

**TOWN COUNCIL
AGENDA
May 18, 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 COMMENT

- A. Police Department Awards – Captain Hart
- B. Byrne Grant – Captain Hart
- C. Glenn Douglas
- D. Bruce Connell, Seasons Lane

III. OLD BUSINESS

- A. Economic Development Update – Andre Garron

IV. NEW BUSINESS

- A. Confirmation of Police Chief Appointment
- B. Department of Public Works Staffing Level – Janusz Czyzowski
- C. Resolution 2009-07 – Relative to a Memorandum of Understanding for Technology Services
- D. Resolution 2009-08 - Relative to the Bidding Procedure for North/West Fire Station
- E. Order #2009-08 - Relative to the Expenditure of Maintenance Trust Funds for a Variety of Purposes
- F. Resolution 2009-09 – Relative to the Abandonment of a Paper Road at 115 Adams Road

V. APPROVAL OF MINUTES

- A. Minutes of Council Public Meeting of 5/04/09

VI. OTHER BUSINESS

- A. Liaison Reports
- B. Town Manager Reports
- C. Board/Committee Appointments/Reappointments
 - a. Manchester Airport Authority Representative
 - b. Manchester Airport Study Advisory Committee Representative
 - c. Appointment of Martin Srugis to an Alternate position on SWAC, term expiration of 12/31/10.
- D. Non-Public Session (RSA 91-A:3 II(d&e))

VII. ADJOURNMENT

MEETING SCHEDULE:

- A. Town Council Meeting, June 1, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM
- B. Town Council Meeting, June 15, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM

RESOLUTION 2009-07

An order relative to

**Authorization to Sign Memorandum of Understanding for
*Technology Services***

WHEREAS the Town has retained Eaglevue Technologies to provide Information Technology services since 2004; and,

WHEREAS the Town has several vital projects underway in which technology is an integral part thereof, including the continued implementation of new accounting, utility billing, HR and Fire Department software, continued maintenance and development of the website, and continued enhancement of its technology infrastructure; and,

WHEREAS Town operations are best served by retaining a multi-disciplined technology consultant who can provide a myriad of different services as the Town continues its technological upgrades; and,

WHEREAS the Town has enjoyed a beneficial, productive and cost-effective relationship with Eaglevue over the past five years;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Town Manager is hereby authorized to sign the Memorandum of Understanding for the purpose of retaining Eaglevue LLC for Fiscal Year 2010 to provide technological and voice communication management services to the Town of Londonderry.

Michael Brown, Chairman
Town Council

(TOWN SEAL)

Marguerite Seymour - Town Clerk/Tax Collector

A TRUE COPY ATTEST:
05/18/09

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made this ___ day of ____, 2009, by and between the town of Londonderry, a municipal corporation with an address of 268B Mammoth Road, Londonderry, NH 03053, acting through its Town Manager, (hereinafter the “Owner”) and EagleVue Technologies of 2 Arrowhead Drive, Londonderry, NH 03053 (hereinafter the “Consultant”).

RECITALS

1. The Owner desires to retain the services of EagleVue Technologies to provide technological support, planning and maintenance services to the Town of Londonderry for Fiscal Year 2010; and,
2. Consultant desires to provide said services to the Town of Londonderry; and
3. The Owner and Consultant wish to memorialize their understandings relative to duties, responsibilities, timeframe and compensation.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. *General Conditions*: The Consultant shall be retained by Owner, and Consultant agrees to provide technological support, planning and maintenance services for the time period July 1, 2009 – June 30, 2010.
2. *Duties*: The Consultant agrees to perform the functions and duties specified below, which include, but are not limited to, the following:
 - a. Maintenance and Repair of hardware, software and virus protection issues.
 - b. Upgrade and monitor performance of technology systems, including Virtual Private Networking (VPN) capability.
 - c. Installation of new equipment.
 - d. Update and maintain 3-year technology plan, including strategic

- planning and budgeting.
- e. Annual budgeting/planning, including bidding for equipment/services.
 - f. Website Development and Maintenance.
 - g. Daily tech support for all town departments.
 - h. Network monitoring.
 - i. Manage the voice communications system.
 - j. Maintain an up-to-date inventory and barcode all Town computer and networking equipment using a Microsoft Access Database as the inventory container.
 - k. Manage current hardware/software maintenance contracts to insure they are reasonable in today's market.
 - l. Insure all Town personnel have adequate computers for their current needs.
 - m. Properly dispose of old computers and associated hardware with assistance from the Town's Solid Waste Coordinator.
 - n. Insure that a proper backup process is in place.
 - o. Assess Printing/Scanning/Copying needs and allocate hardware accordingly.
 - p. Support the Town's desire to collaborate with other entities, including the School District.
 - q. Assist in selection of various software products and install and train to include a multi department Oracle system, ClerkWorks XML for online customer service (E-Reg), Citizens GPS system (online account management), and wireless systems for Building and Code Enforcement.
 - r. Maintain computer help desk program.
 - s. Maintain printers in all departments including ordering toner and drums.
 - t. Maintain Internet connectivity, firewall and routers.
 - u. Maintain wireless laptops in Police Cruisers.
 - v. Application training in Outlook program and other Microsoft programs

as needed.

- w. New World System deployment and project management.
- x. Red Alert Fire Dispatch acquisition and deployment.
- y. All other related or similar duties.

3. *Compensation, Manpower, Timeframe and Other Expenses:*

- a. Compensation – The Consultant shall receive total compensation in the amount of \$133,000.00 annually, payable in the equal monthly installments of \$11,083.33.
- b. Manpower – The Consultant shall provide a total of 1.50 full-time equivalent, qualified employees, inclusive of one employee for a minimum of 40 hours per week during regular business hours, on-site during the course of this engagement. It is recognized that the emergency needs of the business may require use of Consultants beyond the customary work hours; no additional compensation shall be provided for these responses.
- c. Timeframe – The Consultant will begin work on this assignment on or about July 1, 2009.
- d. Other Expenses – It is recognized that the Consultant will be responsible for managing the Town's technology budget. The Consultant shall confer with and receive approval from the Assistant Town Manager for Finance and Administration on the procedure for expending Town funds.

4. *Status of Consultant:* It is recognized by both the Consultant and the Owner that the Consultant is an Independent Contractor, not an employee of the Town, and as such, shall receive no other compensation or considerations, such as those benefits, indemnifications and other considerations normally extended to employees of the Town. The Consultant shall report to and receive approval of contractors on site from the Assistant Town Manager – Finance and

Administration, and shall submit periodic reports as required.

5. *Integration Clause:* It is agreed that this Agreement constitutes the entire agreement between the parties and supercedes all prior offers, negotiations and agreements. The Agreement cannot be amended, modified or revised unless done in writing, and signed by both parties.

6. *Termination:* Both parties reserve the right to terminate this work relationship with ninety (90) days notice. The Town reserves the right to terminate this agreement at any without prior notice for cause. In the event of termination, the Consultant is entitled to payment up until the date of termination in accordance with the compensation schedule as set forth in Section 3.a.

WHEREFORE, the parties have signed this Memorandum of Understanding on the date as entered below:

By: _____

Date:

David R. Caron

Town Manager

By: _____

Date:

Guy Blanchette, President and CEO

EagleVue Technologies

RESOLUTION 2009-08

A Resolution Relative to the
Bidding Procedure for North/West Fire Station

Reading: 05/18/09
Adopted: 05/18/09

WHEREAS the Town's Capital Improvement Program recognizes the need for a replacement North/West Fire Station; and

WHEREAS recent economic conditions have created a more competitive bidding environment; and

WHEREAS the Town Council seeks to maximize cost savings wherever possible without compromising quality; and

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Town will seek sealed, competitive bids for the construction of North/West Fire Station when funding becomes available to construct said facility, and to authorize the Town Manager to withdraw funds from the Fire Facilities Capital Fund at that time for bid preparation expenses.

Mike Brown, Chairman
Town Council

(TOWN SEAL)

Marguerite A. Seymour
Town Clerk/Tax Collector

A TRUE COPY ATTEST:
05/18/09

ORDER 2009-08
AN ORDER RELATIVE TO THE EXPENDITURE OF
MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

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 various projects, specifically:

- 1) Repairs to handicap accessible doors at the main and rear entrances of the Town Office building at a cost of \$1,447.92;
- 2) Repair of two HVAC units in the Town Office at a cost of \$1,769.00;
- 3) Repair of bay door of Central Fire at a cost of \$2,603.30 – total sum to be reimbursed from insurance carrier;
- 4) Repairs to plumbing at the Police Department facility at a total cost of \$1,253.44;
- 5) Painting of the fuel shed and oil collection shed located at Central Fire at a cost of \$1,600.00;
- 6) Replacement of radiator of the emergency generator located at the Town Office at a cost of \$3,073.00; and
- 7) Completion of salt/sand shed construction at the Highway Garage final invoice in the amount of \$10,415.40.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$22,162.06 for the aforementioned repairs and improvements.

Michael Brown, Chairman
Town Council

Marguerite Seymour
Town Clerk

A TRUE COPY ATTEST:
05/18/2009

RESOLUTION 2009-09

A Resolution Relative to the
**DISCONTINUANCE OF A ROAD RESERVATION
AT 115 ADAMS ROAD**

Reading: 05/18/09
Adopted: 05/18/09

WHEREAS the Town Council has received a request to abandon the Town's interest in a piece of land in the vicinity of 115 Road; and

WHEREAS the land in question was originally proposed as a road, but was never developed nor used, with access to the area provided through other means; and

WHEREAS RSA 231:51 allows the Town Council to release and discharge land from all public servitude if it has not been used a public way for at least twenty years from the date of its dedication,

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the 50' road reservation as shown on the plan entitled, "Subdiv. In Londonderry, N.H. Parcel 5-33" Dated December, 1983 and approved by the Planning Board dated 3-21-84, is hereby released and discharged from all public servitude, with said discontinuance to be conditioned upon the Planning Board's approval of a lot line adjustment indicating how the road reservation area would be incorporated into the abutting lots.

Michael Brown, Chairman
Town Council

(TOWN SEAL)

Marguerite Seymour
Town Clerk/Tax Collector

A TRUE COPY ATTEST:
Adopted 05/18/09

TOWN COUNCIL MEETING
May 4, 2009

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

PRESENT: Town Council: Chair Mike Brown; Vice Chair Kathy Wagner; Brian Farmer; Paul DiMarco; Sean O’Keefe; Town Manager, Dave Caron and Planning Division Secretary, Cathy Dirsas.

CALL TO ORDER – PUBLIC SESSION

Chairman Brown 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 HEARING

Proclamation “Building Safety Week”, May 3-9, 2009 - Councilor DiMarco read the proclamation. Richard Canuel, Senior Building Inspector, spoke briefly about the importance of building safety all year long and the significance of performing routine inspections. He also said that he and the Fire Marshall will be participating in a proclamation signing event by our Governor this Friday declaring Building Safety Week throughout the state.

Interviews of MAA Applicants - Chairman Brown announced that the Council will interview four candidates and possibly appoint someone tonight. He also announced that Councilor Farmer will be delayed or absent tonight due to work commitments.

Candidate Earle Rosse - He said that he sees the key role with the Manchester airport is to represent the Town of Londonderry. Rosse expects that the airport will have a significant impact on the town in the future. He has lived in town for 26+ years and has seen the airport grow tremendously in those years, with most of the changes having a positive impact on the town. Rosse said he is a private pilot and has a “hobby” interest in the airport.

Candidate Warren Jennings - He has lived in town for about 2½ years and he works for a Fortune 500 Company (the type of company that may be attracted to the airport area). Jennings states that he wants to give back to his community. He served in the Navy and has been interested in aviation for most of his life. Jennings is encouraged by the business the airport attracts to the area.

Candidate Larry Stenger - Chairman Brown recused himself because Stenger is a neighbor and good friend. Stenger is a professional salesman (business development director for a company headquartered in FL). He travels frequently and believes he offers

the town a unique perspective. He is a pilot and his wife is an air traffic controller, so this would be a perfect fit for him. Stenger believes that the airport has a lot to offer and that it attracts businesses to this area.

Candidate Chuck Tilgner - He believes that with his experience on the current Planning Board, previous planning experience and aviation experience he would be a good choice. He has been a pilot for over 50 years. He believes that the overall impact of the airport on the town is a positive one. He thinks that careful planning for the airport area would provide a tax benefit for the town.

Chairman Brown asked if anyone from the public would like to speak. Reed Clark, 79 Stonehenge Rd, asked the Council if they had discussed in public why they decided not to interview all the candidates. Chairman Brown said that they exercised their authority to select only a few candidates to interview vs. all of them.

OLD BUSINESS

None.

NEW BUSINESS

Karen Marchant – Review of Assessing Information

Marchant gave a presentation of the proposed changes to their assessment process (see Attachment 1). She believes that changes need to be made now because we owe it to the citizens to keep assessments proportionate, and the changes need to be made in order to maintain the equity. She expects the average residential values to decline by 15% and commercial by 5%; commercial values have not declined as quickly as residential values have declined. **Councilor DiMarco made a motion to accept the recommendation from the Assessing Department, seconded by Councilor O’Keefe, Vote 4-0-0.**

Resolution 09-05 – Relative to an Amendment to the Municipal Code, Title VI, Chapter XXVIII, Website Policy - Councilor O’Keefe made a motion to adopt the amendment, seconded by Councilor Wagner. Dave Caron said this should be adopted to have a better understanding of the use of the town website. **Council’s vote, 4-0-0.**

Resolution 09-06 – Relative to the Awarding of Contracts for Solid Waste/Recycling Collection and Disposal - Councilor O’Keefe made a motion to adopt the resolution, seconded by Councilor DiMarco. Janusz Czyzowski, Director of Public Works, gave a presentation outlining the contracts. His recommendation to the Town Council was to choose a system of solid waste automated collection and recycle dual stream, manual for the most significant savings for the town.

[Councilor Farmer arrived at 9:03PM]

Czyzowski said that his recommendation would be for a 5 year contract. Councilor Wagner confirmed that the process does not require a public hearing. Czyzowski said the current contract is expiring and a new contract, or an extension of the current contract is necessary. He also said that the current supplier said they can extend their service until we start a new program. He said that we have 2 months at the most to start with a new

program. **Vote 5-0-0.**

APPROVAL OF MINUTES

Minutes of the Council's April 20, 2009 Public Meeting – Councilor Wagner noted a correction on line 125 – the spelling of Jim Elefante's name should be corrected as such. Councilor DiMarco noted a correction on page 1, line 35. **Councilor DiMarco made a motion to accept the minutes from the April 20, 2009 meeting, as amended, seconded by Councilor O'Keefe, Council's vote 5-0-0**

OTHER BUSINESS

Liaison Reports - Councilor DiMarco mentioned that there will be a public hearing on workforce housing at the May 13 Planning Board meeting. Councilor Farmer said that this past weekend they held the Art in Action event. Councilor Wagner said that she and Chairman Brown attended the economic development task force meeting. Chairman Brown gave a summary of the meeting and suggestions that were made. He said the meeting was to help better define for the consultant the vision the residents have for Londonderry from a development standpoint. Councilor Wagner said the consultant will move forward to create a branding/term for Londonderry to market the whole town, not just the Pettengill Road area.

Town Manager Reports – Town Manager Caron reported on several items. First, he presented a timeframe for consideration of a charter commission to review the SB2 issue. In summary, a petition process could be initiated at any time, and a Special Town Meeting can be avoided if either 1) a petition is not received prior to July 24 or 2) the Council does not approve an order for a charter commission prior to August 13. He then presented the Council with copies of their summary of Goals, Objectives and Action Items as approved at the April 20 meeting.

The third item Town Manager Caron brought to the Council's attention is a request from residents at 115 Adams Road for the Town to relinquish its right of way between the two lots. Advisement from the Town's Community Development Department is that the right of way is surplus to the Town's needs, therefore Dave Caron asked if the Council would like to staff to prepare an order for consideration at their May 18 meeting concerning the relinquishment. Such an order would be conditioned upon the residents obtaining Planning Board approval for a lot line adjustment. The consensus of the Council was for an order to be developed and presented at the May 18 meeting.

Dave Caron then reported that the Nelson Road cell tower is operational. Equipment designed to upgrade Fire Department communications is located at the top of the tower and will be operational by mid-May. This equipment will increase the Department's communications capabilities from Central Station throughout the community via

repeaters that will supply a much broader range of coverage. Verizon Wireless is currently in the process of working with the Town to add a provider on the tower which will not only increase cell phone coverage for residents but will generate an additional revenue for the Town.

Councilor DiMarco asked if the Town has ever considered using a “.gov” address for their website which is typical for government agencies, as opposed to the “.org” currently being used which is identified more with non-profit organizations. Dave Caron answered that when “.gov” was considered previously, it involved a much lengthier web address and was deemed too convoluted. Additionally, he noted, it would be consistent for the Town to use “.org” since the School District does as well. He stated that the issue could be investigated to see if a “.gov” address would be any more simplified than it was previously.

Dave Caron announced that a crew from Home Depot performed a spring cleanup around the municipal complex as part of the annual Beautify Londonderry project headed by Carolyn O’Connor.

Lastly, Dave Caron stated that a Department Head meeting was held May 4th regarding preparedness related to the H1N1 virus. While it is not anticipated that this situation will call for emergency measures, it was discussed how services would continue to be managed and how public safety would be supported by cooperation with surrounding towns in the event, for example, that enough Londonderry firefighters were affected by the flu that Derry or Manchester firefighters were called to stand-in.

Board/Committee Appointments/Reappointments - Chairman Brown stated that the Council can take action on the MAA appointments based on the interviews heard earlier this evening. Councilor Farmer was given the option to review the taped interviews as he had not been present for them. Since a decision was not required at this time, Councilor Farmer stated he would like to have the chance to evaluate the candidates via the recording. Dave Caron verified that the issue can be revisited at the May 18 meeting. Councilor DiMarco stated that although only four candidates had been selected for interviews, he wanted to acknowledge that the remaining applicants were also very qualified and said he hoped they would not be discouraged from volunteering for other opportunities in the future. D. Caron noted that staff had emailed the remaining candidates with that sentiment and have already heard back from several volunteering to serve on other committees.

ADJOURNMENT

Councilor Wagner made a motion to adjourn at 9:40PM. Councilor O’Keefe seconded; Council’s vote 5-0-0.

Notes and Tapes by:

Cathy Dirsa

Date: 5/4/09

Minutes Typed by:

**Cathy Dirsa
Jaye Trottier**

Date: 5/5/09

Approved:

Town Council

Date: