

**TOWN COUNCIL
AGENDA
November 6, 2006**

The Town Council meeting will be held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry. **Scheduled agenda times are advisory only.** Regular meetings are cablecast live and videotaped for the convenience of our viewers at home.

- 7:00 PM I. NON-PUBLIC SESSION -
- 7:30 PM II. CALL TO ORDER – PUBLIC SESSION
- Pledge of Allegiance led by Eagle Scout Matthew McLaughlin
- 7:31 PM III. PUBLIC COMMENT
- A. Joseph Maynard; Appeal from Driveway Regulations – 27 Elwood Road, Map/Lot 2-4-39.
- B. Bob Napolitano (9:00 PM)
- 8:00 PM IV. OLD BUSINESS
- A. FY08 Budget Review
- Gen Gov't:** - Conservation Commission
- Cemeteries, HDC/Morrison House
- ZBA
- Super. Checklist
- Planning/Econ. Development
- Capital Improvements Plan (CIP)**
- B. Implementation Options – Ordinance 2006-10 – Relative to an Amendment to the Municipal Code Relating to the Sewer Rental Charges
- 10:00 PM V. NEW BUSINESS
- A. Ordinance #2006-11 – Relative to the Prohibition of Hunting on Town Property.
- B. Resolution #2006-27 – Relative to the Creation of a Housing Taskforce
- C. Ordinance #2006-12 – Relative to the Prohibition of Smoking on Town Property
- D. Order #2006-16 – Relative to the Withdrawal from the Expendable Maintenance Trust Fund

10:30 PM

VI. APPROVAL OF MINUTES

- A. Public Meeting Minutes of 10/16/06, 10/23/06, 10/26 and 10/30/06.

10:35 PM

VII. OTHER BUSINESS

- A. Liaison Reports
- B. Town Manager's Report
- C. Board/Committee
Appointments/Reappointments/Resignations
 1. Resignation of Brain Cashman from Manchester/Boston Regional Airport Authority, term to expire 3/1/09.
 2. Appointment of Matthew Tannler to the Traffic Safety Committee, Ad Hoc position.

10:45 PM

VIII. ADJOURNMENT

MEETING SCHEDULE:

- A. Town Council, November 9, 2006 @ 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- B. Town Council, November 20, 2006 @ 7:00 PM, Moose Hill Council Chambers – Meeting and Budget Discussion
- C. Town Council, December 4, 2006 @ 7:00 PM, Moose Hill Council Chambers – Meeting and Follow-Up Budget Workshop
- D. Town Council, December 18, 2006 @ 7:00 PM, Moose Hill Council Chambers – Meeting and Follow-Up Budget Workshop

Introduced: 11/06/06
Second Read/Pub Hrg: 11/20/06
Adopted: x/xx/xx

ORDINANCE 2006-11
*AN AMENDMENT TO THE MUNICIPAL CODE
RELATING TO THE PROHIBITION OF
HUNTING ON TOWN PROPERTY*

WHEREAS there is a need to provide for the health and safety of town residents; and

WHEREAS there is a need to regulate the discharging of firearms and other weapons on town property; and

WHEREAS the Londonderry Town Council seeks to address these concerns by enacting an Ordinance prohibiting hunting on town property;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title I – General Code, Chapter XXVI – Prohibited Activities on Town Properties is hereby enacted.

Brian Farmer
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Marguerite Seymour - Town Clerk
xx/xx/xx

Town Seal

Chapter XXVI – PROHIBITED ACTIVITIES ON TOWN PROPERTIES

SECTION I PROVISION

- A. *In addition to activities which are prohibited by other local, state or federal rules, regulations, laws, statutes or ordinance, no person shall engage in the following activities on municipally-owned property within the Town of Londonderry.***

SECTION II PROHIBITED ACTIVITIES

- A. Smoking, meaning having in one's possession a lighted cigarette, cigar, or pipe, or any device designed to produce the effect of smoking, shall not be permitted on municipally-owned property. These regulations shall be in addition to the regulations promulgated by the Indoor Smoking Act (RSA 155:64-77).**
- B. *It shall be unlawful for a person to discharge a firearm or to shoot with a bow and arrow or crossbow and bolt on municipally-owned property within the Town of Londonderry. These regulations shall be in addition to the regulations promulgated by the State of New Hampshire (RSA 207:3-a; 208:3; 644:13).***

SECTION III PENALTIES

- A. *Any person who violates any of the provisions of this title shall be guilty of a misdemeanor; and shall be subject to a penalty of \$275 for the first offense and \$550 for subsequent offenses.***

RESOLUTION 2006-27

Relative to the
CREATION OF A HOUSING TASKFORCE

First Reading: 10/06/06
Second Reading: Waived
Adopted: 10/06/06

WHEREAS the Londonderry Planning Board adopted the revised Master Plan in 2004; and

WHEREAS as a result of extensive community input, the Master Plan contained a number of recommendations to further study critical issues facing the town; and

WHEREAS one of the significant issues facing the community as identified in the Master Plan is the need for a balanced housing mix in Londonderry;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that there is established a Londonderry Housing Taskforce, which shall function in accordance with the "Committee Charge" as attached.

Brian Farmer, Chairman
Town Council

Marguerite Seymour - Town Clerk/Tax Collector

(TOWN SEAL)

A TRUE COPY ATTEST:

xx/xx/xx

**LONDONDERRY HOUSING TASKFORCE
“COMMITTEE CHARGE”**

PURPOSE:

The Londonderry Housing Taskforce (“Task Force”) shall exist to study the issue of housing affordability and diversity. The taskforce, based on its findings, will define housing affordability and develop strategies to address the issues as it relates to Londonderry’s age demographics, residential growth and economic development.

REPRESENTATION:

The “Task Force” shall consist of **nine (9)** voting members as follows:

- One (1) appointed representative from the Londonderry Conservation Commission
- One (1) appointed representative from the Elder Affairs Committee
- One (1) appointed representative from the Town Council
- One (1) appointed representative from the Budget Committee
- One (1) appointed representative from the School Board
- One (1) appointed representative from the Planning Board
- One (1) appointed representative from the Londonderry Housing and Redevelopment Authority (LHRA)
- One (2) appointed At Large representatives

The Town Manager and the Director of Planning & Economic Development shall provide administrative and technical support to the “Task Force.”

ORGANIZATION:

Each respective committee or board shall notify the Town Manager of its appointees in writing on or before Dec. 1, 2006

The “Task Force” shall determine its own rules or order of business, unless otherwise provided by law or Town Charter.

The Town Council shall appoint a Chairperson, Vice Chairperson and secretary

DUTIES / RESPONSIBILITIES:

1. Hold meeting and keep minutes of any such meeting, in accordance with RSA Chapter 91-A.
2. Prepare a written report with findings and recommendations to the Town Council no later than September 30, 2007.
3. Act as liaison to the Town Council and other Town Boards and committees on issues relating to the project.
4. Maintain a permanent project file that at a minimum, includes:
 - A. Committee minutes;

- B. Project plans, contracts and payment requests;
- C. Project correspondence;
- D. Other material as deemed necessary.

5. Provide periodic report to the Town Council and media.

Introduced: 11/06/06
Second Read/Pub Hrg: 11/20/06
Adopted: x/xx/xx

ORDINANCE 2006-12
*AN AMENDMENT TO THE MUNICIPAL CODE
RELATING TO THE PROHIBITION OF
SMOKING ON TOWN PROPERTY*

WHEREAS there is a need to provide for the health and safety of town residents; and

WHEREAS there is a need to regulate the use of tobacco and similar products on town property; and

WHEREAS the Londonderry Town Council seeks to address these concerns by enacting an Ordinance prohibiting smoking on town property;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title I – General Code, Chapter XXVI – Prohibited Activities on Town Properties is hereby enacted.

Brian Farmer
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Marguerite Seymour - Town Clerk
xx/xx/xx

Town Seal

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ORDER 2006-16

AN ORDER RELATIVE TO THE EXPENDITURE OF MAINTENANCE TRUST FUNDS

First Reading: 11/06/06

Second Reading: N/A

Adopted: 11/06/06

WHEREAS voters at recent Town Meetings approved funding for the maintenance of public building and grounds in the town; and

WHEREAS necessary improvements include funding various improvements at the Mayflower Grange; and

WHEREAS the Londonderry Senior Citizens, Inc. has provided a majority of the funding for the purchase of a commercial refrigerator/freezer at the Senior Center;

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$1,800.00 from the Expendable Maintenance Trust Fund for Buildings and Grounds to partner with Londonderry Senior Citizens, Inc., to complete the purchase of a commercial refrigerator/freezer.

Brian Farmer - Chairman
Town Council

Meg Seymour

Town Clerk

(TOWN
SEAL)

A TRUE COPY ATTEST:
11/06/06

TOWN COUNCIL/BUDGET MEETING WORKSHOP
October 30, 2006

The Council Meeting/Budget Meeting Workshop of October 30, 2006 was called to order at 7:08 PM in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

PRESENT: TOWN COUNCIL; Chairman, Brian Farmer; Vice Chairman Joe Paradis; Councilors Mark Oswald, Tom Dolan, Marty Bove; Town Manager David Caron; Assist. Town Manager/Finance Director Sue Hickey; and Margo Lapietro, Executive Assistant.
BUDGET COMMITTEE: V. Chairwomen, Adriana Komst, Secretary, Sean O'Keefe, Mike Brown, Tom Freda (8:35PM), Frank Hegarty. **Absent:** Michael Toth and John Silvestro.

CALL TO ORDER

Chairman Farmer opened the meeting at 7:08 P.M. with the Pledge of Allegiance. This was followed by a moment of silence for the men and women in the service and for those who have given their lives for this country.

NEW BUSINESS

FY 08 Municipal Budget - Community Services

Cable – Dottie Grover reviewed salaries, benefits for three full-timers, operating expenses, equipment and special revenue funds, budget is \$293,001. Increases due to part-timers (GAMOS, camera operators), electricity, and water. Decreases in custodial service, heat, printing, general supplies, maintenance, books and equipment. Emphasis is to upgrade to digital and HD formats; recycle old equipment, plus adding to props and creating more storage for props, replacement of two studio cameras. The increased use of the facilities by the high school students might require the future addition of a control room and a classroom. She reviewed the 16 locations that can support live cablecasts and the Town's 4 locations. She reviewed the zero-based budget format requested by Town Council which came in at \$293,451. Councilor Dolan congratulated D. Grover on reducing her budget this year. Chairman Farmer thanked her for her work. Chairman Bove reviewed the accomplishments D. Grover has done the past year.

Recreation – Art Psaledas, Rec. Director and Bill Manning, Rec. Chairman. A. Psaledas said major change is grass cutting, grass cutting company used to do it, not happy with the way it was done; now school is doing it. Also asked for a small tractor to use to handle maintenance services. Councilor Dolan asked Town Manager Caron if there is any fund we could tap into like impact fees? Town Manager Caron responded impact fees not a source. Councilor Bove told A. Psaledas there was no maintenance or fuel costs in budget. Councilor Bove asked where mowing would be, A. Psaledas named 7 fields. M. Brown asked whether they were purchasing new or used, suggested he look

for a deal. Councilor Oswald directed S. Hickey to make sure there was a line item for fuel and maintenance. Councilor Oswald asked if the front loader at drop-off center was there every day J. Czyzowski said it was brought in every Sat. Chairman Farmer stated our Recreation Dept. is doing what other towns wish they could.

Social Service – Susan Hickey said budget increase is \$1,846 or .78%. She listed all the social service agencies which applied and received funding. Total amount to social service agencies is \$81K, total increase of \$4,600. CART is included in this list. Reviewed 393 applications, granted 173 applications, denied 60 applications, provided referrals to outside agencies for 160. Increases due to contractual and federal mandated fringe benefits for employee in that department. All remaining lines level funded. Councilor Oswald questioned what the reason was for denials, S. Hickey explained if income is greater than expenses, they are eliminated. He asked about the trend, S. Hickey said relatively level, goes up and down depending on economy. Kathy Wagner and Sara Landry talked about Warm Homes. K. Wagner spoke about the increases to elderly due to new assessments. Chairman Bove said there are agencies that help people; it is up to the people to take advantage of those agencies. Councilor Dolan suggested going to a two year budget process next year. Town Manager Caron indicated it might require a Charter adjustment. Chairman Farmer suggested moving town meeting to May. Councilor Oswald stated “Warm Homes” is one area to keep focused on for next years budget. Kathy W. asked if the \$10K could be put in a Town budget in the event that volunteers are not available to continue the program. M. Brown explained that when the Budget Com. reviewed the social service agencies they gravitated toward Londonderry-based charitable organizations.

Family Mediation – Joanne McKay, Director. Level funded only difference is phone, switched to Town line. Councilor Dolan complimented on her great work, budget lower this year. Councilor Oswald told her if she would like to enhance something, let Town Manager Caron know. J. McKay said she just finished a training seminar, have 5 new volunteers.

Senior Affairs - Sarah Landry thanked the volunteers. The budget is level funded. Talked about the staffing. At some future date they will need a part-time receptionist. Talked about the changes, educational experiences, activities, workshops and programs offered. Spoke about “The Joy of Writing Class” whereby seniors got their writings published. Councilor Bove suggested other temporary job agencies she could contact for the receptionist position. Chairman Farmer asked Town Manager Caron to use maintenance trust fund to make up difference on cost of replacement of refrigerator/freezer after fund raisers. S. O’Brien asked about using the school facilities for her large events. S. Landry said she would explore that idea.

Library - Barbara, Ostertag-Holtkamp, Library Director and Richard Matchie, Chairman of Trustees of Leach Library presented. Barbara H. reviewed the accomplishment of the past year. Councilor Dolan stated the fiscal year for the Town is from 7/1 – June 30. He asked B. Holtkamp if the Library adhered to that schedule, she responded her fiscal year

was the same as the Town's. Councilor Dolan stated the annual report from the library is due at the conclusion of the fiscal year according to RSA 202A:12 He asked Town Manager Caron why it was not included in the Budget Book. Town Manager Caron responded they have included everything in the Budget Book that they received from the departments. Chairman Dolan stated there was no annual submission to Town, asked if submitted to state. B. Holtkamp responded two years ago they went electronic, don't submit fiscal year annual report to state library until sometime in January, usually due about March. Councilor Dolan stated the written report due to the Town per the RSA at the conclusion of the fiscal year and the director stated that is 6/30. We are four months past that, missing that written report. He is not sure how the Budget Committee and Council can adequately consider the budget with all the information required missing such as receipts, expenditures and so forth. B. Holtkamp responded that that report can't be completed until they receive final information from Town's auditor. Has a copy of the report and gave it to Council. Councilor Dolan stated he would prefer to have the report at the end of the fiscal year like the state law requires so they can have time to consider it. B. Holtkamp stated she got the report on 10/20/06 got report from auditor from Town and that is when she was able to complete the report. S. Hickey responded each department head is able to print their report at the end of June, our auditors came in this year on 7/31/06 conducted their audit through 10/10/06, had delays due to FEMA with Public Works Dept. No adjustments made to Library budget. Report that was done in July had not changes to that report, B. Holtkamp had a conversation with the auditors and talked about any differences that would be done, auditors felt confident with what was stated, and therefore no adjustments were done. B. Holtkamp stated she has a copy of an e-mail sent to Sue in Finance Dept. on 7/18 asked for report, was told final report not ready until after the audit, audit will be here on 7/31. Copy will be sent when all expenses are cleared for your department. Asked again for it on 10/20/06. Chairman Dolan stated that much of the items required by the RSA like listing all the properties in the care of the Trustees, listing of all of the books they have, books added, books withdrawn from the collection, the number of borrowers and readers, any gifts given to the Library, any bequests, statement about libraries contribution to education of general population in the Town, none of those items have anything to do with the expenditures of the budget. This untimeliness in bringing report tonight does not allow for us to have time to consider the budget tonight. Get report tonight, let Budget consider it and review until Saturday. Marty, asked B. Holtkamp how many times has this report been given at a budget meeting. She responded Town has never asked for this report. Reviewed and approved 5 years of budgets without the report. Councilors Bove and Paradis stated it would not have any impact tonight. Adriana Komst agreed. last year she was not aware report required, able to make decision based on what was reported. Councilor Oswald asked Town Manager Caron that we recently had a continuance on sewer rates, asked if the continuance required a motion or vote. Town Manager Caron it was an agenda item. Chairman Farmer said this is a workshop does not require a motion or vote. Councilor Oswald said points well made, wants definite date for report required by RSA. Chairman Farmer said based on what he heard from S. Hickey tonight, possible for Library Director to compile this report much earlier, give us some time to review it. Report is valuable for creating the matrix that we can look at to judge the performance of the library, we have that information from Town Depts. Part of the budget process, in future should have

report sooner. Councilor Dolan said he is asking for what is minimally required by state law. The Library has not complied with state law for the past 4 months of this fiscal year. We are compromising the entire process. This report is intended to provide the Town with the complete information it needs to conduct its business. B. Holtkamp at that point in the meeting passed out copies of the report to the Councilors and Budget Committee. B. Holtkamp stated that she has never been asked for this report in prior years, every report has been completed, has not done anything to violate RSA's. Her concern is that Councilor Dolan can not make a decision on the budget without this information, when it has been going on for years. She stated she does not know what is going on, you have an issue with the library and it has gotten ridiculous. Councilor Dolan stated he did not come here tonight to be lectured by the Library Director and asked the Council Chairman to prevent that kind of discussion to continue. He is only asking for the minimum requirements per state law. He took offense at the lecturing. Chairman Farmer issued a warning no more confrontation, no lecturing allowed, set differences aside. Barbara thanked the volunteers, circulation up, program attendance up. Reviewed all the programs. Restructured staff had a lot of building projects. Need increase in this budget for \$78,308. 37% personnel, part of that is 12% increased retirement rate. 22 % increase for utilities, 18% for books and programs, and 23% for general supplies, office supplies, dues and subscriptions. M. Brown asked what impact 11 part timers have on medical and retirement? She responded they get pro-rated vacation and sick leave and personal time, not eligible for any health, life or dental insurance. If they fall under non-union they follow exact policy of Town's personnel policy. If union they are pro-rated. M. Brown asked why increase in general and office supplies line items. B. Holtkamp explained. M. Brown said town budget went up 4.9%, why is library up 6.4 %. B. Holtkamp said can't compare library to town dept. because different. Councilor Paradis asked her to explain increases in personnel. She responded they restructured, analyzed positions, switched positions. Tom Freda said her budget this year is \$32,102 higher than last year. He asked if they are allowed to keep it in the Library Trustee account every year. She responded yes. He questioned between the budget and actual numbers for books and periodicals the library had actual expenditures of an additional \$17K. Books and other materials on expenditures are for \$20K. She explained that all book bills get paid from the book account that the Board of Trustees Treasurer pays the book bills through. Discussion ensued regarding Trustees Account. Monies from book sales, donations, and any interest go into trustees account... R. Matckie said it is separate from the Library budget. T. Freda asked why put \$5K for legal every year, don't spend every year, B. Holtkamp stated it used to be in general govt., 2 yrs ago told to put into the Library budget to be used for union negotiations. Have not had to use it. Negotiations starting in Sept. He asked if the Library has \$32K in the Trustees account as reserve why not uses that for their budget. R. Matckie explained they are donations, people do not expect them to use the money for general operating expenses. T. Freda stated they never spend the money. B. Holtkamp said tuition reimbursement is contractually required not spent every year, but part of negotiations. Chairman Farmer asked Town Manager Caron if other departments have it but don't spend unless employee asks for reimbursement. Town Manager said that was correct. Councilor Oswald asked are we pro-rating benefits for part-time town employees? Town Manager Caron stated a handful of part-time regular employees, maybe 4-5 positions, benefits are pro-rated. He asked if the library has done

PSNH audit. B. Holtkamp did audits for heating and lighting, no feasible recommendations. General supplies and office supplies go up and down; does purchasing increase every other year? B. Holtkamp said yes varies. Administrative Management services are up asked why. More programs offered per Barb. Councilor Oswald asked if Trustee account is audited by town auditors. S. Hickey stated the Town audits books, they are not provided to Dave or Sue, doesn't have anything to do with their books so don't get a copy or report just told by auditors that they are done. Councilor Oswald said copy should be available to public. A. Komst verified that \$33K is current trustees balance as of June 30th. She asked how much is turned back to the Town and how is that determination made. B. Holtkamp stated it is an evolving account, does not go to town, comes from donations, also donated books from book sales, and does not come from tax dollars. Councilor Dolan asked B. Holtkamp to list the types of restricted items she spends the trustee account money on. D. Mackie stated they are not restricted in any way. Sometimes they buy museum passes, books, improvements on the building, anything that the Trustees see worthwhile. Councilor asked if they will have union contract negotiations in the near future. D. Matckie responded next September. Councilor Dolan asked about the 18,000 borrowers and how they update. B. Holtkamp replied go through database, delete inactive cards. Councilor Dolan asked for exactly what seminars and workshops the Library personnel attended. B. Holtkamp gave him the names of all workshops. The Library has plans to put catalog on web being worked on, working out with school district. Will discuss with board if upgrade could be done this year. Chairman Dolan asked for verification of dues and subscriptions – B. Holtkamp stated bulk of that line item is museum passes and she reviewed them, as well as memberships. Tom questioned fines, B. Holtkamp 10 cent late fees on books and \$1.00/day on videos described. Councilor Dolan asked if the Library is adhering to Town personnel policies across the board. R. Matckie responded for the most part, some times exceptions; try to follow Town's lead. Councilor Dolan asked if any of the exceptions impact to the budget and if so to list them. R. Matckie stated they gave some overtime to B. Holtkamp last year because lost the Children's Librarian and had a choice of either B. Holtkamp working 80 hours a week or have not children's programs for the summer. Compensated her for her overtime. Councilor Dolan said Town's policy is no more than 60 hrs in a fiscal year. B. Holtkamp said she got paid for 200. She had operation in Feb, could not walk, had Melanoma removed from her foot, worked from home to make sure library operations continued. Trustees allowed it, if this is an issue; she volunteered to give the money back. Councilor Dolan asked R. Matckie what method was used to authorize the expenditure beyond the policy limit of 60 hrs. R. Matckie responded the Board of Trustees conducted the discussion and a vote. Councilor Dolan asked if this was a matter of record, he responded it is. Councilor Dolan asked if any other employees afforded that similar benefit of being allowed to be paid beyond policy limit. B. Holtkamp asked for other employees to help out one other employee did work overtime. Councilor Dolan said the concern is that we have to be cautious that we don't allow this to become a negotiating point in union negotiations by allowing Department Heads to take exceptions to policies. S. O'Keefe asked R. Matckie if left-over balance in trustee account can be used towards budget request. R. Matckie responded that RSA 202; A11 says monies received for trust fund are separate from budget, Use it as a reserve, when need arises then spend money.

ADJOURNMENT

**Councilor Oswald made a motion to adjourn 10:30 PM. Second Councilor Oswald.
Councils vote 5-0-0.**

Notes and Tapes by: Margo Lapietro Date: 10/30/06

Minutes Typed by: Margo Lapietro Date: 11/1/06

Approved: Town Council Date:

MEETING SCHEDULE:

- E. Town Council, November 4, 2006 about 9:00 AM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- F. Town Council, November 6, 2006 about 7:00 PM,
Moose Hill Council Chambers – Meeting & Budget
Workshop
- G. Town Council, November 9, 2006 about 7:00 PM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- E. Town Council, November 20, 2006 about 7:00 PM,
Moose Hill

**TOWN COUNCIL
MEETING
October 16, 2006**

The Council Meeting of October 16, 2006 was called to order at 7:10 PM in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

PRESENT: TOWN COUNCIL; Chairman, Brian Farmer; Vice Chairman Joe Paradis; Councilors Mark Oswald, Tom Dolan, Marty Bove; Town Manager David Caron; Assist. Town Manager/Finance Director Sue Hickey; and Margo Lapietro, Executive Assistant.

CALL TO ORDER

Chairman Farmer opened the meeting at 7:10 P.M. with the Pledge of Allegiance led by Eagle Scout Eric Cina . This was followed by a moment of silence for the men and women in the service and for those who have given their lives for this country. Councilor Joe Paradis presented a plaque to Eagle Scout Cina

PUBLIC HEARING

Councilor Dolan made a motion to open Public Hearing. Second by Councilor Bove. Councils' vote 5-0-0.

Ordinance 2006-08 – Sanctioning of Recreation Groups - Councilor Oswald read the Ordinance and **made a motion to accept. Second by Councilor Paradis.** Art Psaledas, Recreation Director and Bill Manning, Recreation Chairman reviewed changes located in Sec. D. Non-funding groups defined. Town Manager Caron stated the previous draft had listed only two groups, this revision included into 3 categories. Councilor Bove commented that it took a while to work our revisions, thanked Recreation Committee for their work. Councilor Paradis asked if particular accounting practices were set in place for fund raising. Town Manager Caron stated oversight of non-profits is the responsibility of the Attorney Generals office. Chairman Farmer asked about maintenance of paperwork. Town Manager Caron responded it is an annual submittal with AG's Office and non-profits are re-certified every 5 yrs. **Councils' vote to adopt changes 5-0-0.**

Ordinance 2006-10 – Relative to an Amendment to the Municipal Code Relating to Sewer Rental Charges – Councilor Paradis read the Ordinance, and **made a motion to adopt. Second by Councilor Dolan.** Town Manager Caron reviewed the \$2.52 town-wide rate. Reviewed costs if Council votes to maintain two separate sewer rates between Derry/Manchester. Councilor Oswald stated we want to attract industry and reduce tax burden, suggested staggering rates. Town Manager Caron stated if you decide to introduce staggered rates they should apply to all user groups. Councilor Dolan said it would be appropriate to raise 1/3 Jan, 1/3 April and 1/3 July. Councilors' Bove, Paradis and Dolan agreed to staggering. Discussion ensued about billing cycles. Tim McKenney, Stoneyfield Farm, appreciated staggering, and wanted Councilors to make an amendment

for customers to allow a discount of \$17.50 if below town average of BOD. Encourage customers to keep BOD down. Councilor Bove would like to know impact to Town. Town Manager Caron cautioned that the money would be out of Town pocket, and did not represent measurable savings to the community. Janusz Czyzowski, Public Works Director did not recommend any credits for BOD. Discussion ensued about offering a discount. Town Manager Caron said staff will be glad to discuss this topic with Stoneyfield. Councilor Oswald suggested an amendment if it can be done, **made a motion to adopt Ordinance with three incremental adjustments to rates. Second by Councilor Paradis.** Councilor Oswald said the ordinance as written moved and seconded, wait till next meeting to see impact of phasing. **Councils' vote 5-0-0.**

Councilor Dolan made a motion to close public hearing. Second by Councilor Oswald. Councils' vote 5-0-0.

PUBLIC COMMENT

Yearly Updates from Boards/Committees/Commissions

Trustees of Trust Fund – Beth Bartlett informed the Council that the three members attend training sessions provided by the State, responsible for investments of trust funds and capital reserve funds, cemetery plots, \$1.5M total on average. They are responsible for submitting annual reports to Secretary of State and Dept. of Revenue. Kent Allen is Sexton and works with families and funeral director. Carolyn O'Connor and John Vogl helped immensely. Finalizing rules and regulations. for cemeteries. Newest cemetery, Pinkerton Cemetery on Harvey Rd. was the object of an Eagle Scout project. Councilor Dolan noted the resignation of Christine Bostaph from the committee and stated Council should explore making an appointment to fill the vacancy. Will advertise opening with a term ending 08.

Planning Board and Heritage Commission – Chairman Art Rugg – PB Chairman informed the Council that the Board goes back to 1966, consists of nine full members and three alternate positions. Two alternate positions are currently vacant.. The board spends 60-70 percent of their time implementing the Master Plan. They have conducted a series of workshops, summer intern dealt with signage. They have been involve with the Industrial district, conservation subdivision, Open Space Task Force, Town Center Task Force, Auburn Rd. area and Perkins Rd. He discussed building permits, CIP adopted, TIF District. They are looking toward future growth and thanked Town staff for all their work. Brian asked about conservation preservation, Andre Garron, Planning and Economic Director stated that they were working on that ordinance, will take some time to get through it. Heritage Commission is governed by all land use laws come under RSA's, in Administrative Code. Board consists of three – seven full members and up to five alternates. Combination of Historic/Heritage. Oversees historic district, deals with preservation of historical resources, educates public, assists planning board, preservation of stone walls and architectural design, involved in Beautify Londonderry. Received 2 grants this year, had first public hearing about walkway. Currently working on updating

Town web page. Will undertake an inventory of genealogy material at library in future. Grange needs utilities and maintenance. Will work on that in the future.

Londonderry International Exchange Committee – Chairwomen Julie Liese spoke about our sister city in Vologda, Russia. They have been visiting that city since 1991, and the committee supports any visit from any sister city who wants to visit. The committee is responsible for hosting the visitors, communications, and raising funds. The visitor is responsible for coming, and the committee supports them, and do not receive funds from Londonderry. Vologda was established in 1141, has a rich cultural heritage. The committee has hosted 6 visits since 1992, and while the visitors are here they conduct many public visits in Town. Looking for parties who may sponsor visits, top businesses are interested in visiting our Town. Councilor Oswald asked how many trips they have made to Russia, J. Liese responded they made 17 trips Councilor Oswald thanked them for being able to take the time to do that.. Chairman Farmer asked how many groups Londonderry sent to Russia, Julie responded none. They are looking at ways they can interest some of our folks going there for an exchange.

Elder Affairs Committee – Chairwomen Stacy Thrall stated they have a full committee, thanked Chet Ham and Ralph Johnson for their leadership and thanked Dave Caron for help with revisions of missions and goals. Currently updating website. The committee endorsed Joe DiCarolis’s low-cost subsidized housing. They are involved in the CART program.

Sewer Advisory Committee – Janusz Czyzowski introduced Chairman William Merrill who has about 30 yrs. experience on the sewer commission and committee. Mr. Merrill gave a history of the commission which was established in 1974 by town meeting. According to RSA 252 they dealt with sidewalks and sewers. They were involved with negotiating an agreement with Manchester Airport in building an interceptor with Manchester and the airport, replaced sewer in airport area along Harvey Rd to Industrial area, and Mammoth Rd. Coca-Cola was their first major industrial project. He has spent 20 years with the commission and 10 year with the sewer The Sewer Commission was active from 1977-1996. J. Czyzowski stated the commission stayed together, still an incredible resource to the PW Dept. Chairman Farmer thanked Mr. Merrill for his many year of volunteerism.

Councilor Dolan – Participated in Diabetes walk, it was successful. He and his wife participated in “Making Strides Against Breast Cancer” last Sunday. October 20th “National Mammography Day”. November 4 is the Carl Robinson walk for epilepsy sponsored by Londonderry High School Student Council. He offered his congratulations. to Reed Page Clark, III, who was voted the Greater Derry Citizen of Year. Halloween will be celebrated on 10/31 from 6-8PM. He also asked the townspeople to patronize local farms and businesses in the community. Councilor Oswald reminded everyone that the food drive for the holidays was spearheaded again by Remax at the Crossroads Mall, baskets will be distributed by Fire and Lions Club to families in need, left over food sent to food bank. He also expressed concern about Town payroll, requested a hiring freeze for open town positions until budget year is done. Wants to exhaust every possible

option. Chairman Farmer suggested bringing in an outside consultant to study staff levels and include Library Trustees in study. Councilor Oswald stated no need for outside consultant, requested Town Manager Caron find out what is not getting done and determine the level of overtime that is needed because of vacancy. If answer is no, then no need to replace, this is question we can ask without outside consultant. Town Manager Caron stated that it is standard practice for the past 5 years to see if it makes sense to fill vacant positions; re-organization is standard. Chairman Farmer suggested looking at hiring a consultant and schedule it for a future agenda item. Councilor Paradis requested that businesses in Town join the Greater Derry Chamber of Commerce. Reed Page Clark, III said they were talking about changing the name of the Chamber to hopefully have more towns involved.

Update on CMAQ Pathway Project – Andre Garron, Planning and Economic Director explained the proposed route along Rt 128 and Pillsbury Rd. Janusz Czyzowski, explained that in 2001 the Town submitted a request for a grant to construct a multi-use pathway from Moose Hill Kindergarten along Pillsbury Rd easterly to Mammoth Rd., then northerly along Mammoth Rd. to the Londonderry Middle School. Worked with Londonderry Trailways on the Master Plan with Sandy Lagueux, start in center of town to connect schools, town hall and town common. Awarded grant in 2002 now over \$400K from original budgeted figure. \$100K was for design work which was voted on at 2004 Town Meeting and \$498K was for construction voted on at 2005 Town Meeting. J. Czyzowski signed agreement with state in 05, Vollmer started design work in 06, hope to bid and start project in 07. Jerry Fortin, P. E. from Vollmer, finalizing plans. Estimates are higher right now, but state working with us. Explained alternate Plan 1 & 2, will bid base project. Councilor Dolan asked what about making a less formal sidewalk, a rural dirt pathway to stretch money to reduce price? J. Czyzowski stated we have to stick with how the application was presented, can't change the project a great deal. Chairman Farmer is concerned about escalation in cost. J. Fortin stated cost of construction increased resulting in price increases. A. Garron said he approached DOT for escalators in cost, as he experienced same problem in Goffstown when he applied for a grant. Chairman Dolan asked them to explore some creative ways to extend the money we have now, stretch the guidelines of grant so we don't lose grant, get more options. Consensus of Councilors was to explore more options, go back to DOT and develop alternative ideas.

OLD BUSINESS

Abatement Request – Wagon Wheel Tenants Association - Town Manager Caron stated the Town would not be successful placing liens on property, counsel's opinion is that the cost of recovery would exceed recovery. **Councilor Dolan made a motion to approve abatement request for Wagon Wheel Tenants Assoc. and continue to proceed with recovery of unpaid taxes with private avenues with counsel under RSA 91.A. Second by Councilor Oswald.** Open for discussion. Councilor Oswald suggested to amendment for a non-precedent setting basis. **Councilor Dolan made a motion to amend. Councilor Oswald made a motion to second amendment.** Town Manager Caron will review when estates were created, and maximum efforts without

spending a lot of money. Councilor Dolan said that portion will be taken into a non-public meeting . Town Manager Caron said Town will issue permit to remove properties. Abatement request with continued pursuit of legal options was agreed upon. **Councils' vote 5-0-0.**

NEW BUSINESS

Ordinances Regarding Use/Activities on Town Property. Councilor Oswald made a request for no smoking on public property, getting second hand smoke. He also requested a ban on hunting in town. The rule is now 300' from a residence. Town Manager Caron stated we need legal guidance, will follow-up Town can post town property for no hunting, but cannot prohibit anyone from carrying a firearm on town property. Councilor Dolan supports ban of no smoking on town property, would like smoking ban in bars and restaurants, but state won't allow us to do that.. Would support no hunting on town posted property. Councilor Paradis supports the 300 ' ban on shooting, can't see how we can support smoking, not way to enforce. Councilor Bove supports no smoking on town property, does not agree with restaurants and bars Chairman Farmer questioned Town Manager Caron if our smoking ban would include recreation fields.- he responded yes. Bow and arrow hunting will be checked out by Town Manager Caron

APPROVAL OF MINUTES

Councilor Oswald made a motion to accept the Public Meeting Minutes of 10/02/06, with correction to change date from 10/3/06 to 10/2/06. Second by Councilor Paradis. Councils' vote 5-0-0.

OTHER BUSINESS

Liaison Reports:

Councilor Paradise attended the Solid Waste meeting, they discussed signs, narrowed it down.

He also attended the Planning Board meeting, they adopted CIP.

Councilor Dolan attended the ZBA on Wed., Merrimack Valley Water District on Thursday.

Councilor Oswald attended Conservation Commission last week, worked on trailway project at the Wilshire area. Did tour for Londonderry High School this AM, students expressed interest in a Jr. Leadership Londonderry (LL) program. LL meets this Thurs at LPD & LFD. Fire Building Committee met this evening-still on schedule and budget

Chairman Farmer attended the Londonderry Arts Council, received feedback on Arts on the Common. Attended Library Trustees Meeting, gag order changed by changing meeting minutes. Will see a Warrant article for \$60K to bring internet into library. Old Home Day meeting this week, recap for this year and kick-off event for next year. Had request to put liaison reports and town manager reports up front of meeting. Councilor Dolan expressed his disappointed that the library didn't participate in going internet at the same time like all the other libraries did – waste of money. They said software used by schools were not compatible with library.

Town Manager's Report:

Town Manager Caron instructed Council to review agenda for budget meetings. Recent frost events hopefully killed mosquitoes, therefore eliminating EEE threat, still need to be cautious

\$18.28/thousand unofficial tax rate; Awaiting responses on cell towers.

Board/Committee Appointments/Reappointments/Resignations:

Resignation of Christine Bostaph as Trustee of the Trust Fund elected position to end 3/08.

Councilor Dolan made a motion to accept. Motion second by Councilor Oswald. Councils' vote 5-0-0.

MEETING SCHEDULE:

- A. Town Council, October 23, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Presentation
- B. Town Council, October 26, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- C. Town Council, October 30, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- D. Town Council, November 4, 2006 about 9:00 AM, Moose Hill Council Chambers – FY08 Budget Workshop
- E. Town Council, November 6, 2006 about 7:00 PM, Moose Hill Council Chambers – Meeting & Budget Workshop
- F. Town Council, November 9, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- G. Town Council, November 20, 2006 about 7:00 PM, Moose Hill

ADJOURNMENT

Councilor Dolan made a motion to adjourn 10:40 PM. Second Councilor Oswald. Councils' vote 5-0-0.

Notes and Tapes by:

Margo Lapietro

Date: 10/16/06

Minutes Typed by:

Margo Lapietro

Date: 10/19/06

Approved:

Town Council

Date:

TOWN COUNCIL/BUDGET MEETING WORKSHOP
October 23, 2006

The Council Meeting/Budget Meeting Workshop of October 23, 2006 was called to order at 7:05 PM in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

PRESENT: TOWN COUNCIL; Chairman, Brian Farmer; Councilors Mark Oswald, Tom Dolan, Marty Bove; Town Manager David Caron; Assist. Town Manager/Finance Director Sue Hickey; and Margo Lapietro, Executive Assistant. Absent, Vice Chairman Joe Paradis.

BUDGET COMMITTEE: Chairman, John Silvestro; V. Chairwomen, Adriana Komst, Secretary, Sean O'Keefe, Mike Brown, Frank Hegarty (Left at 8:20 ret'd. at 8:58), Michael Toth. Absent, Tom Freda.

CALL TO ORDER

Chairman Farmer opened the meeting at 7:05 P.M. with the Pledge of Allegiance. This was followed by a moment of silence for the men and women in the service and for those who have given their lives for this country.

PUBLIC HEARING

Sue Hickey introduced Town Accountant Patrick Delaney to the Council and Budget Committee.

NEW BUSINESS

FY 08 Municipal Budget

Town Manager Dave reviewed the Fiscal Health of the Town with Aa-3 rating. Moody's. Investor Service had comments on:

History of Stable Levels of Undesignated Fund Balance
Conservative Revenue Estimates
Financial Flexibility from its Capital Reserve Funds
Favorable Fund Balance Policy
Vulnerabilities include General Fund support of Sewer Division Debt
Well-structured debt.

Reviewed 06 budget year-end results – 99.20% expended. Incurred more expense due to flood, anticipate reimbursement of 12 ½% from state and 75% from FEMA. The '06 Budget was developed very conservatively; Dept. Managers reprioritized expenses to meet challenges and estimated revenues were forecasted appropriately.

General Government - Reviewed Budget Guidelines. General fund increases due to;

Health Insurance
Retirement Expense
Debt Service
Other Employee Benefits such as Contractual & Federal Mandates
Utility Expenses
Gasoline
Hydrant Rental

Personnel costs do not include Manchester/Boston Regional Airport police. They are funded by the Airport. Sean O’Keefe asked if we shop around for insurance. Town Manager Caron stated we are in a pool with Local Government Center (LGC); our buying power is the most economical source for health insurance for 175 employees. Chairman Farmer asked if debt service listed is for recent bonds, not for additional bonding, Town Manager Caron responded that was correct. Councilor Oswald stated \$30K is a lot for clearing sidewalks – questioned if School doing some work. Town Manager Caron stated it was an estimate, would coordinate with School Department. Mike Brown questioned IT figure and asked if the IT Committee is aware of it. Town Manager Caron stated the project not started as yet, meeting this Wed night, IT Committee will be made aware of software. It is not a joint project with the school. Chairman Farmer stated the IT Committee did talk about general software issues, school district entirely different. He said the focus of IT Committee is staffing and strategic planning. M. Brown questioned how many employees were part-time and if Town contributed to their medical and retirement funds. Sue Hickey responded the Town only contributed to full time employees. Part time employees pay their own health insurance under current bargaining agreements. M. Brown requested the Town Manager assess openings to see if we want them filled on a full-time basis. Town Manager Caron responded that is routine when an opening occurs. Town Council recommended a Municipal Budget for:

General Fund Budget
Revolving Fund – MHT Police Details
Bond Issues
Special Revenue Funds
Capital Reserve/Expendable Maintenance Trust
Special Warrant Articles/Capital Projects
Overlay/Veteran’s Exemptions

Town Manager Caron reviewed each of the above. The increase in proposed appropriations is \$1,204,959 or 4.9% over last year’s General Fund Budget. Increases due to General Government, Highway Equipment, Town Center Construction, Information Technology and Snow Removal. He reviewed the Revolving Fund for Manchester/Boston Regional Airport; Recommendations by CIP Committee, Bond Issues, Special Revenue Funds, Capital Reserve/Maintenance Trust Fund; Expendable Maintenance Trust; Special Warrant Articles and Overlay/Veteran’s Exemptions

Town Manager Caron reviewed the collective bargaining agreements. One union will have its Fact Finder Report on the 2007 warrant, other unit is anticipated to do so as well. The Town may see 2 reports and 3 agreement or 5 fact finder reports on warrant, which is dependant on progress of negotiations, which need to be completed by end of Jan. Mid-level managers have issues about contribution of health insurance and health insurance buy-back. Jack Bridge TIF Dist might be on warrant. Chairman Farmer stated a non-public meeting will be scheduled for 11/6 at 7:00 P. M. and regularly scheduled meeting at 7:30PM. M. Brown questioned which fact finding report is public, Town Manager Caron stated that 1801 is public on fact finding agreement.

Estimated tax rate is \$4.60 = .16 cent increase of 3.5% on Town portion, prior to contracts. John Silvestro asked everyone to work together to make sure taxes do not go up. Discussion ensued about tax rate as determined by State vs. Town.

Town Council, Moderator, Budget Committee and Legal Expenses were all level funded.

Councilor Dolan asked if NHCAFE was successful would monies that come back to Town be on revenue side; Town Manager Caron responded yes.

Councilor Oswald made a motion to close public hearing at 9:00 PM. Second by Councilor Bove. Councils vote 4-0-0.

ADJOURNMENT

Councilor Dolan made a motion to adjourn 9:00 PM. Second Councilor Oswald. Councils vote 4-0-0.

Notes and Tapes by: Margo Lapietro Date: 10/23/06

Minutes Typed by: Margo Lapietro Date: 10/24/06

Approved: Town Council Date:

MEETING SCHEDULE:

- H. Town Council, October 26, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- I. Town Council, October 30, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- J. Town Council, November 4, 2006 about 9:00 AM, Moose Hill Council Chambers – FY08 Budget Workshop
- K. Town Council, November 6, 2006 about 7:00 PM, Moose Hill Council Chambers – Meeting & Budget Workshop

- L. Town Council, November 9, 2006 about 7:00 PM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- F. Town Council, November 20, 2006 about 7:00 PM,
Moose Hill

TOWN COUNCIL/BUDGET MEETING WORKSHOP
October 26, 2006

The Council Meeting/Budget Meeting Workshop of October 26, 2006 was called to order at 7:05 PM in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

PRESENT: TOWN COUNCIL; Chairman, Brian Farmer; Vice Chairman Joe Paradis; Councilors Mark Oswald, Tom Dolan, Marty Bove; Town Manager David Caron; Assist. Town Manager/Finance Director Sue Hickey; and Margo Lapietro, Executive Assistant.
BUDGET COMMITTEE: Chairman, John Silvestro; V. Chairwomen, Adriana Komst, Secretary, Sean O'Keefe, Mike Brown, Tom Freda, Frank Hegarty, Michael Toth.

CALL TO ORDER

Chairman Farmer opened the meeting at 7:05 P.M. with the Pledge of Allegiance. This was followed by a moment of silence for the men and women in the service and for those who have given their lives for this country.

PUBLIC HEARING

PUBLIC COMMENT

Meg Seymour, Town Clerk/Tax Collector announced General Elections will be held on November 7 from 7:00 AM – 8:00 PM at Londonderry High School. Property tax bills will be mailed out this Monday. Toys for Tots previously run by Joanne Peterson will continue to be run by Christie Campbell. We collect the most toys in this area for this project. Collection boxes will be located in the Town Hall Lobby shortly.

NEW BUSINESS

No new business.

FY 08 Municipal Budget:

Finance – Sue Hickey – Asst. Town Manager/Finance Director presented Increase from 07 is \$16,888 or 3.4%. Increases due to:

- Part Time Salaries
- Overtime
- Contractual & Federal Mandates
- Auditing Services
- Management Services

Decreases due to:

- Salaries
- Postage

Life Insurance

Human Resources

Total Full Time Employees – 176
Total Part Time Employees – 26
New Hires – 14
Retirees – 2
Terminations – 8

Councilor Oswald requested tracking of employee terminations for next years budgets.

Assessing – Karen Marchant, Town Assessor presented. \$3,049 decrease in working part of budget. Chairman Farmer asked what was included in Management. Services. Karen responded basically assistance with managing appraisals. Councilor Oswald questioned difference between FY06 & FY08 budget, Karen responded it was due to Warrant Article. He questioned why travel expensed did not go up do to cost of gasoline? Karen responded most traveling was local travel and travel to conferences – used town cars mostly. Sean O’Keefe asked why overtime was up; Karen responded it was due to contractual obligations. Sue stated some bargaining contracts stipulated that some staff get 1 week’s vacation buy-back time, included in overtime in some depts... Adriana Komst asked why it is listed separately. Sue responded only other line is salary line item, if lumped in with salary line tougher to track. She also said State administrative rules determines where it is located. Discussion ensued. Councilor Dolan asked if limit on overtime, Sue responded limit is 60 hrs.

Town Clerk/Tax Collector Meg Seymour, Town Clerk/Tax Collector reviewed they types and how many transactions the department processed in FY 05-06. Total revenues collected \$65,347,743.18. Councilor Dolan asked Town Manager Caron to review methods of cash collection. Sue responded an example would be pistol permits at Londonderry Police Dept. (LPD); person would apply at LPD, would receive a receipt and be instructed to go to TC/TC all cash collections done in TC/TC Office. Auditors suggested centralizing all cash transaction thee because everything done in Assessing is in secured area, employees bonded. Chairman Dolan said this was a positive step. Tom Freda asked who is responsible for reconciling gun permits monies. Meg responded she collects receipts from LPD, reports given to Sue and once a month dept head gets reports. Dept head signs off, finance reviews and LPD reviews. Mike Brown asked about lulls and busy times. Meg explained time frame and worked involved in time frames. Sean O’Keefe asked about liens, Meg stated they do not have a lot. Adriana Komst asked if anything can be done to streamline process in her department. Meg responded state mandates everything originates from her office per state regulations. Chairman Farmer what other kinds of permits do they handle? Meg responded police testing, fingerprinting, Sue stated it was all outlined on page 34. Chairman Farmer questioned past-due fees from library, Sue stated they handle that themselves. Dog licensing

discussed. Mike Brown asked about using part-time employees thereby avoiding expenses of medical, retirement, etc. Meg responded the people in her office have to be certified with state, 4-6 months learning curve. Chairman Farmer stated town charter lets Town Manager make those decisions. Councilor Dolan brought up the issue of electronic records, if OK'd by State, Town Manager Caron responded we still have to keep paper copies.

IT increase is \$35,605 or 8.6%, Guy Blanchette from Eagleview and Sue Hickey presented. Sue explained the increases and decreases in the budget from FY07. Councilor Oswald asked about blackberry fees – who were the multi users. Sue responded they were used by Town Manager, Asst. Town Manager, IT Staff, Fire Chief, Planning Dir., and LPD. Are cell phones listed for each dept? yes- said Sue. Councilor Oswald asked how does the IT Dept. assess replacements, Guy responded they are assessed monthly by repair records. Councilor Oswald asked if the equipment was leased or purchased? Guy responded most equipment is purchased now. Councilor Dolan questioned computer protection. Guy stated the firewall is updated frequently, domain structure protected. Adriana asked why increase in leases, Sue stated it used to be on 3 yr cycle to lease, in 06 bought out of our lease, paid out early. Councilor Dolan asked if we can use some of the school district for software for the library? Guy responded the system used in the school libraries was specifically developed for school libraries, has researched for a crossover but not available. Mike Brown asked how many software packages does town have. Guy responded a considerable amount because each dept. has specific ones. Trying to bring on a package that can be cross-used. Mike then asked if each package has its own support, Guy responded yes. Mike Brown if we use less support vendors we will save money. Councilor Dolan asked if we provide IT service to Library is it free? Town Manager Caron responded yes. Councilor Dolan suggested holding each dept. responsible for their own computer costs. Sue responded it can be broken down by dept. Mike Toth asked for explanation of process to determine when machines should be replaced. Guy said IT replaces as needed, based on repairs. Town Manager Caron said replacement has to be justified and older equipment is typically re-used in Town. Tom Freda asked why can't we just reduce budget by amount of computers requested? Councilor Farmer responded that it was just a paper movement, transitional issue. Tom Freda then questioned how do we know they need new equipment? Chairman Farmer said it would have been assessed by IT. Councilor Dolan said we should have the dept. head put it in their budget. Chairman Farmer stated they could put it in their budget but spend it on something else. If put in IT it stays in town budget until we make the purchase for the equipment. Discussion ensued about purchasing new equipment. Councilor Dolan said to pass the usability down to the dept. head level. Mike Brown asked about needs of Londonderry Fire Dept (LFD). Guy explained the software program and the specific uses required by LFD. At this point Chairman Farmer spoke about the plans to enhance the Town website whereby citizens can send comments/complaints on website to Town so they can track replies including telephone calls. The consensus of Town Council and Budget Committee was to keep the purchasing within the IT Dept.

Debt Service Town Manager Caron reviewed, increase of \$2,075,000.00 due to Fire Stations and road bonds. Councilor Oswald said the traffic signal on Mammoth Rd. passed many years ago, will there be increased costs from when bond was floated and now? Town Manager Caron responded yes, increase due to construction costs. Will have to pay any overage in our operating budget. Exit 4A bond not issued yet. Mike Brown said it was a multi-purpose bond that was floated, we had a 1/3 share. Councilor Bove suggested inviting someone from DOT to give schedules and impact to town like Carol Murray or Ray Wizoreck, or Sherm Packard. Town Manager Caron will contact someone. Adriana Komst asked what our bonding limit is. Sue responded bonding limit is 3% of assessed evaluation. Have a debt capacity of \$75.43M.

Revenues Town Manager reviewed increase of \$229,054, due to additional principal and interest. Significant adjustments in:

- MV Permit Fees - \$129K
- Interest on Deposits – \$100K
- MHT Police Details – should stay the same each year - \$125K
- Sewer Fund Reimbursement - \$332K for next 3-4 years

Multi purpose Sewer Bond retiring in 2010. Councilor Oswald suggested recognizing top 10 tax payers and employers. Karen stated top 10 tax payers are listed on page 13. Tom Freda asked about impact fees, where they are shown. Total impact fees taken in are not included in the general fund budgets. Could provide a schedule if he wanted it. Just shows what is going to be transferred from impact fees into general fund for various projects, shown on page 32, \$50K this year. Town Manager Caron stated this year they will help defray the cost of the bond for the police station. Most of impact fees will flow in and out of accounts, approved via Council.

- I. **Municipal Insurance** – Level funded; provides property, casualty & unemployment coverage - \$1K deductible for most incidents. Obtained from Local Government Center, rates have not changed for several years.

ADJOURNMENT

Councilor Dolan made a motion to adjourn at 9:08 PM. Second Councilor Oswald. Councils vote 5-0-0.

Notes and Tapes by:	<u>Margo Lapietro</u>	Date: <u>10/26/06</u>
Minutes Typed by:	<u>Margo Lapietro</u>	Date: <u>10/27/06</u>
Approved:	<u>Town Council</u>	Date:

MEETING SCHEDULE:

- M. Town Council, October 30, 2006 about 7:00 PM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- N. Town Council, November 4, 2006 about 9:00 AM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- O. Town Council, November 6, 2006 about 7:00 PM,
Moose Hill Council Chambers – Meeting & Budget
Workshop
- P. Town Council, November 9, 2006 about 7:00 PM,
Moose Hill Council Chambers – FY08 Budget
Workshop
- F. Town Council, November 20, 2006 about 7:00 PM,

Moose Hill