

**TOWN OF DERRY****Town Council Meeting  
Derry Municipal Center**

April 12, 2008  
Saturday 8:38 a.m.

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Staff Present: Mike Fowler, Alan Cote, Bob Mackey, Tom Carrier, Eric Bodenrader, Sharon Trenholm, Paul Noe, Joan Cornetta, Beth Thompson, Larry Budreau, Kerran Vigroux, Doug Rathburn, Frank Childs, Janice Mobsby and Mark Fleischer  
Town Administrator Stenhouse and Town Clerk Denise Neale-recording

Roll Call: Chairman Metts, Councilors Benson, Chirichiello, Carney, and Wetherbee, Councilor Coyle and Fairbanks

Notice of Fire Exits & Handicap Access, turn off cell phones and pagers

**BUDGET REVIEW**

Councilor Fairbanks was asked by Mr. Lee a former Town Councilor why the budget has increased by \$.21 since the budget is level funded.  
Frank Childs replied, expense can go down but if revenue also goes down it's the net impact of revenues and expenditures. Also, the personnel costs were not level funded.

**Administration**

Town Administrator Stenhouse gave a brief overview of revenues and that they remain the same.  
Expenditure side major increase on Line item #200 cost of projected settlements for two Police Unions and Public Works and Patrol Officers Union-not settled.

Councilor Carney raised the question of charges on amusement licensing. Councilor Carney requested to flag this revenue item, Seconded by Councilor Chirichiello. Vote: 6-1-0 (Coyle)

Council and CFO discussed breakdown of employee settlements in departmental budgets due to contract benefits.

Councilor Coyle questioned line Item #390 and the expenditures from last year on this line.  
Discussion and explanation continued for some time.

**Moved by - Councilor Coyle to reduce line item 390 by \$5,000, seconded by Councilor Fairbanks  
Vote: 7-0-0**

**Councilor Carney moved the Administration bottom line of \$775,572, subject to the flagged revenue item, seconded by Councilor Chirichiello. Vote: 7-0-0**

**Business Development**

Beth Thompson gave an overview of her first time budget for this new department.

*Error in projected actual column for other professional services should be \$39,000 total operation maintenance expense of \$42,750 and total projected expense of \$91,129.*

Councilor Coyle questioned 4 trainings for NEDA and what the organization does.  
Beth gave an explanation of the NEDA and trainings, including that she is the President-Elect of that organization.

Councilor Fairbanks asked Beth to give an overview of how she wishes to accomplish marketing for Derry. Beth gave a synopsis of how she feels it would be best to advertise Derry.  
Councilor Chirichiello asked Beth if she had enough money for this purpose.  
Beth felt as the department is so new she doesn't want to ask for more at this time.

Councilor Carney doesn't feel that line item #610 of \$3,000 is enough for a promotion campaign for printing.

Beth feels that more people look at a community through the web.

**Moved by - Councilor Chirichiello, to increase line item 610, by \$5,000 seconded by Councilor Benson. Vote: 1-6-0 (Coyle, Benson, Wetherbee, Fairbanks, Carney, Metts)**

**Councilor Coyle moved the Business Development bottom line of \$131,067, seconded by, Councilor Benson Vote: 7-0-0**

### **Public Health**

Kerran Vigroux gave a brief overview of the Health Department, which is now completing its first year with Derry funding. The department deals with food, restaurants, food service establishment complaints, or residential complaints and mosquito control. 50% of this year's budget covers mosquito control, increase in Directors salary and an increase in the Director's assistant's hours.

Councilor Chirichiello asked about revenue income for FY07, why there is such a difference. Frank Childs explained that was due to grants that were used in FY07. The grant funds are held in a special revenue account. Larry Budreau explained that in FY07 all the regional grant funding was shown in revenue. In FY08, it was taken out because those were not really funds coming to Derry. In FY08 & FY09, we are reflecting the actual revenue to the Town Derry for restaurants, other food establishment fees and the State grant reimbursement for mosquito control.

Kerran explained the reason it was separated it out was that we wanted to make it clear what the Town was paying for was Town specific activities. The Town pays two days per week for Health Director's position.

Many questions were asked pertaining to this department and the difference of the Regional Director position vs. the Derry Health Director position. Council was looking for clarification. There was much discussion.

Larry Budreau explained the increase in the permanent salary line as Assistant hours are increasing from 8 to 16 per week. The other increase is for the Director's salary after doing some competitive analysis.

Councilor Carney requested to look at the financial history and other budget items activities from both Regional and Derry revenues and expenses.

**Moved by - Councilor Carney to Table Public Health Department, Seconded by Councilor Coyle. Vote: 7-0-0**

Council requested a 10 minute recess.

### **Information Technology/GIS**

Doug Rathburn stated that this area consists of two people, including secondary support to Fire and Police Department. The budget includes consolidating two servers, and installing a fiber optic cable between the DMC and Fire and PD departments to create a fiber optic loop between Fire, PD and DMC.

Councilor Chirichiello question revenue line #039510

**Moved by - Councilor Carney to increase to line item #390 by \$5000 for the purpose of graphical redesign of the Municipal website, seconded by Councilor Coyle. Vote: 5-2-0 (Coyle, Metts)**

Doug explained that he would like to see the Municipal Website be a linked from a Town Website. We need to look at a global website for the Town of Derry. Everyone agrees that other entities need to pitch in to support this website.

Councilor Coyle's personal business has been solicited for a website.

Gary explained that his predecessor has signed a contract with CGI for three years for banners and a Town video.

**Councilor Coyle moved the Information Technology bottom line of \$470,721, seconded by Councilor Chirichiello. Vote: 5-2-0 (Coyle, Metts)**

Doug Rathburn spoke on going Green with our servers by combining the servers.

Chairman Metts discussed consolidation of the IT departments in the future.

### **Public Works**

Mike Fowler gave an explanation of the PW tasks for the entire department and an overview of the PW budget which is down over FY 06, 07, and 08.

Mike highlighted a major purchase of an Excavator and trading out a vehicle in the Water department.

### **Highway (Mike Fowler and Alan Cote)**

Councilor Chirichiello questioned sand purchase for the school department.

Alan Cote explained that we can get it for them cheaper. It's a savings for the Taxpayer.

Councilor Chirichiello asked about Parkland and Pinkerton salt purchases.

Mike Fowler explained that they do not have a storage area and they pay the same way as the School Department for a cheaper rate.

Mike Fowler suggested speaking with the Town Administrator before next year's contracts for Parkland.

Councilor Benson suggested the Town talk to Southern NH University on Wind turbine for Electricity.

Alan Cote gave an overview of our roadway program and where we stand today. We are slowly losing our PCI.

Councilor Chirichiello suggested there be a meeting in the future with PW-Highway regarding the roads.

**Moved by - Councilor Coyle to increase line item #430 by \$50,000 for Roadway Maintenance program for a total of \$1,523,080, seconded by Chirichiello. Vote: 7-0-0**

Councilor Fairbanks asked about testing the brook for salt.

Alan Cote gave a detailed explanation of the new salt shed and surrounding waters.

**Councilor Coyle moved the PW Highway bottom line of \$3,989,765, seconded by Councilor Chirichiello Vote: 6-1-0 (Carney)**

**Councilor Chirichiello moved to place Water and Wastewater budget reviews prior to Building and Grounds, seconded by Councilor Coyle. Vote: 7-0-0**

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### **Wastewater (Tom Carrier)**

Tom Carrier gave an update of Wastewater and Water. He is proposing the use of fund balance in both divisions to offset revenue shortfalls in both divisions. Both divisions are looking for a rate increase. Less than a 1% increase in the Water division and an increase of 5% Wastewater division.

**Councilor Coyle moved the Wastewater bottom line of \$2,292,426 and Water bottom line \$2,462,671 seconded by Councilor Chirichiello. Vote: 7-0-0**

Councilor Chirichiello suggested a workshop with Water and Wastewater to reflect the importance of what is going on. It's been two to three years that these funds were down.

Councilor Benson questioned the increase in the OT budget.

Chairman Metts questioned increase in Insurance.

### **Building & Grounds (Mike Fowler and Alan Cote)**

Mike Fowler explained management of all the Town facilities excluding Fire is done by Buildings & Grounds. There is nothing in this budget for repair of Veteran's Hall. There is a vehicle F350 purchase

being made from the Water Department and handing down an F150 to the Health Department.

Councilor discussed the transfer of these vehicles.

Councilor Chirichiello moved to flag Line item #990, seconded by Councilor Fairbanks. Also flagged is the revenue in relation to the trucks.

Councilor Coyle questioned the additional employee.

Alan Cote explained that it was a part-time employee and would insure that the Building Specialist is actually doing what he should do, work on Electrical and Mechanical duties. Not being a custodian. Councilor Coyle's concern was that Council had decided on no new employees even though this is a part-time position.

Councilor Chirichiello agreed.

**Moved by - Councilor Chirichiello to reduce line item #110 Personnel by \$16,759, seconded by Councilor Fairbanks. Vote: 4-3-0 (Coyle, Benson, Metts)**

There was short discussion on Bio-diesel fuel.

Councilor Coyle asked about the \$50,000 in Line item #720.

Alan Cote replied it is an upgrade to the energy management system in the DMC. The DOS system is no longer supported.

Council and Mike Fowler discussed Veteran's Hall building issues.

**Moved by - Councilor Chirichiello to flag line item #720, seconded by Councilor Coyle. Vote: 7-0-0**

**Councilor Carney moved the PW Buildings & Grounds bottom line of \$690,799 subject to the flagged items, seconded by Councilor Fairbanks. Vote: 6-1-0 (Coyle)**

**Cemetery (Mike Fowler and Alan Cote)**

**Councilor Coyle moved the PW- Cemetery bottom line of \$192,595 seconded by Councilor Carney. Vote: 7-0-0**

Mike Fowler gave a quick overview of the Cemetery Department.

Lunch Break 12:30 – 1:05 p.m.

**Code Enforcement (Mike Fowler and Bob Mackey)**

- Mike Fowler gave the overview of this division; it has 2 inspectors 2 clerical. Expenditures all but 18% is personnel

- **Councilor Carney moved the PW-Code Enforcement bottom line of \$416,601 seconded by Councilor Coyle. Vote: 7-0-0**

**Recreation (Mike Fowler and Eric Bodenrader)**

Mike Fowler gave a review of the increase of programs available for all age groups.

Councilor Fairbanks wanted to be sure everyone is paying the same rental fees. Mike Fowler stated it has been rectified.

Councilor Chirichiello asked how many out of town people were in our programs. Eric Bodenrader stated there were very few.

Councilor Benson asked about the Temporary positions increase.

Eric Bodenrader explained that there is revenue to meet these increases through the programs.

Council discussed positions and overtime and how it is applied.

Eric Bodenrader explained these were pooled overtime between Recreation and Parks for different

events. There will be a swap in office personnel and program personnel in the future.

**Moved by - Councilor Coyle to reduce line item #120 by \$5,000 total of \$192,000, seconded by Councilor Chirichiello, Vote: 5-2-0 (Wetherbee, Benson)**

Council questioned the amount of memberships for Sam's Club.

Eric Bodenrader and Chairman Metts explained how the membership works to make purchase for the Concession stands.

**Councilor Carney moved the PW-Recreation bottom line of \$577,870, seconded by Councilor Wetherbee. Vote: 6-0-1 (Fairbanks)**

**Parks (Mike Fowler & Eric Bodenrader)**

Mike Fowler, Parks department is comprised of 5 full-time employees plus seasonal staff. One of the items that need to be brought to the forefront on the revenue side is the issue of the Alexander Carr Trust and the McGregor Trust in terms of the declining interest revenue. This year that revenue will be down about \$130,000. They are restricted to use only the interest proceeds of these funds. Expenditure- there is a number of minor Capital items that we are seeking. Tie in a water connection in Rider Field, a Z-track mower, perimeter fence in Rider and a guardrail at Hood Park, an Irrigation system in Hood Park, Don Ball Park a Pavilion and playground upgrade, section of Bike Path and seeking money towards building a restroom facility at Hood Park in another fiscal year and extending the diamond at WRB.

Councilor Chirichiello questioned the McGregor Trust and the lack of money shown on this line.

Frank Childs explained that they are not using any money from this trust to fund the Parks department, however they are in Recreation.

Councilor Carney and Councilor Chirichiello questioned the temporary employee line being over \$5000. Eric Bodenrader gave an overview how these employees are used. Each year they get a nominal raise of \$.50 - \$.55. There are 16-18 seasonal employees.

Councilor Chirichiello asked about the water increase.

Eric Bodenrader gave a list of the new fields that will use irrigation.

Councilor Coyle questioned the partial funding for WRB field.

Eric Bodenrader gave an explanation of the how the field needs to be expanded with no formal discussion from the school district.

**Moved by - Councilor Coyle flagged line item #960, for \$50,000, seconded by Councilor Fairbanks. Vote: 7-0-0**

Councilor Fairbanks discussed the school district putting in money towards this field. The Town bears the cost of the fields and labor. Just as the school district charge the Town for use of their facilities.

Chairman Metts stated that the Town Administrator should have a talk with the School Superintendant and he will discuss it with the school board as he is the liaison.

Council Chirichiello stated he would like to have a workshop with the School district.

Frank Childs clarified that this is just to put money aside for this project.

There was discussion on raising the rates for the use of Veterans Hall. This will be discussed at a later date.

**Councilor Carney moved the PW-Parks bottom line of \$1,037,046 subject to the flagged line item #960, seconded by Councilor Benson. Vote: 7-0-0**

**Transfer Station (Mike Fowler and Joan Cornetta)**

Mike Fowler brief synopses there are 6 full time employees and 1 part time employee. The division budget has dropped significantly since FY06. We have made a lot of positive curbing of expenses.

Commodity prices that they are receiving for metal, newspapers, cardboards those revenues have been increasing.

**Moved by - Councilor Coyle to increase the revenue line by \$15,000 to \$463,881, seconded by Councilor Benson. Motion withdrawn**

**Moved by - Councilor Benson to increase the revenue line by \$30,000 designating \$20,000 to scrap metals and \$10,000 to Newspaper, seconded by Councilor Fairbanks. Vote: 7-0-0**

**Councilor Coyle moved the PW-Transfer Station bottom line of \$1,576,744, seconded by Councilor Carney. Vote: 7-0-0**

Notes: April 19<sup>th</sup> Derry Clean-up Day, May 14<sup>th</sup> Summer Hrs for Transfer Station begin,  
May 31<sup>st</sup> Hazardous Waste Day

**Vehicle Maintenance (Mike Fowler and Paul Noe)**

Mike Fowler there is 3 full time employees and there is no revenue for this division. There is an increase on parts for this division. There is a small Capital item in line #720; it represents \$18,000 expenditure for the building to put in a back up heating system. The waste oil heater they presently have does not have a large storage tank and it is becoming more difficult to obtain waste oil and store it.

**Councilor Carney moved the PW-Vehicle Maintenance bottom line of \$444,745, seconded by Councilor Coyle. Vote: 7-0-0**

Councilor Chirichiello questioned overtime. Mike Fowler stated they are used for snowplowing and maintenance during these times.

Adjourned at 2:25 p.m.  
Recording Clerk Denise Neale