

**TOWN COUNCIL  
AGENDA  
December 21, 2009**

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. *All regular meetings will be adjourned by 10:00pm unless otherwise notified.*

7:00 PM

I. CALL TO ORDER – PUBLIC SESSION

II. PUBLIC HEARING

- A. Resolution #2009-20 – Relative to the renaming portions of Dan Hill Road and Nelson Road
- B. Resolution #2009-21 – Relative to naming the private access to 49A Seasons Lane
- C. Ordinance #2009-05 – Relative to the Creation of a new Gateway Business District
- D. Ordinance #2009-06 – Relative to the Creation of the Planned Unit Development Process
- E. Ordinance #2009-07 – Relative to Amendments to the Zoning Ordinance Associated with the Gateway Business District and the Planned Unit Development Process

III. PUBLIC COMMENT

- A. Interview Land Use Candidates

IV. OLD BUSINESS

- A. Resolution #2009-22 – Relative to the Posting of the Administrative Support Specialist position.

V. NEW BUSINESS

- A. Order #2009-17 – Relative to the Expenditure of Maintenance Trust Funds for Various Projects.
- B. Resolution #2009-24 – Relative to Economic Development

VI. APPROVAL OF MINUTES

- A. Minutes of Council's Public Meetings of 11/30/09, 12/7/09 & 12/14/09

VII. OTHER BUSINESS

- A. Liaison Reports
- B. Town Manager Reports
- C. Board/Committee Appointments/Reappointments
  - 1. Reappoint Mike Considine to the Conservation Commission as a Full Member, three year term to expire 12/31/12
  - 2. Reappoint Neil Dunn to the ZBA as a Full Member, three year term to expire 12/31/12
  - 3. ZBA recommendation to appoint Matt Neuman from Alternate to Full Member, three year term to expire 12/31/12
  - 4. Appointment of Flo Silver from Alternate to Full Member, Senior Affairs, term to expire 12/31/12
  - 5. Appointment of Daniel Lekas to Alternate Member, Senior Affairs, term to expire 12/31/12

VIII. ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Meeting – January 4, 2010, First Budget Hearing, Moose Hill Council Chambers, Town Hall, 7:00 PM (Hearing may be moved to January 7, 2010)
- B. Town Council Meeting – January 18, 2010, Moose Hill Council Chambers, Town Hall, 7:00 PM (Bond Public Hearing)
- C. Town Council Meeting – February 1, 2010, Moose Hill Council Chambers, Town Hall, 7:00 PM
- D. Town Council Meeting – Final Public Hearing on Budget, February 4, 2010, Moose Hill Council Chambers, Town Hall, 7:00 PM

E. Town Council Meeting – February 15, 2010, Moose Hill Council Chambers, Town Hall, 7:00 PM

# RESOLUTION 2009-20

## A Resolution Relative to renaming portions of Dan Hill Road and Nelson Road.

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First Reading: 12/07/09  
Public Hearing: 12/21/09  
Adopted: xx/xx/xx

- WHEREAS** The Town of Londonderry is enabled by NH RSA 231:133 to name public highways; and
- WHEREAS** The Town Council established a Street Naming System Task Force to enhance public safety by reviewing and correcting addresses which are non-compliant with NH 9-1-1 addressing standards; and
- WHEREAS** Portions of Dan Hill Road and Nelson Road have been identified as non-compliant; and
- WHEREAS** The Task Force, in cooperation and consultation with property owners recommend the following street name alterations.

***NOW THEREFORE BE IT RESOLVED*** by the Londonderry Town Council that the portion of Nelson Road running southerly from Sargent Road to Pillsbury Road be renamed Sargent Road, that the portion of Dan Hill Road running westerly from West Road to the Litchfield Town Line be renamed Recovery Way, to become effective within 60 days of adoption of this resolution. Properties will be renumbered according to the Town Addressing policy.

Mike Brown, Chairman  
Town Council

( TOWN SEAL )

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Marguerite A. Seymour  
Town Clerk/Tax Collector

***A TRUE COPY ATTEST:***  
*xx/xx/xx*

# RESOLUTION 2009-21

## A Resolution Relative to naming the private access to 49A Seasons Lane

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First Reading: 12/07/09  
Public Hearing: 12/21/09  
Adopted: xx/xx/xx

- WHEREAS** The Town of Londonderry is enabled by NH RSA 231:133 to name public highways; and
- WHEREAS** The Town Council established a Street Naming System Task Force to enhance public safety by reviewing and correcting addresses which are non-compliant with NH 9-1-1 addressing standards; and
- WHEREAS** The Task Force entertained a request to name the driveway at 49A Seasons Lane to resolve longstanding difficulties; and
- WHEREAS** The Task Force, in cooperation and consultation with property owners recommend the following street name alterations.

**NOW THEREFORE BE IT RESOLVED** by the Londonderry Town Council that the private driveway access to 49A Seasons Lane be named Snowcap Way, to become effective within 60 days of adoption of this resolution. Properties will be renumbered according to the Town Addressing policy.

Mike Brown, Chairman  
Town Council

( TOWN SEAL )

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Marguerite A. Seymour  
Town Clerk/Tax Collector

**A TRUE COPY ATTEST:**  
xx/xx/xx

Introduced: 12/07/09  
Public Hearing: 12/21/09  
Adopted: xx/xx/xx

**ORDINANCE 2009-05**  
***RELATING TO AN AMENDMENT TO THE***  
***ZONING ORDINANCE REGARDING***  
***CREATION OF THE GATEWAY BUSINESS***  
***DISTRICT***

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***WHEREAS*** the 2004 Master Plan encourages the Planning Board and Staff to consider innovative land use strategies to encourage appropriate development in the community; and

***WHEREAS*** the Town Council has identified economic development in general and the Pettengill Road area in particular as the focus to expand the Town's economy and enhance non-residential property tax revenues; and

***WHEREAS*** the proposed ordinance provides the Town with the appropriate tools to help achieve its economic development goals;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect the creation of new Section 2.7 Gateway Business District and amend the Zoning Map to identify lots with the District.

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Michael Brown, Chairman  
Londonderry Town Council

***A TRUE COPY ATTEST:***

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***Marguerite Seymour - Town Clerk***  
*x/xx/xx*

***Town Seal***

Introduced: 12/07/09  
Public Hearing: 12/21/09  
Adopted: xx/xx/xx

**ORDINANCE 2009-06**  
***RELATING TO AN AMENDMENT TO THE***  
***ZONING ORDINANCE REGARDING***  
***CREATION OF THE PLANNED UNIT***  
***DEVELOPMENT PROCESS***

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***WHEREAS*** the 2004 Master Plan encourages the Planning Board and Staff to consider innovative land use strategies to encourage appropriate development in the community; and

***WHEREAS*** modern planning techniques encourage collaborative efforts between the regulatory authority (Planning Board) and the landowner to insure the orderly development of large-scale parcels in the community consistent with community goals and objectives; and

***WHEREAS*** the proposed ordinance creates a process by which the Planning Board and landowners can collaboratively “master plan” large scale developments;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect the creation of new Section 2.8 Planned Unit Development.

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Michael Brown, Chairman  
Londonderry Town Council

***A TRUE COPY ATTEST:***

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***Marguerite Seymour - Town Clerk***  
*x/xx/xx*

***Town Seal***

Introduced: 12/07/09  
Public Hearing: 12/21/09  
Adopted: xx/xx/xx

**ORDINANCE 2009-07**  
***RELATING TO AN AMENDMENT TO THE***  
***ZONING ORDINANCE ASSOCIATED WITH THE***  
***GATEWAY BUSINESS DISTRICT AND THE***  
***PLANNED UNIT DEVELOPMENT PROCESS***

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***WHEREAS*** the Town Council has considered and adopted amendments to the Zoning Ordinance to create a Gateway Business District and Planned Unit Development Process; and

***WHEREAS*** amendments to Zoning Ordinance are necessary to incorporate these new Sections 2.7 and 2.8; and

***WHEREAS*** the Planning Board recommends adoptions of these changes;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect changes in Sections 2.11, 2.2 and 2.5.2.5.

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Michael Brown, Chairman  
Londonderry Town Council

***A TRUE COPY ATTEST:***

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***Marguerite Seymour - Town Clerk***  
*x/xx/xx*

***Town Seal***



# RESOLUTION 2009-22

Relative to the  
***POSTING OF THE ADMINISTRATIVE SUPPORT SPECIALIST  
POSITION***

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First Reading: 12/07/09  
Second Reading: 12/21/09  
Adopted: xx/xx/xx

***WHEREAS*** a vacancy has occurred in the position of Administrative Support Specialist; and

***WHEREAS*** the position was created in 2004 during a reorganization which eliminated a Department Head position and resulted in a number of responsibilities being coordinated into this position, including Buildings & Grounds management; vehicle fleet management; Beautify Londonderry; website maintenance; grant management and processing; energy conservation; risk management and insurance claims processing; cemetery management; and environmental property management; and

***WHEREAS*** Resolution 07-33 as adopted requires Council authorization to proceed with filling non-uniformed positions;

***NOW THEREFORE BE IT RESOLVED*** that the Town Manager is hereby authorized to post and fill the position of Administrative Support Specialist

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Michael Brown, Chairman  
Town Council

( TOWN SEAL )

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Marguerite Seymour - Town Clerk/Tax Collector

***A TRUE COPY ATTEST:***  
*xx/xx/xx*

Reading: 12/21/2009  
Adopted: 12/21/2009

**ORDER 2009-17**  
**AN ORDER RELATIVE TO THE EXPENDITURE OF**  
**MAINTENANCE TRUST FUNDS FOR**  
**VARIOUS PROJECTS**

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

**WHEREAS** expenditures have been made for a variety of projects, specifically:

- 1) Paving the Highway Garage driveway at a cost of \$20,394.00
- 2) Repair Parking Lot lights at the Town Office complex at a cost of \$1,289.00;

**NOW THEREFORE BE IT ORDERED** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$21,683.00 for the aforementioned repairs and improvements.

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Michael Brown, Chairman  
Town Council

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Marguerite Seymour  
Town Clerk

**A TRUE COPY ATTEST:**  
**12/21/2009**

# RESOLUTION 2009-24

## A Resolution Relative to Economic Development

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First Reading: 12/21/09  
Hearing/Second Reading: waived  
Adopted: 12/21/09

- WHEREAS** the Town Council has designated community economic development as its primary goal for the past several years, and
- WHEREAS** town voters have embraced this goal by appropriating significant resources for the design, planning, marketing and construction of various projects to enhance economic development opportunities, and
- WHEREAS** a key component to a successful economic development program is the retention and creation of quality jobs, and
- WHEREAS** economic development in Londonderry needs to reflect community aesthetics, goals and land use planning priorities, and
- WHEREAS** the State Legislature during its investigation of additional revenue sources has discussed the merits of expanded gaming in the State, and
- WHEREAS** In addition to disproportionately increasing a community's traffic burden and impacting the quality of life factors important to our residents, Gaming does not produce the quality of jobs envisioned in the Town's Community Economic Development Plan, and
- WHEREAS** currently, the State Legislature has not authorized expanded Gaming within the State,

**NOW THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Londonderry continues to support an active, vibrant and diverse economic development strategy, a strategy that does not envision Gaming as an appropriate land use in the Town; therefore expanded Gaming should not be encouraged or included in the Town's economic development strategy, or marketing materials & public presentations.

Michael Brown - Chairman  
Town Council

( TOWN SEAL )

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Marguerite A. Seymour  
Town Clerk/Tax Collector

**A TRUE COPY ATTEST:**  
12/21/09

<p style="text-align:center"><b>TOWN COUNCIL MEETING</b> <b>November 30, 2009</b></p>
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The Town Council meeting was 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.

**PRESENT:** Town Council: Chairman Mike Brown; Vice Chairperson, Kathy Wagner; Councilors: Brain Farmer; Sean O’Keefe; Paul DiMarco; Town Manager Dave Caron; Assistant Town Manager, Finance Director, Sue Hickey; Executive Assistant, Margo Lapietro.

**Budget Committee:** Chairman Mark Oswald; Tom Dolan; Jay Hooley; Richard Dillon; Don Jorgenson. **Absent:** Todd Joncas

**CALL TO ORDER – PUBLIC SESSION**

Chairman Brown opened the meeting at 7:59 PM with the Pledge of Allegiance. This was followed by a moment of silence for the men and women fighting for our country, firefighters and police officers serving this community and around the country.

Chairman Brown informed the public that this was a continuation of the budget process.

Town Manager Caron responded to questions about the maintenance costs/procedures for Town Hall. He passed a memo out to the Councilors that listed the maintenance/repair costs for town facilities with the various funding responsibilities. He also listed the funds as budgeted. He said the totals give a sense of what the budget is. He explained that the School District assists in maintenance services when their schedule allows it. If they are not allowed the Dir. of Building and Grounds, Chuck Zappala gives us guidance. Given the age of our building (5 years) everything is still new and this system has worked well for us. He said the last page of the memo lists the action plan that is in place. He said we need more coordination with the winter maintenance on sidewalks. That is currently worked out with the police department custodian and the SAU facilities director. The town and school continue to determine the most cost-effective method for building maintenance. Contracting janitorial services is the most cost efficient way to handle it. He said he does not have any plans to propose any additional town staff to perform those functions. Removing the school maintenance personnel from the library gives the library two choices: they can work with the town plan which is not necessarily the fastest time frame but the most cost efficient or the Trustees can hire a maintenance person from its appropriations as approved at the 2010 town meeting. Open for discussion

Councilor Farmer asked for clarification of the custodial services at the Senior Center. Town Manager Caron said they rent that facility and take the revenues and pay for the janitorial services under their special revenue funds. Councilor O'Keefe said it looks like a good idea to consider before putting another position in place. We are better off to do more with what we have. Chairman Brown asked for clarification on what the protocol is that is in place now. Town Manager Caron explained that we have a software system that they can log onto and put in a repair request, it is managed by Carolyn O'Connor. If the repairs are critical it will be acted on immediately, if it is a non-emergency item it will be a coordinated effort. We have maintenance contracts in place and most critical functions will be done in a day and a half. Chairman Brown asked if it was strictly the school that takes care of things; Town Manager Caron responded some issues our staff takes care of in addition to using the school personnel. Chairman Brown questioned if the library went with the option of participating in the town's current building repair protocol would it be less than \$18K a year. Town Manager Caron clarified with the Library Director that one of the proposed responsibilities of the maintenance person would involve moving books; she responded that was correct. Town Manager Caron said that request would not be fulfilled, it is not a service we expect the school to do. Councilor Farmer asked Town Manager Caron if there will be some savings on the Library's maintenance costs if they go with the current building repair protocol. Town Manager Caron responded the costs are out of pocket, there would not be any significant savings. If they hired someone else then they would add to their bottom line of \$130,307. Budget Committee member Don Jorgenson asked Town Manager Caron if he foresaw any problems with the current contractors taking on the added responsibility of the library. He responded there are two types of service contracts one is for the boilers and he said he presumed the library already had one. B. Holtkamp responded they do not have a boiler contract, too expensive. The costs are listed under the maintenance line item. Town Manager Caron said the next bid that goes out for heating is building specific if the library is included the price might be more favorable because we would have more buildings. It is based on a minimum response time, hourly basis during normal work hours and an hourly basis outside of work hours. D. Nowicki clarified that it would cost more money if the Library Trustees chose to hire a maintenance person, Town Manager Caron responded it will increase their budget by \$18K. Richard Matckie, Chair of the Library Trustees asked questions about replacing air filters and snow shoveling. Town Manager Caron said they were working on getting that resolved currently the police custodian and school personnel, will have final decision before it snows. He envisions having a set schedule. R. Matckie said it cost the town \$49K for a full-time maintenance person; he said the library's proposal is for \$18K. Councilor Farmer confirmed it is an additional cost in the budget, if it is not approved it will come from somewhere in the Trustees budget. R. Matckie said it is not a new position, it has been done by school. Councilor O'Keefe said it is a new position it is costing the town taxpayers an additional \$18K. Councilor O'Keefe said it is not a critical request, and as one taxpayer and one Councilor it is not

reasonable at this time. He said the Town Manager is trying to make it feasible. Library Director Holtkamp said they looked at what was most cost effective for 18 hours a week. If the duties have to be contracted out it will be more money. B. Holtkamp said the Trustees will look at it at their next meeting. Councilor Wagner asked the Town Manager if all the other departments came in at 2%, he responded the bottom line is less than 2% on the overall budget. Councilor Wagner asked what the percentage rate increase was for the library. Councilor DiMarco responded that the Town Manager suggested 6.3% but a good portion of that was due to contractual obligations and health benefits. The actual proposed budget from the library was a 9.3% increase

**PW Environmental Division** – Public Works Director Janusz Czyzowski gave a PowerPoint presentation for the anticipated rate increases from the Manchester Water Works. He reminded everyone that the rates are supported by user fees in the Sanitary Sewer Special Revenue Fund. It is not supported by the taxpayers. The sewer fees consist of two fees: access fees and sewer user fees. He said that he would review the sewer rates and facility plan. He said a majority of the town is not connected to the sewer system; 87% have septic tanks. An annual average of 1.8M gallons of septage from Londonderry is treated at the Manchester Treatment Plant. He proceeded to review the existing sewer conditions: 40 miles of sewer, 5 pumping stations, 1,123 residential connections, 384 commercial connections, 63 industrial connections. They have 2 intermunicipal agreements one with Derry & the other with Manchester. He proceeded to review the sewer systems for North and South Londonderry. He reviewed the current wastewater flows and listed the major industrial users that flow to Manchester. He listed the existing treatment capacity allocations to Manchester and Derry. He also reviewed the growth and future flow projections and stated that the sewer facility plan was last updated in 2005. The future needs were based on an updated Master Plan. The potential growth areas were identified for the next 20 years. Flow projections were based on 210 gpd for residential units, 700 gpd/acre for undeveloped commercial and industrial land, infiltration 150 gpd/acre. He said he looked at potential capacity to get future needs. He stated that he has only this one time to ask for additional flow. He is asking for an additional 1M gallons to cover future development. He reviewed the facility plan and its impact to existing facilities and future growth. The current sewer access fees are a one time fee when a new user connects to the sewer:

	<u>After Sewer Available</u>	<u>Existing Unit</u>
Residential	\$ 3,467.00	\$ 500.00
Commercial/Industrial	\$16, 51/gpd	\$ 3.00/gpd North \$ 8.00/gpd South

He reviewed what is included in the sewer user charge fees. Manchester changed the formula from 6% to 10%. Manchester will be bonding for the improvements and upgrades and passing the payments onto us. The rates are being adjusted

periodically and it will be done in the next few months. Currently the residential sewer user fee is \$96.00 per qtr unit. It might go up 30%. The 2005 state wide average annual charge for residential sewer is \$426.51, we are still below the average. Commercial sewer user fees are currently \$96.00 per qtr with a minimum of up to 3,810 cubic feet per flow. Additional flow is \$2.52/100 cubic feet of flow. Industrial is \$187.20 per quarter with a minimum of up to 7,430 cubic feet. It is \$22.52/100 cubic feet for additional flow. The BOD and TSS surcharges are \$17.50 per 100/lb. Councilor DiMarco said the rates for residential is currently \$96.00, they will go up about 30% so it will be roughly \$128.00. J. Czyzowski responded they will not go more than 30%, and it will not start until 7/10. D. Nowicki asked if every growth area was calculated, J. Czyzowski responded yes. D. Nowicki asked if there was at least a year lead time to know how much to charge the new business for sewer usage. J. Czyzowski responded we don't know exact numbers until the business applies for permits. The fees are projected; they are looked at every two years.

Fire Chief MacCaffrie on SAFER Grant - Chief MacCaffrie and Capt. Mark Tetrault were in attendance. Chief MacCaffrie explained the grant improves staffing & deployment capabilities so that the Fire Department can more effectively respond to emergencies. The grant changed from 08 to 09 and he listed the changes. Capt. Tetrault explained the program. Chairman Brown asked him to explain the term "performance period" listed in the grant. Capt. Tetrault explained it means the time period the grant is in effect. Capt. Tetrault said last year it was a 5 year grant this year it was reduced to 3 years. This year it is fully funded for two years with no match; the third year the town will pick up the tab. There is no salary and benefits cap this year. The total funds for hiring firefighters was reduced this year from \$152M to \$31.5M. He reviewed the grant requirements that list the town would have to keep current staffing levels for three years; the budget could not fall below 80% of the three years previous average. A NFPA physical is required as well as the "soft costs" that consist of protective clothing, uniforms, training and pre-employment physicals are not covered by the grant. Overtime costs are not covered by the grant. Last year according to the schedule the fire department drafted at the end of 5 years they would be budgeting \$1.5M for hiring 4 firefighter/EMT's. If they apply for the 2009 grant they are proposing hiring 4 firefighter/paramedics at the end of 3 years it would cost the town \$345,376. If they propose 8 firefighter/paramedics at the end 3 years it would cost the town \$690,752. Chairman Brown asked Capt. Tetrault if the figures he quoted are costs that the town will pay annually, he responded yes. Chairman Brown asked if escalation was figured into that amount and he responded it was not figured into the price. Chief MacCaffrie said the grant requires the town to keep the personnel for three years, the decision after that is up to the town and the budget. Capt. Tetrault explained that with the 08 grant for 4 firefighters the grant over three years will pay 45% of salaries and benefits; the 09 grant over three years will pay 63% of salary and benefits for 4 and the 09 program for 8 firefighters over 3 years will pay 63% of salaries and benefits. Councilor Wagner asked if we go after the grant and receive it are we legally bound to accept it. Capt Tetrault said he was looking to Council to make a decision and the federal government is asking for a commitment. Chief MacCaffrie said the grant has to be submitted by 12/18, Council has

to make a commitment to do it. If we deny the acceptance of one grant we might not be able to get another one in the future. Chairman Brown verified that the decision is not being made tonight. Councilor Wagner asked Town Manager Caron if we decide to go forward with this and we get the grant, will we gradually bring in the money. Town Manager Caron said it is a two year step-up. We should put some funds in the next two years into a capital reserve for the fire department so that in year 3 we are not going from no tax impact to \$345K in tax impacts. Over a three year period you might consider \$110K the first year and \$220K the second. He said they did that with a grant for the police 4-5 years ago. Councilor Wagner asked if it will affect the 2012 budget. Town Manager Caron said if the grant is granted in the spring it will take effect 7/10. It will impact FY11 but we have a couple of different options. Councilor O'Keefe asked the Chief if he applies for this grant would he expect the Over Time (OT) budget to be wiped out. Capt. MacCaffrie replied probably not. Councilor O'Keefe questioned why then would we go for this grant. Chief MacCaffrie responded it will give us staffing so we have the opportunity to reduce OT but not eliminate it. Councilor Farmer clarified that if we apply for the grant we have to roughly increase the budget by \$110K this year for future offsets. Town Manager Caron responded it was purely optional. Councilor Farmer responded the other option we have is we can apply for the grant and wait for the impact all at once. He said the other thing he hears is that there will not be a significant reduction in the OT. He said there are additional costs under other items like uniforms, travel, training etc. Councilor Farmer said he would like to see the soft costs spelled out to get the real impact and how to ramp up and what the impact will be. He also said he would like to see what you can save on the OT budget. He said he would like to see how this affects the strategic plan being proposed. Chairman Brown questioned the OT as well, he said he needs numbers to show either a decline or not. He clarified that the plan is to hire 4 people. Chief MacCaffrie explained they have 4 shifts with 10 people per shift, they will add 1 firefighter to each shift. Capt. Tetrault said if we are not adding 1 per shift it becomes a difficult task to explain the levels to the grant reviewer. Chairman Brown said the money is only for a short term, adding 4 people to the payroll for long terms is costly. If we add 4 people where is the reduction in payroll in the proposal? This is adding new people to the budget. Councilor DiMarco said if we see in our strategic plan that we need the 11th or 12<sup>th</sup> firefighter on board he would like to see it in the strategic plan. Councilor Wagner asked will the additional person on each shift allow us to reduce mutual aid. She brought up the fact that every time an ambulance goes to Elliott or Parkland it is income for the town. Capt. MacCaffrie said it will help. Budget Member Don Jorgenson said if in 3 years 3 people leave then the grant is gone. How does the fire department stack up to it now? Chief MacCaffrie responded they would rely on mutual aid; we may never meet the standard we are attempting to do it. Budget Member Tom Dolan said the key question asked by Councilor Wagner was how close to being revenue neutral would this be if we can fill in the additional revenue loss due to current staffing levels. He stated that in the revenue section of the budget in the 09 actuals we had peaked at over \$600K in 09 revenues. Our projected budget is for \$400K he asked why the difference. Town Manager Caron explained that for the budget estimates he made his prediction with actual collectibles. S. Hickey explained they still have some old billings they are working with the old company on. T. Dolan said we have to consider what the potential revenue is and the projected actual revenue. Councilor



Farmer asked Chief MacCaffrie with no salary and benefits cap are you restricted to just rank and file or are you looking at command staff, does the grant restrict you to just rank and file. He responded rank and file suits their purposes. Councilor Farmer asked does the grant restrict him to just that, he responded no. D. Nowicki stated the more staff we have the more safety is provided. She said the Council did not allow extra personnel for other departments, the grant does not show any savings to the town. Future costs have so many unknowns. Chief MacCaffrie said he would get estimates. Chairman Farmer asked Town Manager Caron if we know what the costs are and when we receive the grant can we do it without putting it in the budget by using a warrant article. He responded that is one option the other option depending upon the cost would be to have the fire department absorb those costs by re-prioritizing their current budget levels. Councilor Farmer said he would like to see some recommendation on that opportunity as well including projecting the offset costs and where can we save. Budget Member Richard Dillon asked if the grant limited him to only hiring newly trained firefighters or can they hire trained professionals. Chief MacCaffrie responded the only limit is that they have to be on the payroll in 90 days he said they have a list of people already pre-qualified. Most of them are already trained. R. Dillon asked wouldn't it be advantageous to cover just our OT costs instead of bringing in 4 people. Chief MacCaffrie said the way the grant is written it does not put in for a set of funds for OT. It is for the hiring of new personnel. Mark Oswald requested that the Chief add anticipated service calls to the projections. D. Jorgenson asked the Chief if we are looking forward to a more desired performance service level – Chief MacCaffrie responded yes. D. Jorgenson asked if we increased our staff, can we drive it to be revenue neutral based. Councilor Farmer asked Town Manager Caron if there is an insurance agency that gives us a score card audit. He responded it is an ISO ratings. Chief MacCaffrie responded he annually gives them our statistical information. About every 5-7 years they do a physical audit the next one will be in 2011 or 2012. Councilor Farmer explained it affects our homeowner's insurance rates. Councilor Wagner asked the Town Manager when the Strategic Plan was coming to us. Town Manager Caron responded he hoped to have it this weekend. Councilor Wagner stated that the call volume never goes down. Chief MacCaffrie said he will get the figures on the calls to the Elliot facility on Buttrick. D. Nowicki asked if the grant is an annual thing, could we hold off until another year. Capt. Tetrault said it is an annual thing and requirements could change. Chairman Brown said they will discuss this matter again at the next meeting.

Chairman Brown said we are scheduled to talk about the budget items tonight. The Town Manager came back with less than 2%; his recommendation was 1.88%. He also told us that we have two fact finders at town meeting that could affect the town tax rate at the town meeting. He asked if the Council was ready to formulate recommendations one of which could be that the Council is happy with the recommendation and is ready to go with the budget. Councilors Wagner and DiMarco said they are comfortable with the recommended budget and both complimented the Town Manager on a job well done. Councilor Farmer asked if there were any impacts in the coming fiscal year from the state level. Town Manager Caron said they knew the general revenue sharing was gone for the next two years; it is not included in the estimated revenue. Meals and rooms they have not heard anything; this year it will remain flat. Councilor Farmer said he agrees with

Councilors Wagner and DiMarco and he stated he would like to hear from the Budget Committee. Councilor O’Keefe stated he is cautiously optimistic; he has concerns with the two remaining Fact Finder reports. Chairman Brown said he agrees with everyone the 1.88% increase in the town tax rate which is 9 cents is a snapshot as of tonight. We will be asking a homeowner to pay \$27.more on a \$300K home. He asked the Town Manager what could change that in March. He responded there are three variables: a change in state revenues; adoption of one or 2 Fact Finder reports, or town meeting members could add or take away from the budget in March. Chairman Brown asked if we accept the fire grant how much would it add. Town Manager Caron responded it would add three cents to the rate it would be an increase of approximately 2.1% – 2.2%. The Council thanked D. Caron, S. Hickey and the Department Heads for their efforts on the budget.

Budget Chairman Mark Oswald thanked the Town Manager and his department heads for the work they did on the budget. He announced the next Budget meeting is scheduled for 12/14 at 6:00 PM to look at the final budget. He asked the Town Manager if he could guestimate at the Fact Finders reports and the SAFR grant. Town Manager Caron said he can’t estimate the reports; he said he should have them close to the budget meeting. Councilor DiMarco asked the Budget Committee to update their taxpayer White Paper Report on the website to the current year.

**Councilor Wagner made a motion to adjourn at 9:50 PM second, Councilor DiMarco. Councils vote 5-0-0.**

<b>Notes and Tapes by:</b>	<b><u>Margo Lapietro</u></b>	<b>Date: <u>11/30/09</u></b>
<b>Minutes Typed by:</b>	<b><u>Margo Lapietro</u></b>	<b>Date: <u>12/03/09</u></b>
<b>Approved;</b>	<b><u>Town Council</u></b>	<b>Date:</b>

**TOWN COUNCIL MEETING**  
**December 07, 2009**

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

PRESENT: Town Council: Chairman Mike Brown: Vice Chairperson, Kathy Wagner; Councilors: Brian Farmer; Sean O'Keefe; Paul DiMarco; Town Manager Dave Caron; Executive Assistant, Margo Lapietro.

**CALL TO ORDER – PUBLIC SESSION**

Chairman Brown opened the meeting at 7:00 PM with the Pledge of Allegiance. This was followed by a moment of silence for the men and women fighting for our country.

**PUBLIC HEARING**

Motion by Councilor DiMarco to reconvene the public hearing for Ordinance 2009-04, second by Councilor O'Keefe. Council's vote 5-0-0.

**Ordinance #2009-04 – Relative to an Amendment to the Zoning Ordinance Regarding Workforce Housing -** Chairman Brown explained that Council met with Town Counsel to receive legal guidance. He noted that this Ordinance represents the efforts the Planning Board and Planning Dept. have made to both meet the RSA requirements and to implement the recommendations of the Housing Task Force. He explained that State law requires municipalities to adopt a Workforce Housing Ordinance. Chairman Brown said the Council could discuss an option to table the current ordinance and send it back to Planning Board to simplify it to meet the recommendations of the workforce statute. He said we could schedule it to come back to Council on January 18, 2010 to look at a revised ordinance, and then proceed to a hearing on that ordinance. The consensus was to table the Ordinance; send it back to the Planning Board to revise and reconvene on 1/18/10. Councilor O'Keefe commented that after reviewing the information received from Counsel, it would be good idea to table the Ordinance. Councilor Farmer asked Art Rugg, Planning Board Chair if he was aware of the memo addressed to Council from the Town Manager outlining the recommendations from Town Counsel and he responded yes. Councilor DiMarco stated there is a sense of urgency to some extent, as the state requires enactment by 1/1/10, however, the Town is proceeding in good faith. Councilor Wagner asked the Town Manager if there will be any chance of having an issue with the developers. He responded common sense should prevail, as the Town should be in compliance by mid-February. John Curren, 6 Faye Lane said at the last public meeting he asked what the description of "workforce housing" is, was there any feedback from the lawyer. Town Manager Caron said the Town has received guidance on that issue, and that legal counsel would work with the Planning Board on

that particular issue. J. Curren then asked if we were going back to multiple meetings with the Planning Board and stated he was not in favor of large developments. Town Manager Caron replied that the ordinance is technically staying with the Council, with additional input/recommendations from the Town Council. He said the presentation will be on 1/18/10, and would recommend a reposted public hearing for 2/1/10. The Planning Board will meet with counsel first then the Board will meet in public. Don Moskowitz, Tokanol Drive asked if we are required to submit any filings to the state by 1/1/10 – Town Manager Caron responded no.

**Councilor DiMarco made a motion to table the ordinance, second Councilor O’Keefe. The Ordinance will go back to the Planning Board. Council’s vote 5-0-0.**

**Councilor Farmer made a motion to recess this Ordinance to a Town Council public hearing scheduled for 1/18/09, second Councilor O’Keefe. Council’s vote 5-0-0.**

### **PUBLIC COMMENT**

#### **Interview of Land Use Board Members –**

Chairman Brown explained that some of the volunteers on land use boards were not appointed by the sitting board and these scheduled interviews gave the Councilors the opportunity to know them. Councilor DiMarco proceeded to thank all the interviewed volunteers listed below:

Re-Appointment/Interview of Laura El-Azem to the Planning Board as a Full Member  
Re-Appointment/Interview of Eugene Harrington to the Conservation Commission as a Full Member,  
Re-Appointment/Interview of Mike Speltz to the Conservation Commission as an Alternate Member  
Re-Appointment/Interview of Sue Joudrey to the Heritage Commission as a Full Member

Some of the questions asked of the volunteers included what would you like to see the various board accomplish with your re-appointment; did the board they served on accomplish the goals of the board; would their role on a board change over the next few years; and have the boards done a good job on behalf of the community.

Councilor DiMarco referenced the power outage the Town experienced this time last year, and cautioned everyone to be prepared.

### **OLD BUSINESS**

**Application for a SAFER Grant** - Chief Kevin MacCaffrie was in attendance. Chairman

Brown explained this was a continuation of a prior public meeting and it was reconvened to obtain more information. Councilor Farmer asked the Chief what the time line to submit the grant is, he responded it was due by 12/18/09. Councilor Wagner asked for mutual aid figures, call volume and the soft costs for outfitting the additional firefighter positions. Chief MacCaffrie responded that mutual aid overall use for 7/1/08 to 6/30/09 was 151 times. Primary ones were 114 when there were simultaneous calls going on when our units were tied up. Councilor Wagner asked how much does our mutual aid responses increase ever year; the Chief responded it varies every year from 40 – 150. She asked will we be higher this year and the Chief said yes due to responses to the ice storm. This year we are around 120-130. Councilor Wagner asked how much is the call volume going up; Chief MacCaffrie responded it averages 125 additional calls per year. Councilor Wagner asked when was the last time they hired staffing; Chief MacCaffrie responded in 1995 and there were a few in 2005. Councilor Wagner asked how much was the volume up since 1995. He said the volume since 1995 roughly went up 35%. Councilor Wagner questioned if call volume would go up with the I-93 construction the Chief responded he would “guestimate” the call volume will go up. He stated that they have meetings with the state every month to be prepared for the anticipated increase in traffic. Councilor Wagner asked how long will it take for mutual aid to respond Chief MacCaffrie responded it could be from 6 min to 17 minutes depending on where the incident is located in Londonderry or where the mutual aid is located. Councilor Wagner asked if the transports from the Elliott facility on Buttrick Road are increasing, Chief MacCaffrie responded it has stabilized. Councilor Wagner queried him as to what he anticipated for calls if multi-family housing was located in town. He responded the estimates for a 200 unit will bring in about 100 calls per year. Councilor DiMarco asked how many times per year do we send our units out for mutual aid, Chief MacCaffrie responded 109. Discussion ensued about options that would be taken if the work schedules were changed as part of the union contracts. Councilor Farmer asked the Chief where did he get the estimates for multi-family unit calls. He responded he obtained the information from national associations, it is an estimate. The figures are multi driven by socio-economic factors and, fire protection systems in multi-family units. The department has to respond to wired alarm systems in those buildings. Councilor O’Keefe asked the Chief at what point does the fire department go after the alarm companies that are constantly going off with false alarms. He responded currently there are no fire alarm regulations; they just keep calling the alarm companies.

Chairman Brown stated that Council has 4 options:

- Forego the grant

- Grant the previous petition with a total of 4 firefighters; 1 for each shift

- Authorize the grant for 4 positions, but place those in shifts to maximize efficiencies based upon historical service demands

- Authorize the grant for only 2 positions

He said the Town is looking at a \$346K cost, it is not revenue neutral. He asked the Chief if we don’t take the grant this year, will it be discontinued next year. Chief MacCaffrie responded he can’t guarantee it, the grant might start again next year if it is funded. The objective of the grant is to be compliant with NFPA 1710 to meet their standard. Chairman

Brown asked if adding additional staff would change the bargaining agreement. Town Manager Caron said the stations are currently working at 24 hr shifts, the shifts for new employees under Options 3&4 would have to be adjusted to work 12 hour shifts if we change the schedules. Chairman DiMarco asked how does the Town compare with our staffing among other communities. Chief MacCaffrie responded according to NFPA we are understaffed; the Town is below Derry and Salem but they are much bigger towns, and are about even with Bedford and Hudson. Town Manager Caron pointed out that that information could be found on page 15 of the Public Safety & Public Works Service Delivery Report. Councilor's Wagner and DiMarco both agreed they don't want to add to taxes; but they viewed it as a safety issue. Councilor Wagner stated she would like to move ahead with the grant for 4 fire fighters. Councilor DiMarco said we have an obligation with public safety; we should go with option 2 or 3. Chairman Brown said we received the strategic plan tonight; does the Council want to do something budgetary to offset the tax rate or should we wait a year, then we will have time to work with the Town Manager for an overall staffing level or should we go with Option 1. Councilor Farmer questioned Option 2 and asked the Town Manager how he would handle the tax impact. He responded if we receive the grant the local cost will be \$346K in FY13; the Town can plan for this impact by incrementally increase the tax burden in FY11 & FY12. Chairman Farmer stated we have the budget we asked for in FY11, we have the fact finders and collective bargaining which will add to the taxes. If we had more time to look at this we could but the compressed time frame is not good. He stated that we don't have enough time to look at the long term impact, it is too quick. Councilor O'Keefe agreed with Councilor Farmer, the problem is that with two contracts, the school having increases, he said he is not comfortable with approving it. The consensus of the Council is not to go forward with the grant process.

Chairman Brown asked Town Manager Caron when would it be good time to review the report on Public Safety and Public Works service delivery systems. He responded it does not affect the budget process, so the Council can schedule after Town Meeting to review. The consensus was to wait until the budget process is completed.

### **NEW BUSINESS**

**Resolution #2009-20 – Relative to the renaming portions of Dan Hill Road and Nelson Road** - Councilor Wagner read the first reading, public hearing scheduled for 12/21/09. **Motion by Councilor Wagner, second Councilor DiMarco for the public hearing. Council's vote 5-0-0.**

**Resolution #2009-21 – Relative to naming the private access to 49A Seasons Lane.** Councilor DiMarco read the first reading, public hearing on 12/21/09. **Motion by Councilor DiMarco, second Councilor Farmer for the public hearing. Council's vote 5-0-0.**

**Ordinance #2009-05 – Relative to the Creation of a new Gateway Business District** – Councilor Farmer read the first reading, public hearing scheduled for 12/21/09. **Motion by Councilor Farmer, second by Councilor O'Keefe for the public hearing.**

**Council's vote 5-0-0.**

**Ordinance #2009-06 – Relative to the Creation of the Planned Unit Development Process** – Councilor O'Keefe read the first reading, public hearing scheduled for 12/21/09. **Motion by Councilor O'Keefe, second by Councilor Wagner for the public hearing. Council's vote 5-0-0.**

**Ordinance #2009-07 – Relative to Amendments to the Zoning Ordinance Associated with the Gateway Business District and the Planned Unit Development Process.** Councilor Wagner read the first reading, public hearing scheduled for 12/21/09. **Motion by Councilor Wagner, second by Councilor O' Keefe for the public hearing. Council's vote 5-0-0.**

**Resolution #2009-22 – Relative to the Posting of the Administrative Support Specialist Position.** Councilor O'Keefe recused himself because someone related to him expressed an interest in the position. **Councilor DiMarco read the first reading, recommended an adoption tonight, second by Councilor Wagner.** Chairman Brown asked if there was any analysis done to show that some components of the job could be done elsewhere by town government and could the position be done on a part-time basis. He would like to see an assessment of where it stands now and could it be done in a less than full time capacity. Town Manager Caron responded the position is a summary of a number of responsibilities that in a lot of other communities are assumed by other full time positions, and proceeded to explain them. Chairman Brown said he would like the opportunity to assess if some of these duties can be done by others like IT handling the website; maintenance being coordinated with the School; Beautify Londonderry can be handled by Solid Waste, etc. Councilor Wagner agreed with Chairman Brown; she questioned if we really need a full time position. Town Manager Caron explained the school has no interest in being the coordinator of the maintenance of our buildings, they work close with us but have no interest in taking over the responsibility of town buildings. This position manages the town website which has been cost effective; if the IT consultant takes over managing the website it will increase their contracted costs. Councilor Wagner said she would like to look at the whole department in general, she would like it down to a part-time position. Town Manager Caron responded he will compile an assessment for the 12/21/09 meeting. Councilor DiMarco said he agreed with the other Councilors go through the exercise. Councilor Farmer said he agrees with Councilor Wagner, if there are consolidation opportunities he would like to see it. Chairman Brown questioned if the salary range is for a full-time position, if we can reduce the activities will it change the pay. Town Manager Caron responded it depends if we can offload the responsibilities, might have to re-classify the position. **Councilor DiMarco made a motion to table the resolution until 12/21/09, second by Councilor Wagner. Council's vote 4-0-0.** At this point in the meeting Councilor O'Keefe rejoined the Council.

**Resolution #2009-23 – Relative to an Employment Agreement with the Town Manager** Councilor Farmer read the first reading and **made a motion to accept the Resolution, second by Councilor DiMarco. Council's vote 5-0-0.** Councilors all said

they appreciated all the work the Town Manager has done in the past and were glad he extended his time with the Town.

### APPROVAL OF MINUTES

Minutes of Councils Public Meetings of 11/16/09 and Budget Workshops of 11/21/09, 11/23/09 and Non-Public Meeting of 11/23/09.

Councilor DiMarco made a motion to accept the public meeting minutes for 11/16, second Councilor Wagner. Council's vote 3-0-2, with Councilors O'Keefe and Farmer abstaining.

Councilor DiMarco made a motion to accept the minutes from the Budget Workshop meeting of 11/21/09, second Councilor O'Keefe. Council's vote 4-0-1, with Councilor Farmer abstaining.

Councilor DiMarco made a motion to accept the minutes from the Budget Workshop meeting of 11/23/09, second Councilor O'Keefe. Council's vote 5-0-0

Councilor O'Keefe made a motion to accept the Non Public Meeting minutes of 11/23/09 and to seal the minutes indefinitely, second by Councilor Farmer. Council's vote 5-0-0.

### OTHER BUSINESS

Liaison Reports – Councilor Farmer attended the Londonderry Arts Council Meeting and informed Council that long time member Greg Descoteaux resigned his Ad Hoc position.

Councilor DiMarco attended the Planning Board meeting; he said they discussed three projects. One conceptual plan will be discussed at their next meeting. He also informed the Council that Planning Board member Robert Nichols has decided not to seek reappointment now that his term is expiring this month.

### Board/Committee Appointments/Reappointments -

**Laura El-Azem to the Planning Board as a Full Member, three year term to expire 12/31/12.** Councilor Wagner made a motion to re-appoint, second Councilor DiMarco. Council's vote 5-0-0.

Eugene Harrington to the Conservation Commission as a Full Member, three year term to expire 12/31/12. **Councilor DiMarco made a motion to re-appoint, second Councilor O'Keefe. Council's vote 5-0-0.**

Mike Speltz to the Conservation Commission as an Alternate Member, three year term to expire 12/31/12. **Councilor Farmer made a motion to re-appoint, second Councilor**



**DiMarco. Council's vote 5-0-0.**

Sue Joudrey to the Heritage Commission as a Full Member, three year term to expire 12/31/12. **Councilor DiMarco made a motion to re-appoint, second Councilor Wagner. Council's vote 5-0-0.**

Appointment to Regional Economic Development Steering Committee:

**Councilor Wagner made a motion to appoint Don Moskowitz as a Full Member, second Councilor DiMarco. Council's vote 5-0-0**

**Councilor Farmer made a motion to appoint Scott Benson as a Full Member, second Councilor O'Keefe. Council's vote 5-0-0.**

At this point in the meeting Councilor Wagner recused herself.

**Councilor DiMarco made a motion to appoint Steve Young as an Alternate Member, second Councilor O'Keefe. Council's vote 4-0-0.**

Chairman Brown reported there was an open vacancy on the Planning Board due to Robert Nichol's term ending this month and he was not interested in re-applying. Earlier the Council had agreed to request the Town Manager appoint a School Board member as his ex-officio. To do that would have eliminated a long time valuable member ex-officio, Chuck Tilgner. Chairman Brown suggested Council appoint C. Tilgner as a full member with a term expiration of three years, expiration 12/31/12. The School Board will provide us with an Ex-Officio member. Councilor Farmer asked if C. Tilgner was available for an interview like all the other land use members. Town Manager Caron stated that C. Tilgner is traveling and was not able to make tonight's meeting or the 21<sup>st</sup>. He brought up the point that Mr. Tilgner has served with 4 of the 5 Councilors on the Planning Board. **Councilor Wagner made a motion to appoint Chuck Tilgner to a full position on the Planning Board term to expire 12/31/12, second Councilor DiMarco. Council's vote 5-0-0.**

Chairman Brown said there is an opening on the ZBA for a full member due to Yves Steger not seeking reappointment. The ZBA is recommending moving an alternate to a full position and will vote at their next meeting. He also noted that there are currently openings on the Heritage, ZBA and Planning Board.

### **ADJOURNMENT**

**Councilor Farmer made a motion to adjourn at 9:40 PM , second, Councilor Sean O'Keefe; Council's vote 5-0-0.**

Notes and Tapes by:

**Margo Lapietro**

**Date: 12/07/09**

**Minutes Typed by:**

**Margo Lapietro**

**Date: 12/10/09**

**Approved;**

**Town Council**

**Date:**

**TOWN COUNCIL/BUDGET WORKSHOP**  
**December 14, 2009**

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

PRESENT: Town Council: Chairman Mike Brown; Vice Chairperson, Kathy Wagner; Councilor: Paul DiMarco; Town Manager Dave Caron; Assistant Town Manager, Finance & Administration, Sue Hickey; Executive Assistant, Margo Lapietro. Absent: Councilors Sean O'Keefe and Brian Farmer.

Budget Committee: Chairman Mark Oswald; Tom Dolan; Richard Dillon; Don Jorgenson; Todd Joncas. Absent: Jay Hooley

CALL TO ORDER – PUBLIC SESSION

Chairman Brown opened the meeting at 7:07 PM with the Pledge of Allegiance.

This was followed by a moment of silence for the men and women fighting for our country.

Chairman Brown explained this workshop is a continuation of the budget process.

Town Manager Dave Caron reviewed the draft 2010 Warrant. The budget was first presented in November by the Department Head, and now preparing for the first hearing of the budget. Historically the Council has scheduled two hearings, one in January and a final hearing the first week in February after the deadline to submit petitioned warrant articles. He stated that the first meeting will be held on either 1/4/10 or 1/7/10. Tonight's goal is establish what budget the Council wants to present for the hearing. The process has been managed in two separate ways in the past:

- 1) The Council and Budget Committee focused exclusively on the Operating Budget which is Article 6 in the Warrant.
- 2) Both the Council and Budget Committee believed it was beneficial to present an overall budget picture by making recommendations on all the articles on the warrant.

Articles 1 & 2 need no action because they are ballot, non-budget issues so neither the Council or the Budget Committee attaches their recommendations. Article 3 deals with a bond issue for highway reconstruction. By law the Town is required to hold a separate public hearing, which has been tentatively scheduled for 1/18/10. Articles 10 & 11 are unfinished articles, as both parties await the completion of Fact Finder Reports, therefore no action is required at this time. Article 12 also relates to collective bargaining agreements, with incomplete information at this time. Council and the Budget Committee have two options

tonight: Focus on Article 6 which is the Operating Budget or to review and make recommendations on Articles 4-9. Those articles consist of all the non-bond, monetary issues which the voters will be considering in March. Chairman Brown said due to the fact that there are only 3 Council members if there was a consensus to go through each of the Articles when would the missing councilors make their thoughts know. Town Manager Caron replied they can make their wishes know at either the next Council meeting on 12/21 or at the budget hearing in January. At the final public hearing the Council can revoke on the Articles; if there are no changes from the recommendations then that is the Warrant the voters will consider. The consensus of the Council was to review and act upon each budget article. Budget Committee Chairman Mark Oswald stated the Budget Committee was in agreement to review all articles.

**Article 4 – Fund Special Revenue Account** – Chairman Brown stated that this article is user fee based with no property tax support. It is funded from Sewer Division Funds; Cable Franchise Fee Funds and Police Outside Detail Funds. **Councilor DiMarco made a motion to support Article 4 as written, second Councilor Wagner. Council’s vote 3-0-0. Budget Committee member Todd Joncas made a motion to move the Article, second Don Jorgenson. Budget Committee’s vote 6-0-0.**

**Article 5 – Expendable Maintenance Trust Fund** – If passed this article will require the Town to raise \$50K in property taxes, resulting in a tax rate impact of .01 in FY11 based upon projected assessed values. Town Manager Caron explained this will increase the level of funding back to what the level was prior to the FY10 reductions due to the difficult economy. **Councilor DiMarco made a motion to support Article 5 as written, second Councilor Wagner. Council’s vote 3-0-0. Budget Committee member Don Jorgenson made a motion to move the Article, second, Todd Joncas. Budget Committee’s vote 6-0-0.**

**Article 6 – Fiscal Year 2011 Town Operating Budget -** If passed this article will require the Town to raise \$14,848,486 in property taxes resulting in a tax rate impact of \$4.44 in FY11 based upon projected assessed values. Town Manager Caron reviewed a spreadsheet that compares the FY10 budget with the FY11 proposed budget. If the warrant does not change the Town can anticipate a .65% increase in the tax rate or about 3 cents. He referred to a page in the handout that summarized the department budgets for the FY 10 and FY11 budget. It compared the differences and showed that the FY11 proposed budget is up 2.44% increase. Chairman Brown stated that the direction given to the Town Manager was that the tax rate impact would not increase more than 2% overall. Even though we are seeing an increase in the Operating Budget of more than that the direction was the tax rate piece. Budget Committee member Tom Dolan questioned if Article 3 does impact the operating budget, if it does not pass at Town Meeting is the Council considering increasing the operating budget to make compensation for lack of highway maintenance funds. If it does

pass will the town operating budget be reduced. He asked if Council was giving that some consideration. Town Manager Caron said in some previous years the Council did place a contingent warrant article on the Saturday session which gave voters the opportunity to raise highway construction dollars off the tax rate. Chairman Brown told T. Dolan that Council has not discussed that option. T. Dolan recommended that be considered at a future meeting. T. Dolan said he looked at the top 6 line items in the operating budget because they are the most impact full. He said he looked at them to see which if any are increasing at an unacceptable rate or acceptable rate. Debt service goes down by 1.2%, Solid Waste increases by less than 1%, Highway Dept. increased by about 2.1%; the police at 3.4%, fire at 4% and library at 6.3%, all are above 2%. The top three, Police, Fire and Library the Town Manager and Dept. Heads have done a good job. The Library increased by 6.3%, and in this economy he said he would support an increase of 6.3% but he said he would recommend that the Council not support anymore increases. **Councilor DiMarco made a motion to support Article 6 as written, second Councilor Wagner. Council's vote 3-0-0. Budget Committee member Deb Nowicki made a motion to support the Article, second Rich Dillon. Budget Committee's vote 6-0-0.**

**Article 7 - Appropriate Funds to Capital Reserve Funds to Replace**

**Ambulances, Highway Heavy Equipment, Fire Trucks and Highway Trucks.** If passed this article will require the Town to raise \$175K in property taxes, resulting in a tax rate impact of .05 in FY11 based upon projected assessed values. Councilor DiMarco asked if there is any catch up we need to do with this article. Town Manager Caron said last year we only raised \$225K, in FY09 the Town invested \$325K, and the FY11 budget proposes to restore funding back to \$325K. **Councilor DiMarco made a motion to support Article 7 as written, second Councilor Wagner. Council's vote 3-0-0. Budget Committee Member Tom Dolan made a motion to support the Article, second Todd Joncas. Budget Committee's vote 6-0-0.**

**Article 8 – North/West Fire Station Construction and Associated Costs –**

If passed this article will require the Town to raise no money in property taxes resulting in a tax rate impact of zero in FY11 based upon projected assessed values. Councilor Wagner asked the Town Manger if we have started the bid process. He responded the Architect is finishing work on the drawings, the project will be bid in January; with results in February. Councilor Wagner questioned the wording on the warrant after the bid is awarded because any savings will go to the cemetery. Chairman Brown confirmed the bidding will be done in January and we should have a number by the February public hearing. Town Manager Caron said he wants to have a firm number by the 2/4/10 Council public meeting. **Councilor DiMarco made a motion to support Article 8 as written, second Councilor Wagner. Council's vote 3-0-0. Budget Committee member Todd Joncas made a motion to support the Article, second by Don Jorgenson. Budget Committee's vote 6-0-0.**

**Article 9 – Establish Capital Reserve Fund for Pillsbury Cemetery Expansion –**

If passed, this article will require the Town to raise \$1K in property taxes, resulting in a tax rate impact of less than 1 cent in FY11 based upon projected assessed values. Budget Committee member Deb Nowicki asked if there should be any kind of verbiage relating to Article 8 about the overflow going into this fund. Town Manager Caron responded the goal is to know that prior to our final public hearing. **Councilor DiMarco made a motion to support Article 9 to read \$1K, second Councilor Wagner. Council’s vote 3-0-0. Budget Committee member Don Joncas made a motion to support the Article, second by Tom Dolan. Budget Committee’s vote 6-0-0.**

Chairman Brown said depending on how the 12/21/09 Council meeting progresses the Council may be in a position to hold the first public meeting on 1/4/10.

Chairman Brown opened up the meeting to the public for questions. Pauline Caron, 369 Mammoth Rd. referenced Article 9 and questioned if Council has thought about “double burying”? Councilor Wagner said the plots are basically sold out so we could not do that now. We have to build a new facility and that may be something the Trustees of the Trust Fund should consider for the new section. Chairman Brown also asked the Town Manager to find out if Council is in a position to make that decision. Councilor Wagner said it might be the Trustees of the Trust Fund that make that decision.

Chairman Brown said the Budget Committee will meet tomorrow at 7:00 PM to review and come to a consensus on the School Budget. Budget Committee Chair Mark Oswald said he will allow Jay Hooley to go on record for tonight’s vote at that meeting.

Chairman Brown said the next Council meeting is 12/21/09

**Councilor Wagner made a motion to adjourn at 7:45 PM second, Councilor DiMarco.. Council’s vote 3-0-0.**

**Notes and Tapes by: Margo Lapietro Date: 12/14/09**

**Minutes Typed by: Margo Lapietro Date: 12/15 /09**

**Approved; Town Council Date:**