

**TOWN COUNCIL
AGENDA
November 15, 2010**

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
 - II. PUBLIC COMMENT
 - A. Proclamation – National Diabetes Awareness Day
 - III. PUBLIC HEARING
 - A.
 - IV. OLD BUSINESS
 - A. Resolution #2010-21A – Relative to the renaming of private roads in Whispering Pines Mobile Home Park
 - V. NEW BUSINESS
 - A. FY 2012 Budget Presentation
 - B. Resolution #2010-23 – Relative to Establishing a Voting Date to Act Upon the Charter Commission Report
 - VI. APPROVAL OF MINUTES
 - A. Minutes of Council’s Public Meeting of 11/01/10
 - VII. OTHER BUSINESS
 - A. Liaison Reports
 - B. Town Manager Report
 - C. Board/Committee Appointments/Reappointments
 - a. Amend Appointment of Ken Henault from full member on the Conservation Commission to an

- alternate member, term to expire 12/31/13
- b. Amend Appointment of George Herrmann from alternate on the Conservation Commission to a full member, term to expire 12/31/13
- c. Accept the Resignation of Sandra Weston an Alternate on the Elder Affairs Committee
- d. Appoint Susan Haussler as an Alternate Member to the Elder Affairs Committee, term to expire 12/31/11
- e. Appoint Sherry Farrell as an Alternate Member to the Elder Affairs Committee, term to expire 12/31/13
- f. Appoint Bonnie Roberts as an Alternate Member to the Elder Affairs Committee, term to expire 12/31/12
- g. Appoint Jason Allen to the Londonderry Housing & Redevelopment Authority, five year term to expire 12/31/15

VIII. ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Meeting – November 20, 2010, Moose Hill Council Chambers, Budget Workshop, 8:00 AM
- B. Town Council Meeting – November 22, 2010, Moose Hill Council Chambers, Budget Workshop, 7:00 PM
- C. Town Council Meeting – November 29, 2010, Moose Hill Council Chambers, Budget Workshop, 7:00 PM
- D. Town Council Meeting – December 6, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM
- E. Town Council Meeting – December 9, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM

**SUPPORTING DOCUMENTATION
COUNCIL MEETING OF NOVEMBER 15, 2010**

I. CALL TO ORDER

II. PUBLIC COMMENT

- A. Diabetes Awareness Day – The Council is requested to endorse a proclamation designating November 14 as Diabetes Awareness Day.

III. PUBLIC HEARING –

- A.

IV. OLD BUSINESS –

- A. Resolution #2010-21A –Relative to renaming of the lanes within the Whispering Pines Mobile Home Park – E-911 within the State Department of Safety has requested that a street name approved by the Council on November 1, Norway Place, be renamed to avoid conflicts, and the effective date be moved to January 4, 2010. Staff has communicated with the residents previously involved in submitting alternate names, and has recommended the alternate street name “Norwich”.

V. NEW BUSINESS –

- A. FY2012 Budget Presentation – Attached is the FY12 Budget Message, which will serve as the basis for an overview of the FY12 Budget. The Town Council is scheduled to begin its review of the presented budget with an all day workshop on Saturday, November 20, beginning at 8 AM.

- B. Resolution 2010-23 – Relative to Establishing a Voting Date to Act upon the Charter Commission Report – The Charter Commission has completed its work and developed a report which needs to be voted on. The attached Resolution establishes Tuesday, March 8, 2010 (Annual Town Meeting Day) as the day when voters will decide whether to adopt the Charter Commission’s recommendations.

VI. APPROVAL OF MINUTES – Minutes of the Council’s Public Meeting of 11/01/10.

VII. OTHER BUSINESS

D. Liaison Reports –

E. Town Manager Report –

F. Board/Committee Appointments/Reappointments -

- a. Amend Appointment of Ken Henault from full member on the Conservation Commission to an alternate member, term to expire 12/31/13
- b. Amend Appointment of George Herrmann from alternate on the Conservation Commission to a full member, term to expire 12/31/13
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VIII. ADJOURNMENT –

MEETING SCHEDULE:

- F. Town Council Meeting – November 20, 2010, Moose Hill Council Chambers, Town Council, Budget Presentations, 8:00 AM
- G. Town Council Meeting – November 22, 2010, Moose Hill Council Chambers, 1st Town Council/Budget Workshop, 7:00 PM
- H. Town Council Meeting – November 29, 2010, Moose Hill Council Chambers, 2nd Town Council/Budget Workshop, 7:00 PM

**FOLLOW-UP FROM COUNCIL'S
November 1, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
Emerg. Shelter – Dogs	Review plans to care for pets when citizens use emergency shelter <i>(In process)</i>	Kevin
Littering Issue	Review PD Awareness Program <i>(In process)</i>	Bill
Committee Reports	Schedule Committees for March/April, 2011 <i>(In process)</i>	Dave/Margo

**FOLLOW-UP FROM COUNCIL'S
October 4, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
HB1267	Review new statute to determine impact/ Applicability to Town <i>(In process)</i>	Dave/Bill

RESOLUTION 2010-21A

A Resolution Relative to renaming the private roads in Whispering Pines Mobile Home Park

First Reading: 11/15/10
Adopted: 11/15/10

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 Town of Londonderry is enabled by NH RSA 231:133 to name public highways and may change the name of a private street or highway when the name change is necessary to conform to the requirements of the enhanced 911 telecommunications system; and

WHEREAS The Town Council approved Resolution 2010-21 on November 1, 2010 renaming internal, private roads within Whispering Pines Mobile Home Park, subject to E-911 final approval of non-conflicting street names and

WHEREAS E-911 has identified Norway Place as a conflicting name, and further recommends a change in the effective date.

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the following name change be enacted, with this Resolution and Resolution 2010-21 to become effective January 4, 2011:

Lane 3C be renamed ~~Norway~~ Norwich Place

Properties with frontage will be assigned new addresses according to the Town Addressing policy.

Paul DiMarco, Chairman
Town Council

(TOWN SEAL)

Marguerite A. Seymour
Town Clerk/Tax Collector

A TRUE COPY ATTEST:
11/15/10



TOWN OF LONDONDERRY

Town Manager

268 B Mammoth Road

Londonderry, NH 03053-3416

website: www.londonderrynh.org

Main: 432-1100 Ext. 120 FAX: 432-1128

November 15, 2010

Mr. Paul DiMarco, Chair
 Town Council
 Town of Londonderry
 Londonderry, NH 03053

Dear Paul:

Transmitted herewith, for the Council's review, is the presented FY 2012 municipal budget, which represents funding of services for the period beginning on July 1, 2011 through June 30, 2012.

The Town Council, mindful of current economic conditions, directed that the proposed FY12 budget result in a tax rate impact of no greater than the 2010 tax rate of \$4.74. Overall the following funding package is presented in accordance with the Council directive:

Funding Category	FY 12 Presented	FY 11 Budget	Pct. Change	FY12 Tax Impact
General Fund	\$25,667,875	\$25,983,243	(3.15%)	\$ 4.47
Revolving Fund – MHT Police Detail	\$ 2,514,458	\$ 2,714,668	(7.38%)	\$ 0.00
Bond Issues	\$ 1,048,000	\$ 1,048,000	0.00%	\$ 0.00
Special Revenue Funds	\$ 3,451,700	\$ 3,514,462	(1.79%)	\$ 0.00
Cap Res./Maint. Trusts	\$ 525,000	\$ 525,000	0.00%	\$ 0.09
Special Warrant Articles	\$ 50,000	\$ 373,456	(86.62%)	\$ 0.00
Overlay/Veterans	\$ 608,000	\$ 588,000	3.40%	\$ 0.19
Total	\$33,865,033	\$34,746,829	(2.54%)	\$ 4.74

In order to meet this directive, an FY12 “default” budget, with targeted increases in gasoline and solid waste disposal was developed, and all departments were required to submit proposals which were 5% less than their departmental FY12 default budget. Upon review of this information, it was planned to reallocate funds between departments with the goal of recommending a prioritization of town services. However, once higher insurance costs and lower revenues were included, it was determined that \$1.32 Million needed to be cut from the proposed FY 12 default budget. Therefore, the 95% target in essence became the baseline, with additional reductions of \$280,000 necessary to meet the directive.

Outstanding items include the resolution of two collective bargaining agreements (LEEA and IAFF 3160); also included within this budget package is the first draft of the 2011 Town Meeting Warrant.

The directive has also required an adjustment in past austerity measures. The recovery plan for Overlay, Capital Reserve and Expendable Maintenance Trust Funds was developed in FY10 with a goal of returning investments in these areas to levels which adequately fund those services and responsibilities. The Recovery Plan has now been extended into FY15; policy makers should be advised that limiting investments in these areas, particularly the Capital Reserve Funds for Fire/Highway Equipment may produce future unintended consequences including bonding for vehicles, which is a practice the Town wisely abandoned a decade ago.

Again this year, increases in health insurance premiums and state-mandated retirement costs have significantly impacted the Town budget, adding \$214,180 and \$283,337, respectively to the Town budget. To offset the impact from these and other mandated or contractual costs, numerous full and part time positions had to be eliminated, as set forth below. In total, eight full-time and 16 part-time positions are slated for elimination; additionally, two positions will be reduced from full-time to part-time, adding to the two positions which were similarly reclassified during FY10

An explanation of each budget category follows:

General Fund -

. The General Fund Budget again proposes no new positions, but rather results in a net reduction of 8 full-time and 16 part-time positions. This \$25.67M spending plan reflects a decrease of \$315,368, or 3.15%. Major adjustments include:

Category	Adjustment	Comments
Wages and Salaries	(\$ 115, 162)	Implementation of collective bargaining agreements offset by staff reductions.
Employee Benefits	\$ 484,668	Mandatory and negotiated benefit cost increases offset by personnel reductions.
Debt Service	\$ 42,646	2010 Road Bond partially offset by declining Debt Service on existing bonds
Operating Expenses, and other wages and salaries	(\$727,520)	Reductions necessary to meet budget directive

The Council is encouraged to invite the community to review the consequences of this budget upon services delivered to taxpayers. This budget plan contains some significant variances from how the Town currently does business. Major adjustments/deviations from current operations are described below:

Town Manager: Position of Administrative Support Coordinator was reduced to part-time during FY11 and will remain in that capacity. 1/3 of the cost of the position will be paid from the Expendable Maintenance Trust account, which reflects the time dedicated and cost savings to facility maintenance resulting from the position's responsibilities.

Budget Committee: Reduced to \$1.00; training and operating funds may be accessed through the Town Manager.

Town Clerk-Tax Collector: A full-time clerk position will be reduced to part-time, which may result in longer wait times in the Clerk-Collector's Office during some periods through the year.

Finance & Administration: The Payroll Clerk position was reduced to part-time during FY11, and will remain in that capacity.

Assessing: The department secretary will be reduced from full-time to half-time, which will require the Assessor to re-assign work responsibilities between the secretary, appraiser, Assistant Assessor and Assessor. Customer service and responsiveness to taxpayers will be impacted.

General Government: Custodial services in Town Hall will be reduced to three days per week; funding for the Exchange Committee has been eliminated, and reductions were made in appropriations for other committees and community activities such as Old Home Day, Morrisson House, Heritage Commission and Cultural Affairs. Gasoline expense has been increased \$25,000 to realistically budget this line item.

Police Department: Many ramifications from the budget impact the Police Department:

- 1) The School Crossing Guard function will be eliminated.
- 2) Two patrolmen positions will be eliminated, which in essence will result in the discontinuance of the School Resource Officer program. The Department has reviewed staffing levels and requires that remaining resources be allocated to patrol/emergency response to safeguard the safety of both the public and employees. The critical value of the SRO program is recognized, particularly at the high school level, however community public safety must take precedence.
- 3) Eliminate one part-time animal control officer. In FY 10 these responsibilities were executed by a full time position, and then transitioned to two, p-t positions to increase hours of coverage and responsiveness to the taxpayers.
- 4) Removes resources for a number of community policing programs.
- 5) Merges police and fire/EMS dispatching responsibilities into the fire department; assigns two dispatch positions within the Fire Department, including \$20,000 for part-time coverage and \$27,000 for overtime. Additionally, for FY12 only, allocates \$50,000 for transitional issues such as equipment, training and manpower.
- 6) Eliminates the police custodial position; increases outside custodial line item to \$40,000. Building systems management assumed by Administrative Support Coordinator in the Town Manager's Office.

Fire Department: The Fire Department is similarly impacted:

- 1) Shift coverage for supervisory personnel is impacted due to constraints on Fire Admin Overtime.
- 2) Fire Inspection Division is eliminated; the fire inspector position is transferred to the Building Division within the Community Development Department.
- 3) Telecommunications Division is eliminated; two of the four positions will be transferred to the Services Division within the Police Department.
- 4) Services downgraded due to discontinuance of paramedic school tuition, protective clothing replacement program, fire prevention programs, equipment replacement.
- 5) Call Company is disbanded.
- 6) Preferred manning level per shift will be reduced from 10 to 9, resulting in challenges staffing back-to-back emergency calls.

- Building Division:** The Building Division will assume responsibility for all inspection services. The Fire Inspector will be reassigned to this Division, with cross-training among inspectors to begin for further operational efficiencies.
- Public Works:** A number of commodities line items (salt, sand, engineering services) have been reduced which will limit the Department's abilities to address substandard road conditions and responsiveness to taxpayer concerns.
- Solid Waste:** Increased budget by \$55,000 to adequately fund disposal costs incurred by community.
- General Assistance:** Outside agencies funding reduced by 5%, results in reduction to outside agencies by 17% after BudCom interview with agencies and recommendations.
- Family Mediation Program:** This program will be discontinued in FY12, which directly impacts community members who benefit from professional intervention and assistance.
- Recreation:** Summer programs will be consolidated into one location, and the Director will continue to not fill vacant summer counselor positions.
- Library:** The Library reduced its request to meet the original 95% directive; location and impact of reductions were not specified. An additional \$25,000 reduction was taken from the bottom line.
- Senior Affairs:** Recognizing the limited budget in which to provide services to our seniors, programming funding was restored to this Division.
- Community Development:** Management services and other funds were reduced which will impact the organization's ability to meet Council encourage economic development goals. The planning internship program was eliminated. Lastly, a full-time secretary position was eliminated, which will result in one staff position supporting Planning Board, Zoning Board and Conservation Commission activities, as well as providing staff support.
- Cable Division:** Although self-funded, the Council's directive requires that we take a hard look at the services offered by the Town, and which services should survive stringent budget mandates. The Training Coordinator position has been eliminated, the Cable Director needs to review services and priorities and distribute them between the two remaining positions. The funds saved from the personnel

reduction shall be transferred to the General Fund to pay for town operational expenses.

Bond Issues – One bond issue is proposed for voter consideration – the continuation of the Highway Management Program. The Capital Improvements Program Committee has recommended these bonds:

- Construction of Pettengill Road. This bond is estimated at \$12.348M for road construction and sewer extension work. As the Town continues to seek additional sources of revenue to offset a portion of the project's costs, and with final permitting not yet complete, I have not included this bond in the FY12 budget at this time, and may again recommend deferral, at least until FY13. The Community Development staff has invested significant time and energy researching and applying for various grants which would assist with sharing the cost of this project to entities other than the Town. It is recommended that the Town withhold moving forward on a bond until such time as those partners have been identified or all potential funding opportunities exhausted.

During the FY12 budget process, the Council is encouraged to thoroughly study the Tax Increment Financing concept, and present a TIF Funding Plan to the voters in March, 2011 should sufficient information be developed by that time. The intent, concept and mechanisms involved with a TIF are straightforward: Property owners who develop within a TIF are assessed in the same manner and at the same rate as all other property taxpayers in the community. However, instead of those revenues being used to offset town, school and county tax obligations, those revenues are used to first pay for project related costs, predominantly taxpayer-approved expenses associated with the project's development; in this case the bond payments on Pettengill Road and the expanded sewer system. Any balance remaining is then treated as unrestricted tax revenues and disbursed to the Town, School District and County. Approval of a TIF District does not result in any preferable tax treatment to any property owners located within a District. The difference lies in how the revenues are expended (pay down debt as a priority) not how the taxes are assessed or collected.

- The CIP Committee recommends that the Town continue the annual bonding program for Highway Road Reconstruction. The Committee recommends funding at the \$1.0M level for FY11, for a total outlay of \$1.048M.

Special Revenue Funds - Special Revenue Funds are designed to be self-supporting, funded from user fees and charges. Included are the Sewer Division and Cable Division budgets, along with activity in the Police Special Detail account. The Cable Division budget is down significantly for FY12; although self-funded, the Council's directive requires that we take a hard look at the services offered by the Town and determine which services should survive stringent budget mandates. The Training Coordinator position has been eliminated; the Cable Director needs to review services and priorities and distribute them between the two remaining positions. The funds saved from the personnel reduction shall be transferred to the General Fund to help fund town operational expenses.

Maintenance Trust Funds/Capital Reserve Funds – This budget extends the Recovery Plan for funding of the Ambulance, Fire Trucks, Highway Trucks and Highway Equipment Capital Reserve Funds, and for the Expendable Maintenance Trust Fund. These funds continue to be structured in a manner to avoid the issuance of long-term bonds for the purchase of rolling stock, allows the Town to maintain its buildings and grounds, and implement modest improvement programs to town facilities where bonding is impractical or reserved for other projects. Although the Town was required to extend the Recovery Plan into FY15, in the future the Town should reinvest any available Undesignated Fund Balance dollars in these Capital Reserve Funds, which would assist the Town with its critical goal of avoiding the use of debt proceeds to purchase vehicles.

Special Warrant Articles – Article 8 recommends the use of Undesignated Fund Balance to complete funding to update the Master Plan. Voters originally allocated \$100,000 to this project in FY09; an additional \$50,000 is needed to complete funding and proceed with the update. Londonderry, thanks to its citizens, elected and appointed officials, and staff, has an exemplary track record insuring that its Master Plan remains a living and breathing document which allows the community to develop in a fashion which makes the community a superb location in which to live, work and educate our youth. Updating the 2004 Master Plan would allow the Town to continue along that path; this update is time sensitive as the Town prepares to come out of sluggish economic times with development potential along both Rte. 102 and Rte. 28 corridors, and in the Pettengill Road area.

Overlay/Veteran's Exemption – This area of the budget is not voted on at Town Meeting, but does impact the tax rate. The Town plans to maintain an overlay account of \$245,000.00, which is used to fund abatements and errors to the tax commitment list. The Town Council reached its goal in 2006 of adjusting the Veteran's Exemption in \$100.00 increments until reaching the maximum exemption of \$500.00; this exemption level carries forward into future fiscal years, and now costs \$488,000.00 annually. Of these amounts, \$608,000 will be supported by property tax revenues.

Undesignated Fund Balance –

As budgets grow tighter and revenues constrict, fewer undesignated fund balance dollars are available for capital or one-time projects. The FY12 Town Budget anticipates utilizing \$453,000 of UFB for the following projects:

* Road Reconstruction Interest & Bond Costs	\$	48,000.00
* Master Plan Update	\$	50,000.00
* Overlay	\$	125,000.00
* Capital Reserve	\$	105,000.00
* Expendable Maintenance Trust	\$	125,000.00
	\$	453,000.00

The draft Comprehensive Annual Financial Report for the year ending June 30, 2010 states that the Town ended the year with \$555,689 in unexpended appropriations; this resulted when Department managers returned 1.25% of their Fiscal Year 10 appropriations in order to offset anticipated underperforming revenues.

Revenues underperformed estimates by \$251,019.00, as several sources continued to lag, including motor vehicle permit fees, building permit fees and interest income on investments.

I look forward to working with Department Managers to further refine this budget document, and present accurate consequences upon service levels to the Town Council and Budget Committee. It is hoped that the community will take interest in this process to insure that the budget document which is ultimately presented at Town Meeting addresses community goals and objectives.

Respectfully submitted,

David R. Caron
Town Manager

cc. Budget Committee

RESOLUTION 2010-23

A Resolution Relative to
*Establishing a Voting Date to Act upon the Charter
Commission Report*

First Reading: 11/15/10

Adopted: 11/15/10

WHEREAS voters at the 2010 Town Meeting establish a Charter Commission for the sole purpose of establishing official ballot voting under Londonderry's current Town Council-Budgetary Town Meeting form of government; and

WHEREAS the Charter Commission has completed its work in accordance with RSA 49-B; and

WHEREAS the Town Council is required to establish a date upon which Londonderry voters will act upon the Charter Commission's recommendation;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Charter Commission report will be presented to the voters during the first session of Londonderry's Annual Town Meeting, March 8, 2011.

Paul DiMarco - Chairman
Town Council

(TOWN SEAL)

Marguerite Seymour - Town Clerk/Tax Collector

A TRUE COPY ATTEST:
11/15/10

TOWN COUNCIL MEETING
November 1, 2010

1
2 The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B
3 Mammoth Road, Londonderry.

4
5 **PRESENT: Town Council: Chairman Paul DiMarco; Councilors: Mike Brown; Sean**
6 **O’Keefe; Tom Dolan; John Farrell; Town Manager, Dave Caron; Administrative**
7 **Assistant, Jaye Trottier.**

8
9 **ABSENT: ATM/Finance Dir., Sue Hickey**

10
11 **CALL TO ORDER**

12
13 Chairman DiMarco opened the meeting at 7:00 PM with the Pledge of Allegiance. This was
14 followed by a moment of silence for the men and women fighting for our country.

15
16 **PUBLIC COMMENT**

17
18 Chairman DiMarco made an announcement on behalf of the Town Clerk that tax bills have been
19 sent out in the mail. Anyone who has not received theirs should contact the Tax Collector’s
20 office. He also reminded the public that tomorrow, November 2, is Election Day. Polling at the
21 High School gym will be open from 7AM to 8PM and residents may register at the poles with a
22 birth certificate or passport and proof of residency. Results will be posted on the Town website
23 as soon as they are available.

24
25 Chairman DiMarco recognized Reed Clark, Stonehenge Road, who asked to make an
26 announcement. He stated that the Historical Society will be selling items at the poles which will
27 help finance the Morrison House.

28
29 **Re-Interview Ben LaBrecque for full membership to the Conservation Commission-** Ben
30 LaBrecque, 18 Woodside Drive, stated he has been a full member of the Conservation
31 Commission for the past two years and is seeking reappointment because he believes
32 preservation of open space is central to preserving the character of Londonderry. Councilor
33 Farrell asked for B. LaBrecque’s view on open space in terms of the newly appointed Open
34 Space Task Force. He replied that if he were appointed to the task force, he would gladly serve
35 and again noted the importance of maintaining the character of the town, particularly the apple
36 orchards, through conservation of open space. He added the recent announcement that
37 Woodmont Orchards will be rezoned for development is an example of the need to preserve the
38 remaining orchards. Councilor Farrell thanked him for his input and for his service to the Town.
39 Councilor Brown also thanked B. LaBrecque for his service and for attending this meeting. He
40 then asked B. LaBrecque for his views on stewardship of land already acquired in town and
41 whether he has any ideas for maintaining those lands. B. LaBrecque replied that stewardship is
42 vital for keeping conserved land “user-friendly” for the public along with maintaining natural
43 habitat. He noted that Commissioners recently divided the duties of monitoring current open
44 space properties amongst themselves and they have spent time with other volunteers from
45 Massachusetts to remove invasive species from conserved land. More could be done, however,
46 in terms of trash in his opinion, even beyond the efforts of the Conservation Commission.
47 Councilor O’Keefe replied that the issue is more one of personal responsibility rather than that of

48 Town resources. He also reaffirmed the issue of stewardship and the pointed out the goal of the
49 newly formed Open Space Task Force will be to evaluate past accomplishments and ongoing
50 needs regarding open space. He and Councilor Dolan thanked B. LaBrecque for the time he
51 devotes to the community. Chairman DiMarco also thanked B. LaBrecque for his time and
52 asked if there would be any potential conflicts with his service as a Commissioner. He
53 responded that there were none and thanked the Council for their service.
54

55 **Elder Affairs Committee update on Senior Housing-** Stacy Thrall, Chair of the Elder Affairs
56 Committee, was joined by Phil Grandmaison of Southern New Hampshire Services (SNHS), the
57 organization selected by the EAC to develop Senior Housing. Since being before the Council
58 last fall, SNHS has determined with engineers at TFMoran that the proposed site at 30 Sanborn
59 Road will accommodate 60 1-bedroom apartments. P. Grandmaison explained that SNHS will
60 apply to the U.S. Department of Housing and Urban Development's (HUD) 202 program to fund
61 acquisition of the property from the Town along with the design and construction of three 20-
62 unit buildings. Based on the 2009 allocation of HUD funds for metro communities at 20 units,
63 the expectation is to build out over three consecutive years. Notice of Available funding for next
64 year has yet to be announced by HUD but P. Grandmaison has been told it will occur soon. This
65 will trigger an approximate 60-day application paperwork process by SNHS which will be done
66 likewise for the following two years. A Community Development Block Grant will also be
67 sought relative to associated infrastructure. Once the applications are made, SNHS can enter into
68 negotiations with the Town to purchase the property. When SNHS came before the Council
69 approximately a year ago, a per-unit cost of \$10-12,000 had been discussed. P. Grandmaison
70 said he does not expect that number range to change based on continued discussions he has had
71 with the EAC.
72

73 Councilor Farrell has learned that the previous suggestion of relocating the Senior Center to this
74 new site will not come to fruition. He asked for verification of that. Director of Senior Affairs,
75 Sara Landry, arrived at the meeting at this time and confirmed that the idea of moving the Senior
76 Center arose from a brainstorming session and a possible "wish list". Between the constraints of
77 setbacks, buffers, wetlands, the 100-year flood plain, etc., only enough buildable area remained
78 for the three buildings on the 13+ acres.
79

80 Councilor Dolan stated that recent testimony to the Council from housing experts, realtors, etc.
81 pointed to an excess of senior housing in southern New Hampshire. One such development in
82 Londonderry, he said, is seeking to change its status in order to be able to sell units as something
83 other than elderly housing. He therefore asked for marketing data or other information to
84 indicate this will be a viable project. P. Grandmaison replied that these units will be rented, not
85 sold, to low income persons 62 and older. He offered that nineteen units of this type were
86 recently opened in Bristol, NH (pop. approx. 3,000) and were filled within 60 days with a
87 waiting list of an additional ten or more. Councilor Dolan then asked if the 62 year old age
88 restriction could ever be changed by the owners or if the restrictions of the block grant prevent
89 that. P. Grandmaison clarified that the block grant is only for infrastructure but that the HUD
90 202 grant requires that the property be maintained for low-income seniors for a minimum of 40
91 years. In 30 years of SNHS developing 20+/- affordable housing projects with HUD 202 funds,
92 P. Grandmaison said that all still house low income seniors.
93

94 Chairman DiMarco verified with P. Grandmaison that once funding is put in place, SNHS would
95 then submit to the Planning Board and seek all other Town approvals. He then verified with
96 Town Manager Caron that the property was properly zoned for this project. Town Manager

97 Caron said he believe it was and added that the Council had passed a non-binding resolution last
98 year to reserve the land in order for the EAC to investigate the feasibility of this project. Formal
99 conveyance of the land for the project will need Town Council approval once that point is
100 reached.

101
102 Councilor Brown sought clarification that although the land was reserved by the Town for this
103 project, which did not mean it would be donated, but that SNHS will actually purchase the land
104 from the Town. Part of the application process for HUD funds, P. Grandmaison explained,
105 requires that SNHS enter into an option agreement, one element of which will be a payment from
106 SNHS to the Town for an amount between \$10-12,000 per unit. Therefore once the Town
107 Council agrees to use the land for this proposed project, SNHS will purchase the land from the
108 Town for somewhere between \$600-720,000. Councilor Brown also asked whether the
109 aforementioned Bristol, NH project was funded by HUD and if so, how many of the 19 units
110 were occupied by Bristol residents. P. Grandmaison said that approximately half were rented to
111 Bristol residents and that the most of those remaining were occupied by people from surrounding
112 towns. Councilor Brown said it was important the public understand that the involvement of
113 Federal funding dictates that those outside of Londonderry can apply to rent these apartments,
114 meaning it is not restricted to Londonderry seniors. P. Grandmaison confirmed that
115 opportunities are available on a first come, first serve basis.

116
117 Councilor Brown's final question was whether any future request for taxpayer funding is
118 foreseen for this project. P. Grandmaison's reply was that no tax dollars would be sought. EAC
119 Vice Chair Al Baldasaro added that the project will actually be tax positive. P. Grandmaison
120 explained that under HUD 202, a payment in lieu of taxes (i.e. "PILOT") is typically made to the
121 host community that tends to be equal to the non-school portion of the tax bill. S. Thrall noted,
122 however, that based on the last meeting with the Directors of Economic Development (Andre
123 Garron) and Public Works (Janusz Czyzowski), the sewer extension that would serve the
124 development requires an upgrade, adding roughly \$300,000 that was not originally anticipated.
125 Without any other grant monies or sources of funding for this unforeseen need, a request would
126 need to be made for tax funds. Councilor Brown asked if that was brought up during the recent
127 Capital Improvements Plan process for FY 2012-2017. Both S. Thrall and S. Landry said it was
128 discussed at that point. He then asked CIP Chair John Farrell to confirm what he believed he
129 read in the CIP Committee report; that the CIP Committee supported the project based on the
130 fact that there would be no taxpayer funding. Councilor Farrell said the approval was indeed
131 conditioned on that assumption. S. Thrall agreed but noted that the issue was still discussed at
132 that CIP hearing. S. Landry stated that the Mammoth Road sewer extension/expansion was a
133 separate topic within the CIP and that it had been combined with the EAC project by virtue of
134 the fact that the expansion cannot be done without the upgrade done at this site. S. Thrall added
135 that J. Czyzowski explained that the next development in that area would have this expense
136 placed on their project. This EAC project just so happens to be the next project. Councilor
137 Farrell said the extension is not part of the sewer master facility plan but said his recollection
138 echoed what S. Thrall said. After checking the adopted CIP plan, he stated that the Sanborn
139 Road Off-Site Improvements project was adopted as a Priority 2 and totaled \$1.3 million to
140 "Expand, improve and extend service lines on Sanborn Road to a new proposed development at
141 30 Sanborn Road of 40 to 60 affordable age-restricted housing units. This project also
142 encompasses the redesign and expansion of sewer lines on Mammoth Road. This CIP request
143 asks that the Town use funds obtained from SNHS to complete this project." He reiterated that
144 support from the CIP came with the expectation that no tax dollars, noting the "funding source"
145 in the report indicated grant funds would be utilized. Councilor Dolan asked if that sewer project

146 would be paid out of the tax rate or the sewer rates. Town Manager Caron said he would have to
147 ask J. Czyzowski for further information regarding the sewer fund and what is required for
148 upgrades to the Mammoth Road pump station. Councilor Brown stated that it is important to
149 know ahead of time exactly where the \$300,000 will come from. S. Landry agreed, saying it
150 may come from the block grant, depending on how much is awarded to the Town. She also
151 stressed the importance of this project to those in the community who are depending on it and
152 hoped Londonderry residents would support their senior citizens. Councilor Farrell noted that
153 receiving the highest rating on the CIP helps illustrate the support for this project from both the
154 CIP Committee and the Planning Board. Such support will be of value when applying for the
155 grants. S. Thrall said she was under the impression that this project needed to go before the CIP
156 Committee to see if the land acquisition funds could be used for upgrades. A. Baldasaro stated
157 that the block grant could provide up to \$500,000 and thought it was possible those infrastructure
158 funds could be used for the sewer upgrade.

159
160 Councilor Dolan asked P. Grandmaison whether this PILOT would be similar to the one the
161 Town has with the Manchester Boston Regional Airport where the agreement can be
162 renegotiated after a finite term or if it would have to be renegotiated every year. P. Grandmaison
163 said the anticipation was that it would vary from year to year and that long-term agreements are
164 not typical in these situations. From a financial planning standpoint, Councilor Dolan suggested
165 it would be preferable to know in advance what that amount of revenue would be each year as
166 well as when it would be paid. P. Grandmaison responded that could be negotiated. The PILOT
167 will be based on the Town tax rate alone, meaning neither the County nor School rate will be
168 factored into it. Councilor Dolan therefore asked if there will be a specific condition that no
169 school aged children will be residing at this location. P. Grandmaison said there was no such
170 restriction but that since the units are one bedroom, roughly 540 square feet and are primarily
171 owned by single elderly women, the residents would be unlikely to have any children living with
172 them. S. Landry added that their low income status would also make it doubtful that seniors
173 would be supporting another occupant. Since social demographics change, Councilor Dolan
174 advised that such a restriction should be made part of the agreement. P. Grandmaison believed
175 that could be entertained.

176
177 Chairman DiMarco thanked the EAC, S. Landry and SNHS for their time, their update and their
178 progress in the second step of what will be a multi-step process with the Council.

179
180 Chairman DiMarco asked if there was any further public comment. There was none.

181
182 **Chairman DiMarco entertained a motion to go into a public hearing. Councilor Farrell so**
183 **moved. Councilor O’Keefe seconded. Council’s vote was 5-0-0.**

184
185 **PUBLIC HEARING**

186
187 **Resolution 2010-21 – Relative to renaming the private roads in Whispering Pines Mobile**
188 **Home Park-** Councilor O’Keefe performed the second reading relative to the Street Naming
189 Task Force’s attempts to improve public safety by conforming to the requirements of the
190 enhanced 911 system. The first reading was on October 18 and the adoption was scheduled for
191 this meeting. **Councilor O’Keefe made a motion to accept the amended resolution.**
192 **Councilor Farrell seconded.** Jim Bilodeau, 911 Coordinator for the Town and member of the
193 Street Naming Task Force explained that RSA 231:133 enables a governing body to change the
194 name of a public street and that NH 911 has requested streets with similar sounding or duplicate

195 road names be changed. In this case, the repetitious name “Lane” followed by a number and
196 sometimes a letter in the Whispering Pines Mobile Home Park (WP MHP) was deemed non-
197 compliant under the enhanced 911 telecommunications system. The Task Force began working
198 on these proposed changes in December 2009 when park owners and the Derry Fire Department
199 were first consulted to ensure new names were not duplicated and placement of numbers was
200 uniform between the Londonderry and Derry sides. This was followed by a meeting with WP
201 representative Paul McDonald and Jayne Gannon of the Derry Fire Department to explain the
202 Task Force’s goals and ask for input. The initial site visit took place in January of 2010 to
203 identify current signage and house numbers as well as visualize potential changes.
204 Conversations and emails with the Post Master were followed up a letter to the regional USPS
205 office regarding the address changes but no response has been forthcoming. J. Bilodeau pointed
206 out to the Council that this lack of response is similar to Nashua Road address changes which
207 took five years to resolve with the post office. The post office will need to decide whether they
208 will use a Londonderry or Derry address since the majority of the park is in Londonderry while
209 the mail facility itself is located in Derry. When asked by Councilor O’Keefe which town
210 currently responds to 911 calls at WP, J. Bilodeau said both do. He continued that the Town of
211 Derry replied in August 2010, agreeing to work with Londonderry to rename and renumber the
212 park. A Task Force workshop was held with P. McDonald and park residents on September 7,
213 nine of which attended. The meeting resulted in the concept of using names of colors, which
214 was presented to the Council in the first reading of this resolution on October 18. On September
215 8, a second Task Force meeting resulted in approval of using colors for street names, unless
216 further suggestions were brought up before this meeting. P. McDonald, J. Gannon, Derry
217 Planning Assistant Elizabeth Robidoux and Postal Officials met again with the Task Force on
218 September 24 to make certain all parties understood only one address would be used in the
219 future. This would eliminate confusion between the “192 ByPass 28” mailing address, the mail
220 box numbers and the individual lot/lane locations used by 911. It was also clarified that since the
221 internal roads in the park are private, WP is responsible for placement of the new signs and
222 house numbers. A second site visit occurred on October 6 to finalize the changes, at which time
223 the owners declared their dislike for the use of colors as names. By October 14, P. McDonald
224 contacted J. Bilodeau reiterating that the color names were not favorable, although he had no
225 other suggestions from residents. After the colors names were introduced at October 18 Council
226 meeting, Donna C. Ball, one of the park owners, sent a letter along with list of pine tree names
227 and a petition of support from the residents. This was received on October 25.

228
229 Assessor Karen Marchant informed the Council that the WP MHP is comprised of 237 approved
230 mobile home sites in Londonderry, 221 of which currently have units on them. Of those 221
231 units, 58 are owner occupied. The WP MHP owns the remaining 165 units, some of which are
232 rented while others remain vacant. An additional 37 units reside in Derry, all of which she
233 believed to be occupied although she was not sure how many were rented as opposed to owned.

234
235 Councilor O’Keefe asked J. Bilodeau if the residents will be satisfied with the updated names or
236 if he anticipated any further changes. J. Bilodeau did not expect any further changes, adding that
237 some of the residents who originally agreed on the colors signed the petition in favor of the tree
238 names. L. LaValley added after she and D. Ball had compiled the new list, she was able to
239 survey 53 of the 58 privately owned units in Londonderry, 45 of which signed the petition.

240
241 Chairman DiMarco opened the floor to the public. Andrew Toto, a WP MHP resident in Derry,
242 (Lane 4, Lot 2), thanked L. LaValley for her efforts to change the list from colors to trees. He
243 said he was not notified by mail about the changes and asked who would be responsible for the

244 cost associated with the change of address. K. Marchant explained that when notices are sent
245 with the new street name, included is the information for residents to change their registration
246 and drivers license, neither of which involves a cost. The changes are also sent to the Post Office
247 (in this case in both Derry and Londonderry), who enter the information into their system.
248 Personal items such as doctor's offices, insurance companies, etc. are the responsibility of the
249 owner but can usually be handled with a phone call. Councilor DiMarco verified that in his past
250 work experience, the Post Office will automatically notify some companies of any changes in
251 their system. A. Toto inquired about having to change his property deed. K. Marchant replied
252 that there is no need to re-record a deed or make any other changes. When the property is sold,
253 both the old and new addresses will be identified at that time and in this case, the make, model
254 and year of the mobile home will already be listed on the deed. A. Toto's final question was
255 whether the address change will affect which school his daughter will attend and was told that as
256 a Derry resident, she would still attend a Derry public school. J. Bilodeau told the Council the
257 only issue he has been made aware of is that on some occasions, those with new addresses are
258 not allowed to make online purchases for approximately two months but that the issue is
259 eventually resolved. K. Marchant said notices will be sent approximately 30 days prior to the
260 date the changes go into effect to both Derry and Londonderry residents and owners, which in
261 this case would be the beginning of December. Katherine Rufrano, a 40-year resident of the
262 park, expressed concern that the changes will only confuse the different delivery drivers such as
263 USPS, UPS, Federal Express, etc. because they all use different addresses for one unit, be it the
264 individual box number, the lane number or 192 ByPass 28). K. Marchant explained that to the
265 contrary, this new system will eliminate that confusion by using only one address for each unit.
266 L. LaValley noted an additional confusion with the street "Lane Way" in Londonderry and has
267 informed FairPoint multiple times but her address reverts back to Lane Way in their records.
268 Katherine Rufrano said she has had to call 911 on numerous occasions but did not have any such
269 issues with FairPoint.

270
271 Derry Fire Chief George Klauber was present and thanked the Council for these efforts to
272 increase public safety. With both Derry and Londonderry responding to calls within the park, he
273 said it can be very confusing and Derry is happy to work with Londonderry to create uniformity
274 and avoid any other confusion. Councilor Dolan asked if Derry will use the same January 1,
275 2011 effective date as Londonderry. Chief Klauber said they would and that Derry will make the
276 same type of notification mentioned earlier by K. Marchant at the same time.

277
278 **Chairman DiMarco moved the question on Councilor's O'Keefe's motion to accept the**
279 **amended resolution. Council's vote was 5-0-0.**

280
281 Chairman DiMarco thanked everyone involved for their efforts.

282
283 **Councilor Brown made a motion to close the Public Hearing. Councilor O'Keefe seconded.**
284 **Council's vote was 5-0-0.**

285
286
287 **OLD BUSINESS**

288
289 Chairman DiMarco said there was no old business.

290
291
292

NEW BUSINESS

293
294
295 **Resolution 2010-22 -- Relative to amending a Conservation Easement Deed-** Councilor
296 O’Keefe performed the first reading of this resolution to amend a conservation easement on map
297 and lot 9-85, owned by Richard and Debra Higgins. **Councilor O’Keefe made a motion to**
298 **accept the amended resolution. Councilor Farrell seconded.** Mike Speltz of the
299 Conservation Commission explained the Commission is recommending the Council accept this
300 amendment to the easement deed on the Higgins’ property on Pillsbury Road. The Higgins live
301 on 9-85-1 and own a rental house on 9-85 which is located directly behind their home. If they
302 were to sell the back property, the current language of the easement gives them the ability to
303 create a new driveway, but only via Pillsbury Road. Doing so would impact the wetland on the
304 property which is associated with Indian Brook. Sharing the driveway of their home would be
305 the only other option but would decrease the value of the rental home. At the time the easement
306 was granted approximately seven years ago, no one envisioned any other way to give the Higgins
307 the ability to access that back portion of 9-85 while trying to preserve a good portion of it.
308 Since then, D. Higgins has suggested constructing a driveway on 9-85 behind the rental home,
309 using a Town right of way that connects to Winding Pond Road in Century Village. The
310 Planning Board, Zoning Board, Conservation Commission, and the Charitable Trust Division of
311 the Attorney General’s Office have all approved the plan. Being a modification of an interest in
312 land, the Town Council also needs to grant their approval of the amendments. Councilor
313 O’Keefe asked if the new access exists now. M. Speltz explained that this final approval was
314 needed before any construction could commence.

315
316 **Chairman DiMarco moved the question regarding Resolution 2010-22. Council’s vote was**
317 **5-0-0.**
318

319 **Management Succession Plan-** Town Manager Caron explained that one of this year’s goals
320 was to create a management succession plan for senior management to ensure that in the event of
321 a vacancy in a top position, subordinates are in place that could assume interim leadership roles.
322 A succession chart was reviewed, outlining the various departments and the subordinate
323 positions currently in place. Town Manager Caron said part of the plan involves expansion of
324 the knowledge base and skill sets of each of these subordinates wherever necessary to guarantee
325 responsibilities are met. He said the efforts have resulted in the Town being well positioned to
326 maintain services in the absence of division or department heads. Three departments, however,
327 (Recreation, Family Mediation and Senior Affairs) are managed by part-time department heads
328 and do not have assistants. In those cases, Town Manager Caron said he would work with town
329 staff and/or related commissions to fulfill those functions until those positions can be filled.
330 Councilor Farrell said the plan was thorough and made sense and Chairman DiMarco said it fully
331 met his expectations. He added that the training involved also serves to further the career paths
332 of employees. Councilor Brown appreciated the thoroughness of the plan, noting that it was not
333 simply a reference chart but identifies goals, responsibilities, and the training associated with
334 each department. Chairman DiMarco asked if the plan will be revisited on any specific schedule.
335 Town Manager Caron said the document will be reviewed for its strengths and weaknesses and
336 then worked on continuously until all needs have been addressed. If any changes take place to
337 the makeup of the departments themselves, amendments will be made to the plan accordingly,
338 followed by the identification again of any strengths and weaknesses or the need for different
339 training. Councilor Dolan asked if the Human Resources division falls under the Assistant Town
340 Manager. Should the HR Director leave, Town Manager Caron said the Assistant Town
341 Manager would fulfill those duties until the position is repopulated. Councilor Dolan also asked

342 if budget restrictions over the years have left the Town with enough capability for satisfactory
343 training according to this plan. Town Manager Caron said that the Local Government Center has
344 supplied much of the needed training which is paid through the Town's health and property
345 liability insurance premiums. He added that the Town has sent numerous subordinates to the
346 LGC's Leadership Institute for management workshops which typically entails attending classes
347 once a month over the course of a year. Councilor Dolan noted that the many Leadership
348 Londonderry classes have also provided useful professional development for staff. The Council
349 thanked Town Manager Caron for his efforts.

350
351 **Review of Town Charter, Section 9.5-** Town Manager Caron asked the Council for direction on
352 several points regarding this Charter requirement which states the Council must meet with the
353 Chairs of all Town committees at least annually to review projects, goals, and activities. First, he
354 requested their input concerning task forces which only exist for a short time and already provide
355 a final report to the Council. Second, he noted the Zoning Board does not have projects and
356 goals the way other committees do but functions instead in a quasi-judicial capacity. Third, he
357 asked the Council if they interpret the intention of Section 9.5 to include elected bodies, i.e. those
358 not appointed by the Town Council, such as the Trustees of the Trust Fund, since the Charter
359 itself does not provide an exact definition of the word committee. Finally, he inquired as to
360 whether the Council feels the intent of Section 9.5 is being met by the individual Councilor
361 liaison assignments to the various boards and committees and whether their numerous
362 interactions with the Planning Board during the year satisfies the requirement. If not, he
363 suggested that any annual meetings with these bodies take place each March/April when the
364 Council itself is setting its own goals for the year.

365
366 Councilor Farrell's opinion was that the liaison roles do not meet the intent of Section 9.5 and
367 that the Council would benefit from having the various meetings prior to setting its goals in the
368 spring. He also expressed interest in meeting annually with the ZBA to gain their unique
369 perspective on issues relating to the zoning ordinance and whether they feel any changes would
370 benefit the town. He still felt meeting with the Chair of the Planning Board would help to
371 specify their goals for the year but did not think task forces needed to do more than their final
372 reports. Councilor Dolan stated his interpretation of the requirement applied only to standing
373 committees, not those that are elected, nor did it apply to task forces. He agreed that the timing
374 of March/April would be the most appropriate time and the information gained can help direct
375 the Council in setting their objectives. He also agreed that the ZBA and other land use boards
376 may have a viewpoint on such topics as the ordinance, development, and land management that
377 other committees might not have. In return, hearing support from the Council in a public format
378 would be valuable to all the committees. He suggested having a workshop with the land use
379 boards (ZBA, Planning Board, Conservation Commission and Heritage Commission), rather than
380 simply hearing from each Chair separately. Other committees with similar interests could be
381 grouped similarly into other workshops. Councilor Brown noted that such workshops have
382 occurred in the past with land use boards. Councilor O'Keefe agreed with these ideas and
383 opinions. Councilor Brown asked the Town Manager if the Council has the ability to interpret
384 the Charter the way it sees fit since Section 9.5 seemed rather black and white. Town Manager
385 Caron acknowledged that the lack of definition within the Charter of the word "committee" is
386 precisely the issue. Councilor Brown agreed that it would be incorrect to include elected
387 committees under the purview of the Council and that task forces by their very nature already
388 meet sufficiently with the Council. The final interpretation was that the fiscal year could fit the
389 broad term of "annual" under Section 9.5. Therefore, a workshop for the land use boards and
390 separate presentations by the Chairs of the remaining Council appointed committees could be

391 accomplished prior to the Council setting their goals in the March/April time period. Chairman
392 DiMarco concurred with the discussion, adding that since any new Councilors are voted in at
393 March Town Meeting, it would also serve to educate them about the various boards and
394 committees. When asked by Councilor Brown if any amendment was needed to Section 9.5,
395 Town Manager Caron replied that none was needed since this consensus indicated the intent will
396 be met based on the Council's interpretation of the language. He stated he will begin scheduling
397 the committee Chairs to appear before the Council after Town Meeting in March.
398

399 **Order 2010-18 -- Relative to the expenditure of Maintenance trust Funds for Various**
400 **Projects-** Councilor Farrell performed the first reading of this order regarding the expenditure
401 from the Maintenance Fund for:

- 402 1) Roof repair/shingle replacement at the Lion's Hall; \$25,825.00
- 403 2) Installation of salt guard for concrete steps at the Library; \$300.00
- 404 3) Replacement of defective fluorescent light fixture at the Library; \$216.50
- 405 4) Replacement and repair of multiple light fixtures at Fire Station #2 and rewiring of
406 exterior lights for energy efficiency; \$2,858.56.
- 407

408 **Councilor Farrell made a motion that the Town Treasurer expend \$29,200.06 for**
409 **the aforementioned repairs and improvements. Councilor O'Keefe seconded.** Councilor
410 Farrell asked if the Town still owns the Lions Hall building. Town Manager Caron explained
411 that the Town signed a 99 year with the Lions Club sometime in the late 1980's or early 1990's
412 which requires the Town be responsible for major improvements and repairs to the building. He
413 noted that this is the first project that Town has, in fact, paid for since the Lions Club has paid for
414 all other improvements over the years, including \$3,000 for these roof repairs. Regarding the
415 fourth item, when the new South Fire Station was built, nine exterior light poles were installed
416 and all were functioning throughout the evening hours. Now only two of the light poles will
417 remain in operation all night and more can be turned on if needed, saving on future electrical
418 costs. The new North Fire Station will have the same "2/7" exterior light configuration.
419 **Chairman DiMarco moved the question. Council's vote was 5-0-0.**

420 421 **APPROVAL OF MINUTES**

422
423 **Minutes of the Council's October 18, 2010 Public Meeting-** Councilor Farrell made a
424 **motion to approve the minutes as presented. Councilor O'Keefe seconded. Council's vote**
425 **was 5-0-0.**

426 427 **OTHER BUSINESS**

428
429 **Liaison Reports-** Councilor Farrell announced that the Elder Affairs Committee is looking for a
430 "plan for pets" if the shelter has to be opened again. He shared this with Town Manager Caron
431 who has already spoken with Fire Chief McCaffrey about the issue. At the Planning Board
432 meeting, open space was discussed at length in relation to the CIP process. Conservation
433 Commissioner Mike Speltz asked the Planning Board to move Open Space up in the priority of
434 CIP projects. Councilor Farrell agreed to convey M. Speltz's opinion to the Council that the
435 economic downturn presents a better time to purchase additional open space. The Planning
436 Board consensus was to wait for the results of the new Open Space Task Force but M. Speltz
437 was adamant about the not waiting. The outcome was the Planning Board was unanimously
438 against moving Open Space to a higher priority. Councilor Farrell also announced that Pillsbury
439 Realty will be attending the November 11 Planning Board meeting for a conceptual discussion

440 regarding Woodmont Orchards. Chairman DiMarco said he will be attending a Library Trustees
441 meeting this Wednesday, November 3. Councilor O'Keefe had no reports. Councilor Dolan
442 attended the International Exchange Committee who is looking for additional communities to
443 join with beyond the Town's sister community in Vologda, Russia. The Chair and her husband
444 were voted to be official representatives of Londonderry on the next trip to Vologda. Councilor
445 Brown had nothing to report.

446
447 **Town Manager Reports-** Town Manager Caron said that construction of the North Fire Station
448 continues with a target date of the week of November 8 for final inspections, after which a
449 gradual transition from the current North station will occur so that if all goes according to plan,
450 the building will be fully occupied by the beginning of December. A formality resolution will be
451 on the Council's November 15 agenda to place the Charter Commission's recommendations and
452 findings on the March Town Meeting ballot. A ceremonial opening will take place once the
453 building is fully manned and operational. Councilor Brown asked if there was any time
454 constraint on making a decision as to what will be done with the old facility. Town Manager
455 Caron replied that the Council can deal with the issue at their leisure but that he first needs to
456 have the Building Inspector and/or a private engineer assess the structure to generate an estimate
457 on the costs of retaining it. Councilor Farrell noted that the VFW had expressed interest in the
458 building. Town Manager Caron said he had been contacted twice, the last time being informed
459 they no longer have that interest. No other group has inquired about the building. Councilor
460 Dolan asked in the soft costs associated with the transition to the new station are associated with
461 the grant used to build the facility. Town Manager Caron replied that \$163K was approved at
462 Town Meeting in March by residents. This will be used towards the soft costs as well as capital
463 charges associated with the grant with some surplus remaining. He advised this not be deposited
464 back into the general fund, however, until after the audit is completed because of the particular
465 way funds are disbursed through this Federal grant. He noted that the Town's new
466 Administrative Services Coordinator, Stephen Cotton, has been keeping meticulous records
467 which will aid in the audit process. Soft costs should not be part of the audit as most are not
468 included in the project approval. Councilor Dolan asked that in the event not all the money
469 appropriated at Town Meeting is utilized, could it be reallocated for another purpose such as the
470 debt associated with South Fire Station. Town Manager Caron said that although there is more
471 than one way to accomplish that, it would require an action at Town Meeting. Councilor Dolan
472 asked if it can be used towards dismantling or renovating the old building. Town Manager
473 Caron said he would have to consult the warrant article to see if it covered those situations.
474 Otherwise, the Expendable Maintenance Trust would be used.

475
476 A report on privatizing ambulance service has been mailed to the Council for their review during
477 the FY 2012 budget process. The overall recommendation is not to enter into an agreement with
478 a private ambulance company as the report shows that other towns that still use their own rescue
479 teams and fire departments as first responders. This saves in not having to raise money for the
480 ambulance capital reserve (approximately \$100K) and vehicle maintenance (approx. \$10K),
481 however all medical equipment will still need to be purchased and training for personnel
482 supplied. Likewise, the reduced responsibility to transfer patients to hospitals does not translate
483 into a reduction in Town personnel in order to maintain a safe level of service to the community.
484 Advantages aside from the loss of expenditures is that Londonderry fire and rescue crews would
485 typically be able to leave a scene earlier than they do now, freeing them up for other
486 emergencies. Disadvantages come in the form of lost revenues for annual ambulance fees in
487 excess of \$400K. The net loss to the community would be anticipated to be roughly \$333K.
488 Being for-profit companies, ambulance services are typically subsidized by smaller NH and

489 some northern/central MA towns to make up for the lower number of calls compared to a city as
490 large as Manchester. Londonderry would not be in the same situation as Manchester who is
491 subsidized by their ambulance service at roughly \$300K per year because they generate a
492 significant enough call volume and provide dispatch service for the company. Research shows
493 that in smaller MA towns where ambulance service is not subsidized, the town still responds
494 first, followed by the private ambulance service, who then typically bill the citizens at a higher
495 rate than the municipality would.

496
497 In the interest of a paper-free environment, Town Manager Caron asked Councilors if they
498 would prefer the substantial budget document be presented electronically and/or in hard copy
499 form. The consensus was that a document that size would be impractical as soft copy although
500 having the electronic version available could be more convenient in other ways. Town Manager
501 Caron said he would provide the budget books in hard copy as is traditionally done, and would
502 include with it a disk of the same document as well as having it available on the server in the
503 Moose Hill Council Chambers.

504
505 Councilor O'Keefe asked in reference to the November 2 election whether votes were going to
506 be counted by hand. Town Manager Caron said he had not heard a final decision from the Town
507 Clerk and Moderator who decide that process, although he had forwarded suggestions based on a
508 review of State law. He had further advised they contact other communities as well as the
509 Secretary of State's office to help implement some of those suggestions. The Secretary of State's
510 office had recently recommended the process should be streamlined after reviewing the steps
511 taken during this year's primary. He said he would try to have that decision for the Council by
512 the end of business on November 2.

513
514 **Board/Committee Appointments/Reappointments-**

515
516 **Councilor Farrell made a motion to re-appoint Ben LaBrecque as a Full Member to the**
517 **Conservation Commission, term to end 12/31/2013. Councilor O'Keefe seconded.**
518 **Council's vote was 5-0-0.**

519
520 **Councilor Farrell made a motion to accept the resignation of Peg Johnson from the Elder**
521 **Affairs Committee. Councilor Brown seconded. Council's vote was 5-0-0.** The Council
522 thanked her for her service to the Town.

523
524 **Councilor Farrell made a motion to re-appoint Alternate Dan Lekas as a Full Member to**
525 **the Elder Affairs Committee, term to end 12/31/2012. Councilor Brown seconded.**
526 **Council's vote was 5-0-0.**

527
528 **MEETING SCHEDULE**

- 529
530 1. Town Council Meeting -- November 15, 2010, Moose Hill Council Chambers, Town Council,
531 7:00 PM
532
533 2. Town Council Meeting -- November 20, 2010, Moose Hill Council Chambers, Budget
534 Workshop, 8:00 AM
535
536 3. Town Council Meeting -- November 22, 2010, Moose Hill Council Chambers, Budget
537 Workshop, 7:00 PM

538
539 4. Town Council Meeting -- November 29, 2010, Moose Hill Council Chambers, Budget
540 Workshop, 7:00 PM

541
542 **ADJOURNMENT**

543
544 **Councilor Farrell made a motion to adjourn at 9:20 PM. Councilor O’Keefe seconded.**
545 **Council’s vote was 5-0-0.**

546
547 **Notes and Tapes by: Jaye Trottier Date: 11/01/10**

548
549 **Minutes Typed by: Jaye Trottier Date: 11/04/10**

550
551 **Approved: Town Council Date:**

DRAFT