

TOWN OF DERRY

Town Council
Derry Municipal Center
14 Manning Street



Tuesday, May 5, 2026
3rd Floor Meeting Room

MINUTES

**6:30 PM Non-Public Session – RSA 91A:3 II (c) – Motion by Councilor Webb to enter non-public session, seconded by Councilor Healey
All Agreed**

**Motion by Councilor Webb to leave the non-public session, seconded by Councilor Milz
Roll Call Vote: 7-0-0**

**Motion by Councilor Webb to seal the minutes per RSA 91A:3 II (c) indefinitely because of matters which, if discussed in public, would likely adversely affect the reputation of any person other than a member of the public body itself, seconded by Councilor Foote
Roll Call Vote: 7-0-0**

7:00 PM Call to order – Chair Spencer

Pledge of Allegiance, warning of fire exits, handicap access, & turn off all cell phones

Roll Call: Councilors Milz, Webb, Chase, Healey, Foote, Flood, Chair Spencer

Absent: None

Present: TA Michael Fowler, Town Clerk Tina Guilford

Public Forum - *30 Minutes*

**Motion by Councilor Foote to open public forum, seconded by Councilor Healey
All Agreed**

No one spoke.

**Motion by Councilor Milz to close public forum, seconded by Councilor Foote
Roll Call Vote: 7-0-0**

Consent Agenda

- | | |
|--------------|--|
| 26-43 | Approve Minutes – April 21, 2026 |
| 26-44 | Approve Minutes – April 23, 2026 |
| 26-45 | Resolution #2026-029 – Accept a NH Highway Safety Grant for various traffic enforcement activities |
| 26-46 | Property Tax Credits and Exemptions – as discussed in non-public session |

Councilor Healey moves to approve the Consent Agenda as published, including new credits and exemptions for tax year 2025 in accordance with RSA 72:28, 72:35, 72:37 and 72:39-A, seconded by Councilor Milz
Roll Call Vote: 6-0-1 {Flood}

Chair Report – Chair Spencer

Board / Committee Appointments

Southern NH Planning Commission

Chair Spencer moves to appoint Richard Malaby as a member of the Southern NH Planning Commission for 2-year term to expire June 30, 2028, seconded by Councilor Healey
Roll Call Vote: 7-0-0

The other item we unfortunately have received the resignation of our deputy town clerk, Lynne Gagnon. We are going to be voting on confirming the appointment of a new deputy town clerk. But before we do that, I would just like to say thank you to Lynne for all of her service, and for stepping in when our town clerk had to step away and always having a smile, even during some of the most stressful elections we've had. She's always smiling. I do just want to say thank you to Lynne for that and I am confident that Brianna Haller will do just as great a job as Lynne has. I will entertain a motion for Resolution 2026-030.

Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-030 which reads as follows [*Read the Resolution*], seconded by Councilor Foote
Roll Call Vote: 7-0-0

Town Administrator's Report – Town Administrator Michael Fowler

Mark Fleischer, Chief Financial Officer, presented the Third Quarter Financial Report. March is 75% through the fiscal year. FY26 General Operations are at 92% for revenues and 83% for expenses.

A couple of items for the general public. Another reminder that this Saturday, May 9th, is Household Hazardous Waste Day. That'll be held at West Running Brook School between 9:00 AM and 12PM. If there's any questions regarding accepted materials, please refer to the town's website for further information.

Secondly, just to put this out there, we'll make a number of announcements, but the Tax Collector's office and Town Clerk's Office will be changing their hours slightly, effective on July 6th, 2026. The hours will be changing to Monday through Friday, 7:00 AM to 4:00 PM. There will be an additional late hour on Wednesdays only, during which those offices will stay open until 5:00 PM. It was a discussion about what our available staffing was, primarily driven by the tax collector's office, but the thought process was that because we have a number of transactions that are done online and managing the schedules, to push that back to a 4:00 PM closure, with the exception of Wednesdays, it was prudent to continue that service in that manner. That's all I have.

Public Hearing

- 26-36** Resolution #2026-021 – Adopt Revised User Rate & Fee Schedules for Derry Water Customers – *Director of Public Works Tom Carrier presenting.*

Derry's Municipal water rates were reviewed during the budget process to ensure that they are aligned with the expenses deemed necessary to operate and maintain the Derry public water system to the standards established by the US EPA, NH DES and the Town Council. The new fee schedule is attached.

**Motion by Councilor Foote to open public hearing, seconded by Councilor Healey
All Agreed**

No one from the public spoke.

**Motion by Councilor Foote to close public hearing, seconded by Councilor Milz
All Agreed**

**Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-021 which reads as follows [*Read the Resolution*], seconded by Councilor Foote
Roll Call Vote: 7-0-0**

- 26-37** Resolution #2026-022 – Adopt Revised User Rate & Fee Schedules for Derry Wastewater Customers – *Director of Public Works Tom Carrier presenting.*

Derry's Municipal wastewater rates were reviewed during the budget process to ensure that they are aligned with the expenses deemed necessary to operate and maintain the Derry public water system to the standards established by the US EPA, NH DES and the Town Council. The new fee schedule is attached.

**Motion by Councilor Foote to open public hearing, seconded by Councilor Milz
All Agreed**

No one spoke.

**Motion by Councilor Foote to close public hearing, seconded by Councilor Healey
All Agreed**

**Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-022 which reads as follows [*Read the Resolution*], seconded by Councilor Healey
Roll Call Vote: 7-0-0
Resolution attached**

26-40 Resolution #2026-025 – Accept a Bureau of Justice Assistance Grant for Incident Management Equipment – *Police Chief George Feole presenting.*

You may recall at the last meeting the Council issued authority to sign a interlocal agreement between Rockingham County and the Town of Derry regarding a Justice Assistance Grant that we had been notified we were eligible to receive. Today, I want to present the spending plan for those funds. We are going to receive \$14,407 in total from the from the grant. There is an administrative fee that will be paid to the applicant/fiscal agent, which is the finance department at Rockingham County totaling \$1,008. The remaining funds available in the grant to spend for the town of Derry will be \$13,399. We would like to purchase a 75-inch interactive smartboard for installation in our shift commander's office right outside of dispatch. And we would like to acquire two Microsoft Surface Pro tablets for use in the field by our commanders during emergencies. To recap the costs, \$10,622 for the interactive smartboard, \$3,214 for the two Surface Pros. Total cost is \$13,836. That exceeds our federal grant by \$437. I'm not asking for any additional appropriations. I'm confident I can find \$437 in my existing appropriated budget.

**Motion by Councilor Foote to open public hearing, seconded by Councilor Milz
All Agreed**

No one from the public spoke.

**Motion by Councilor Foote to close public hearing, seconded by Councilor Healey
All Agreed**

**Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-025 which reads as follows [Read the Resolution], seconded by Councilor Healey
Roll Call Vote: 7-0-0
Resolution attached**

New Business

26-31 Resolution #2026-018 – Adopt the FY 27 Town Budget – *Town Administrator Michael Fowler presenting.*

The budget is under the tax cap as per the Town Charter.

**Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-018 which reads as follows [Read the Resolution], seconded by Councilor Foote
Roll Call Vote: 7-0-0
Resolution Attached**

26-47 Resolution #2026-027 – Adoption of the FY 27 – FY 32 Capital Improvements Plan – *Town Administrator Michael Fowler presenting.*

The CIP is a planning document for FY27-FY32.

Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-027 which reads as follows [Read the Resolution], seconded by Councilor Foote
Roll Call Vote: 7-0-0
Resolution Attached

26-27 Resolution #2026-014 – Authorize the acquisition of property at 17 South Avenue LMG Master Agreement for Abbott Court – *Town Administrator Michael Fowler presenting.*

This is related to a property transaction for a small parcel at 17 South Ave, in concert with the development that's underway for the Abbott Court development. Pursuant to RSA 41:14-A, the Town Council is required to hold two public hearings on this matter. Those were conducted on April 7th and April 21st, respectively. This is going to be a cost of \$314,994, but the proceeds to the seller will be \$270,000. This is part of supporting the overall development in that particular area. It's what we call a triangular parcel, and it's 4,376 square feet.

Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-014 which reads as follows [Read the Resolution], seconded by Councilor Healey
Roll Call Vote: 6-1-0 {Foote}

26-48 Resolution #2026-028 – Approve Funds from the Derry Village Rotary Club – *Fire Chief Greg Laro and EMS Captain Edward King presenting.*

The resolution set forth shall allow the Fire Department to accept a grant for \$2,500 to support the Community AED Program. The grant is a gift from the Derry Village Rotary Club.

Councilor Milz MOVES THAT THE TOWN COUNCIL adopt Resolution #2026-028 which reads as follows [Read the Resolution], seconded by Councilor Foote
Roll Call Vote: 6-0-1 {Spencer}

Councilor Spencer - I am going to abstain from this one. I am a member of the Derry Village Rotary. I abstained when they voted to give you the money, and I will abstain on this too but agreed it is an excellent program.

Councilor Comments –

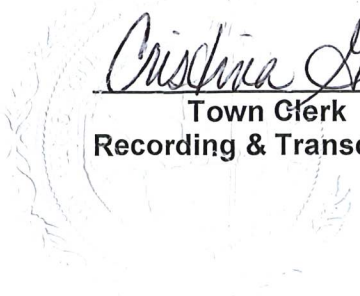
Councilor Webb - The Derry Housing and Redevelopment Authority - met last week. Currently, we have a vacancy, and they're looking for somebody to apply. A longtime member and former chairman, Ernie St. Pierre has retired. This is a wonderful group of people. They meet once a month and typically at 8AM on Wednesdays. So, if anybody wants to apply, please do.

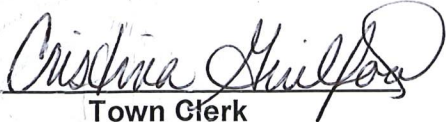
Councilor Foote - I know I said it during the budget workshops we had, but this might be a different audience. About two weeks ago at Forest Hills Cemetery, we had about 25 students from the National Honor Society of Pinkerton that came out and assisted us with cleaning up some of the veterans' headstones. They did a great job They were there for about four hours, and some of them got the itch, and they want to come back and do more on their own. So, thank you to them and, as always, we are looking for help. Thank you.

Councilor Healey - I just wanted to thank Lynne Gagnon for her nine years with the Town. I hired her back in 2017, worked with her for five years. She's always done a great job. Back in 2020 during the COVID elections, I had to quarantine for the September primary, and Lynne ran that election. She's run many elections here. She will be missed, I know by me and by Tina, but I am, again, very pleased with the incoming deputy clerk.

Motion by Councilor Milz to ADJOURN, seconded by Councilor Foote
All Agreed

Adjourn: 7:55 PM




Town Clerk

Recording & Transcription by: Cristina Guilford, Town Clerk

May 18, 2026
Date



RESOLUTION

Number 2026-030

To Approve the Appointment of the Deputy Town Clerk

WHEREAS, RSA 41:18 requires the approval of the Governing Body when the Town Clerk appoints a Deputy; and

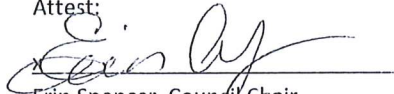
WHEREAS, the Town Clerk has selected a Derry resident who possesses all of the requisite skills to perform the duties of Deputy Town Clerk;

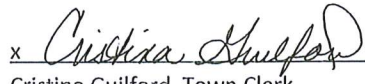
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the appointment of Brianna Haller as Deputy Town Clerk is hereby approved.

This Resolution shall take effect May 15, 2026.

Adopted: May 5, 2026.

Attest:


Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: Agenda Item – Chairman's Report 05/05/2026



RESOLUTION

Number 2026-021

To Adopt a Revised User Rate and Fee Schedule for Derry Water Customers

WHEREAS, RSA 38:17 authorizes the Town Council to enter a supply contract with another municipality for the purposes of purchasing water for customers of the Derry Water Department; and

WHEREAS, the Town has entered into a wholesale water supply contract with Manchester Water Works to provide water for its customers; and

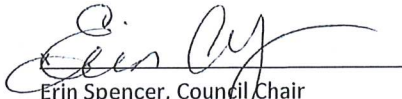
WHEREAS, the Town Council, on occasion and in accordance with RSA 38:28 shall review water user rates to remain in compliance with the Town's contract with Manchester Water Works, to fund necessary capital improvements and to ensure the equitable distribution of expenses across all water user classifications;

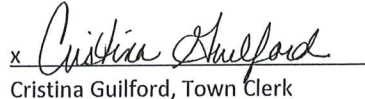
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL THAT the Town Council hereby adopts the attached revised User Rate Schedules for Derry Water Customers.

This Resolution shall take effect on all water usage billed on or after July 1, 2026.

Adopted: May 5, 2026

Attest:


Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: TC agenda item #26-36

Water User Rate Adjustments

- Usage Rate: Increase of \$0.41/100 cubic feet (ccft) from \$3.47 to **\$3.88/ccft** for in-Town customers and increase of \$0.47/ccft from 3.99/ccft to **\$4.45/ccft** for out-of-Town customers (15% above in-Town rates)
- Base Charge (3/4 meter): Increase of \$2.00/quarter/unit from \$34.00 to **\$36.00/quarter** per unit for an in-Town service and increase of \$2.00/quarter per unit from \$39.00 to **\$41.00/quarter** per unit for a ¾ inch out-of-Town service (15% above in-Town rates).

(refer to the complete water rate schedule for base charges for meter services greater than ¾ inch)

Water User Fee Adjustments

Fee		Current Charge	Proposed FY27 Charge
Meter	5/8 x ¾ inch M25	\$356.00	\$363.00
Meter	1 inch M70	\$525.00	\$576.00
Meter	1 ½ inch M120	\$876.00	\$919.00
Meter	2 inch Disc M170	\$1,203.00	\$1,218.00
Meter	>2 inch	cost + 10%	cost + 10%
Meter Horn Assembly ¾ inch		\$416.00	\$416.00
MSD Charge	5/8 x ¾ inch	\$1,302.00	\$1,341.00
MSD Charge	1 inch	\$3,737.00	\$3,849.00
MSD Charge	1 ½ inch	\$9,806.00	\$10,100.00
MSD Charge	2-inch	\$17,319.00	\$17,839.00
MSD Charge	>2-inch	\$4.39/GPD	\$4.52/GPD

Archival Ref: TC agenda item #26-36



RESOLUTION

Number 2026-022

To Adopt a Revised User Rate Schedule for Derry Wastewater Customers

WHEREAS, RSA 149-I:1 authorizes the Town Council to construct and maintain public sewer facilities for the public convenience, health or welfare; and

WHEREAS, the Town has enacted a structure of sewer fees to ensure that the system is properly funded; and

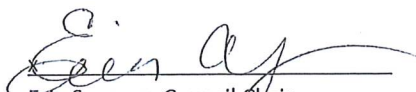
WHEREAS, the Town Council, on occasion and in accordance with RSA 149-I:8 shall review wastewater sewer rents to ensure that adequate revenues are received to fund all operating expenses and necessary capital improvements and to ensure the equitable distribution of expenses across all wastewater user classifications;

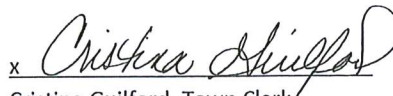
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Council hereby adopts the attached revised User Rate Schedule for Derry Wastewater Customers.

This Resolution shall take effect on all sewer usage billed on or after July 1, 2026.

Adopted: May 5, 2026

Attest:


Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: TC agenda item #26-37

SEWER USAGE RATE

- Usage Rate: Increase of \$0.20/100 cubic feet (ccft) from \$4.05 to \$4.25/ccft for in-Town customers and \$0.24/100 cubic feet from \$4.65/ccft to \$4.89/ccft for out-of-Town customers (15% above in-Town rates).
- Base Charge (3/4-meter): Increase of \$3.00/quarter/unit from \$47.00 to \$50.00/qtr. for in-Town customers and \$3.00/quarter/unit from \$54.00 to \$57.00/quarter/unit for out-of-Town customers (15% above in-Town rates).
- Unmetered Flat Rate: Increase of \$7.00/quarter/unit from \$124.00/qtr. to \$131.00/qtr. for in-town customers and \$8.00/qtr/unit from \$142.00/qtr to \$150/qtr. for out-of-town customers (15% above in-Town rates).

Archival Ref: TC agenda item #26-37



RESOLUTION

Number 2026-025

To Accept a US Bureau of Justice Assistance Grant for Incident Management
Equipment

WHEREAS, Section 9.15 of the Town Charter authorizes the Town Council to accept grant funding; and

WHEREAS, the Town Council has long recognized the need to keep up with technological advances for emergency services; and

WHEREAS, Rockingham County has received a Bureau of Justice Assistance Grant in the Federal FY25 Budget; and

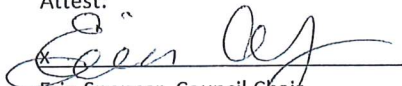
WHEREAS, the Town of Derry qualifies as a sub-recipient by signing an intermunicipal agreement;

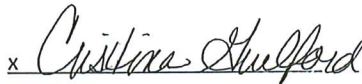
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL, pursuant to RSA 31:95-b, that the Town Administrator is hereby authorized to apply for, accept and expend up to \$14,407 from the United States Bureau of Justice Assistance for incident management equipment for the Police Department.

This Resolution shall take effect immediately upon its passage.

Adopted: May 5, 2026

Attest:


Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: Agenda #26-40



RESOLUTION

Number 2026-018

To Adopt the FY27 Budget

WHEREAS, Section 9.4 of the Town Charter vests in the Town Council the responsibility to enact the Town budget by May 31; and

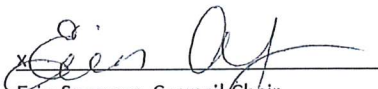
WHEREAS, the Town Council has reviewed and made revisions to the budget as proposed by the Town Administrator,

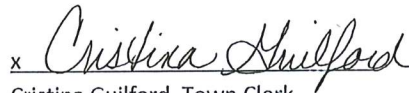
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Council hereby adopts the FY 27 Town Budget in the amount of Seventy-Seven Million Nine Hundred Fourteen Thousand One Hundred Eighty-Five Dollars (\$77,914,185) as set forth in the attached summary.

This Resolution shall take effect on July 1, 2026.

Adopted: May 5, 2026

Attest:

x 
Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: Agenda Item #26-31

FY27 Town Budget - Town Council Adopted			
Department/Function	TY26	Offsetting Revenues	Taxation
Emergency Management	48,300.00	-	48,300.00
Executive			
Administration	733,839.00	3,400.00	730,439.00
Human Services	308,681.00	13,500.00	295,181.00
IT	1,440,832.00	87,381.00	1,353,451.00
Community Development	185,872.00	-	185,872.00
Finance			
Finance	856,531.00	25,600.00	830,931.00
Assessing	513,473.00	141,414.00	372,059.00
Tax Collector	972,950.00	7,558,770.00	(6,585,820.00)
Other Municipal Obligation	7,161,915.00	10,201,248.00	(3,039,333.00)
Fire			
Prevention & Emergency Services	14,585,451.00	2,230,214.00	12,355,237.00
Libraries			
Derry Public Library	1,569,140.00	-	1,569,140.00
Taylor Library	256,159.00	7,150.00	249,009.00
Planning	343,662.00	45,250.00	298,412.00
Police			
Police	13,151,129.00	479,591.00	12,671,538.00
Animal Control	132,785.00	2,300.00	130,485.00
Public Works			
Health	159,698.00	48,950.00	110,748.00
Highway	4,332,499.00	927,955.00	3,404,544.00
Buildings & Grounds	1,129,385.00	150,335.00	979,050.00
Cemeteries	191,246.00	113,200.00	78,046.00
Code Enforcement	615,936.00	470,325.00	145,611.00
Parks	1,173,039.00	99,967.00	1,073,072.00
Recreation	797,494.00	150,772.00	646,722.00
Transfer Station	3,240,171.00	1,254,739.00	1,985,432.00
Vehicle Maintenance	740,250.00	800.00	739,450.00
Town Clerk & Elections			
Town Clerk	246,345.00	88,503.00	157,842.00
Elections	152,087.00	9,133.00	142,954.00
Capital Improvements			
Expendable Maintenance Trust	205,000.00	205,000.00	-
Capital Improvements	4,092,207.00	4,092,207.00	-
Total for Town Services	59,336,076.00	28,407,704.00	30,928,372.00
Wastewater Dept.	10,340,334.00	10,340,334.00	
Water Dept.	4,391,599.00	4,391,599.00	
Cable	535,900.00	535,900.00	
TIF Districts	3,310,276.00	3,310,276.00	-
TOTAL	\$ 77,914,185.00	\$ 46,985,813.00	\$ 30,928,372.00
Use of TIF FB does not effect the Tax Rate			-
Veterans' Credit			589,650.00
Property Tax Overlay			300,000.00
Total to be raised			31,818,022.00
Assessed Valuation		\$50M New Construction	5,710,323,534.00
Anticipated Town Tax Rate:			\$ 5.57

Archival Ref: Agenda Item #26-31



RESOLUTION

Number 2026-027

To Adopt the FY 27-32 Capital Improvements Plan

WHEREAS, Section 9.8 of the Town Charter vests in the Town Council the responsibility to adopt the Capital Improvements Plan by May 31; and

WHEREAS, the Planning Board has reviewed the Plan and proposed no revisions; and

WHEREAS, pursuant to RSA 674:5 the Plan is a budget tool to assist the Town Council in their consideration of the annual budget; and

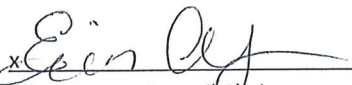
WHEREAS, the Town Council has reviewed the plan as proposed by the Town Administrator and made any amendments to the Plan;

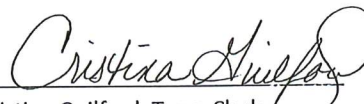
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL THAT the Town Council hereby adopts the FY 27-32 Capital Improvements Plan.

This Resolution shall take effect on July 1, 2026.

Adopted: May 5, 2026

Attest:

x 
Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: Agenda Item #26-47



RESOLUTION

Number 2026-014

To Authorize the Acquisition of Property at 17 South Avenue

WHEREAS, Section 5.1 of the Town Charter designates the Town Council as the governing and legislative body of the Town and, as such, it is empowered to purchase real property for the benefit of the Town and to appropriate funds for such purposes; and

WHEREAS, The Town Council previously authorized a Master Development Agreement with Lansing Melbourne Group (LMG) under Resolution #2024-066; and

WHEREAS, there is a need to purchase a 4,376 square foot parcel adjacent to Town property to support development in Phase I and Phase II of the Abbott Court Development; and

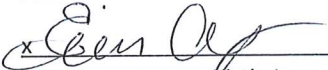
WHEREAS, sufficient funds are available with the bond proceeds for this project; and

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Administrator is hereby authorized to execute all necessary documents and take appropriate actions to purchase a 4,376 square foot parcel Map 3- Lot 12 – 17 South Avenue.

This Resolution shall take effect immediately upon its passage.

Adopted: May 5, 2026.

Attest:

x 
Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: TC agenda item #26-27



RESOLUTION

Number 2026-028

To Accept a Donation from the Derry Village Rotary Club for the AED
Loaner Program

WHEREAS, RSA 31:95-b authorizes the Town Council to accept unanticipated revenues to be used for any public purpose; and

WHEREAS, the Derry Village Rotary Club supports community projects throughout the Greater Derry area; and

WHEREAS, the Council recently endorsed an AED Loaner Program to be managed by the Fire Department; and

WHEREAS, the Derry Village Rotary would like to donate funds to purchase additional AED units.

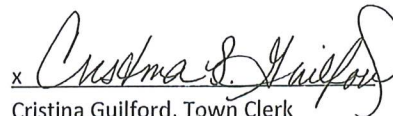
NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the Town Administrator is hereby authorized to accept a \$2,500 donation from the Derry Village Rotary Club to support the AED Loaner Program.

This Resolution shall take effect immediately upon its passage.

Adopted: May 5, 2026

Attest:

x 
Erin Spencer, Council Chair
Date: May 5, 2026

x 
Cristina Guilford, Town Clerk
Date: May 5, 2026

Archival Ref: TC Agenda Item #26-48
