies. In FY 2023 staff attended fifteen college fairs to include round table events, mock interviews, and more. Some schools our staff attended include Framingham State University, UNH, UMass Lowell, Southern New Hampshire University, Curry College, Plymouth State University, Merrimack College, Rivier College, Franklin Pierce University, among others.

In FY 2023 our prescription drug collection efforts resulted in the collection of 336.30 pounds of prescription drugs at the National Drug Take Back events. These events are typically held in April and October of each year. The police department has continued with our collection efforts via our regular drug drop box located in our lobby as well. During the past fiscal year, we have collected 1,096.30 pounds of drugs in our lobby drug collection box. Since 2013, these combined efforts have resulted in 11,092.60 pounds of unwanted prescription drugs being collected.

In FY 2023 we were able to partake in the annual Touch-A-Truck event. This event was held in June and was highly attended by the community. As we have done in the past, Community Relations staff applied for a grant through CHAD to obtain bicycle helmets for children in the community. A total of 200 helmets were distributed at no cost to the recipients.

As in many years past, our Community Relations staff coordinated, in conjunction with the American Red Cross, two very successful blood drives. In January of 2023, the Derry Police Department blood drive logged 219 pints of donated blood. In June of 2023, the Derry Police blood drive logged 250 pints of donated blood. Our staff continues to promote these drives and is actively working to plan more in the future.

Community relations staff organized a variety of different events for the citizens during FY 2023 and also worked to have a presence at the schools. Staff conducted a variety of different safety related classes within the schools (Stranger Danger, Halloween, Seatbelt Safety, Bicycle Safety, etc.). Staff began an annual "Pop with a Cop in the Park" event which takes place at various Town of Derry Parks during July and August. The new event was well received by community members of all ages who enjoyed a cool refreshing popsicle on those hot summer days. We also had a presence at Derry Fest, Light it up Blue – Autism Awareness, Coffee with Seniors, National Night Out, Family Fun Fest, "What's the Scoop?" and many more events.

Our Community Relations staff have partnered with CATS to be part of a pilot project under the NH Office of Highway Safety through a NHTSA initiative to educate and inform underreached populations that are driving (young drivers, elderly, vision or hearing impaired, limited English and others) to help educate and inform about safe driving, bicycling, and walking while utilizing NH roadways. Staff provided in-person presentations on NH traffic laws to the DECA Club at Pinkerton Academy and to a group at the Next Charter School. Staff will continue to educate other groups in Town about the Rules of the Road as the project is funded through September 2023.

The Derry Police Community Relations team continued our successful "Spring Strolls – Stay Healthy" program. These events ran May through June and consisted of a 2 – 2.5 mile walk with citizens at various locations in Town (Rail Trail, Downtown, etc.). Given the success of our first Spring Stroll event,

Community Relations staff created the “Autumn Adventures” event that takes place during September and October. Autumn Adventures was equally as popular, and staff worked with Derry Conservation who provided two tours of different conservation lands in Town. We look forward to continuing this program each year in the Spring and Fall.

As we have done in past years, the Derry Police Department again teamed up with the Marines for our Toys for Tots campaign. This year we collected 8,859 toys, which was another record for our agency.

The Derry Police Department continues to utilize our social media accounts (Facebook and Twitter). These accounts are used as a tool to communicate with the public. Staff keep up with posts to ensure the community is aware of upcoming events, and patrol staff uses the tools to notify the public of emergency issues, such as road closures due to accidents and press releases.

During the calendar year 2022, we received 22,878 requests for police service. This number represents a decrease from 23,625 the previous year, a 3.16% decrease. The total number of crimes reported also decreased from 3,309 to 3,047, a 7.92% decrease.

We staffed the Pinkerton Academy with a full-time School Resource Officer and trained three additional Officers who split their time at Pinkerton Academy as additional School Resource Officers working toward our contractual goal of proving 2 school resource officers at Pinkerton each day. We hope to assign a School Resource Officer to the middle school over the next year.

One of our officers, who is also a member of the Massachusetts National Guard, was deployed for nearly the entire fiscal year overseas. We were able to use current staff to fill his position while he was deployed.

Members of our Investigative Services Bureau continue to participate in the NH ICAC (Internet Crimes Against Children) Task Force. They have done extensive work to solve crimes and protect our children from Internet predators.

Our temporary detective program continued to allow us to staff a temporary detective assignment throughout most of the year. The purpose of this assignment is to prepare officers for future opportunities either as a detective or supervisor. The program has proved invaluable as evidenced by some of our recent promotions.

Derry Police and Derry Fire Departments are working on a Homeland Security Grant that will lead to further exercises in 2024 with Pinkerton Academy. Utilizing grant funds previously awarded for training and exercises, staff were trained this year in Warm Zone response and CRASE. We are in the final stages of establishing an Active Shooter policy for Derry Police Department that dovetails with Derry Fire Department’ standard operating guide.

In preparation for enhancing our bike patrols, we have trained five new bicycle patrol officers and continue to staff bicycle patrols as often as staffing levels allow.

With an increase in calls for services involving mental health, we are working with the Center for Life Management and Parkland Medical Center to manage the need for assistance in our community. Center for Life Management’s emergency response team as well as their telehealth component collaborates closely with our officers to assist with this need.

In FY 2023 we were awarded \$24,000.00 in New Hampshire Highway Safety Grant funds. The grant supports enforcement patrols that are scheduled throughout the year to address DWI, Seatbelt/Child restraints, Speed, Pedestrian and Bicycle laws and Distracted Driving.

In FY 2023 our Animal Control Officer continued to provide high level services to the community and responded to 733 calls for service. These calls included barking dog complaints, lost/injured cats, loose dogs and livestock, injured wildlife, and animal cruelty complaints.

The Animal Control Officer also actively worked with the Town Clerk's Office towards licensing dogs. As of June 30, 2023, 6,396 dogs were licensed.

Animal Control Officer Melinda Patterson encourages residents who own dogs and outdoor cats to have them microchipped. Having your pet microchipped will help assist in reuniting them with you should they become lost. If your dog goes missing and is not in our care or custody or that of a good Samaritan, we recommend reaching out to Granite State Dog Recovery. This year they were able to assist in reuniting Charlie, the missing pug, after he was on the loose for 12 days this past June.

Respectfully submitted,

George R. Feole

George R. Feole

Chief of Police

**Derry Police Department
Offenses Reported
2012-2022**

Group A Offenses Reported	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Arson	19	14	15	8	5	7	4	5	10	6	6
Assaults	936	825	885	777	718	704	829	951	789	817	770
Burglary	190	139	109	109	60	45	42	29	24	18	20
Drugs	180	183	302	334	335	346	256	258	219	284	268
Forgery	63	55	56	30	19	28	53	26	27	25	35
Fraud	191	186	264	179	236	225	203	179	188	171	178
Homicide	0	0	0	0	1	0	1	1	2	2	0
Kidnapping	5	12	6	6	4	2	4	3	3	4	1
Robbery	5	5	8	10	8	6	13	3	9	2	3
Sex Assaults	57	55	57	51	44	38	63	71	61	77	66
Stolen Property	103	60	70	60	63	46	19	14	21	17	14
Theft	714	616	630	556	522	380	311	295	278	311	296
Vandalism	365	326	331	230	247	297	255	228	183	207	190
Vehicle Theft	40	34	21	39	37	25	30	14	27	25	25
Weapons Violations	12	10	4	7	8	8	4	10	6	11	12
Sub Total	2880	2520	2758	2396	2307	2157	2087	2087	1847	1977	1884
Group B Offenses Reported	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
All Other Offenses	642	536	583	512	576	794	692	846	811	897	812
Bad Checks	12	21	23	22	10	7	6	8	4	3	1
Disorderly Conduct	29	43	33	33	22	52	43	41	48	67	46
DWI	108	114	120	96	97	80	119	105	75	123	97
Family Offenses	29	30	36	32	32	38	19	35	34	44	39
Intoxication	69	52	60	57	72	79	62	68	63	52	64
Liquor Law Violations	59	44	48	33	37	46	63	57	33	57	35
Runaways	55	34	12	10	50	56	51	27	25	40	31
Trespassing	48	45	56	32	41	30	37	37	38	49	38
Sub Total	1051	919	971	827	937	1182	1092	1224	1131	1332	1163
Total Group A and B Offenses	3931	3439	3729	3223	3244	3339	3179	3311	2978	3309	3047

**Derry Police Department
Other Activity Totals
2012-2022**

Activity	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Incidents Logged	26264	26490	25207	22042	24316	29854	29933	26792	20567	23625	22878
Arrests & Summonses	1411	1374	1409	1072	1248	1206	1167	1299	1063	1246	1150

Traffic	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
MV Accidents	707	741	804	870	892	841	748	786	569	645	690
Total MV Stops	7251	7635	6104	4170	5982	8942	9175	7435	4521	5804	5430
Summonses	962	1056	904	505	772	1013	751	580	439	570	373
Warnings	6119	6445	5118	3648	5134	7856	8130	6523	3942	4989	4819
Parking Tickets	836	873	778	392	675	922	736	517	427	556	609

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 daily.

FY 2023 was the first year free of COVID restrictions but there were several residual effects which have adversely impacted Department operations. Vehicle and equipment procurement was once a fairly straight forward process with manageable lead times. In 2022/23, the manufacturers have limited or delayed production of certain trucks. Additionally, costs for all construction materials and labor are continuing to outpace inflation. This has impacts on all facets of department operations including completing infrastructure replacements within established budgets.

The highlights of the Department's divisions are noted below:

ENGINEERING

The Engineering Division provides technical support to several DPW divisions. The division reviews and inspects subdivision/site plans, and designs sewer and water system improvements. Division personnel also coordinate with outside agencies including NHDOT and NHDES on various projects.

The Engineering Division designed and bid the Highland Avenue water main replacement project in Spring 2022. New ductile iron water main and services were installed in Fall 2022. Base pavement, curbing and sidewalks were installed as well during Fall 2022. Additional work will occur in Fall 2023 to install the finish pavement to complete the project.

Division staff assisted the Planning Board through participation in weekly Technical Review Committee (TRC) meetings to review plans in advance of Planning Board hearings. The division also reviewed several plans in the West Running Brook Zoning District and provided feedback to the potential developers.

The Engineering Division manages the annual paving program, supported by \$1.45 million annually from Town tax receipts. In FY 2023, the Town was a recipient of an additional \$572,000 in Block Grant funds, through a one-time enhancement by the State legislature.

The Engineering Division performed inspections on a new residential subdivision – Daniel Road and several smaller commercial properties such as Starbucks and Aspen Dental.

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 20 other municipal facilities.

The Department worked in cooperation with the Greater Derry Arts Council to have the stage in the Opera House at the Adams Memorial Building reconstructed. The stage was dramatically improved. It is now level, smooth, far more solid underfoot. Improvements were also made to the air handlers in the Adams Memorial Building to increase cooling capacity in the building.

CEMETERY DIVISION

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

There was a total of 106 burials over the past year at Forest Hill Cemetery, 33 full burials and 64 urn burials.

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 (603) 432-6144.

CODE ENFORCEMENT

The past year continued to be very busy for the department as construction activity remained strong. Compared to the previous year, there was a large increase in revenue for permits issued for commercial and industrial projects as well as small increases in the number of permits issued for new homes and residential additions and renovations. It should also be noted that well over one hundred permits were issued for solar installations as this type of renewable energy continues to gain in popularity. Overall, the total number of permits issued this past year was 1559 compared to 1476 for the previous year and total revenues saw an increase of \$70,000. With many projects already approved by the Planning Board or in the development process, it promises to once again be an active construction season.

The Code Enforcement Division is responsible for plan review and inspection of all types of construction, both residential and commercial. This includes minor projects such as residential decks up to major commercial and industrial buildings and multi-family structures. The Division is also responsible for zoning administration, preparation of cases brought before the Zoning Board of Adjustment, code compliance and response to resident complaints concerning zoning

and building related issues. The Division also deals with property maintenance issues and are members of the Property Maintenance Committee.

In addition, the Division oversees the Health Department and works closely with the Health Officer in addressing health-related issues that may affect the community. We also work closely with the Fire Prevention Office through our permitting systems.

OFFICE OF THE BUILDING INSPECTOR TOWN OF DERRY, 14 MANNING ST PERMITS				
TYPE OF PERMIT	# ISSUED	COSTS	PERMIT FEE	REINSPECTION
COMMERCIAL	42	27,524,499.00	70,369.20	
DEMOLITION	16	401,000.00	600.00	
ELECTRICAL	672	8,058,088.94	35,681.25	
FAILED & NEW SEPTICS	72		3,600.00	
INDUSTRIAL	0			
MASONRY/CHIMNEYS	5	26,469.00	175.00	
NEW RESIDENTIAL	28	10,304,876.00	75,318.94	
PLUMBING	158	1,686,712.00	9,071.25	
ADDITIONS/RENOVATIONS	503	17,504,482.36	95,116.52	
SIGNS	37		2,082.50	
SOLAR ARRAY SYSTEMS	17	613,833.53	3,370.00	
UTILITY SHED	0			
WELLS	9		315.00	
TOTALS	1559	66,119,960.83	295,699.66	0.00
Total fees for Fiscal Year - \$ 295,699.66				

HIGHWAY DIVISION

The winter season we experienced many storms that started out as snow and ended as rain. This resulted in accumulations being held to a minimum. Surprisingly, Derry ended the season with a total of 63 inches of snow, an average winter snow total. One third of that snow came in one blizzard on March 14, 2023 with 20 inches of heavy snow from that one event. Salt prices increased another 9% this year. Coupled with a 46% increase last year, the cost for salt is now \$79.22 per ton compared to \$49.50 per ton just two seasons ago. Based on an average salt usage of 3500 tons per year, this increases the total cost from \$173,250.00 from 2021 to \$277,270.00 an increase of over \$100,000.00. That's just the cost of the material and does not include spreading it on the streets.

As part of the vehicle replacement program, a ten-wheel dump truck with spreader, front plow and wing was replaced with a new ten-wheeler with similar equipment. It took fifteen months from the time this truck was ordered until delivery.

With the acquisition of a flail mower head for the Kubota Excavator, the Highway Division has worked in late fall and early winter to clear drainage easements and detention ponds that have not been cleared in recent times. The division has also been cutting back roadside vegetation with the use of the Fire Department's bucket truck to remove limbs that may impede taller vehicles.

Multiple roads were reclaimed, milled, and resurfaced in the past year continuing the town's proactive approach to pavement management. The following roads or portions thereof were rehabilitated this year: Bisbee Cir, Cilley Rd, Damren Rd, Donmac Dr, Everett St, Floyd Rd (portion) Gamache Rd (portion), Grove St, Highland Ave, Marlboro Rd, Nutmeadow Ln, Oak St (portion) Park Ave, Pondview Dr, Rain Pond Pl, Westgate Rd, and Wryan Rd.

The cost of paving has increased rapidly over the past few years due to the increase in petroleum and energy costs. Fortunately, the Town of Derry has been very proactive in maintaining their roadways over the past thirty years and is now in a pattern of more mill and overly work versus having to complete a full-depth reclamation, which is significantly more costly.

PUBLIC HEALTH

The Town of Derry Health Department applies New Hampshire laws and administrative rules, as well as the Town Code and serves as liaison between state officials, local elected officials, and residents regarding local public health issues. The Town of Derry employs a full-time Health Officer and a part-time Program Assistant.

Food Safety and Defense

The Town of Derry Health Department administers approximately 175 annual and 75 temporary food service licenses. While implementing Town of Derry Chapter 55 Food Service Establishments, NH Chapter He-P 2300 Sanitary Production and Distribution of Food and the FDA Food Code 2017, the program embodies a preventive rather than reactive approach to food safety.

During Fiscal Year 2023, the Town of Derry Health Officer:

- Administered the Retail Food Safety program, which promotes and strengthens active managerial control of foodborne illness risk factors and measures for consumer protection.
- Provided analysis and comment for incoming Floor Plan Reviews, Incubator Kitchen Producer Process Reviews, HACCP plans and FDA labeling compliance including allergen and consumer advisories.
- Executed routine inspections, re-inspections, and complaint investigations including retail/convenience operations, full-service restaurants, Parkland Hospital, nursing homes, Pinkerton Academy and Derry Public Schools, a shared incubator kitchen, mobile food units, homestead operations, Derry Homegrown Farm & Artisan Market, Town of Salem Winter Farmer's market and temporary events.
- Attended quarterly NH DHHS Food Protection self-inspecting meetings and the regional FDA Northeast Food Safety Seminar

- Enrolled the Town of Derry Health Department in the FDA Voluntary National Regulatory Program Standards
- Maintains a *Certified Professional – Food Safety, CP-FS* credential through the National Environmental Health Association [NEHA]
- Participating member for the Town of Derry Building & Property Maintenance Committee

Environmental Hazards

During Fiscal Year 2023, the Town of Derry Health Officer responded to complaints regarding regulations for indoor air and water quality problems, lack of heat and hot water, rodent and insect infestations, mold issues, trash and squalor conditions, and other public health related concerns.

Public and Private School, Day Care and Home Foster Care/Adoptive Inspections

The Town of Derry Health Officer, as required by the State of New Hampshire, conducts environmental health inspections of all Town of Derry schools, licensed day care facilities and foster care homes. However, an inspection and possible follow-up inspections are required if a complaint is filed against one of these types of facilities.

Mosquito Surveillance and Control Program

Administers activities conducted for Town of Derry’s Mosquito Control Program and is in coordination with the Derry Cooperative School District, Pinkerton Academy, Derry Parks & Recreation, as well as local churches and beekeepers.

PARKS & RECREATION DIVISION

To kick off FY23, the weather was perfect for Derry’s Annual Fireworks Display. Derry Residents and surrounding communities came out to enjoy the festivities.

During fiscal year 2023, the Parks & Recreation Division offered numerous programs, activities, and services for the residents and people of the greater Derry area.

Public parks were all open with Derry residents taking advantage of Gallien’s Town Beach as well as the Splashpad at Don Ball Park. Families picnicked at both facilities spending hours on end at the parks. Story time returned to Don Ball Park on Tuesdays courtesy of the Derry Public Library. We had special activity days as well: Flying High Frisbee Dogs, Slip N’ Slide Fun, Wildlife Encounters, Family Fun Fest and more.

The outdoor courts remained busy with pickup basketball, tennis, pickleball and men’s street hockey at Hood Park. The Derry Dog Park continued to attract a lot of visitors. Derry Soccer Club, Derry Demons Football & Cheer along with Derry Wolverines Football and Cheer competed in their respected fall seasons. Fall ball for Derry Diamonds Athletic Association, with Little League, Baseball and Softball games took place at multiple fields throughout town.

Derry Parks and Recreation was happy to announce the opening of a brand new, 10,000 square foot Skate Park located over at Alexander Carr Park. The Grand Opening Celebration took place

on October 8, 2022, with demonstrations, contests, giveaways, music and fun that lasted the entire day.

Derryfest was a success again at MacGregor Park in September 2022 along with Downtown Trick or Treat (October 2022). A Very Derry Holiday took place the Saturday after Thanksgiving 2022 with arts & crafts and cookie making at Vets Hall. Families were afforded the opportunity to take pictures with Santa at The Opera House. The Nutfield Holiday Parade was well attended followed by the Annual Tree Lighting Ceremony at sundown.

The doors to Vets Hall remained open for all seasons, with a full complement of programs including indoor walking, line dancing, Bone Builders, Zumba, and Tai Chi. Themed senior citizen lunches took place throughout the year. Vets Hall was also utilized for Red Star Twirlers practices, Judo and Men's Basketball. A private group started renting Vets Hall in January to play pickleball weekly on Mondays.

Recreation basketball season took place January – March with a couple of boys travel basketball teams.

Frost Festival 2023 was a lot of fun this year with music, ice sculptures, activities, appearances from Frosty and smores donated by Culinary Playground where a regulated fire at Benson's law allowed kids to cook their smores right on site.

The Parks crew remained busy seasonally with lawn maintenance, park maintenance, the lining and maintenance of sports fields, leaf/fall cleanup, plowing in snowstorms, and miscellaneous projects. The crew stayed busy in the winter revamping and painting the office/break room at the shop at Don Ball Park.

Recreation TBALL took place in the spring along with the third year of Peewee Soccer for 3- and 4-year-olds. Both programs were filled. The parks crew mowed and maintained lining for the Derry Soccer Club, Boys Lacrosse, Girls Lacrosse, Little League Baseball and Softball and Middle School Sports; school lacrosse, baseball, and softball.

The 2023 Concert Series opened in June and is still holding strong as a community favorite. The series appeals to all ages and all shows were well attended. Residents and locals enjoyed beautiful MacGregor Park, coming out early with dinner, picnics, etc.

The Division remains committed to incorporating new programming and services whenever possible. The Division also remains dedicated to all parks and fields under its authority. The goal will be to continue creating and maintaining beautiful and safe facilities along with fun and diversified programming for the residents of Derry.

TRANSFER STATION DIVISION

The Town of Derry offers a full-service drop-off center for trash and several recyclable commodities. Transfer Station staff markets these materials for revenues to offset the tax rate. In addition, fees are charged for several items such as construction and demolition debris,

refrigerators, mattresses, and computer monitors. The Transfer Station is open 6am to 330pm, Tuesdays through Saturdays.

Trash from the Transfer Station is brought to the Covanta incinerator in Haverhill, MA at a cost of \$90 per ton for calendar year 2022 and \$93.60 per ton for calendar year 2023.

Quantities received for trash returned to normal levels in FY 23 with 9340 tons of household trash processed, but construction and demolition debris continued to remain at historical highs. Residents and contractors were disposing of materials from remodeling and/or house sales. This led to continued strong revenue from construction and demolition debris. Scale receipts for construction and demolition debris were \$600,000 in FY 23 as compared to \$608,000 in FY 22 and \$527,000 in FY 21.

The Town instituted a new program and increased the fee to dispose of mattresses. A State of Massachusetts regulation has prohibited direct disposal to landfills and incinerators. The Town of Derry is required to comply with this provision and all mattresses are diverted from the trash stream for recycling where the various parts of the mattress are recycled.

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 to lengthen the useable service life of each vehicle. There is a full-service garage where oil changes, safety inspections, and heavy equipment repairs are completed.

The Vehicle Maintenance division was impacted by slowdowns in parts availability. There were instances where specific parts were unavailable for several weeks or months. Division personnel resorted to creative ways to find or fabricate certain parts during the pandemic period. New orders for trucks and equipment were delayed as well.

The Department of Public Works ordered several pieces of equipment/vehicles in FY 23 including a 10-wheel dump truck for the Highway division and two crane trucks. The capital improvements serve to keep the fleet in good working order by replacing older equipment while minimizing downtime due to excessive mechanical failures. Corrosive action from salt exposure continues to negatively impact the fleet.

WATER DIVISION

July and August of 2022 saw significantly dry weather. As a result, FY23 saw an increase in water usage of 5% in the core water system and as much as 18% increase in community water system usage. 27 additional water connections were added to the system. Derry's non-metered water usage (water that was purchased from Manchester Water Works or pumped from our community wells but was not metered or billed) remained at 9% in FY23. Such usage is primarily attributed to system flushing necessary to maintain water quality and continues to trend

below the industry average which reflects well on the integrity of Derry’s water system infrastructure.

Derry’s purchased water from Manchester Water Works, our wholesale water supplier, averaged 1.56 million gallons per day (MGD) in FY23, up from 1.48 in FY22 and essentially unchanged from FY21. Derry’s peak bimonthly summer water demand was 2.19 MGD which continues to trend well below our purchased capacity from Manchester Water Works of 2.9 MGD. Water demand through Derry’s system to the Southern NH Regional communities of Salem, Windham, Hampstead, Atkinson and Plaistow continued to average 500,000 GPD or about half of their allotted capacity of 1.0 MGD. This generates just over \$250,000 in wheeling revenue to the Town.

FY2023 MUNICIPAL WATER STATISTICS

WATER SYSTEM	No. Service Connections		PURCHASED WATER (CORE)/WELL PRODUCTION (CWS) units in gallons		CHANGE FROM PRIOR AYO	WATER SALES units in gallons		CHANGE FROM PRIOR YEAR	UNBILLED WATER units in gallons	
	FY2022	FY2023	FY2022	FY2023		FY2022	FY2023		FY2022	FY2023
AUTUMN WOODS CWS	30	30	1,961,072	2,328,098	13%	2,186,217	2,571,736	18%	-11.5%	-10.5%
RAND-SHEPARD HILL CWS	63	63	4,183,594	4,206,692	-5.1%	3,915,047	4,274,678	9%	6.4%	-1.6%
WILLOW BEND CWS	22	22	1,941,643	1,589,208	-18.4%	1,587,136	1,712,553	8%	18.3%	-7.8%
NH REGIONAL WATER	1	1	174,124,676	179,629,956		174,124,676	179,629,956	3%	0.0%	0.0%
DERRY CORE WATER SYSTEM	4242	4269	543,132,524	569,267,644	3.0%	493,903,054	517,519,082	5%	9.1%	9.1%
TOTALS ALL SYSTEMS	4,358	4,385	725,343,509	757,021,598	23.3%	675,716,130	705,708,005	4.4%	6.8%	6.8%

All Units in Gallons

Effective September 2022, Derry’s MWW wholesale water rate increased by 7% to \$1.329 per 100 cubic feet. Derry’s FY23 water rates increased respectively an average of 5% adding \$3.67 to the average single family quarterly water bill. Derry’s rates continue to average over 25% below those of other comparable NH public water systems.

In FY23, the new arsenic removal system at the Town’s Autumn Woods Community Water System went online. This treatment is reducing the drinking water arsenic levels to below the new NH maximum contaminant limit of 5 parts per billion.

Derry completed its Water System Master Plan update in FY23. The plan, which includes recommendations for increased capital investments in Derry’s water system infrastructure, was reviewed and adopted by the Town Council.

In FY23 the Town replaced 3,100 feet of water main along Highland Ave. and Mt. Pleasant St. in the area of Grinnell School. The Council also approved \$6.11M for a 14,470-foot extension of the Derry water system to address water quality issues in the Barkland Acres, Morningside Drive and Rand-Shepard Hill neighborhoods. These project costs will be offset by \$3.414M in grant funding from the federal American Rescue Plan Act (ARPA) and State of NH Department of Environmental Services state aid program.

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

At the closing of FY23, Derry’s Water Systems were in compliance with all EPA primary drinking water quality standards. Copies of the Town’s annual Water Quality reports are available to all our customers on the web at <https://www.derrynh.org/waterqualityreports> and at the Department of Public Works. Customers may also request a copy at any time to be mailed to them by calling the Department of Public Works.

WASTEWATER DIVISION

The Derry Wastewater Treatment Plant accepted an average of 1.69 million gallons of raw sewage per day (MGD) from Derry public sewer customers in fiscal year 2023. This included an average 146,000 GPD from the Town of Londonderry which is still well below their allotted capacity of 500,000 GPD. Overall, sewer flows decreased an average of 10% due to the dryer weather in July and August of 2022.

Derry’s Wastewater Treatment Plant capacity remains at 3.0 MGD with the third wastewater treatment lagoon remaining out of service. Treated wastewater discharged from the Derry Wastewater Treatment Plant to the Merrimack River in Litchfield averaged 1.72 MGD. Another 5 new sewer customers were added to the Derry public sewer system from new residential development. Billed sewer usage had a modest increase of 2% in FY23 for a total of \$1.5 million.

FY2023 MUNICIPAL SEWER STATISTICS

SEWER STATISTICS	FY2020	FY2021	FY2022	FY2023	CHANGE FROM FY21 to FY22	CHANGE FROM FY22 to FY23
Average Sewer Influent (MGD)	1.62	1.46	1.85	1.69	26.4%	-8.4%
Total Sewer Influent (MG)	593	535.3	671	616	25.4%	-8.2%
<hr/>						
Average Sewer Effluent (MGD)	1.66	1.51	1.92	1.72	27.2%	-10.4%
Total Sewer Effluent (MG)	608	550.1	704	628	28.0%	-10.8%
<hr/>						
Number of Sewer Connections	3,252	3,303	3,319	3,324	0.5%	0.2%
Billed Sewer Usage (MG)	356.7	370.3	373.9	370.0	1.0%	-1.0%
Billed Sewer Usage (MIL \$)	\$ 1.26	\$ 1.40	\$ 1.47	\$ 1.50	5.0%	2.0%
<hr/>						
Londonderry IMA Discharge (MGD)	0.122	0.132	0.144	0.146	9.1%	1.4%
<hr/>						
Total Septage/Holding Tanks Wastes Received	203,900	89,350	54,850	60,094	-38.6%	9.6%

MGD = Million Gallons per day

MG = Million Gallons

In FY23 sewer rates increased 4% on the average single family quarterly sewer bill. This added \$4.48 to the average residential quarterly sewer bill. Derry’s FY23 sewer rates still trend 25% below those of other comparable NH public sewer systems.

Derry's WWTP accepted 60,094 gallons of septage waste from private residential holding tanks, portable chemical toilet facilities and residential RV's. Derry's WWTP cannot adequately treat high strength septage wastes, so residents on private individual septic systems must contract private septage haulers to take their septic tank wastes directly to other treatment facilities. There are approximately 7,200 Derry properties on private septic systems which generate an estimated 4.9M gallons of septage waste each year. Most of this septage waste was hauled to the Allenstown WWTF and the Greater Lawrence Sanitary District WWTP.

In FY23 work began on Derry's Wastewater Master Plan and Treatment Plant study with the intent to identify needed investments in Derry's infrastructure. This report, funded through a grant from the State of NH, is expected in the early fall of 2023.

Maintenance activities continued in FY23 including cleaning and CCTV inspections of sewer pipelines and manholes, cleanouts, and air release valves, as well as pump station maintenance and repairs. A detailed report of the division's maintenance work is reported annually to the NH Department of Environmental Services and is available at the DPW offices.

The Wastewater Division continues to comply with all EPA wastewater discharge permit requirements. The Town is still awaiting EPA and NH DES to issue its renewed treatment plant discharge permit.

Respectfully submitted,

Michael A. Fowler
Michael A. Fowler
Public Works Director

TOWN CLERK

Being the HUB for questions and directions to anyone who enters or contacts the Municipal Center, the Town Clerk's office is always very busy. Our office provides marriage licenses, vital records, election/voter information, and dog licenses. This past year, Brianna Haller joined our office as a Customer Service Clerk.

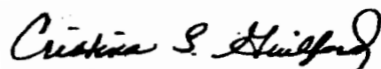
Dog renewals are due every year by April 30th, please remember to license your dog by this date to avoid paying fees and fines. The Town Clerk's office licensed 6,396 dogs this past year. Melinda Patterson, our Animal Control Officer, along with members of the Derry Police Department have been a great help in contacting dog owners with late fees and having them license their dogs. We would like to thank the Police Department for their continued support in working with us to enforce this law.

The Town Election this year showed a turnout of 1,091, or 5.55% of registered voters. This turnout represents a decrease from the previous year due to a snowstorm on election day. Jim MacEachern was elected District #3 Councilor and Dave Granese was elected Councilor at Large. Craig Corbett was re-elected Trustee of the Trust Funds. Tina Guilford was elected as Town Clerk to complete the term vacated by the previous clerk in July of 2022. Lisa Hultgren was elected as Town Moderator to complete the term vacated by the previous moderator. It is just as important to vote in your Town's election as it is to vote in State and Presidential elections.

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

In closing I want to thank Sheila Bodenrader for the support to our office with her role as Clerk Designee to the Derry Town Council.

Respectfully Submitted,



Cristina Guilford
Derry Town Clerk



Town Clerk's Revenue Report

July 1, 2022 - June 30, 2023

DESCRIPTION	PROCESSED	TOWN	STATE
DOGS REGISTERED ONLINE	1,952		
DOG LICENSE <i>(Dog Calendar: 5/1-4/30 annually these figures reflect fiscal year)</i>	6,396	\$35,263	\$16,056
DOG LICENSE LATE FEES/ REPLACEMENT TAGS		\$10,408.00	
CIVIL FORFEITURES		\$27,950.00	ISSUED BY STATE STATUE
UCC	FROM STATE OF NH	\$8,475.00	
Marriages/Civil Unions	246	\$1,722.00	\$10,578.00
VITAL RECORDS	4,195	\$24,499.00	\$26,261.00

TOWN OF DERRY RESIDENT VITALS RECORDED

BIRTH	MARRIAGE	DEATH
160	61	239

COLLECTED ON BEHALF OF: ANIMAL CONTROL DEPARTMENT

NUISANCE/VICIOUS ABATEMENTS	PICKUP FEES
\$1,685.00	\$10.00

COLLECTED ON BEHALF OF: SUPERVISORS OF THE CHECKLIST

SALES OF CHECKLIST	
	\$1,109.50

2023
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, 2, 3, & 4 are hereby notified to meet at the Calvary Bible Church, in said Town on Tuesday, the Fourteenth (14th) day of March 2023 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 Councilor at Large (3 year term, 1 open position), District #3 Councilor (3 year term, 1 open position), Derry Public Library Trustee (3 year term, 3 open positions), Taylor Library Trustee (3 year term, 2 open positions), Town Clerk (2 year term, 1 open position), Town Moderator (1 year term, 1 open position), Trustee of the Trust Funds (3 year term, 1 open position).


Given under our hands and seal this 7 day of February 2023

Joshua Bourdon, Chair
Councilor-at-Large



Phyllis Katsakiores
Councilor-at-Large


Brian Chirichiello
Councilor District #4


Douglas Flood
Councilor-at-Large


Erin Spencer
Councilor District #1

Charles Foote
Councilor District #2


Neil Wetherbee
Councilor District #3



**OFFICIAL RESULT
ANNUAL TOWN ELECTION
DERRY, NEW HAMPSHIRE
MARCH 14, 2023**

Cristina S. Guilford
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.

**DISTRICT 3
COUNCILOR**

Three Years Vote for not
more than ONE

JIM MACEACHERN 131

DAVID CLAPP 121

(Write-in)

COUNCILOR AT LARGE

Three Years Vote for not
more than ONE

THOMAS CARDON 378

DAVE GRANESE 416

RICHARD TRIPP 223

(Write-in)

**TRUSTEE OF
DERRY PUBLIC LIBRARY**

Three Years Vote for not
more than THREE

RACHAEL ARMSTRONG 497

VICTORIA AUSTIN 270

MONICA CATALDO 522

MARGARET IVES 434

MERYLE ZUSMAN 363

(Write-in)

(Write-in)

(Write-in)

**TRUSTEE OF
TAYLOR LIBRARY**

Three Years Vote for not
more than TWO

CANDICE WESTGARD 621

SAMANTHA HAMLIN 612

(Write-in)

TOWN CLERK

Two Years Vote for not
more than ONE

TINA GUILFORD 853

(Write-in)

TOWN MODERATOR

One Year Vote for not
more than ONE

DAVID NELSON 475

LISA HULTGREN 511

(Write-in)

**TRUSTEE OF THE
TRUST FUNDS**

Three Years Vote for not
more than ONE

CRAIG CORBETT 751

(Write-in)

Town & School Elections 2023	D3	D1,2&4	Totals
Total Registered Voters	5005	14675	19680
Same Day Registrations	1	8	9
Total Voters on Election Day	181	569	750
Total Absentee	85	256	341
Total Votes	266	825	1091

CSG

SUPERVISORS OF THE CHECKLIST

Supervisors

The Supervisors of the Checklist register voters and maintain the voter checklist for Derry and the Derry Cooperative School District. Three supervisors are elected for 6-year terms on a staggered basis.

For most of FY2023, Dina Bourassa was our chair. Dina moved out of Derry in June 2023, creating a vacancy. The Supervisors appointed Leslie Dombrowski to fill the vacancy until the March 2024 municipal election. Voters will then elect a candidate to fill the seat for the remainder of the term.

As of the end of FY2023, the Supervisors of the Checklist and the dates our terms expire are:

Judy Strakalaitis, Chair (term expires March 2028)
Pat Dowling (term expires March 2024)
Leslie Dombroski (appointment expires March 2024; term expires March 2026)

Elections in FY23

The Supervisors of the Checklist provided official checklists for town, school, and state elections and a state primary in FY2023:

- the state party primaries (Democratic, Republican) on September 13, 2022
- the state general election on November 8, 2022
- the Derry Cooperative School District deliberative session on February 4, 2023
- the Town of Derry and Derry Cooperative School District elections on March 14, 2023

Voter Checklist

The voter checklist contains the names of all residents legally qualified to vote in Derry. Information on the checklist is public record. It includes the name, address, and party affiliation (if any) of each voter. At the end of FY2023, Derry has 19,648 voters on our checklist.

Distribution of Voters by District and Party Affiliation

District	Voters	Democratic	Republican	Undeclared
1	4872	1322	1754	1796
2	5553	1390	2041	2122
3	4996	1326	1757	1913
4	4227	1208	1397	1622
Total	19,648	5246	6949	7453

Where and When to Register

New Hampshire requires in-person voter registration except in limited circumstances. Residents can register at the polls at every election. Residents can complete applications throughout the year with the Town Clerk or the Supervisors of the Checklist until 7–10 days before an election. Applications are accepted by the Town Clerk during business hours (7am–4pm on weekdays) and at sessions of the Supervisors of the Checklist.

Checklist Sessions

Supervisors consider additions to the checklist, changes, and removals when meeting in session. Decisions are made by majority vote.

Sessions are held as required by law and as necessary to approve new registrations and make changes to the voter checklist. Public notice is posted in the Derry Municipal Center and on the town website (derrynh.org). Residents can sign up to receive notice of upcoming checklist sessions by e-mail using the Notify Me button on the town's home page.

Party Affiliation

New Hampshire recognizes two political parties: the Democratic Party and the Republican party. Voters declare affiliation with a party or are undeclared.

Party affiliation comes into play at a primary. A primary is a party's internal election to determine its nominees for the general election. Voters registered in a party vote in that party's primary. Voters who are undeclared can participate in either party's primary. They remain in the party chosen after voting unless they take an affirmative step to change to undeclared.

Changes in party affiliation are not accepted in the 90 days before a primary under state law. After the cutoff date passes, voters affiliated with a party cannot change their affiliation until after the primary and still vote. We encourage voters to check their party affiliation (*see* Availability of the Checklist below) before the cutoff date in case they would like to change it.

Availability of the Checklist

The voter checklist is public record. Residents can view the current voter checklist, posted in the lobby of the Derry Municipal Center and at the Reference desk at the Derry Public Library. Marked checklists can be viewed at the Town Clerk's office.

Residents can also check their voter registration online with the Secretary of State's Voter Information Lookup tool: <https://app.sos.nh.gov/viphome>. Voters can check their party affiliation, find the location and hours of their polling place, track an absentee ballot, and find the contact information for the Town Clerk.

The voter checklist is available for purchase per RSA 654:31.

Assistance

The Supervisors of the Checklist are always willing to assist voters with questions or concerns. The best way to reach the Supervisors is by emailing us at checklist@derrynh.org. Our phone number is (603) 845-5490. Please leave a message. For immediate assistance, residents can call the Town Clerk at (603)432-6105.

Respectfully submitted,

Judith W. Strakalaitis

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

TRUSTEES OF THE TRUST FUNDS

Capital Reserves = \$16,576,782

Cash = \$2,590,054 (15.6% of Mkt Value)

Fixed Income = \$13,986,728 (84.4% of Mkt Value)

Total Return = 1.46%

Notes Unexpected Fire Facilities maintenance accounted for \$500,000. Potential pre-mature retirements (Public Works and Fire) are dipping into reserves. Inverted yield curve is a phenomenon. Market value growth over year, but high interest rates led to market depreciation. Beat benchmarks soundly, but rates will be lowering. More of portfolio invested in 1,2,3-year markets. Yield to maturity is 5.42%; pretty healthy return.

Trust Funds = \$10,417,446

Cash = \$609,022 (5.8% of Mkt Value)

Fixed Income = \$3,555,409 (34.1% of Mkt Value)

Equity = \$6,100,857 (58.6% of Mkt Value)

Alternative Assets = \$152,158 (1.5% of Market Value)

Total Return = 8.69%

Notes Net withdrawals covered by gains on the portfolio. Underperformed last ¼ as tech slipped. Yield to maturity is 4.83; not as short term as Capital Reserves.

Expendable Trust = \$1,525,484

Cash = \$575,713 (37.7% of Mkt Value)

Fixed Income = \$949,771 (62.3% of Mkt Value)

Total Return = 1.08%

Notes CBA Trust withdrawals Q1 2024 for fire contract. Need to know when the library plans to spend.



Derry

For reporting year Jul 1, 2022 through Jun 30, 2023.

Trustees

Name	Position	Term Expires
Jeff Moulton	Trustee	4/1/2024
Craig Corbett	Chairperson	4/1/2026
Craig Cunningham	Trustee	3/15/2025

Ledger Summary

Number of Fund Records	47
Ledger End of Year Balance	\$27,209,957.36

This ledger was reviewed for accuracy and submitted electronically under penalty of perjury on October 5, 2023 by Craig Corbett on behalf of the Trustees of Trust Funds of Derry.



Report of Trust and Capital Reserve Funds

Capital Reserve (RSA 34/35) Funds

Name	Purpose						Creation Date	BOY Balance	Change	EOY Balance
COMPENSATED ABSENCES EXPENDABLE TRUST										
Capital Reserve (Other)						6/17/1997	2,659,298.99	(390,296.95)	2,269,002.04	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	2,659,298.99	31,242.66	118.85	421,658.46	2,269,002.04		0.00	62,485.32	0.00	
							Cost Basis		Unrealized	EOY Value
							2,269,002.04		(53,329.42)	2,215,672.62
COVID-19 MITIGATION, RESPONSE AND RECOVERY EXPENDABLE FUND										
Discretionary/Benefit of the Town						4/21/2020	593,512.74	(2,632.37)	590,880.37	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	593,512.74	8,085.50	27.28	10,745.15	590,880.37		0.00	16,171.00	0.00	
							Cost Basis		Unrealized	EOY Value
							590,880.37		(13,887.74)	576,992.63
DCSD-BUILDING/GROUNDS MAINTENANCE FUND										
Maintenance and Repair						3/31/2004	197,897.05	2,514.34	200,411.39	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	197,897.05	2,740.65	9.13	235.44	200,411.39		0.00	5,481.30	0.00	
							Cost Basis		Unrealized	EOY Value
							200,411.39		(4,710.36)	195,701.03
DERRY COMMERCE CORRIDOR REDEVELOPMENT & INFRASTRUCTURE FUND										
Economic Development						5/21/2019	533,182.73	240,722.85	773,905.58	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	533,182.73	241,490.58	26.67	794.40	773,905.58		0.00	18,695.16	0.00	
							Cost Basis		Unrealized	EOY Value
							773,905.58		(18,189.47)	755,716.11
DERRY ECONOMIC DEVELOPMENT EXPANDABLE TRUST FUND										
Economic Development						7/20/2021	0.00	97,095.52	97,095.52	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	0.00	97,199.37	0.87	104.72	97,095.52		0.00	2,557.74	0.00	
							Cost Basis		Unrealized	EOY Value
							97,095.52		(2,282.08)	94,813.44
DERRY LIBRARY CAPITAL IMPROVEMENT FUND										
Library						5/6/2003	164,030.76	11,270.31	175,301.07	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	164,030.76	11,467.74	7.64	205.07	175,301.07		0.00	4,785.30	0.00	
							Cost Basis		Unrealized	EOY Value
							175,301.07		(4,120.18)	171,180.89
DERRY RECOVERY EXPENDABLE TRUST										
Discretionary/Benefit of the Town						4/6/2021	1,336,375.39	293,129.56	1,629,504.95	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	1,336,375.39	1,774,306.22	64.07	1,481,240.73	1,629,504.95		0.00	43,079.58	0.00	
							Cost Basis		Unrealized	EOY Value
							1,629,504.95		(38,299.02)	1,591,205.93
E-GOVT TECHNOLOGY DEVELOPMENT FUND										
Capital Reserve (Other)						4/8/2003	114,984.97	71,809.82	186,794.79	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	114,984.97	76,973.00	5.92	5,169.10	186,794.79		0.00	3,946.00	0.00	
							Cost Basis		Unrealized	EOY Value
							186,794.79		(4,390.33)	182,404.46
EMERGENCY MANAGEMENT EQUIPMENT FUND										
Capital Reserve (Other)						5/16/2006	11.20	0.15	11.35	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	11.20	0.15	0.00	0.00	11.35		0.00	0.30	0.00	
							Cost Basis		Unrealized	EOY Value
							11.35		(0.27)	11.08
EXPENDABLE MAINTENANCE TRUST FOR BUILDING & GROUNDS										
Maintenance and Repair						5/16/2017	505,939.54	(26,072.23)	479,867.31	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	505,939.54	230,060.40	23.04	256,155.67	479,867.31		0.00	10,120.80	0.00	
							Cost Basis		Unrealized	EOY Value
							479,867.31		(11,278.55)	468,588.76
FIRE CAPITAL PLAN RESERVE										
Police/Fire						6/18/2013	1,978,956.44	44,969.54	2,023,925.98	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	1,978,956.44	625,956.46	91.42	581,078.34	2,023,925.98		0.00	51,912.92	0.00	
							Cost Basis		Unrealized	EOY Value
							2,023,925.98		(47,569.28)	1,976,356.70
FIRE FACILITIES & EQUIPMENT FUND										
Police/Fire						5/16/2006	27,799.80	2,769,447.16	2,797,246.96	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	27,799.80	2,771,150.91	25.99	1,729.74	2,797,246.96		0.00	42,301.82	0.00	
							Cost Basis		Unrealized	EOY Value
							2,797,246.96		(65,745.00)	2,731,501.96
GATEWAY TIF DISTRICT REDEVELOPMENT EXPENDABLE TRUST										
Economic Development						5/3/2020	512,571.42	528,350.94	1,040,922.36	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	512,571.42	529,289.50	28.29	966.85	1,040,922.36		0.00	22,957.00	0.00	
							Cost Basis		Unrealized	EOY Value
							1,040,922.36		(24,465.29)	1,016,457.07
HAZARDOUS & DILAPIDATED BLDG FUND										
Capital Reserve (Other)						10/26/2018	98,944.05	1,257.08	100,201.13	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	98,944.05	1,370.26	4.56	117.74	100,201.13		0.00	2,740.52	0.00	
							Cost Basis		Unrealized	EOY Value
							100,201.13		(2,355.07)	97,846.06
MUNICIPAL TRANSPORTATION IMPR FUND										
Capital Reserve (Other)						2004	221,276.60	12,556.11	233,832.71	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	221,276.60	172,746.25	10.28	160,200.42	233,832.71		0.00	4,626.50	0.00	
							Cost Basis		Unrealized	EOY Value
							233,832.71		(5,495.88)	228,336.83
OPIOID MITIGATION & RESPONSE FUND										
Discretionary/Benefit of the Town						8/24/2021	7,002.02	157,308.11	164,310.13	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	7,002.02	157,379.88	1.72	73.49	164,310.13		0.00	1,872.98	0.00	
							Cost Basis		Unrealized	EOY Value
							164,310.13		(3,861.86)	160,448.27
PARKS FACILITY FUND										
Parks/Recreation						5/25/2004	30,008.19	381.24	30,389.43	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	30,008.19	415.58	1.38	35.72	30,389.43		0.00	831.16	0.00	
							Cost Basis		Unrealized	EOY Value
							30,389.43		(714.26)	29,675.17
POLICE CAPITAL PLAN RESERVE										
Police/Fire						6/18/2013	961,554.99	(89,654.29)	871,900.70	
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market
	961,554.99	162,385.42	43.42	252,083.13	871,900.70		0.00	24,770.84	0.00	
							Cost Basis		Unrealized	EOY Value
							871,900.70		(20,492.69)	851,408.01



Report of Trust and Capital Reserve Funds

Capital Reserve (RSA 34/35) Funds

Name	Purpose						Creation Date	BOY Balance	Change	EOY Balance			
PUBLIC WORKS CAPITAL PLAN RESERVE													
Capital Reserve (Other)						6/18/2013	1,102,806.32	(13,252.42)	1,089,553.90				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	1,102,806.32	490,555.42	50.60	503,858.44	1,089,553.90		0.00	28,066.38	0.00		1,089,553.90	(25,608.30)	1,063,945.60
TAYLOR LIBRARY (CAPITAL RESERVE)													
Library						4/12/2001	355,052.85	(1,168.34)	353,884.51				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	355,052.85	8,408.99	16.33	9,593.66	353,884.51		0.00	9,670.88	0.00		353,884.51	(8,317.51)	345,567.00
WASTE TIRE RECLAMATION EXPENDABLE TRUST													
Capital Reserve (Other)						10/2/1990	719,934.95	(81,155.13)	638,779.82				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	719,934.95	118,357.71	32.39	199,545.23	638,779.82		0.00	18,648.42	0.00		638,779.82	(15,013.54)	623,766.28
WASTE WATER CAPITAL IMPROVEMENTS FUNDS													
Capital Reserve (Other)						11/19/1996	728,281.76	20,307.30	748,589.06				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	728,281.76	21,147.69	33.67	874.06	748,589.06		0.00	20,361.26	0.00		748,589.06	(17,594.44)	730,994.62
WASTEWATER COMPENSATED ABSENCES FUND													
Capital Reserve (Other)						5/17/2005	61,555.06	5,820.97	67,376.03				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	61,555.06	5,894.76	2.88	76.67	67,376.03		0.00	1,789.52	0.00		67,376.03	(1,583.57)	65,792.46
WATER COMPENSATED ABSENCES FUND													
Capital Reserve (Other)						5/17/2005	61,555.06	5,820.97	67,376.03				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	61,555.06	5,894.76	2.88	76.67	67,376.03		0.00	1,789.52	0.00		67,376.03	(1,583.57)	65,792.46
WINTER SNOW/ICE CONTROL FUND													
Capital Reserve (Other)						6/15/2004	195,353.32	2,482.02	197,835.34				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	195,353.32	2,705.42	9.00	232.40	197,835.34		0.00	5,410.84	0.00		197,835.34	(4,649.82)	193,185.52

Capital Reserve (RSA 34/35) Funds Total End of Year Balance: \$16,828,898.46

Expendable Trust (RSA 31:19-a) Funds

Name	Purpose						Creation Date	BOY Balance	Change	EOY Balance			
ALEXANDER CARR SKATE PARK FUND													
Parks/Recreation						3/30/2022	0.00	10,731.19	10,731.19				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	0.00	10,605.89	0.00	0.00	10,605.89		0.00	147.64	125.30		10,731.19	(352.58)	10,378.61
CBA IMPLEMENTATION EXPENDABLE TRUST													
Capital Reserve (Other)						8/31/2017	1,237,518.28	269,466.65	1,506,984.93				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	1,235,620.05	252,794.90	0.00	0.00	1,488,414.95		1,898.23	19,803.37	18,569.98		1,506,984.93	(49,480.95)	1,457,503.98
DERRY PUBLIC LIBRARY - DONATION FUND													
Library						8/31/2017	3,772.55	42.62	3,815.17				
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	3,596.70	0.00	0.00	0.00	3,596.70		175.85	50.92	218.47		3,815.17	(119.57)	3,695.60

Expendable Trust (RSA 31:19-a) Funds Total End of Year Balance: \$1,521,531.29



Report of Trust and Capital Reserve Funds

Trust Funds

Name	Purpose						Creation Date	BOY Balance	Change	EOY Balance	Market	BOY Balance	Change	EOY Balance
ARTS & CRAFTS														
	Library						1971	1,792.80				1,792.80	65.62	1,858.42
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	1,785.13	0.00	59.18	0.00	1,844.31		7.67	98.00	14.11		1,858.42	346.08	2,204.50	
CARR FUND														
	Parks/Recreation						2/6/1962	4,323,791.52				(112,166.00)		4,211,625.52
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	3,870,569.91	1.14	128,306.63	0.00	3,998,877.68		453,221.61	466,892.07	212,747.84		4,211,625.52	750,375.27	4,962,000.79	
CHARLES ADAMS														
	Maintenance and Repair						1979	41,586.72				2,122.19		43,708.91
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	38,542.28	0.01	1,277.65	0.00	39,819.94		3,044.44	1,410.05	3,888.97		43,708.91	7,472.07	51,180.98	
EDWARD T. PARKER														
	Discretionary/Benefit of the Town						1907	19,799.14				875.58		20,674.72
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	15,902.59	0.00	527.14	0.00	16,429.73		3,896.55	581.78	4,244.99		20,674.72	3,082.98	23,757.70	
FRANK ADAMS														
	Scholarship						7/23/2004	16,561.94				845.64		17,407.58
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	15,357.76	0.00	509.11	0.00	15,866.87		1,204.18	561.83	1,540.71		17,407.58	2,977.36	20,384.94	
HAROLD V. ABBOTT														
	Discretionary/Benefit of the Town						1971	40,048.45				1,773.90		41,822.35
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	32,216.56	0.01	1,067.96	0.00	33,284.53		7,831.89	1,178.65	8,537.82		41,822.35	6,245.72	48,068.07	
HELEN HOOD														
	Library						1959	17,917.38				656.01		18,573.39
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	17,840.84	0.01	591.41	0.00	18,432.26		76.54	979.03	141.13		18,573.39	3,458.75	22,032.14	
HELEN NOYES														
	Flower/Flag						1975	2,715.40				86.11		2,801.51
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	1,785.13	0.00	59.04	0.00	1,844.17		930.27	77.25	957.34		2,801.51	343.80	3,145.31	
HOPKINS HOME														
	Hospital/Health Donation						8/10/1909	429,768.83				15,734.35		445,503.18
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	427,932.59	0.13	14,185.67	0.00	442,118.39		1,836.24	23,484.39	3,384.79		445,503.18	82,961.95	528,465.13	
JAMES ALEXANDER														
	Discretionary/Benefit of the Town						1898	23,670.17				978.45		24,648.62
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	17,770.11	0.01	589.07	0.00	18,359.19		5,900.06	650.13	6,289.43		24,648.62	3,445.04	28,093.66	
MACGREGOR PIONEER PARK														
	Parks/Recreation						4/19/1928	386,764.69				12,460.19		399,224.88
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	376,126.15	0.11	12,468.29	0.00	388,594.55		10,638.54	22,010.57	10,630.33		399,224.88	72,918.39	472,143.27	
SARAH MACMURPHY														
	Library						1923	2,974.01				108.87		3,082.88
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	2,961.30	0.00	98.15	0.00	3,059.45		12.71	162.56	23.43		3,082.88	574.09	3,656.97	
SYLVANUS BROWN														
	Poor/Indigent						1872	65,443.34				1,766.65		67,209.99
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	59,326.32	0.02	1,966.65	0.00	61,292.99		6,117.02	3,670.44	5,917.00		67,209.99	11,501.41	78,711.40	
TAYLOR LIBRARY - ALTADENA SPOFFORD BEQUEST														
	Library						8/31/2017	12,650.63				149.59		12,800.22
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	12,629.87	0.00	0.00	0.00	12,629.87		20.76	178.85	170.35		12,800.22	(419.87)	12,380.35	
TAYLOR LIBRARY - FLORENCE WESTON ESTATE BEQUEST														
	Library						8/31/2017	32,636.08				367.78		33,003.86
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	31,049.70	0.00	0.00	0.00	31,049.70		1,586.38	439.68	1,954.16		33,003.86	(1,032.22)	31,971.64	
TAYLOR LIBRARY - PETER C. MOORE ESTATE BEQUEST														
	Library						8/31/2017	12,584.47				(6,529.96)		6,054.51
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	11,972.77	0.00	0.00	6,594.00	5,378.77		611.70	77.80	675.74		6,054.51	(178.81)	5,875.70	
TAYLOR LIBRARY (COMMON)														
	Library						3/24/1981	94,354.79				3,454.43		97,809.22
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value	
	93,951.65	0.03	3,114.41	0.00	97,066.09		403.14	5,155.99	743.13		97,809.22	18,214.11	116,023.33	

Trust Funds Total End of Year Balance: \$5,447,809.76



Report of Trust and Capital Reserve Funds

Cemetery Funds

Name		Purpose					Creation Date	BOY Balance	Change	EOY Balance			
EAST DERRY CEMETERY		Cemetery Trust (Other)					1876	201,460.60	10,516.99	211,977.59			
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	191,003.17	0.06	6,331.61	0.00	197,334.84		10,457.43	6,987.88	14,642.75		211,977.59	37,029.18	249,006.77
TOTAL GENERAL FUNDS		Cemetery Perpetual Care						3,087,190.61	112,549.65	3,199,740.26			
Principal	BOY Balance	Additions	Gains/Losses	Withdrawals	EOY Balance	Income	BOY Balance	Change	EOY Balance	Market	Cost Basis	Unrealized	EOY Value
	3,023,773.08	14,025.90	100,503.25	0.00	3,138,302.23		63,417.53	179,372.46	61,438.03		3,199,740.26	588,891.31	3,788,631.57
Cemetery Funds Total End of Year Balance:										\$3,411,717.85			

DERRY PUBLIC LIBRARY

Board of Trustees

In March 2023, the Derry Public Library (“DPL”) saw the re-election of three (3) trustees to the Board: Rachael Armstrong, Monica Cataldo, and Margaret (aka “Margie”) Ives, each to a 3-year term. After the election, Victoria Austin and Meryle Zusman were appointed as alternates once again.

The Fiscal Year 2023 (“FY23”) officers for the Library Board of Trustees were Rachael Armstrong as Chair; Elizabeth Greenberg as Vice-Chair; Caitlin Powers as Treasurer; and Monica Cataldo as Secretary. Margie Ives, Lorraine Lindenberg and Pete Marcotte also served as regular members of the Board. Town Councilor Erin Spencer once again served as the liaison to the DPL Board of Trustees. The Board’s recording secretary was Lisa Carvalho.

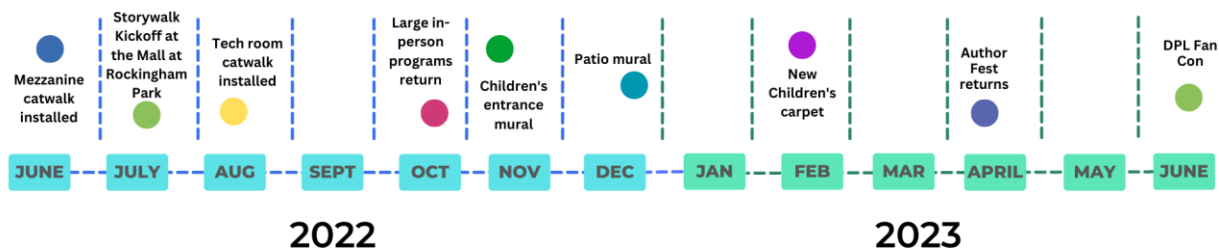
FY23 Milestones

In keeping with recent trends, FY23 was another eventful year at DPL! First off, I have to discuss the continued building improvements, which were significant.

Starting at the tail-end of FY22, we addressed the lack of accessibility of the building’s air handlers, which since the library expansion back in the late 1980s, had been tucked away in areas of the mezzanine and attic space which rendered them very challenging (almost impossible) to service. Catwalks were extended in the mezzanine and fully illuminated, allowing for 360 degree access/view to the air handlers in that area. In August ’22, an air handler which had previously only been accessible via a scissor lift saw the installation of a ladder to/platform around it, providing unfettered access for servicing.



DPL Milestones June '22 - June '23

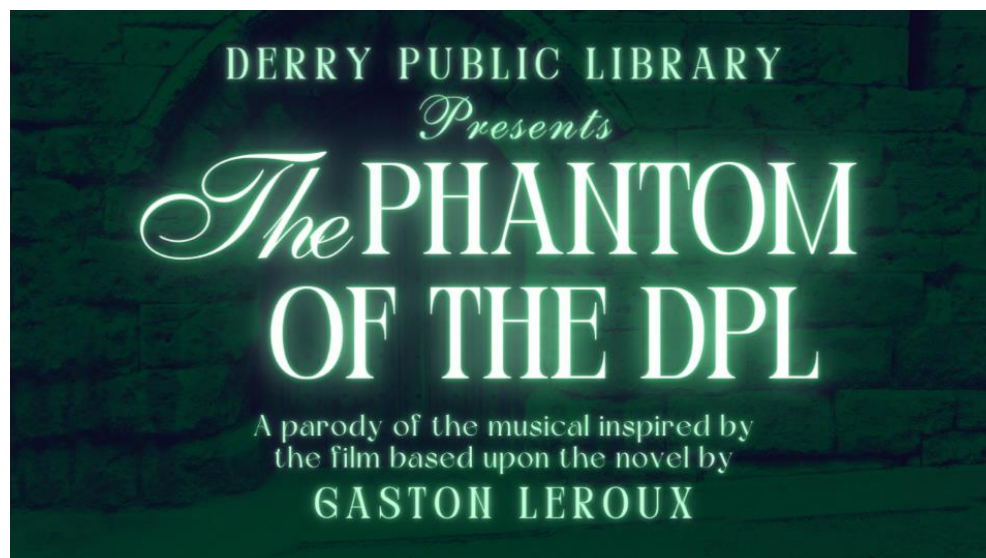


In November and December, beautiful murals were painted outside the children’s room by talented local artists – first by the children’s room entrance (Karen Lincoln) and then on the DPL patio retaining wall (Angela Gagne). When one approaches the children’s room from the street, it is now clear that one is arriving at a children’s room! Also impacting the children’s room and

ground floor area of the library in a big way, new flooring was installed in February. This was a massive undertaking, which involved the temporary relocation of all book stacks and furnishings in the children's room. It was an all-hands-on-deck project, but the end result more than justified everyone's hard work. The new carpet tiles look great, and will last the library many years!



At DPL, FY23 was also particularly noteworthy for the return to “normalcy” that everyone had been longing for while dealing with the impacts of *that* virus (which I refuse to name in this report!) Library programming really returned to form, with 2 big programs in October: Jeff Belanger’s “Creepy New England” at the Derry Opera House, and Jeff Rapsis performing piano accompaniment to the classic silent film, “The Phantom of the Opera.” Programming this year culminated with the reappearance of Author Fest in April and the second DPL Fan Con in June. All events were very much enjoyed, and resulted in huge turnout.



FY23 by the numbers

TOTAL YEAR END STATISTICS		
	Total FY23	Total FY22
ALL INTERNET AREAS (ADULT, CHILD, 15 MIN, SCAN, SPEC RES)	8477	7197
WEBSITE HITS (ADULT, TEEN, AND CHILDREN'S)	87259	80595
PROGRAMS - NUMBER HELD	660	652
PROGRAMS - NUMBER ATTENDED	14052	11498
NUMBER OF VOLUNTEERS	154	20
VOLUNTEER HOURS	182.5	43
CIRCULATION (includes downloadables)	179074	171469
REFERENCE QUESTIONS	10895	10115
BOOK REPAIRS	1130	810
ADULT DEPARTMENT STATISTICS		
TYPE OF USE:	Total FY23	Total FY22
CIRCULATION	72135	71338
PATRON VISITS	101322	78151
CIRCULATION TELEPHONE CALLS PLACED	861	1010
CIRCULATION TELEPHONE CALLS RECEIVED	4010	5035
STUDY ROOM USAGE	1027	382
MEETING ROOM USAGE FOR NON-LIBRARY PROGRAMS	54	5
MUSEUM PASS USAGE	1005	677
REFERENCE QUESTIONS (in-person, telephone, electronic)	8403	7964
NUMBER OF VOLUNTEERS	144	0
VOLUNTEER HOURS	151.5	0
OVERDUE NOTICES SENT	380	494
YOUNG ADULT DEPARTMENT STATISTICS		
TYPE OF USE:	Total FY23	Total FY22
CIRCULATION (fiction & non fiction)	5934	6587
GMILCS		
TYPE OF USE:	Total FY23	Total FY22
ILLS REQUESTED	637	703
ILLS RECEIVED	659	844
ILLS OTHERS REQUESTED	1039	933
ILLS OTHERS RECEIVED	1024	902
DERRY BORROWED CBC - GMILCS	4590	3935
DERRY LOANED CBC - GMILCS	8102	7742
OUR PATRON REQUESTS FOR OUR MATERIAL	4850	6086
OTHER LIBRARY PATRON REQUESTS FOR OUR MATERIAL	12946	13093
OUR PATRON REQUESTS FOR OTHER LIBRARY'S MATERIAL	10647	10969
ELECTRONIC USAGE		
TYPE OF USE:	Total FY23	Total FY22
CATALOG SEARCHES	226221	232560
PATRON ACCOUNT LOGONS	29527	29898
PATRON DATABASE LOGONS	1185	1264
DOWNLOADABLES CIRCULATION - AUDIO AND EBOOKS	30908	27300
ADULT INTERNET AREA USAGE	4970	4498
15 MINUTE INTERNET USAGE	128	169
SCANNER & SPECIAL RESERVATION	364	345
CHILDREN'S INTERNET AREA USAGE	3015	2185
WEBSITE HITS TO HOME PAGE	84125	77940
WEBSITE HITS TO CHILDREN'S	2795	2162
WEBSITE HITS TO TEEN	339	493
PROGRAMMING		
TYPE OF USE:	Total FY23	Total FY22
ADULT PROGRAMS - NUMBER HELD	166	169
ADULT PROGRAMS - NUMBER ATTENDED	1788	1612
YA PROGRAMS - NUMBER HELD	54	62
YA PROGRAMS - NUMBER ATTENDED	570	1220
CHILDREN'S PROGRAMS - NUMBER HELD	440	421
CHILDREN'S PROGRAMS - CHILDREN ATTENDED	7970	6239
- ADULTS ATTENDED	3724	2427
CHILDREN'S DEPARTMENT STATISTICS		
TYPE OF USE:	Total FY23	Total FY22
CIRCULATION	70097	66244
REFERENCE QUESTIONS	2492	2151
NUMBER OF VOLUNTEERS	10	20
VOLUNTEER HOURS	31	43
MISCELLANEOUS		
TYPE OF USE:	Total FY23	Total FY22
NEW REGISTRATIONS (Resident & nonresident adult, child, teacher)	1358	1392
ITEMS ADDED	5143	4994
ITEMS WITHDRAWN	6586	6854

In almost all categories where one would hope to see high usage numbers, FY23 surpassed FY22, and it crept ever closer to the pre-pandemic high water mark of FY19. In fact, in a few notable categories, FY23 actually surpassed previous all-time highs.

Museum pass usage at DPL skyrocketed in FY23, with over 1,000 checkouts. The number of volunteers assisting at the library also established a new record, as did the circulation of children's materials – with over 70,000 items checked out in FY23!

Perhaps most surprisingly, downloadables circulation – including both audio and ebooks – saw even higher numbers in FY23 than at the peak of the pandemic in FY21. For the first time ever, DPL's downloadables circulations exceeded 30,000 in a fiscal year.

It has been wonderful to get back to “normal” in FY23, and I will say again in one of these Town reports that I am so proud of the library staff and so grateful to all of our patrons for contributing to our wonderful community here at DPL. It felt truly great to be able to fulfill our official library mission this year – not a pandemic altered version of it! We are truly happy to be a welcoming space for the community to connect, explore and grow once again!

We hope to see you in the library soon.

Respectfully submitted,

Eric Stern

Eric Stern, Director
Derry Public Library

TAYLOR LIBRARY

PROGRAMMING:

The library has increased its programming to cover a whole host of new topics and ideas.

Adult book group, cooking club, learning programs, and more have all seen great numbers and interest. We will be introducing more learning programs and partnering with local businesses and departments to continue to offer needed programs.

Our children's programming continues to be very popular. We offered three story hours per week as well as special programs, books groups, and activities on a monthly basis. Two story hours are for Tiny Tots (ages 6 months-three years old) and one for all ages. Tiny Tots enjoy stories, rhymes, music, instruments, dancing and developmentally appropriate games and crafts. These activities are repeated each week for a ten-week block of time. The repetition helps with retention and learning and by the end of the block, children are joining in. We change the rhymes and stories according to the seasons. The other weekly story hour is designed for children of preschool to elementary school age with theme-based stories and an accompanying craft which helps to tie together literacy and tactile play. Our all-ages monthly activities are designed to be more involved and offer learning and play experiences for any children under the age of 18. Each story time, children were offered juice and a snack and were encouraged to stay, pick out books, or play with the library toys.

During the Summer, we had our regular programming as well as a weekly Sunday program, Kindergarten-3rd grade book groups, weekly teen book groups, tween groups, partnership story time with the YMCA and special events. The library struggled this year to offer appropriate shade for outdoor programs. Our easy-up tents did not withstand the weather and are now in need of replacement. More permanent shade solutions are being considered to help deal with increased patronage and participation in programs.

This Summer 4,272 books were read and 12,865 minutes were logged by our readers. This is a huge increase over last year. Readers were rewarded an hour of jump time at Altitude Trampoline Park in Pelham, free children's meal from Applebee's and grand prizes for our top readers and random drawing provided by Altitude Trampoline Park, Chunkie's Movie Theater, the Culinary Playground, Renaissance Kids and Xtreme Craze. Thank you to our generous sponsors.

Harvest Festival, Carnival Night, Movie Nights, and Authors visits have been a great success with some of the largest attendance we have seen in years. We have increased our participation in community events such as Touch a Truck, What's the Scoop, the holiday parade and Pizzastock, all of which have been great opportunities to meet new patrons and introduce them to all the wonderful things the library has to offer.

BUILDING

The library building is generally in good shape. A replacement carpet and restoration of the basement windowsills will take place this year. Some minor flooding warped the back door. The swelling has come down and mitigation ideas are being discussed to prevent future incidents. The library's fire alert system is in need of replacement. A contract with Johnson Controls has been signed and work is scheduled for this Fall.

OTHER

Once again, I would like to thank the Council for voting in our favor to fund us for another year. We celebrated our 145th year of existence on February 23rd.

We are offering 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 a 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.

We have two new laptops for public use. Many patrons either bring in their laptops or use ours to hook into our free Wi-Fi.

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

SEE Science Museum-Manchester
Children's Museum of NH-Dover
Strawberry Banke- Portsmouth
Seacoast Science Center- Rye
Zoo New England – Stoneham & Boston, MA
Squam Lake Science Center – Holderness
Boston Children's Museum – Boston, MA
Bedrock Gardens – Lee

Our website update is complete and we can now provide more information and real-time updates. Please check it and browse our card catalog for all the books we have to offer. (www.taylorlibrary.org)

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

Jennifer Thielker
Jennifer Thielker, Director
Taylor Library

BUILDING & PROPERTY MAINTENANCE COMMITTEE

The Building & Property Maintenance Committee meet monthly to coordinate efforts to address distressed properties and seek opportunities for revitalization of specific properties. The Committee is comprised of representatives from Code Enforcement, DPW, Police, Planning, Fire, Tax, Town Council, and members from the community. The Committee meets in January, April, July, and October on the 3rd Tuesday of the month at the Derry Municipal Center.

This Committee works with Town officials to identify distressed properties and encourage progress in taking the necessary actions to bring them back into compliance with Town standards.

At the beginning of FY 2023, there were 7 distressed properties on the list and through the efforts of the Code Enforcement Officers and committee members this number was reduced to 6. Although currently, the distressed property number has expanded to 14 properties. This number has consistent ups and downs as new properties are added to the list and currently listed properties become compliant and are removed.

Respectfully submitted,

Robert Wentworth

Robert Wentworth
Chairperson Building & Property Maintenance Committee

DERRY CONSERVATION COMMISSION

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

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

In 2023 the Derry Conservation Commission has seen a steady level of proposals in both residential and commercial projects. The Conservation Commission has advised on major projects adjacent to West Running Brook and Prime Wetlands.

The Derry Conservation Commission has had a continued focus on invasive species control. Unfortunately, this year Derry Fest, our main event to promote education was cancelled. In late 2023 our goal is to have an Invasive Species Control plan for our Doolittle Property off Faith Dr. This plan would be in partnership with the Rockingham County Conservation District.

The town wide cleanups that Derry Conservation Commission promoted in the past, are now managed by the town's Parks and Rec Department. The Commission members are appreciative of this effort as the promotion and reach for these events is far greater with their support.

The Broadview Farm Conservation Area Community Garden plots continue to be extremely popular. Plots are reserved by Derry citizens which enable them to grow healthy, fresh produce during the summer months. Will Lowenthal again has taken on the role of Garden Manager for the 2023 season. Thanks to Will Lowenthal for his stewardship. Our garden was tilled again this year by Noah Duarte, which was met with elation from our gardeners. The Commission is seeking Noah Duarte's services in Q3/Q4 2023 to mow the Broadview Hay Fields.

Erin Spencer was our Council Representative and I thank her for being our liaison.

I am honored to be the Chair of the Conservation Commission. Our elected officers are Rick Buzzanga, Vice-Chair, Will Lowenthal, Treasurer and Grace Reisdorf, Secretary. The other regular members are Robert Boonstra, Robert Spoerl, and Eileen Chabot, with alternate members Margaret Ives, Jeannie Cunningham.

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

Respectfully submitted,

James Degnan, Chair

James Degnan, Chair
Derry Conservation Commission

HERITAGE COMMISSION

The Heritage Commission continues to provide the bridge to Derry's rich past to show the citizens of the Town how deep our roots are both here in New Hampshire and around the world.

Current members include Karen Blandford-Anderson, Chairperson, Paul Lindemann, Vice Chairperson, Thomas J. Cullinane, Mike Hill, and Lynne Mari (alternate).

During the 2023 Fiscal year the Derry Museum of History has undergone a huge renovation with a series of new displays being created to tell the story of our early days. "*Where we came from, where we settled, who was here first, and the revolutionary war efforts*" are the first sections to be completed. The Heritage Commission along with the Jr. Historians have removed the old displays, cataloged, and stored multiple times painted and cleaned the museum in anticipation of the new areas opening to the public in late 2023.

During this time the Jr. Historians have added to their group while continuing to meet every Wednesday evening to open the museum to the public. Additionally, they are working on a project to update and expand the Alan Shepard area in the rear of the museum, creating a modern look with more space for information to be presented.

Other major projects this year also included working with the team at the First Parish Meetinghouse, Derry Public Library to continue the scanning of documents and photograph to put online as part of a larger resource catalog, plus, participating at the Farmer's Market and other speaking opportunities in Town and the surrounding areas.

Respectfully submitted,

Karen Blandford-Anderson

Karen Blandford-Anderson, Chairperson

DERRY HIGHWAY SAFETY COMMITTEE REPORT

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

The committee normally meets every third Thursday of the month at 9:00 am at the Derry Municipal Center on the 3rd floor Meeting Room. All safety requests must be submitted in writing and forms are available online at <https://www.derrynh.org/highway-safety-committee>.

The Committee is comprised of citizens and department staff. The members include Derry Police Chief George Feole; Derry Fire Chief Jim Richardson; Department of Public Works, Alan Cote, Supt. of Operations; and School Department, Jane Simard. Appointees are Scott Savard, Chair, Ronald Goldthwaite, Co-Chair, Randall Chase, Walter Deyo, Lindsay Clapp, Jodi Nelson, and Jill Jamro as our Recording Clerk.

This past year, we reviewed twenty-three cases having to do with safety concerns. These issues ranged from the requests for: no turn on red during school hours, no parking, stop signs, speed limit signs, blind driveway sign, pedestrian light/flashing beacon lights at crosswalks, general safety and speeding concerns, lower speed limit, and request for fog lines. The Committee also conducted seven new site review plans of proposed building projects to ensure public safety for motorists and pedestrians entering/exiting these sites.

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

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

Respectfully submitted,

Scott Savard

Scott Savard, Chairperson
Highway Safety Committee

DERRY HOUSING AND REDEVELOPMENT AUTHORITY

- The DHRA administers 108 Section 8 Housing Choice Vouchers; the U.S. Department of Housing and Urban Development provides Administrative Fees to pay for the operation of the program.
- DHRA owns 17 Peabody Rd. and 1&3 Peabody Rd. Annex – each building has 4, one bedroom apartments that are rented to low income/elderly/disabled residents.
- DHRA currently owns 12 Peabody Rd. and until, 12/18/19, the building was leased to Vintage Grace, a 501c3 non-profit organization. Vintage Grace has gone out of business and they have relinquished the property back to the DHRA. The DHRA is currently under agreement to sell the building to Family Promise.
- DHRA's waiting list for Section 8 assistance has 160 applicants who will wait approximately 3-4 years for assistance.
- The DHRA gives waiting list preference to Derry residents, honorably discharged veterans and victims of domestic violence.
- DHRA puts approximately \$866,256 annually into local economy through Housing Assistance Payments to landlords on behalf of its clients.
- DHRA conducts Housing Quality Standards inspections on every unit leased to a Section 8 resident on an annual basis.
- The challenge for every year is the same – funding. Because of Congressional appropriations, the DHRA receives only 70-80 percent of what it is eligible for in Section 8 Administrative Fees annually which makes budgeting difficult every year.

Respectfully submitted,

Melody Ackerman

Melody Ackerman, Director
Derry Housing & Redevelopment Authority

NET ZERO TASK FORCE

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

The Task Force membership consists of the following: Vacant from the Conservation Committee/Go Green, Committee, John O’Connor from the Planning Board, David Clapp representing the Derry Cooperative School District, Andrew DaPrato from Pinkerton Academy, Mike Fowler, PE from the Derry Public Works Department, Erin Spencer as the Derry Town Council Liaison, and Jeff Moulton, PE (Chair), Chris Cox (Vice Chair), Tom Cardon (Secretary) and Mike Fodiman, PE from the public. Alternate members are vacant from the Greater Derry Londonderry Chamber of Commerce, Bob Mackey from Code Enforcement/Public Health and vacant from the public.

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

Since 2010, the Town and various committees have implemented energy conservation projects that have saved the Town & Schools over \$1,000,000/year. Most of these projects were energy conservation improvements and a single solar installation at the Transfer Station.

For 2023, the following has been achieved:

a. Solar

- i. A contract was signed in February 2022 with Encore Renewable Energy. The contract was signed for a fixed supply price of 6.9 cents/kwh for electricity for 25 years, with savings to the Town of over \$3.5M.
- ii. A US DOE grant for \$500,000 to supplement the landfill solar project is still in process. The \$500,000 from the Department of Energy will lower the supply price in the Encore contract to 6.1 cents/kwh, allowing an additional \$1M in savings for the Town.
- iii. At current electric prices, the Encore contract has the potential to save the Town \$10-12M over the life of the project vs the original estimate of \$3.5M.
- iv. Many of the permits have been received, including an interconnect agreement with Eversource. The landfill project is projected to be completed in late 2024, ahead of the Town Council’s goal of net zero by 2025.

- b. **Residential & Business Education:** Participated with NH Clean Energy organization to promote renewable energy projects across NH municipalities and give Derry a bigger voice on key legislative issues

- c. **Schools:** Worked with the schools for infrastructure upgrades to roofs to allow future additions of solar. Assisted Schools with Federal Grant application for Energy Upgrades to 4 schools (lost grant). Supported Pinkerton with planning grant for EVCS infrastructure grant.
- d. **Electric Vehicles (EVs) & Charging Infrastructure (EVCS)**
 - i. Continued participation in three PUC docket reviews for electric vehicle charging rates. Successful completion of Docket 21-170 for retail rates that exclude demand charges – unfortunately Eversource lobbied for exclusionary language for municipalities (unless towns open the charging infrastructure to the public). Continuing to lobby for municipal exclusion of demand charges.
 - ii. Continued benchmarking of DPW, Admin and Police vehicle fleet for Electric Vehicle purchases where appropriate. Identification of 20+ vehicles that can be purchased over next 2-3 years for savings to the Town of \$200-300k. Fire Department has not shown interest in EVs.
 - iii. Applied for Federal CMAQ funding that would grant the Town over \$843k in funding for EVCS infrastructure at the Municipal, DPW and Police locations.
 - iv. Two members of the Net Zero Task completed modelling the electricity usage, costs and savings for a Tesla Model Y and a Ford F-150 Lightning, to be used for the economic analysis of converting the Town’s fleet to EVs over the next 10 years. Demos for Town departments are being scheduled for this Fall.
- e. Our subcommittee for **Community Choice Aggregation** completed its study for third party supply of electricity for Derry residents and made a recommendation to the Town Council for proceeding with Standard Power as the broker. PUC approval has been received and the Town Council approved the Plan on 9/5/2023. Expected service availability to residents is early 2024.

Solar Production at the Town landfill site and a potential school solar deployment could increase the yearly savings in energy costs for the Town to over \$1.25M within the next 2-3 years, with much higher savings if electric rates continue at their high levels.

The Net Zero Task Force continues to reduce the Town’s energy consumption through energy conservation initiatives and to introduce renewable energy sources in place of carbon sources, helping to reduce the tax burden on our citizens, attract new businesses with a “green” vision, and provide a healthy environment to live in.

Respectfully submitted,

Jeff Moulton, PE

Jeff Moulton, PE
Chair Net Zero Task Force

DERRY PLANNING BOARD ANNUAL REPORT

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

During Fiscal Year 2023 (July 2022-June 2023), the Planning Board held 18 meetings, had 6 workshops, and 2 site walks. In February 2023, the Planning did a site walk in the Downtown to look at parcels in the Central Business District (CBD) and Traditional Business Overlay District (TBOD) to recommend moving some parcels from the TBOD to the CBD to encourage redevelopment opportunities in the Downtown on the side streets both north and south of East and West Broadway.

The Planning Board approved several projects including a mixed-use housing and commercial development in the new West Running Brook District which includes 104 apartments, 10 townhomes, and 14,000 square feet of new commercial space. Other highlights include The Residences at Skye, which includes 13,816 square feet of commercial space, 114 housing units, Hyla Brook Wedding Venue, Starbucks Coffee, Aspen Dental, Appolo Vineyards expansion, Denali Estates housing subdivision, Bridgeway Church expansion, Paisano's Pizza expansion, BC Industries commercial bays building, new garage and office at 35 Maple Street, Chipotle, redevelopment of the former movie cinema on Ashleigh Drive into an overhead door industrial/manufacturing business, and the new social studies building at Pinkerton Academy. A very busy year!!

The Board also amended the 55+ Adult Housing Ordinance to comply to the new state laws, approved the moving of several parcels in the Downtown from the TBOD to the CBD District, and amended the design standards in the West Running Brook District, and has begun work on a workforce housing ordinance as well as began a regulatory review of the zoning ordinance to ensure compliance with recent NH Legislative changes.

I would like to take this opportunity to thank the Planning, Code Enforcement, Public Works, Fire, Police, and IT Departments for their valued support and assistance. A sincere thank you goes to the Board members for volunteering their free time in service to the Town and to Derry CAM for keeping our meetings on track. Thanks as well go to the Town Administrator; Economic Development Director; Town Boards/Commissions, and to the Town staff for behind-the-scenes assistance.

Respectfully submitted,

John O'Connor

John O'Connor, Chair
Derry Planning Board



2022 Town of Derry Report by Southern NH Planning Commission

The Southern New Hampshire Planning Commission (SNHPC) provides a wide range of services and resources to help member communities with a variety of land use planning and transportation challenges. Each year, with the approval of appointed representatives, the Commission’s skilled staff designs and carries out programs of regional significance mandated by New Hampshire and federal laws or regulations. The Commission also works with Community staff, land use board volunteers, and governing boards on a variety of local projects.

Often, community stakeholders request assistance from SNHPC for traffic, pedestrian, and bicycle counts, grant assistance, specific studies, mapping, and facilitation services. Technical assistance is provided in a professional and timely manner as SNHPC carries out projects of common interest and benefit to all member communities; and keeps officials apprised of changes in planning and land use regulations.

In 2022, the Commission provided the Town of Derry with assistance on a number of local planning efforts including:

- Developing a US EPA Brownfield Assessment grant application which was awarded \$500K in federal funding,
- Providing staff support for the Robert Frost/Old Stagecoach Scenic Byway,
- Assisting with Bike Month events including Downtown Derry Derby Day, the regional Rail Trail Passport, and Winter Bike to Work Day,
- Conducting traffic counts and providing pedestrian counts, and
- Assisting the Town with developing and submitting a CMAQ application.

The following table details services performed for the Town of Derry during the past year and includes both hours worked specifically for the Town and for regional projects involving multiple municipalities. In the latter case, the total hours spent by SNHPC staff are divided equally by the number of communities, resulting in time allotment attributed to each community. Examples of regional projects are the development of the New Hampshire Department of Transportation (NHDOT) Ten-Year Transportation Improvement Plan and the development of the Regional Housing Needs Assessment.

Hours	Description
208	Conducted traffic counts at 43 locations in the town, including NH 28 south of Eden St which reported approximately 11,240 Annual Average Daily Traffic (AADT).
112	Provided oversight and administration for FTA 5310 transportation service. This federal funding stream is locally matched and supports CART and other community transportation projects that benefit Derry.
80	Continued to update the Regional Housing Needs Assessment in collaboration with other Regional Planning Commissions. Provided multiple outreach opportunities including surveys, virtual community conversations, and social media options. Conducted data analysis and research on various elements that impact housing. Developed a draft report scheduled to be released in early 2023. Hosted a virtual technical session on NH Housing Finance Authority's Housing Opportunity Planning Grant application.

Hours	Description
52	Performed 3 pedestrian and cyclist counts in town, including Broadway at Martin St. and on the Derry Rail Trail.
48	Provided Bike Month assistance and distributed bicycle safety information at Downtown Derry Derby Days. Coordinated a Winter Bike to Work Day event with the Grind Rail Trail Café and Derry Rail Trail Alliance.
35	Conducted feasibility analysis of potential sites for public Electric Vehicle (EV) charging infrastructure for inclusion in a regional charging plan. Viable sites for DC Fast Charging and Level 2 charging were identified by analyzing traffic volumes and various site features and amenities including availability of Phase 3 power required at potential sites along state routes.
34	Participated on Regional Transportation Coordinating Council (RCC) to better coordinate public and human service transportation options locally and regionally. Tasks included scoping and developing budgets for transit-related projects, serving as lead agency for FTA 5310 funds for combined Manchester-Derry-Salem region, and coordinating with stakeholders to finalize and implement a regional Mobility Manager position. Additionally, staff oversaw a comprehensive update of the 2016 Coordinated Public Transit-Human Services Transportation plan by updating figures, garnering RCC and RPC input, and collating into a finished document which was approved in September.
31.5	Coordinated an update of the FY 2025-2034 Ten-Year Transportation Improvement Plan which highlights transportation system improvements for the region. The process included guidance to communities, review of projects, and presentations to the TAC and MPO Policy Committees. Provided ongoing updates and revisions to maintain project funding and scheduling.
30	Developed the Southern New Hampshire Planning Commission US EPA Brownfield Assessment grant application which was awarded \$500K in federal funding. Assessment activities will prioritize sites located in the City of Manchester and the Town of Derry. Assessed sites under the SNHPC Brownfields Program will provide new opportunities for clean-up and economic development.
27	Assisted the Robert Frost/Old Stagecoach Scenic Byway Council with various activities including participating in regular meetings, preparing a Corridor Management Plan update, updating the sign location map, and collecting images for marketing and archival purposes.
26	Recommended town website updates to improve access to information on the CART – Derry Demand-Response shuttle. Working with Derry Community Access Media and MTA to produce an outreach video for the shuttle.
24.5	Provided technical assistance to Manchester Transit Authority including outreach, CART advisory committee, mapping and updating the Short Range Transit Plan.
20	Worked with Derry’s building department to obtain building permit data on new housing units and commercial developments in order to determine roadway network and travel pattern changes for input in the SNHPC regional travel demand model.
19	Developed a methodology for determining equity analysis areas within the region. Began investigating possible transportation related disparate impacts and adverse effects on Title VI/Environmental Justice classes and other vulnerable groups.
19	Reviewed the Town of Derry’s existing components for the regional Intelligent Transportation System Architecture for a required update. Verified architecture for compliance for federal funding.
18	Performed regional freight planning, facilitated freight stakeholder meeting, truck routes congestion planning and strategies and other freight research work.
13	Facilitated a “Pathways to Play” project to assess access to recreational facilities in each of the 14 communities in the SNHPC region with a goal of reducing childhood obesity. Mapped recreation facilities, conducted a region-wide survey, and continued to engage community stakeholders.
11	Reviewed Exit 4A alternatives regarding bike/pedestrian movement with NHDOT representative to better inform Derry representatives. Participated in community outreach/presentation event to

Hours	Description
	understand community concerns.
11	Participated in the efforts of the Alliance for Healthy Aging (AHA) Transportation Committee to provide Age-Friendly Community Assistance. Worked with multiple agencies and stakeholders across the state to ensure a coordinated effort to improve transportation awareness and options for older and disabled adults, immigrants, veterans, minority, low-income, and other vulnerable populations. Worked toward a statewide transportation needs assessment (ongoing). Assisted with a statewide volunteer driver recruitment initiative that culminated with a website and multi-media outreach campaign. For more information: https://nhaha.info/volunteer-driver-initiative/
7	Represented RPCs on the State Coordinating Council for Community Transportation (SCC) to better coordinate transportation options throughout New Hampshire; participated in monthly meetings, provided insight regarding volunteer driver program initiatives and transportation needs for older adults, and contributed to a statewide proposal to assess the transportation needs of older adults.
5	Completed a complete updated long-range plan for transit services available in the town, a prerequisite for eligibility for formula transit operating and capital funds. This also allows transit providers to plan and apply for competitive discretionary funds for expanded transit services for residents.
5	Hired a regional Mobility Manager, a new position working to better understand transportation needs and coordinate transportation services in the region. Work focused on assisting homebound individuals to utilize existing transportation services for medical appointments and essential errands, identifying needs and barriers to transportation, understanding needs of community transportation and human service providers, and improving coordination between different services to meet the needs of all individuals.
4.75	Began updating the region's Climate Action and Adaptation Plan (ongoing project) and assisted Planning staff with a Congestion mitigation and air quality (CMAQ) grant requirements.
4	Developed a regional Rail Trail Passport program in celebration of Bike to Work Month, in which one participant won an e-bike donated by a local bike shop. Worked with community representatives to provide outreach and education on local trails throughout the region.
3	Provided information to Town staff, the Planning Board and Commissioners. Requests included household size change over time, housing unit types, traffic count calculations, and information on Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program funding.
2	Hosted CommuteSmart NH challenge to encourage multi-modal trips (transit, carpooling, bicycle, etc.) to help residents save money, reduce wear and tear on their vehicle, help relieve congested roads, and live a healthier, less stressful lifestyle.
1	Coordinated with Rockingham Planning Commission, Strafford Regional Planning Commission, and Nashua Regional Planning Commission on a joint Safe Streets for All grant application to identify potential transportation safety improvements in the region.

Derry's Representatives to the Commission

Jeffrey Moulton
 John O'Connor
 Richard Tripp

Executive Committee Member: Jeffrey Moulton



ZONING BOARD OF ADJUSTMENT

For Fiscal Year 2022-2023, the Zoning Board of Adjustment heard the following cases:

Variances	28 cases
Special Exceptions	4 cases
Administrative Appeals	1 case
Rehearing Requests	2 cases
Lot Line Adjustments	0 cases
Equitable Waivers	0 cases

The board membership currently stands at eight (8). Membership could improve with additional alternates who could dedicate their time uninterrupted by work or family obligations.

Respectfully submitted,

Lynn Perkins

Lynn Perkins, Chair

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), 3/10/2020

DERRY CHARTER
TABLE OF CONTENTS

ARTICLE 1

INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS

- SECTION 1.1 Incorporation
- SECTION 1.2 Town Council Form of Government
- SECTION 1.3 Construction
- SECTION 1.4 Intergovernmental Relations
- SECTION 1.5 Districts

ARTICLE 2

ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS

- SECTION 2.1 Composition of Board of Election Officers
- SECTION 2.2 Moderator
- SECTION 2.3 Supervisors of the Checklist
- SECTION 2.4 Duties of the Supervisors of the Checklist
- SECTION 2.5 Conduct of Elections
- SECTION 2.6 Preparation of Ballots
- SECTION 2.7 Preservation of Ballots
- SECTION 2.8 Contested Elections
- SECTION 2.9 Certification of Election and Appointment

ARTICLE 3

PETITIONS: FREE, INITIATIVE, REFERENDUM

- SECTION 3.1 Free Petition
- SECTION 3.2 Initiative Petition
- SECTION 3.3 Referendum Petitions
- SECTION 3.4 Submission of Proposed Measure to Voters
- SECTION 3.5 Measures with Conflicting Provisions

ARTICLE 4

JUDICIAL AND ADMINISTRATIVE BOARDS

- SECTION 4.1 Elected Boards
- SECTION 4.2 Administrative Boards
- SECTION 4.3 Judicial Boards
- SECTION 4.4 Terms of Office
- SECTION 4.5 Certain Vacancies
- SECTION 4.6 Board Membership Restriction
- SECTION 4.7 Other Administrative Committees
- SECTION 4.8 Meetings with Town Council and Town Administrator

ARTICLE 5

THE GOVERNING AND LEGISLATIVE BODY

- SECTION 5.1 The Town Council
- SECTION 5.2 Term of Office
- SECTION 5.3 Qualification for Office as Town Councilor
- SECTION 5.4 Selection of Chairman and Chairman Pro Tem
- SECTION 5.5 Election of Councilors
- SECTION 5.6 Removal of Councilors
- SECTION 5.7 Filling of Town Council Vacancies
- SECTION 5.8 Compensation; Expenses
- SECTION 5.9 Rules; Meetings; Quorum
- SECTION 5.10 Council Staff
- SECTION 5.11 Town Councilors - Incompatible Offices

ARTICLE 6
ORDINANCES

- SECTION 6.1 Municipal Legislation
- SECTION 6.2 Ordinances
- SECTION 6.3 Emergency Ordinances
- SECTION 6.4 Codification of Ordinances
- SECTION 6.5 Existing Ordinances
- SECTION 6.6 Charter Objection

ARTICLE 7
GENERAL POWERS

- SECTION 7.1 General Powers of the Town Council
- SECTION 7.2 Regulation of Fees and Other Charges
- SECTION 7.3 Delegation of Powers
- SECTION 7.4 Inquiries and Investigations

ARTICLE 8
ADMINISTRATION OF GOVERNMENT

- SECTION 8.1 Town Administrator
- SECTION 8.2 Qualifications
- SECTION 8.3 Evaluation of Administrator's Performance
- SECTION 8.4 Removal of Administrator
- SECTION 8.5 Acting Town Administrator
- SECTION 8.6 Powers and Duties of Administrator
- SECTION 8.7 Non-interference by Individual Members of the Town Council
- SECTION 8.8 Appointive Officers
- SECTION 8.9 Departments; Administrative Code
- SECTION 8.10 Town Clerk

ARTICLE 9
FINANCE

- SECTION 9.1 Fiscal Year
- SECTION 9.2 Preparation of Budget
- SECTION 9.3 Submission of Budget; Budget Message
- SECTION 9.4 Action on the Budget
- SECTION 9.5 Quarterly Budget Reports
- SECTION 9.6 Appropriations After Adoption of Budget
- SECTION 9.7 Transfer of Appropriations
- SECTION 9.8 Capital Improvements Plan
- SECTION 9.9 Lapse of Appropriations; Special Revenue Funds
- SECTION 9.10 Purchasing Procedure
- SECTION 9.11 Special Assessments
- SECTION 9.12 Fiscal Control
- SECTION 9.13 Bonding Of Officials
- SECTION 9.14 Investments, Trust Funds
- SECTION 9.15 Grants, Gifts
- SECTION 9.16 Town Treasurer; Deputy Treasurer
- SECTION 9.17 Borrowing Procedure
- SECTION 9.18 Independent Audit
- SECTION 9.19 Annual Report (**new 3-12-2013**)

ARTICLE 10

GENERAL PROVISIONS

- SECTION 10.1 Availability of Town Records
- SECTION 10.2 Liability of Town Officers and Agencies
- SECTION 10.3 Prohibition
- SECTION 10.4 Severability
- SECTION 10.5 Specific Provisions Shall Prevail
- SECTION 10.6 Procedures
- SECTION 10.7 Duties of the Chairman of the Town Council
- SECTION 10.8 Definitions

ARTICLE 11

TRANSITIONAL PROVISIONS

- SECTION 11.1 Continuation of Government
- SECTION 11.2 Continuation and Compensation of Personnel; Abolition of Office of Mayor
- SECTION 11.3 Council Salaries
- SECTION 11.4 Transfer of Records and Property
- SECTION 11.5 Effective Date
- SECTION 11.6 Absorption of East Derry Fire District
(Section eliminated 3-12-2013)

DERRY CHARTER

PURPOSE

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

ARTICLE 1

INCORPORATION; TOWN COUNCIL FORM OF GOVERNMENT; POWERS

SECTION 1.1 Incorporation

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

SECTION 1.2 Town Council Form of Government

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

SECTION 1.3 Construction

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

SECTION 1.4 Intergovernmental Relations

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

SECTION 1.5 Districts

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

**ARTICLE 2
ELECTIONS; ELECTION OFFICIALS; CONDUCT OF ELECTIONS**

SECTION 2.1 Composition of Board of Election Officers

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

SECTION 2.2 Moderator

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

SECTION 2.3 Supervisors of the Checklist

(A) There shall be 3 Supervisors of the Checklist who shall hold office for 6 years (and until their successors are elected and qualified), elected on a staggered basis so that one Supervisor is elected every two years.

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

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

SECTION 2.4 Duties of the Supervisors of the Checklist

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

SECTION 2.5 Conduct of Elections

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

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

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

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

SECTION 2.6 Preparation of Ballots

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates in such order as permitted by State law, without party designation. Below the list of names of the candidates of each office, there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

SECTION 2.7 Preservation of Ballots

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

SECTION 2.8 Contested Elections

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

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

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

(D) If any 10 voters of the Town shall, before the expiration of 7 days after the date of the regular Town election or special election, apply in writing to the Town Clerk for a recount of the votes on any ballot question affecting the Town only, the Clerk shall appoint a time and place for the recount, not earlier than 5 days nor later than 10 days after receipt of the application. The recount shall be conducted in accordance with State law. Applicants shall pay to the Town Clerk, for use of the Town, the appropriate fee as established by State law.

SECTION 2.9 Certification of Election and Appointment

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

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

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

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

ARTICLE 3
PETITIONS: FREE; INITIATIVE; REFERENDUM

SECTION 3.1 Free Petition

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

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

SECTION 3.2 Initiative Petition

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

Signatures to an initiative petition need not be all in one paper. All such papers pertaining to any one measure shall be fastened together and shall be filed in the office of the Town Clerk as one instrument, with the endorsement thereon of the names and addresses of the persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

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

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

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

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

The ballot presenting an initiative measure shall state the nature of the measure in terms sufficient to communicate the substance thereof. The question shall be whether the initiative measure should be adopted.

SECTION 3.3 Referendum Petitions

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

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

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

(C) Action on Petition: When a referendum petition has been finally determined to be sufficient, the Town Council shall reconsider the protested measure or part thereof by voting whether to repeal it. If the Town Council fails to repeal the protested measure or part thereof within 30 days after the day the petition was finally declared sufficient, the Town Council shall submit the protested measure or part thereof to a vote of the Town at a special Town election to be held on a date fixed by the Town Council. Such special election shall be held not less than 30 nor more than 60 days after the Town Council's vote on repeal. However, if any other Town election is to occur within 60 days after the Town Council's vote on repeal, the Town Council may omit a special election and submit the protested measure or part thereof to a vote at such other Town election.

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

SECTION 3.4 Submission of Proposed Measure to Voters

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

SECTION 3.5 Measures with Conflicting Provisions

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

ARTICLE 4
JUDICIAL AND ADMINISTRATIVE BOARDS

SECTION 4.1 Elected Boards

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

(B) MacGregor Library Trustees: There shall be a board of 7 Trustees of the MacGregor Library who shall be elected at the regular Town election for terms of 3 years, staggered so that no more than 3 Trustees are elected at one time. Vacancies shall be filled by appointment by the Town Council for the unexpired term.

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

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

SECTION 4.2 Administrative Boards

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

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

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

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

SECTION 4.3 Judicial Boards

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

SECTION 4.4 Terms of Office

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

SECTION 4.5 Certain Vacancies

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

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

SECTION 4.6 Board Membership Restriction

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

SECTION 4.7 Other Administrative Committees

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

SECTION 4.8 Meetings with Town Council and Town Administrator

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

**ARTICLE 5
THE GOVERNING AND LEGISLATIVE BODY**

Section 5.1 The Town Council

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

Section 5.2 Terms of Office

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

Section 5.3 Qualification for Office as Town Councilor

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

SECTION 5.4 Selection of Chairman and Chairman Pro Tem

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

SECTION 5.5 Election of Councilors

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

SECTION 5.6 Removal of Councilors

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

SECTION 5.7 Filling of Town Council Vacancies

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

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

SECTION 5.8 Compensation; Expenses

The Town Council shall establish an annual salary and expense allowance for its members, subject to the following: No increase in such salary or expense allowance shall be effective unless it shall have been adopted by a two-thirds vote of all the members of the Town Council. The new salary and expense schedule shall be included in the next Town budget process, and shall take effect in the fiscal period to which that budget applies. No Councilor in office at the time the new schedule is adopted shall receive any benefit of the new schedule during the remainder of the Councilor's then-current term of office.

SECTION 5.9 Rules; Meetings; Quorum

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

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

SECTION 5.10 Council Staff

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

SECTION 5.11 Town Councilors - Incompatible Offices

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

ARTICLE 6 ORDINANCES

SECTION 6.1 Municipal Legislation

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

SECTION 6.2 Ordinances

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

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

(C) After the ordinance's first reading, it shall be published on the Town website and a notice placed in a newspaper of general circulation in the Town at least once, publicizing the time and place when and where it will be given a public hearing and be considered for final passage. The newspaper notice shall also contain a statement describing the proposal, and designating the place where the proposal is on file for public inspection.
(amended 9-11-2012)

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

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

SECTION 6.3 Emergency Ordinances

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

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

SECTION 6.4 Codification of Ordinances

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

SECTION 6.5 Existing Ordinances

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

SECTION 6.6 Charter Objection

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

(amended 9-11-2012)

ARTICLE 7 GENERAL POWERS

SECTION 7.1 General Powers of the Town Council

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

SECTION 7.2 Regulation of Fees and Other Charges

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

SECTION 7.3 Delegation of Powers

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

SECTION 7.4 Inquiries and Investigations

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

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

**ARTICLE 8
ADMINISTRATION OF GOVERNMENT**

SECTION 8.1 Town Administrator

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

SECTION 8.2 Qualifications

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

(amended 3-12-2013)

SECTION 8.3 Evaluation of Administrator's Performance

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

SECTION 8.4 Removal of Administrator

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

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

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

SECTION 8.5 Acting Town Administrator

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

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

SECTION 8.6 Powers and Duties of Administrator

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

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

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

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

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

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

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

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

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

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

SECTION 8.8 Appointive Officers

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

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

SECTION 8.9 Departments; Administrative Code

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

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

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

SECTION 8.10 Town Clerk

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

ARTICLE 9 FINANCE

SECTION 9.1 Fiscal Year

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

SECTION 9.2 Preparation of Budget

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

SECTION 9.3 Submission of Budget; Budget Message

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

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

SECTION 9.4 Action on the Budget

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

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

(C) **Override of Tax Cap:** The Town Council may vote to exceed the limit on annual increases under the tax cap provision in Section 9.4 (A) for the specific budget year under consideration upon a two-third vote of the entire Derry Town Council.
(amended 3-10-2020)

(D) **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.

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

SECTION 9.5 Quarterly Budget Reports

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

SECTION 9.6 Appropriations After Adoption of Budget

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

SECTION 9.7 Transfer of Appropriations

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

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

SECTION 9.8 Capital Improvements Plan

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

- (1) A clear summary of its contents.
- (2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.
- (3) Cost estimates, methods of financing and recommended time schedule for each improvement.
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

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

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

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

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

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

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

SECTION 9.9 Lapse of Appropriations; Special Revenue Funds

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

SECTION 9.10 Purchasing Procedure

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

(amended 3-13-2012)

SECTION 9.11 Special Assessments

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

SECTION 9.12 Fiscal Control

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

SECTION 9.13 Bonding of Officials

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

SECTION 9.14 Investments, Trust Funds

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

SECTION 9.15 Grants, Gifts

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

SECTION 9.16 Town Treasurer; Deputy Treasurer

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

(amended 9-11-2012)

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

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

(amended 3-13-2012)

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

(amended 9-11-2012)

SECTION 9.17 Borrowing Procedure

Subject to the applicable provisions of State law and the Administrative Code, the Town Council, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the Town and the issuance of bonds of the Town or other evidence of indebtedness therefor, and may pledge the full faith, credit and resources of the Town for the payment of the obligation created.

SECTION 9.18 Independent Audit

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Town Council. Such audits shall be conducted according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting, and other such procedures which may be necessary under the circumstances, by certified public accountants experienced in municipal accounting. Summaries of the results of such audits, including findings and recommendations and any management letters, shall be made public. At least once every 5 years the Town

Administrator, on behalf of the Town Council, shall issue a Request for Proposal for the provision of independent audit services. **(amended 3-12-2013)**

Section 9.19 Annual Report

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

**ARTICLE 10
GENERAL PROVISIONS**

SECTION 10.1 Availability of Town Records

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

SECTION 10.2 Liability of Town Officers and Agencies

All town officers and members of town agencies shall be deemed to be public or municipal officers or officials. The Town shall indemnify any such officer or member for expenses or damages incurred in the defense or settlement of a claim against the officer or member which arose while acting in good faith within the scope of official duties or employment, but only to the extent and subject to the limitations imposed by State law.

SECTION 10.3 Prohibition

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

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

(C) Activities Prohibited

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

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

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

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

SECTION 10.4 Severability

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

SECTION 10.5 Specific Provisions Shall Prevail

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

SECTION 10.6 Procedures

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

Special meetings of any multiple member body shall also be called within one week after the date of the filing with the Town Clerk of a petition by at least 100 voters which states the purpose or purposes for which the meeting is to be called. Meetings of all multiple member bodies shall be open and public; however, a multiple member body may meet in a non-public session as permitted by RSA 91-A.

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

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

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

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

SECTION 10.7 Duties of the Chairman of the Town Council

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

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

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

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

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

SECTION 10.8 Definitions

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

- (A) Charter: The word "charter" shall mean this Charter and any amendments to it made through any of the methods provided under RSA 49-B.
- (B) Days: The word "days" shall refer to calendar days.
- (C) Emergency: The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence or condition which necessitates immediate action.
- (D) Initiative Measure: The words "initiative measure" shall mean a measure proposed by initiative procedures under this Charter, but excluding:
1. Matters relative to the organization or operation of the Town Council;
 2. An emergency measure passed in conformity with this Charter;
 3. The Town budget;
 4. Tax anticipation notes;
 5. An appropriation for the payment of the Town debts or obligations;
 6. Any appropriation of funds necessary to implement a duly adopted collective bargaining agreement;
 7. Any proceeding, or part thereof, relating to the election, employment, appointment, suspension, transfer, demotion, removal or discharge of any Town officer or employee;
 8. Any proceeding repealing or rescinding a measure, or a part thereof, which is protested by referendum procedures.
- (E) Majority Vote: Unless otherwise expressly provided, the words "majority vote" shall mean a majority of those present and voting with a quorum of the body present.
- (F) Measure: The word "measure" refers to a specific act or proposal. The specific act or proposal may be a resolution, an ordinance, a referendum vote to be taken, or other proposed action, depending on the matter to be acted on.
- (G) Multiple Member Body: The words "multiple member body" shall mean any body consisting of two or more persons, whether elected, appointed, or otherwise constituted.
- (H) Number and Gender: The singular number may be extended and applied to several persons or things; words imparting the plural number may include the singular; words imparting the masculine gender shall include the feminine gender; and words imparting the feminine gender shall include the masculine gender.
- (I) Referendum Measure: The words "referendum measure" shall mean:
1. A measure protested by referendum procedures under this Charter, including a specific item in the Town budget, but excluding items 1 through 7 listed in the definition (E) Initiative Measures, or;
 2. Any proceeding of the Town Council providing for the submission or referral of a matter to the voters at an election.
- (J) Town: The word "Town" shall mean the "Town of Derry."
- (K) Agency: The words "Town Agency" shall mean any board, commission, committee, department, or office of the Town government.

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

**ARTICLE 11
TRANSITIONAL PROVISIONS**

SECTION 11.1 Continuation of Government

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

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

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

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

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

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

SECTION 11.3 Council Salaries

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

SECTION 11.4 Transfer of Records and Property

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

SECTION 11.5 Effective Date

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