

**TOWN COUNCIL
AGENDA
November 17, 2008**

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

7:00 PM

- I. CALL TO ORDER – PUBLIC SESSION
- II. PUBLIC COMMENT
 - A. School Board – Consolidation Review
- III. OLD BUSINESS
 - A. FY 10 Budget
- IV. NEW BUSINESS
 - A. Resolution #2008-22 – Relative to the Revision of the General Assistance Guidelines
 - B. Ordinance #2008-14 – Relative to the Adoption of a Fee Structure for Secondhand Dealers and Pawnbrokers
 - C. Order #2008-19 – Relative to the Expenditure from the Maintenance Trust for Fire Department Communications Equipment.
- V. APPROVAL OF MINUTES
 - A. Minutes of the Council’s November 3, 2008 Public Meeting.
- VI. OTHER BUSINESS
 - A. Liaison Reports
 - B. Town Manager’s Report
 - C. Board/Committee
Appointments/Reappointments/Resignations
- VII. ADJOURNMENT

MEETING SCHEDULE:

- A. Town Council Meeting, December 1, 2008, Moose Hill Council Chambers, Town Hall, 7:00 PM
- B. Town Council Meeting, December 15, 2008, Moose Hill Council Chambers, Town Hall, 7:00 PM
- C. Town Council Meeting, January 5, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM

Introduced: 11/17/08
Adopted: 11/17/08

RESOLUTION 2008-22
A RESOLUTION RELATIVE TO THE REVISION OF
GENERAL ASSISTANCE GUIDELINES

WHEREAS towns in the State of New Hampshire are required pursuant to RSA 165:1 to provide temporary assistance to persons in need; and,

WHEREAS the Town of Londonderry utilizes guidelines to administer its General Assistance budget; and,

WHEREAS certain guidelines should be modified to reflect the current status of the economy;

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Londonderry that the attached General Assistance Guidelines are modified as presented, effective upon passage of this Resolution.

Martin Bove - Chairman
Town Council

Meg Seymour

Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
11/17/08

Introduced:11/17/08
Second Read/Pub Hrg: 12/01/08
Adopted: xx/xx/xx

ORDINANCE 2008-14

***AN AMENDMENT TO THE MUNICIPAL CODE
RELATING TO THE REGULATION OF SECONDHAND
DEALERS AND PAWNBROKERS***

WHEREAS there is a need to provide for the safety and security of town residents when transacting business in the community; and

WHEREAS there is a need to regulate retail transactions of a pawn or second hand nature for the purposes of identifying stolen property unintentionally received and detection of parties intentionally transacting business in stolen property; and

WHEREAS the Londonderry Town Council addressed these concerns by enacting Ordinance 2005-11, which regulates secondhand dealers and pawnbrokers; and,

WHEREAS The Town continually reviews its fee and permit schedule to reflect the costs of managing these regulations; and

WHEREAS RSA 41:9-a requires the Town Council to conduct a public hearing on the Establishment of Fees;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title IV – Public Health, Safety and Welfare, Chapter XII – Secondhand Dealers and Pawnbrokers, is hereby amended as attached, to adopt a fee structure.

Martin Bove
Chairman - Londonderry Town Council

A TRUE COPY ATTEST:

Marguerite Seymour - Town Clerk
xx/xx/xx

Town Seal

First Reading: 11/17/08
Second Reading/Public Hearing: waived
Adopted: 11/17/08

ORDER 2008-19

AN ORDER RELATIVE TO THE EXPENDITURE OF MAINTENANCE TRUST FUNDS FOR FIRE DEPARTMENT COMMUNICATION EQUIPMENT

WHEREAS voters since 2003 have approved funding for the maintenance and repair of public building and grounds in the town; and

WHEREAS the Town has collaborated with the public sector to facilitate the construction of a cell tower at Nelson Field, which includes the installation of Fire Department communications equipment on the tower; and

WHEREAS the project requires the expenditure of funds for the equipment;

NOW THEREFORE BE IT ORDERED by the Town Council that the Town Treasurer is hereby directed and authorized to expend, and the Town Manager is authorized to execute all documents necessary to expend \$71,921 for communications equipment, with \$24,000 provided by Celco Partnership and \$47,921 from the Expendable Maintenance Trust Fund.

Martin Bove - Chairman
Town Council

Meg Seymour

Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
11/17/08

TOWN COUNCIL MEETING/BUDGET WORKSHOP
November 3, 2008

The Town Council/Budget Workshop meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry.

PRESENT: Town Council: Chairman Marty Bove; Vice Chairman, Brian Farmer, Councilors; Kathy Wagner, Paul DiMarco, Mike Brown; Town Manager, Dave Caron; ATM/Finance Dir., Sue Hickey and Margo Lapietro, Executive Assistant.

Budget Members – Joe Green; Jay Hooley, Tom Freda; Mark Oswald

CALL TO ORDER – PUBLIC SESSION

Chairman Bove opened the meeting at 7:02 PM with the Pledge of Allegiance. This was followed by a moment of silence for the men and women fighting for our country.

PUBLIC COMMENT

Reed Paige Clark, III talked about political signs on private property. He reminded the public that they have to receive permission from the property owner to put the signs up. Councilor DiMarco commented that once the elections are over signs have to be removed.

OLD BUSINESS

FY10 Budget Workshop -

Supervisor of the Checklist – Gerry VanGrevenhof provided an overview of their duties. She said there was a decrease in the FY10 budget of \$4,045.00 in overall expenses. This was generated by a decrease in poll workers and a decrease in the Supervisors of the Checklist salaries of \$2,295.00. Hours per week were 13; they were decreased to 9 hours per week. She proceeded to review her budget items. G. VanGrevenhof spoke about sending out 30 day letters to voters who have moved asking them confirm their address change. These mailings will result in an increase in the postage line item.

Cable – Dottie Grover was in attendance and she proceeded to explain the increases and decreases in her budget. She said she had a special request to keep a part-time volunteer coordinator for \$10,400 which is not shown in the budget. This person works 20 hours a week and is paid by ABLE. Her second item is her request that there not be a transfer of \$64K to the General Fund. She reminded the Councilors that voters at a prior Town Meeting protested this practice. It pays 50% of the salary of the training coordinator and 50% of her benefits. Savings that went into that fund allowed the Cable Access Center to install robotics at various town buildings. She said this money is being used for exactly what it was meant for. She also said the cable companies during their re-franchising are looking very carefully at how the monies they are giving the communities are being allocated. Councilor Brown asked for clarification of ABLE. Chairman Bove said he has had experience with the program; they pay to put people into different jobs to gain experience. They pay the salary and the goal is to train people and

move the people onto something else. Councilor Wagner said she denied the Senior Center doing the same thing, she said she would deny it again, she said it was not a good idea to add personnel at this time. Councilor Brown suggested using volunteers, or use students to fill the void as internships. He agreed with Councilor Wagner. D. Grover said they have had volunteers in the past, they did not keep it up, it is daytime as well as evenings which is not a good fit for school kids. They have used volunteers as much as they can but need a consistent person. Councilor Farmer asked the pay scale, D. Grover responded it is based on \$10/hr covers 20 hrs/wk. Councilor Farmer asked if the transfer from the Special Reserve Fund is it part of the 1% - Town Manager Caron responded yes then it becomes part of the 2% reduction. M. Oswald asked about a PSNH audit from a year ago, and what is the status. Carolyn O'Connor, Admin. Support Specialist informed Council that we have an Energy Efficiency Taskforce in Town and they are working with the School District to look at ways to conserve energy in all Town buildings. She explained what they are doing to improve our energy. M. Oswald suggested closing town hall for a day to conserve energy but it would be based on contracts with the unions. B. Farmer asked if the PSNH work will be done on time to implement it in this budget, she responded no. Councilor Farmer suggested contacting PSNH about the street lights. Councilor Farmer suggested PSNH come in and talk about savings with the street lighting. D. Grover said PSNH is going to do an audit at the Cable Access Center. Councilor DiMarco said he does not support the request for the additional position. Councilor Farmer explained the entire Council appreciates the work that Dottie does, but explained they have to weigh the costs.

Heritage Commission – Town Manager Caron presented this budget; Art Rugg was scheduled but could not make it. The Heritage Commission and the Morrison House are both level funded. M. Oswald asked for a memo to describe what is in the \$8,500. Councilor Farmer said they have been talking about establishing a special level fund from tower funds, if we move forward with that it would be in this budget. Town Manager Caron said that is possible but we have to make sure the purpose has to be specific. Councilor Brown said if it is possible to move forward what do we have to do next. Town Manager Caron said once they secured a building permit, the monthly lease revenues begin the following month. The first year's revenue is slated for the fire department's communication equipment. Beginning in Year Two language can be presented to the voters to fence these revenues for a specific purpose. C. O'Connor explained it will be \$2K/month. Town Manager Caron said he will have the details for the 11/17 meeting.

Cemetery – Carolyn O'Connor presented the budget. She said it was level funded from last year. She proceeded to review the maintenance duties. C. O'Connor reviewed how a plot is purchased, entered into the database, sexton duties and costs of improvements and repairs. The Town maintains eight cemeteries and Pillsbury is the only cemetery with lots for sale. An addition to Phase 2 is estimated at \$210K. Councilor DiMarco asked is spring clean-up done by a sub-contractor, she responded some of it is done by the contractor but we have reduced costs with volunteers. Chairman Bove questioned if the property next to Pillsbury is town owned, she responded yes. He asked how many lots could be put in the second phase, C. O'Connor responded she is not sure and won't know until the lay-out is done at Pillsbury. Councilor Farmer asked if the \$210K project is part of the Capital Improvement Plan, she responded yes.

Conservation Commission – Deb Lievens, Chairperson said the budget is level funded at \$3,500.00 Reviewed line items. She said they presently have 26 easements, and have several large land properties. She explained the monitoring by UNH, the use of interns, etc. Chairman Bove asked how many acres does the Town have under conservation easement, D. Lievens said about 13% of the town is

under conservation. Councilor Farmer said this is another area for the special revenue fund, look at the money from the tower for this. Councilor Brown said we have to see what latitude we have. M. Oswald reminded the public that the Commission is all volunteers. He also mentioned that motorized vehicles have to be controlled at the Musquash. Councilor Farmer said some of the funds the Town receives for land purposes is from the Land Use Change Tax, and questioned whether it has to be earmarked for stewardship or future purchase. Town Manager Caron responded currently it is for purchases and other associated costs. He said he would research it; he thought the Town Council could adjust it. Councilor Farmer asked D. Lievens if the Conservation Commission would want to change that. D. Lievens said she will bring it up with the Commission.

Social Services - Town Manager Caron said this budget provides \$81,336 in funding to 12 area/agencies/groups. The second portion of the budget for \$35K is a contract to administer the General Assistance Program. The balance is budgeted for direct assistance to needy residents. Councilor Brown asked about the increase in the contract for the General Assistance Program. Town Manager Caron stated we have not negotiated for the new welfare contract yet, but we are anticipating that increase. The direct aid available is level funded at \$89,500. Councilor Brown asked the status of aid compared to last year. Sue Hickey said it looks the same, and will also depend on the severity of the winter. Councilor Farmer asked if there are any monies available to re-distribute. Town Manager Caron said it is a general fund expense, if we have any surplus funds they could be re-directed to another social service. Chairperson Bove asked S. Hickey if she has any interface with other agencies or do they deal directly with CHS. S. Hickey said they deal with CHS then any follow-up will be reviewed with her. Chairperson Bove said he received a communication from Rockingham Community Action, who wanted to discuss ways of providing more services to Londonderry. S. Hickey said he can let them contact her or send to them to CHS. Discussion ensued about welfare services. Jay Hooley, Budget Chairman asked where is CART found in the budget. S. Hickey responded it is in General Government. J. Hooley said he felt it is a social service, why not reflect it in the Social Service budget. S. Hickey responded it was put in General Government because at the time it was a separate warrant article. She said she can move it. Councilor Farmer agreed it would be better in Social Services. Councilor Brown said they had a discussion about having a policy change about putting it back on a warrant article for the voters to approve. Town Manager Caron said that M. Oswald suggested a presentation during budget season to the Council; he said he is presently working on it.

Family Mediation – Director Joanne McKay said that all operating expenses are level funded. M. Oswald asked if she saw any increase in her services due to the recent economic times. J. McKay said not so much with families, but she does more workshops in the schools. Councilor Brown asked if the mediation volunteers still volunteer, she responded yes. Chairman Bove asked where she receives her referrals from. She said they come primarily from schools and the police department.

Senior Affairs – Director Sarah Landry said there was an increase of \$245 in general expenses and programs. She received letters from some seniors that she passed out to Chairman Bove. She reviewed the programs that she offers at the Senior Center. She said she is the only staff person at the center. They did have a 20hr/wk person from National ABLE as an Admin. Assist. The van driver picked up the outreach providers position when the outreach worker left. Rockingham Nutrition Meals on Wheels was paying the for the van driver directly so it is out of their budget. They fund the van drive and kitchen assistant. She said she did not fill the Admin. Assist. position after that contracted person left. Joe Green, Budget Member asked about the phones, S. Landry said she used her own personnel cell in the past; it was now a line item. Councilor DiMarco said FY09 is higher than FY10, S. Landry responded

due to changes in staffing. Councilor Farmer asked if she foresees any other needs coming out of the maintenance trust fund. Town Manager Caron said they have allocated \$7,500 every year for maintenance items. S. Landry said she submitted plans for the expansion of space needs in the future, bathroom renovations are needed, heating, insulation, and they have had electrical issues. Londonderry Senior Citizens Inc. has completed some fundraisers to help out. Councilor Farmer asked Town Manager Caron if any of those issues would be on the CIP. Town Manager Caron said it might be approaching that, today he would recommend that it be funded through the trust fund. Chairman Bove said if North Station goes through consider what use the old fire station could be used for. Town Manager Caron and S. Landry both agreed that parking is an issue, and the availability of North Station parking would be helpful. Chairman Bove said the letters he received from S. Landry were addressed to the Budget Chairman so he passed them to him.

Recreation Art Psaledas, the Director said his biggest increases are electricity, water, and port-a-potties. The increase is due to costs in electricity, travel & mileage, general expenses, and adult programs, totaling \$16,122. Tom Freda, Budget Committee member asked where the mowing expenses are located. A. Psaledas said they are located with labor supplies and maintenance. He said they can do the mowing cheaper and better themselves. General expenses went up, things were misallocated when the school district took over maintenance of the fields. Councilor Farmer asked him if he doesn't get the money he requested, what is the back-up plan? He said if it gets cut he will have to go to the soccer people more to get supplies. He said the volunteers have invested a lot of money in field maintenance and equipment and it would be a shame to lose all that by not maintaining the fields. Councilor Farmer said they would have to have the volunteers raise more money. A. Psaledas said due to the economy they won't be able to collect as much as they have in the past. User fees were discussed as well as which fields required water fees.

Library - Library Director, Barbara Holtkamp and Chairman of the Trustees of Leach Library, Richard Matchie were in attendance. They had a successful year last year. B. Holtkamp reviewed attendance at all programs. She said there was an increase in the budget of \$51,320 and they returned \$31,971.66 to the town. Councilor Brown asked what does it mean when you return money to the Town. She explained they looked for ways to not spend the money they were allocated. Some personnel were outsourced and they decided not to fill some positions. Councilor Farmer asked where the Town Manager made his reductions. B. Holtkamp explained they were in the areas of tuition re-imbursements and seminars/workshops. Councilor Farmer asked if the tuition reimbursement were contractual, she responded yes. Richard Matchie said Barbara's contract stipulates she is allowed to attend the American Library Association conference, but she has not gone. Tom Freda said FY08 full-time and FY08 part-time salaries went down. She responded they outsourced one full-time position and changed a full time position to a part-time position. The outsource was for a full time technical services librarian. T. Freda asked how she saved money in the FY10 budget if the salaries went up of \$88K and overall the budget went up \$51K. She explained the insurance line items went down and they have been saving money with utilities. Joe Green, Budget Member questioned the increase in the costs of books and periodicals. B. Osterkamp explained that every year they compare their materials to other libraries and try to add to the collection. Councilor Farmer explained the library is free to move monies to whatever line item they want. He said they should be commended for their job handling resources.

Community Development Site Selector Presentation –

Director of Community Development, Andre Garron and GIS Manager John Vogl were in attendance to

present the new site selector tool. CDM was contracted to develop the program. A. Garron explained it was a tool to point to vacant industrial/commercial properties in town. Cost was \$10,000 with funds used from the GIS account. The development goal was ease of use. We have 114 properties in Londonderry that are included in this site selection tool. Originally had 119, but 5 owners declined to be in the system. John Vogl said they got the product delivered to them in October of 2008. He proceeded to demonstrate the site selector on a PowerPoint presentation. Councilor Farmer suggested putting restaurants on one of the layers. J. Vogl said other towns are looking to Londonderry to find what they want to apply to their own towns site selectors. Councilor DiMarco asked how the underlying database that supports the website is updated. A. Garron said they are continually updating the GIS system. Chairman Bove asked if the site will give management reports like how many hits you are getting. A. Garron said when they do the overall site that is one of the topics they are looking at. Chairman Bove asked if they could search MHT from the site, Andre responded yes. Councilor Brown questioned if it was really ready to go alive today? J. Vogl said it will be tomorrow. Councilor Brown asked where the site will be located on the website. J. Vogl said they will put it on the front page of the economic development site. Councilor Brown asked about the money coming from the 2003 money. A. Garron stated the money was appropriated in '03 some costs came in a lot lower than they thought, he was able to make it last longer. Councilor Brown asked how this site selector tool compared to other websites, is it a good tool? A. Garron said it is a good tool, 90% of people look for land through a website.

Chairman Bove read a letter from Steve Young saying he is very supportive of the project it will put Londonderry on the lead on content and technology as it relates to the promotion of the community. The Rte 102 overlay district will not be included in the site selector, he said that he feels this is a mistake. It should be included on the site. Londonderry should be pro-active and include the Rte 102 POD in the site selector. A. Garron said the vacant commercial and industrial sites that are in the POD are included. Some of the lots that are zoned AR1 are not in there because it is only for commercial. Steve's point is taken that if you are an AR1 lot in the POD then you can have commercial uses; maybe it could be added to the list. Councilor Farmer said future Councilors or Planning Boards could look at a zoning request for a property in the POD. Both Councilors Farmer and Bove agreed not to exclude them. Chairman Bove suggested the Community Development come to a future meeting and let them know how it is doing.

Meeting Minutes

Council Wagner made a motion to accept the October 20, 2008 with changes made by Councilor DiMarco. Seconded by Councilor DiMarco, Council's vote 4-0-1

Councilor DiMarco made a motion to accept the October 27, 2008 meeting minutes. Seconded by Councilor Wagner, Council's vote 5-0-0.

NEW BUSINESS

OTHER BUSINESS

Liaison Reports None

Town Manager's Report - None

Board/Committee Appointments/Reappointments/Resignations

1. Retirement of Mark Officer from the ZBA, term ending 12/08
2. Resignation of Stephen Fassi from the Conservation Commission, effective immediately, term ending 12/10.

Discussion ensued about interviewing every volunteer who wanted to stay with their position on their boards and if we had other volunteers for those positions they would be interviewed as well.

Councilor Brown said we have typically interviewed for land use boards. He suggested re-interviewing people whose terms are up for land use boards. Councilor Farmer said we should interview all boards who have expiring terms for '08. Councilor DiMarco suggested interviewing for land use boards and any other board where there might be more than one person interested in a vacancy. He identified land use as Planning Board, Zoning and Conservation. Councilor Brown added Heritage to the land use board. The consensus was to interview any terms expiring for land use boards and any boards where there might be more than one person interested in a position. Town Manager Caron said we will start scheduling the interviews next month. It was also suggested that we re-advertise again for the positions that have term expirations of 12/08 in addition to any vacancies.

Councilor DiMarco made a motion to accept the resignation of Stephen Fassi. Seconded by Councilor Farmer, Council's vote 5-0-0.

ADJOURNMENT

Councilor DiMarco made a motion to adjourn at 9:41 PM. Seconded by Councilor Brown, Council's vote 5-0-0.

Notes and Tapes by: Margo Lapietro Date: 11/03/08

Minutes Typed by: Margo Lapietro Date: 11/10/08

Approved; Town Council Date:

