

**TOWN COUNCIL
AGENDA
November 1, 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. Interview of Ben LaBrecque as a Full Member to the Conservation Commission
- B. Elder Affairs Committee – Update on Senior Housing

III. PUBLIC HEARING

- A. Resolution #2010-21 – A Resolution Relative to renaming of the lanes within the Whispering Pines Trailer Park

IV. OLD BUSINESS

V. NEW BUSINESS

- A. Resolution #2010-22 – Relative to Amending a Conservation Easement
- B. Management Succession Plan
- C. Review of Town Charter, Section 9.5
- D. Order #2010-18 – Relative to the Expenditure of Maintenance Trust Funds for Various Projects

VI. APPROVAL OF MINUTES

- A. Minutes of Council’s Public Meeting of 10/18/10

VII. OTHER BUSINESS

- A. Liaison Reports
- B. Town Manager Report
- C. Board/Committee Appointments/Reappointments
 - 1. Re-Appointment of Ben LaBrecque as a full member to the Conservation Commission, term to expire 12/31/13
 - 2. Resignation of Peg Johnson from the Elder Affairs Committee.
 - 3. Re-Appointment of Alternate Daniel Lekos as a full member to the Elder Affairs Committee, term to expire 12/31/12.

VIII. ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Meeting – November 15, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM
- B. Town Council Meeting – November 20, 2010, Moose Hill Council Chambers, Budget Workshop, 8:00 AM
- C. Town Council Meeting – November 22, 2010, Moose Hill Council Chambers, Budget Workshop, 7:00 PM
- D. Town Council Meeting – November 29, 2010, Moose Hill Council Chambers, Budget Workshop, 7:00 PM
- E. Town Council Meeting – December 6, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM
- F. Town Council Meeting – December 9, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM

**SUPPORTING DOCUMENTATION
COUNCIL MEETING OF NOVEMBER 1, 2010**

I. CALL TO ORDER

II. PUBLIC COMMENT

- A. Interview Ben LaBreque (Incumbent) as a Full Member to the Conservation Commission
- B. Elder Affairs Committee – Update on Senior Housing – The Committee has been invited to update the Council regarding efforts to construct an affordable senior housing center on Sanborn Road.

III. PUBLIC HEARING –

- A. Resolution #2010-21 – A Resolution Relative to renaming of the lanes within the Whispering Pines Trailer Park – Staff will be in attendance to present information on the recommended street name changes within Whispering Pines Trailer Park. A number of the streets within the park extend into the Town of Derry; staff has notified Derry residents of this hearing, and a representative from the Town of Derry will be in attendance to answer questions/provide information from Derry’s perspective.

IV. OLD BUSINESS –

V. NEW BUSINESS –

- A. Resolution #2010-22 – Relative to Amending a Conservation Easement – Attached is a proposed Amendment to a Conservation Easement, which requires Town Council approval to become effective. Mike Speltz will be in attendance to provide any additional information.
- B. Management Succession Plan – Attached is the Town’s Succession Plan for Department and Division managers, for the Council’s review.
- C. Review of Town Charter, Section 9.5. – The Council recently discussed this provision of the charter, which requires annual interaction between Committees and the Council, and requested guidelines on this provision. Memo attached.

- D. Order #2010-18 –Relative to the Expenditure of Maintenance Trust Funds for Various Projects. - Attached is an order requesting authorization to expend maintenance trust funds for projects/repairs at the Lion’s Hall, South Fire Station and Leach Library.

VI. APPROVAL OF MINUTES – Minutes of the Council’s Public Meeting of 10/18/10.

VII. OTHER BUSINESS

- D. Liaison Reports –

- E. Town Manager Report –

- F. Board/Committee Appointments/Reappointments -

- a. Re-Appointment of Ben LaBrecque as a full member to the Conservation Commission, term to expire 12/31/13
- b. Resignation of Peg Johnson from the Elder Affairs Committee.
- c. Re-Appointment of Alternate Daniel Lekos as a full member to the Elder Affairs Committee, term to expire 12/31/12.

VIII. ADJOURNMENT –

MEETING SCHEDULE:

- G. Town Council Meeting – November 1, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM
- H. Town Council Meeting – November 15, 2010, Moose Hill Council Chambers, Town Council, 7:00 PM
- I. Town Council Meeting – November 20, 2010, Moose Hill Council Chambers, Town Council, Budget Presentations, 8:00 AM
- J. Town Council Meeting – November 22, 2010, Moose Hill Council Chambers, 1st Town Council/Budget Workshop, 7:00 PM
- K. Town Council Meeting – November 29, 2010, Moose Hill Council Chambers, 2nd Town

Council/Budget Workshop, 7:00 PM

**FOLLOW-UP FROM COUNCIL'S
October 18, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
Street Naming	Notify both L-Derry and Derry residents <i>(Hearing scheduled for 11/01/10)</i>	Margo/John V
Littering Issue	Review PD Awareness Program <i>(In process)</i>	Bill
Committee Reports	Develop plan for TC mtgs per Charter <i>(On 11/01/10 agenda)</i>	TC

**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

**FOLLOW-UP FROM COUNCIL'S
September 13, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
Assessments	Review/Develop Hardship Criteria <i>(In process)</i>	Dave/Karen

**FOLLOW-UP FROM COUNCIL'S
July 15, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
LFD Staffing Analysis	Impact of contracting Ambulance <i>(In process – being finalized)</i>	Dave/Chief M

RESOLUTION 2010-21

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

First Reading: 10/18/10

Second Reading/Public Hearing: 11/01/10

Adopted: 11/01/10

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 Internal, private roads within Whispering Pines Mobile Home Park have been identified as non-compliant; and

WHEREAS the Town has received the full cooperation from the Town of Derry to make the same changes to streets and properties located in total or in part in their community

WHEREAS The Task Force, in cooperation and consultation with property owners recommend the following alternate street names.

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the following name changes be enacted, to become effective January 1, 2011:

Lane 1 be renamed Aqua Place

Lane 2 be renamed Burgundy Place

Lane 2A be renamed Coral Place

Lane 3 be renamed Gold Place

Lane 3A be renamed Grey Place

The Un-named road running between Lane 3A and Lane 3C, providing access to Lane 3B be renamed Lime Place

Lane 3B (westerly from the access) be renamed Orange Place

Lane 3B (easterly from the access) be renamed Lavender Place

Lane 3C be renamed Peach Place

Lane 4 be renamed Purple Place

Lane 4A (westerly from Lane 4) be renamed Tan Place and

Lane 4A (easterly extension) be renamed Raspberry 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:
11/01/10

RESOLUTION 2010-22

A Resolution Relative to
Amending a Conservation Easement Deed

First Reading: 11/01/10
Adopted: 11/01/10

WHEREAS the provisions of RSA 36:A-4 allow the Conservation Commission to receive gifts of money and property, and to purchase property; said property and gifts to be managed and controlled by the Commission; and

WHEREAS in 2002 the Town was granted a Conservation Easement on Lot 9-85, with the Grantor retaining the right to construct a driveway within the conserved area and crossing a wetland; and

WHEREAS the Conservation Commission, Zoning Board of Adjustment, Planning Board and Charitable Trust Division of the Attorney General's Office have approved a plan to relocate the proposed driveway over other Conservation land to avoid impacting the wetlands;

NOW THEREFORE BE IT RESOLVED by the Londonderry Town Council that the Amendment to the Conservation Easement Deed by Richard and Debra Higgins and the Town of Londonderry is hereby approved.

Paul DiMarco - Chairman
Town Council

(TOWN SEAL)

Marguerite Seymour - Town Clerk/Tax Collector

A TRUE COPY ATTEST:
11/01/10

THIS IS A NON-CONTRACTURAL
CONVEYANCE PURSUANT TO NEW HAMPSHIRE
RSA 78-B:2 AND IS EXEMPT FROM THE NEW HAMPSHIRE
REAL ESTATE TRANSFER TAX

AMENDMENT TO CONSERVATION EASEMENT DEED

This Amendment to the Conservation Easement Deed is made this _____ day of _____, 2010, by **RICHARD G. HIGGINS AND DEBRA L. HIGGINS**, husband and wife, of 87 Pillsbury Road, Town of Londonderry, County of Rockingham, State of New Hampshire 03053, fee simple owners of record, (hereinafter called the "**Grantor**", which word shall include the Grantor's successor's and assign's) and the **Town of Londonderry**, a New Hampshire Municipal Corporation, situated in Rockingham County, of the State of New Hampshire, with a principal place of business at 268-B Mammoth Road, Town of Londonderry, County of Rockingham, State of New Hampshire 03053 (hereinafter called the "**Grantee**", which word shall include the Grantee's qualified successors and assigns).

WHEREAS:

- A. **Grantor** granted a Conservation Easement (the "**Conservation Easement**") dated August 14, 2002 and is recorded at the Rockingham County Registry of Deeds at Book 3818, Page 0537 to the **Grantee** over portions of the Property located on Pillsbury Road (the "**Property**") in said Town of Londonderry, County of Rockingham, State of New Hampshire 03053.
- B. The **Conservation Easement** reserved to the **Grantor** the right to construct a driveway (the "**Driveway**") across a part of the Property and across a wetland on the **Property** from a residence to Pillsbury Road. For reference purposes only, the land is shown on a plan entitled "PLAN OF LAND IN LONDONDERRY, NEW HAMPSHIRE, AS DRAWN FOR KENNETH & DONALD CLOUTIER & JAMES MATAROZZO" prepared by Edward N. Herbert, dated March, 1968 and recorded at the Rockingham County Registry of Deeds as Plan Number 1108.

- C. **Grantor** and **Grantee** believe it would better serve the purposes of the **Conservation Easement** to construct the **Driveway** to Lot 9-85 to the South onto Winding Pond Road, thus avoiding a wetland crossing and permanently protecting said wetland under the terms of the **Conservation Easement**, as amended
- D. In order to construct the **Driveway** for Lot 9-85 onto Winding Pond Road it is necessary to complete a Lot Line Adjustment between Lot 9-85 and 9-85-1.
- E. The previous **Conservation Easement** allowed a single Lot Line Adjustment between Lot 9-85 & Lot 9-85-1 (Section II.B USE LIMITATIONS). This adjustment was previously approved by the Town of Londonderry Planning Board (See RCRD Plan #33096)

Now, therefore, The **Grantor** and the **Grantee**, each in consideration of the agreements of the other herein contained, hereby amend the **Conservation Easement Deed** as follows;

- A. Section II (USE LIMITATIONS), Subsection B by striking the word “single” and adding a new sentence “In addition Higgins, and only Higgins, may further adjust the lot lines between Lot 9-85-1 and Lot 9-85 only for the purpose of accommodating the driveway contemplated by Subsection 3.E, as amended, below” so that Subsection B reads:

“The property shall not be subdivided except that Higgins may seek a lot line adjustment to permit a portion of the land north of the pond and west of Lot 9-85-1 to be annexed Lot 9-85-1 so long as the land remains subject to this easement and that only Higgins, and not their heirs, executors, administrators, assigns and subsequent title holders, may seek said lot line adjustment, and then only if they own both Lot 9-85 and 9-85-1 at the time they seek the lot-line adjustment. In addition Higgins, and only Higgins, may further adjust the lot lines between Lot 9-85-1 and Lot 9-85 only for the purpose of accommodating the driveway contemplated by Subsection 3.E, as amended, below.”

B. Section III (RESERVED RIGHTS), Subsection F by striking the words "Pillsbury Road along the most direct route consistent with the Town of Londonderry Regulations" and replacing with the words "Winding Pond Road as shown on a plan titled "TOPOGRAPHIC/HISS PLAN TAX MAP 9 LOTS 85 & 85-1 87 PILLSBURY ROAD LONDONDERRY, NEW HAMPSHIRE 03053 OWNER OF RECORD/PREPARED FOR RICHARD G. & DEBRA L. HIGGINS 87 PILLSBURY ROAD LONDONDERRY, NEW HAMPSHIRE 03053 RCRD BOOK 3255/PAGE 1632" Scale: 1"=50' sheet 3 of 6 Dated: October 12, 2009 as prepared by Benchmark Engineering, Inc. Consulting Engineers Land Planners 1F Commons Drive, Suite 39 Londonderry, New Hampshire 03053 Phone: (603) 437-5000 Fax: (603) 437-3078, Plan on file at the Town of Londonderry Planning Department,

AS AMENDED HEREBY and in all other respects said Conservation Easement is reconfirmed

IN WITNESS WHEREOF, we have here unto set our hands

Richard G. Higgins
Grantor

Debra L. Higgins
Grantor

The State of New Hampshire
County of Rockingham

Personally appeared Richard G. Higgins and Debra L. Higgins this _____ day of _____, 2010 who acknowledged the foregoing to be their voluntary act and deed.

Before me _____
Notary Public/Justice of the Peace

My commission expires: _____

ACCEPTED: The Town of Londonderry, New Hampshire

By: _____

TOWN OF LONDONDERRY

Management Succession Plan

**David Caron
and
Department/Division Managers
11/1/2010**

Review of current organization capabilities to maintain efficiencies and a satisfactory level of town services in the short or long-term absence of town or department management.

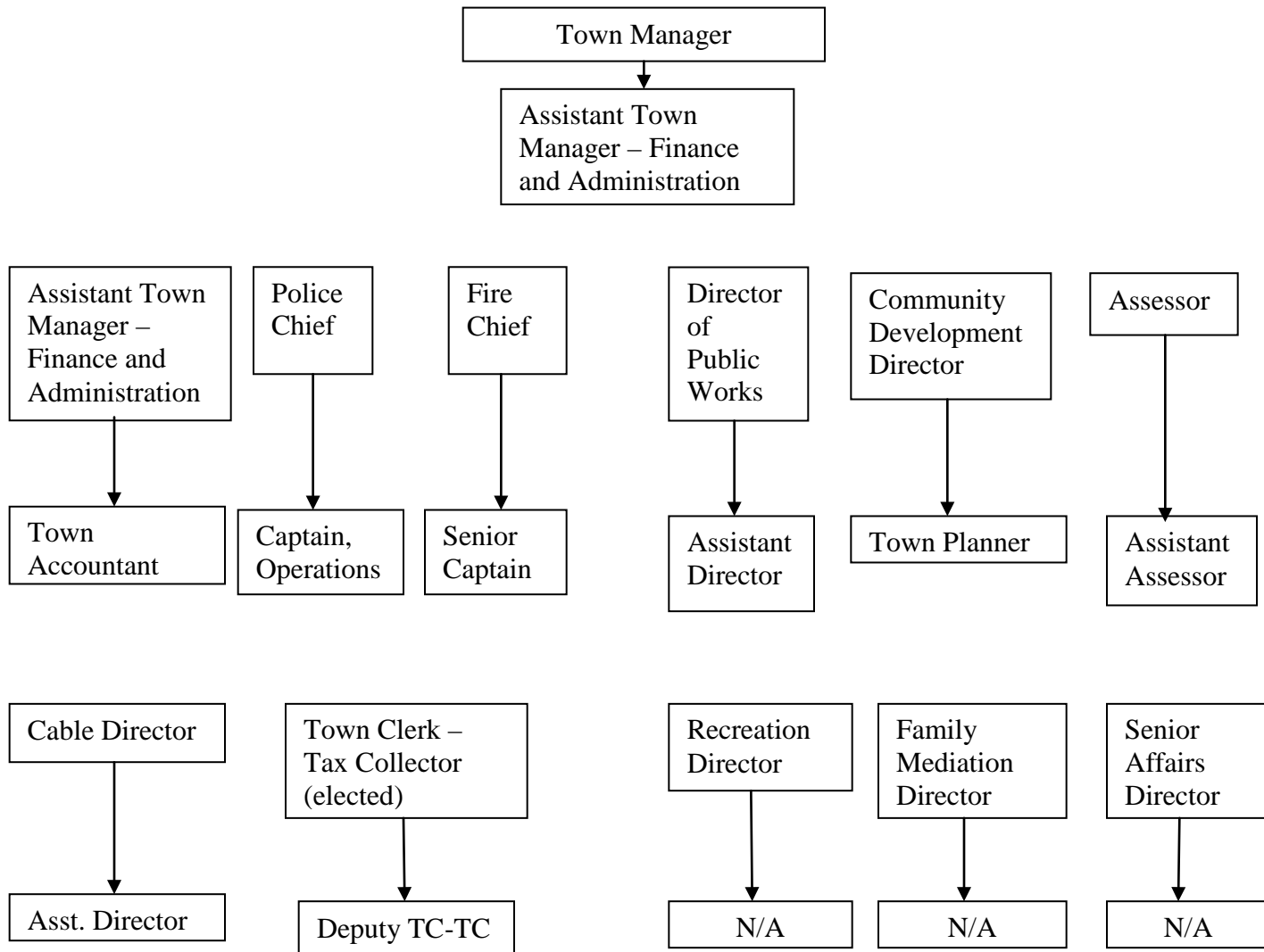
I. Introduction – The development of a Succession Plan by the Town’s management team has been structured to insure that practices are in place whereby services will not be significantly impacted in the absence of the Town Manager, or a Department or Division Director. There are twelve functioning Departments and Divisions operating within town government. Of that number, per the Town Charter eleven fall under the jurisdiction of the Town Manager, although one Department Head (Town Clerk-Tax Collector) is elected by Londonderry voters.

Department and Division managers reviewed their respective organizational structure and compared the qualifications, experiences and expertise of their subordinate employees against the Department or Division manager’s job description and major responsibilities. This process was undertaken in an effort to identify any areas where a subordinate would require additional training or experience in order to maintain service levels and manage department or division functions.

Please note that the Town maintains three Divisions (Recreation, Family Mediation and Senior Affairs) where the Directors are employed in a part-time capacity and do not staff subordinate employees who can readily assume those positions in their absence.

Accordingly, those Divisions were not included in the succession review. (As a practical matter, in the absence of one of those Division Directors, the Town Manager would collaborate with the respective Committees, volunteers or subordinate employees to maintain functions until such time as the vacancy is filled.)

II. Succession Chart - Listed below is a chart of town supervisory employees and identification of subordinate staff that are positioned to assume Department or Division leadership in the absence of the Director. Following the chart is a narrative on each Department or Division's succession planning efforts.



III. Individual Department Succession Plans

Town Manager – Pursuant to RSA 37 and the Londonderry Town Charter, the Town Manager is responsible for all management, personnel and administrative functions which are under the policy direction of the Town Council. In 2004, the Town's administrative structure was realigned by eliminating the position of Finance Director and creating an Assistant Town Manager – Finance & Administration. The position was created in part to provide a clear successor to the Town Manager in the Manager's absence. In addition to performing all of the requisite duties of the ATM-F&A as described later in this plan, the ATM-F&A participates in many management decisions, is a member of the Town's collective bargaining team, and collaborates with the Town Manager on many projects and tasks.

Participating in state legislative affairs is becoming increasingly critical due to the State's precarious financial condition and the continuing threat to the long-term financial partnership between the Town and the State. The ATM-F&A has not participated in the process of monitoring legislation and, if necessary, advocating before state policy makers. The Town Manager will identify opportunities for the ATM-F&A to increase her experience and comfort level in this area, which would then allow the ATM-F&A to fully manage all town affairs in the Manager's absence.

Assistant Town Manager – Finance & Administration – The position was created in 2004 to provide for a position directly responsible for town administrative matters in the absence of the Town Manager. The position of Finance Director was simultaneously eliminated; in order to enhance administrative efficiencies, the following functions which typically are segregated within their own departments were placed under the direct supervision of the ATM-F&A:

- Finance
- Human Services
- Human Resources
- Information Technology

Additionally, due to the financial and administrative nature of their operations, the following divisions are broadly overseen by the ATM-F&A:

- Assessing
- Town Clerk-Tax Collector

The Controller is the successor for the ATM – F& A position. Goals have been established and projects assigned throughout the year to broaden the Controller’s experience and knowledge required to successfully execute the responsibilities of the ATM-F&A.

The current Controller is relatively new to the organization and therefore requires significant additional experience in order to advance to the next level. The goals given to the Controller during the annual performance evaluation include managing the bond issuance process, interim financial reporting, annual budget preparation and presentations, required state financial reporting and staff management and development. The areas that the ATM-F&A will continue to work with the Controller to gain the requisite knowledge/experience include:

1. Management and Leadership skills
2. Financial reporting and management
3. Preparing presentations and miscellaneous department tools (analytical spreadsheets, etc) and effectively communicating with various levels within the organization

Assessor – The Assessing Division is managed by the Town Assessor. The Assistant Assessor would be responsible for managing operations in the Assessor’s absence.

The Assistant Assessor has 23 years of assessing experience in all aspects of the position including working on the State DRA MS1 form, assisting with valuation updates and learning all facets of the computer program used by the Department.

The Assistant Assessor has earned his Certified NH Assessor’s Certificate, is currently applying for his Supervisor status with the Dept of Revenue and has maintained the education needed for both.

The Assistant Assessor has been serving on the Londonderry Planning Board and the CIP for approximately 6 years. This has given the Assessing Department a better knowledge of the projects that appear before the board, which helps to gauge the estimate of the total assessed value of the community for the ensuing year.

The Assistant Assessor is also a member of the safety committee, serving as chair for several years. They review policies and procedures for safety within all buildings and personal health, such as healthy eating and exercise in general.

The Assessor's job description was reviewed with the Assistant Assessor; the Assistant has participated at least in part on all aspects of the Assessor's position.

Cable Division - The Cable Department is managed by the Director, whose responsibilities would be assumed by the Assistant Director/Public Information Coordinator. The Assistant Director is comfortable processing payroll, has been very involved in the development of the annual budget the last few years and possesses the requisite experience with managing the day-to-day operations of the Access Center. The Assistant Director does need additional experience with managing subscriber complaints and insuring that the cable franchise provisions are being met.

The Director plans to involve the Assistant in those areas (subscriber complaints, franchise issues), in which the Assistant has previously not been involved.

Community Development Department – The Community Development Department was organized in 2008 when the pre-existing department of Planning and Economic Development was consolidated with the Building Department under the leadership of the Director of Community Development.

The re-organized department creates a unique situation than what existed within the department prior to the merger of the two departments. Prior to the merger, the Town Planner's position was the clear successor for CDD position. Annual performance reviews and goals were set to gain the experience and knowledge required for a department head's position within or outside of Londonderry. Presently, the Senior Building Inspector/Health/Zoning Officer's position presents another opportunity within the department with the appropriate skill sets to manage the Community Development

department in the absence of the CDD. Although, given the responsibilities assigned to the Senior Building inspector, annual reviews have not included goals for management or economic development training as was done with the Town Planner's position. The senior building inspector has held supervisory and management positions in his past work experience and currently, does supervise the assistant building inspector and building division secretary.

In the role of continuing Londonderry's economic development agenda, both positions require much more training and exposure to economic development. The Town Planner, as one of the goals in his performance review, took a "New England Economic Development" course in September 2010. The course provided a basic overview of the key aspect of economic development, but it will be far from the experience needed by Londonderry to further its economic development agenda. The Town Manager will have to play a key role in insuring that Londonderry's investment in economic development continues and should require the CDD successor to continue economic development training through one of the many economic development programs throughout the United States.

If the position of Community Development Director becomes vacant, the Town Planner, given the job responsibilities, education and experience, would be the most likely candidate. The areas in which the Town Planner should concentrate further training are:

- Economic development training;
- Budget development and management; and
- Management and leadership skills

Should the Town Council ever re-constitute the Building Department and elevate the Senior Building Inspector to a department head position; the Community Development Director strongly recommends that the current Senior Building Inspector fill that position.

Fire Department - All Captains are next in Command of day to day Operations. Each of the four Captain has their own administrative duties. These duties involve certain specific areas of expertise and assist the Chief in Planning, Budgeting, Operations, Logistics, Training and other administrative tasks.

The Senior Captain would be designated to serve as Chief during the Fire Chief's absence;

the

Senior Captain has been Acting Chief on many occasions and brings a long career experience with the town and the Londonderry Fire Department. The Senior Captain also brings budget experience as he is part of the team concept when preparing the budget. He manages personnel well and is detail oriented. His common sense approach to challenges aptly compensates for a lack of formal higher educational background.

The balance of the Captains possesses exemplary skills in specific areas, such as technical skills and operations, but would require additional training in such areas as budgeting. The Department needs to develop a management training program which would provide an opportunity for the Captains and/or Lieutenants to participate in a curriculum which may provide for future executive leadership opportunities.

Police Department – Pursuant to the Londonderry Police Department Policy & Procedure, one of the three Captains would be responsible for leading the Department in the absence of the Chief.

The Department regularly involves all supervisory subordinates in decision making; Captains participate in long-range planning, budget review, and are kept well abreast of developments in the Town through regular communication with the Chief's office. Lieutenants likewise are involved in this process particularly through the use of Staff Meetings held at least eleven times a year. Bi-annual supervisory meetings with all Lieutenants and Sergeants involved are scheduled as well.

The Captain of the Airport Division has twenty-two years of law enforcement experience, with over a decade in increasingly vital leadership roles. His experience commanding the Airport Division has given him an expanded financial /political viewpoint that is necessary to the job as Chief of Police. This Captain could act as Chief were it necessary to continued operations, and is nearing the career growth path of the Operations Division Captain.

The Operations Division Commander who sits second in the Chain of Command is also a highly experienced twenty-five year law enforcement officer, who has served as a police administrator for over a decade. This Captain would have no trouble assuming the responsibilities as Chief today, if necessary. The Services Division Captain with thirty-five years experience is also able to fill the position of Chief if necessary on a short term basis.

Public Works – The Assistant Director of Public Works and Engineering has been on staff since 2001 and assists the Director with management of the Department. The small size of the Department’s staff allows staff members to be well informed regarding each other’s job assignments.

The Assistant Director’s primary responsibility is to manage Engineering Division of the Department. However, for almost 10 years the Assistant Director has been participating in administering all functions of the Department, during which time he established and is maintaining harmonious and effective working relationships with the town and department staff, elected officials, consultants, general public, and contractors. This involvement in all aspects (with exception of personnel issues) of the Director’s responsibilities provided the Assistant with the necessary experience and opportunity for his future advancement.

Upon reviewing the Director’s job description, I believe that the current Assistant Director has the education, knowledge, personality and the expertise required to fill the position of the Director in his absence. In order to obtain the necessary knowledge in all aspects of employer-employee relations to help him to manage the department’s staff, I will encourage the Assistant to attend workshops and seminars dealing with labor and employment law. Upon the director’s departure or retirement and the Assistant’s future promotion to the director’s position, his current position (Assistant Director) should be filled in accordance with the present organizational chart.

Town Clerk – Tax Collector - As an elected Town Clerk/Tax Collector state law requires that a Deputy Town Clerk/Tax Collector be appointed. This individual would be the successor in the absence of the Town Clerk/Tax Collector. The Deputy Town Clerk/Tax Collector has been cross trained in most areas and should be in a position to manage the operations of the Department in the absence of the Town Clerk-Tax Collector.

The Department should continue to cross train all employees expeditiously to insure that qualified individuals would be available for consideration for promotion should the opportunities present themselves.

IV. Summary

In summary, processes, work assignments and responsibilities currently in place allow the town and all Departments to continue functioning smoothly in the absence of the respective person-in-charge. This report identified areas in which the organization can be strengthened, both on a short and long term basis, by altering assignments and/or enhancing specific training opportunities. These actions will be included within the appropriate departmental goals and work plans to insure that the organization is best positioned to minimize disruptions to the greatest degree possible in the event of leadership vacancies.

TO: Town Council

FROM: Dave Caron, Town Manager

RE: Town Charter, Section 9.5

DATE: October 27, 2010

The Town Council at its October 18, 2010 meeting raised the question whether the Council has been fulfilling the requirements of Section 9.5 of the Town Charter. Section 9.5 reads as follows:

Section 9.5. Committee Review

At least annually, and more often if town affairs require, the Council shall meet with the chairs of all town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activity for the coming year.

Although the Town and/or State Statutes have customarily identified Committees by other names such as Commissions, Boards or Trustees, absent a definition of committee in the Town Charter, it is presumed that the framers of the Charter intended to include, at a minimum, such bodies which are appointed by the Town Council. The Council needs to reach consensus on whether it believes the provision was intended to apply to other elected bodies within the Town (i.e. Advisory Budget Committee, Board of Library Trustees, Trustees of Trust Funds).

Focusing initially on the appointed committees, the Council further needs to determine the process and formality under which these meetings shall take place. For example:

- 1) Task Forces which are established by the Council report out to the Council at progress intervals or at the completion of their work. Should these intervals be deemed sufficient to comply with Section 9.5?
- 2) The Council throughout the year acts upon proposals from the Planning Board regarding changes to the Town's Zoning Ordinance; these changes can be viewed as the Planning Board's significant actions taken by the committee, projects currently under discussion, etc...

Accordingly, the Council needs to reach consensus on the process for fulfilling the requirements of Section 9.5 for the approximately dozen Committees:

- a) Is the Council meeting the intent of Section 9.5 through its Councilor liaison assignments?
- b) Does the Council intend to meet with all Boards, Committees and Commissions formally at least once annually to discuss goals, objectives and responsibilities? If so, it is recommended that the Council undertake this process in March/April of each year, prior to or concurrently with the Council's own annual goal setting process.

- c) Does the Council favor excluding some committees from the formal process, due to their quasi-judicial appeals responsibilities (ZBA); their limited and focused scope of work (Task Force) or their continuous interaction with the Council throughout the year (Planning Board)?

ORDER #2010-18

An Order Relative to

EXPENDITURE OF MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 11/01/2010

Adopted: 11/01/2010

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) Roof repair and shingles replacement at the Lion's Hall at a cost of \$25,825.00
- 2) Installation of Salt Guard for Concrete Steps at Library - \$300.00
- 3) Replace defective fluorescent light fixture at Library - \$216.50
- 4) Stephens Marquis – Replace & Repair multiple light fixtures at Fire Station #2, and rewire exterior lights for energy efficiency - \$2,858.56

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$29,200.06 for the aforementioned repairs and improvements.

Paul DiMarco, Chairman
Town Council

Marguerite Seymour
Town Clerk

A TRUE COPY ATTEST:
11/01/2010

TOWN COUNCIL MEETING
October 18, 2010

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

PRESENT: Town Council: Chairman Paul DiMarco; Councilors: Mike Brown; Tom Dolan; Town Manager Dave Caron; Executive Assistant, Margo Lapietro. Absent: Sean O’Keefe and John Farrell.

CALL TO ORDER

Chairman DiMarco 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 COMMENT

Re-Interview George Herrmann and Truda Bloom (Incumbents) to the Conservation Commission - Councilor Brown asked all the applicants for their views on stewardship and asked if they had ideas on what we can do for improvements. George Herrmann said maintaining our easements are held up to the standards that we expect it to be in. Inspections are done a lot; they are inspected at least once a year. The Rockingham Land Trust and the UNH Cooperative Extension have been checking the land. He said it has been 3-4 years since the last Open Space bond was approved and it is critical to continue. G. Herrmann said at some point we need professional people to provide the stewardship. We have to protect what we have with a full or part-time professional. Councilor Dolan and Chairman DiMarco thanked the volunteers for their time and the sacrifices made. Chairman DiMarco asked if there were any conflicts with the position and G. Herrmann responded no. Truda Bloom, 18 Windsor Blvd. was in attendance. Councilor Brown thanked her and asked how long she has served in the position on the Conservation Commission; she responded she was appointed in 2007. He asked her for her views on stewardship. She said she was walking the boundaries today and said it is important to maintain the atmosphere in town with these Open Spaces. Councilor DiMarco asked her if she had any conflict she responded no.

Jim Smith, 31 Elwood Road was seeking re-appointment to the ZBA, on which he has served for just over 2 years. Councilor Brown questioned his experience being a retired member of the Building/Code Enforcement Department Jim responded he has a history with the town and can bring information to the table. Councilor Dolan stated that he has the special technical knowledge; he is a real asset to community in his retirement. He thanked him for his time and effort. Chairman DiMarco thanked him for his volunteerism and asked if there were any conflicts, he responded no. Larry O’Sullivan, 27 Lawson Farm Rd. said it has been serving for about 10 years. Councilors Dolan and DiMarco thanked him for his many years of service. Chairman DiMarco asked him if there are any conflicts, he responded no.

Tom Bianchi, 16 Vista Ridge Drive was seeking re-appointment to the Heritage Commission for which he has served for one year. He said he likes the commission and he is learning a lot. Councilor Brown said the Heritage Commission plays a large part in the design review process

47 and asked him how he found it. He responded it is very interesting to be able to make design
48 changes to conform to the town image. Councilor Dolan thanked him for his services and
49 sacrifices he has made on the Heritage Commission. Chairman DiMarco also thanked him and
50 asked if there were any conflicts, he responded no.

51
52 Tim McKenney, 15 Davis Drive applied to the Open Space Taskforce. Councilor Brown asked
53 him about his background and his philosophy on Open Space. T. McKenney said he has lived in
54 town for 13 years. He said he would like to keep the character in town and find a good balance
55 to preserve the nature of the town. Councilor Dolan thanked him for volunteering and asked him
56 if he had any conflicts he responded he only owns his property that his house sits on and he
57 works for an engineering company in Concord that has no particular interest in land. Chairman
58 DiMarco thanked him for volunteering and asked where he would like to see the town in 20
59 years. T. McKenney responded the town will continue to grow and we should manage that
60 growth. He would like to see Londonderry keep its character, and make smart decisions on
61 growth.

62
63 Joe Green, 25 Mammoth Rd. was in attendance to be re-appointed to the ZBA. Councilor Brown
64 asked him how long he has been on the ZBA, he said one year. He said there is a lot to learn.
65 Councilor Dolan thanked him for his continued service. Chairman DiMarco thanked him and
66 asked if there was any potential for conflict, he said no but he was planning to run for Council
67 again.

68
69 Councilor Brown asked the Town Manager to explain the tax rate. Town Manager Caron
70 explained the State Department of Revenue Administration (DRA) calculated the tax rate. It is
71 made up of three components, the county assessment; the largest portion is the school and the
72 town portion. The tax bill due is 12/1; taxpayers pay twice a year, the bill in July is half of the
73 previous year's tax obligation. If the rate changes it will be included in the December bill. The
74 process to develop next year's tax rate begins in a month and runs through February at which
75 time the Council and Budget Committee review the town proposed budget, and the School Board
76 and Budget Committee review the school plan. All meetings are public and he invited people to
77 participate. Councilor Dolan pointed out that the total tax rate last year went up 6.5% and this
78 year it went up about 3.3%. The town government tax rate went up 1.9% over last year. He
79 calculated that if you have a \$300K home your taxes will go up approximately \$97.50 on the
80 December tax bill for all governments together.

81
82 **Councilor Dolan made a motion to enter into public hearing, second Councilor Brown.**
83 **Council's vote was 3-0-0.**

84
85 **PUBLIC HEARING**
86

87 **Receipt of three grants from the Department of Safety, Division of Homeland Security and**
88 **Emergency Management totaling \$22,990.09 for security improvements at Central Fire**
89 **Station, to update the Emergency Operations Plan and equipment for the Emergency**
90 **Operations Center.** – Londonderry Fire Department Chief MacCaffrie explained these grants
91 are 50/50 matching grants to 1) improve the Emergency Operation Center (EOC) at the
92 Londonderry Police Department (LPD). That grant is mostly for materials and equipment
93 designed to have all the tools for the EOC operations. The second part of the grant is to upgrade
94 the security at Central Fire Station, which houses the communication center and the secondary

95 EOC for the town. If renovations are planned in the future those areas will be in place without
96 any changes. Chief MacCaffrie said they are in their 5th year of completing their emergency
97 operations plan. Staff has been working on updating it and they have hired a consultant to write
98 the plan because the state has a specific way they want it done. He noted that updating this plan
99 will give us more eligibility for additional grants. Councilor Dolan asked if there are any strings
100 attached to the money if the purpose of the building changes. Chief MacCaffrie responded no,
101 with this particular grant it is for a one time usage only; as long as it is inventoried and in place it
102 is good. If we move, most of that equipment can be placed in a new building. Chief MacCaffrie
103 explained the local share for the fixed facilities grant will come out of the maintenance trust
104 funds and that matching funds for operational issues from LPD & LFD budgets. Chief
105 MacCaffrie further clarified to Councilor Brown's question that the EOC is at LPD, and the
106 emergency shelter is at the LHS. Chairman DiMarco asked the Chief what changes we will see
107 in the EOC room. He responded they will be separated into 4 work areas with a core group.
108 They will have basically movable cubicles. Chief MacCaffrie thanked Capt. Roger at the LFD
109 & Lt. Gandia from the LPD for assisting with this process.

110
111 **Hearing no public input, Councilor Dolan made a motion to accept the three grants**
112 **totaling \$22,990.09, second by Councilor Brown. Council's vote was 3-0-0.**

113
114 **Councilor Dolan made a motion to close the public hearing, second Councilor Brown.**
115 **Council's vote was 3-0-0.**

116
117 **OLD BUSINESS**
118

119 **Andre Garron, Community Development Director – Economic Development Update - A.**
120 Garron said tonight's discussion is focused on an article about the housing supply being at a 42
121 year low. He assembled a panel of people to talk about how this affects New Hampshire in
122 general and the Town of Londonderry in particular. The panel spoke about lack of builder
123 financing to very stringent buyer credit requirements. He introduced the panel consisting of
124 Giovanni Verani, VP of Londonderry's Prudential/Verani Real Estate. He noted that G. Verani
125 also served on our Housing Taskforce. Dick Anagnost, Pres. of Anagnost Companies, he is a
126 major for-profit developer in NH. His company was responsible for developing the Elliott
127 Medical Center in Londonderry and is currently working on Elliott's Riversedge project in
128 Manchester. He is also the recipient of the 2009 Manchester Chamber of Commerce annual
129 Citizen of the Year Award. Robert Tourigny, Executive Director for Neighborhood Works which
130 is a non-profitable affordable housing developer. He has been in Londonderry on many
131 occasions as a guest speaker for the Housing Taskforce and many other issues that Londonderry
132 has faced in regards to housing. G. Verani distributed statistical information to the Council. He
133 said the inventory on the market remains high for homes but new home inventory is way off.
134 The housing supply is level for both Rockingham County and Londonderry. He explained new
135 construction is off about 50%. The average price of new construction was at \$431K is now
136 down to \$307K. Credit scores necessary to secure financing used to be about 580 it is now up
137 to 640 for developers. D. Anagnost said he agreed with Giovanni, most of the lows are in the
138 new construction market. There is very little capital for builders and developers; not very much
139 speculative building is going on currently in the new market place. Construction lending has
140 gone down. Credit is tightening on the home buyers end; the score cannot be under 700 with
141 some private mortgagers. If you have under 640 you can't get a loan at this point. Underwriting
142 ratios have tightened up. There is no lending going on in the marketplace which drives new

143 construction. Another impediment in new construction is that it still costs the same to
144 construction a new home. Price stabilization has not occurred. Foreclosures are setting a lower
145 price point. The housing market runs in cycles and it will ultimately turn. It will increase the
146 housing crunch that we suffered in the last decade in NH. There are no new residential houses
147 being built so when it does turn around the houses already built will be very expensive. He
148 suggested looking closely at the Planning Board and Zoning Board ordinance regulations to
149 provide an expedited path so the Town will be prepared to encourage the type of housing they
150 want to see when the housing market does turns around. The town that gets through the planning
151 and zoning process the quickest is where the developers will be attracted to. He proceeded to
152 explain the influx of 55 and over housing and explained that they have saturated the market and
153 no bank lending is going on at this time for that segment of the market. Robert Tourigny said in
154 2005 the median sale price was \$335K, now it is at \$266K today. People are apprehensive about
155 moving into the homebuyer market right now. He said the biggest issue is the rental housing
156 market, they are seeing the greatest demand due to foreclosure, they have the lowest vacancy
157 rate. Because of the demand rentals rates are high. Home ownership as a national goal has come
158 to an end, not everybody needs to own a home. Councilor Dolan congratulated D. Anagnost on
159 his award from the Manchester Chamber. He asked what local types of regulations we should
160 look at for adjustments. D. Anagnost suggested looking at zoning regulations in areas that have
161 water and sewer and allow more rental units in that part. Streamline the development process, do
162 some proactive planning. G. Verani pointed out that there are two areas the town should be pro-
163 active in; some of the soft costs in the development process and timeframes. Timeframes if
164 shortened would help. Some engineering and infrastructure plans could be relaxed. New
165 construction inventory is down to about a 5 month supply of inventory. When the market does
166 turn you will see that inventory go quickly and the prices will jump. Councilor Dolan asked
167 what the debt to income ratio is. R. Tourigny said in the era of sub-prime lending borrowers had
168 ratios of 50% which is too high. Traditional it was around 36-41% for government programs for
169 total debt, the housing debt would be 28-30% of income. Councilor Brown said this was a great
170 idea hosting these professionals and he appreciates them coming in. He asked if this cyclical
171 occurrence is any different than what happened in the 80's. G. Verani responded the difference
172 now is that there was a push previously to nationalize banks. Real Estate is cyclical you are
173 seeing more government intervention now. A. Garron asked if there is an oversupply of houses
174 in NH, R. Tourigny said not in NH; we are different from other states, our unemployment rates
175 are on the low side compared to the national level. The moratorium on foreclosures nationwide
176 will slow things down. This downturn is predominately residential real estate not like the last
177 time which was commercial. G. Verani said his opinion is that the housing market has bottomed
178 out. After recessionary times and everything is on the upswing the real estate market comes
179 back fast. A. Garron said if people bought their house as an investment you will not gain that
180 value back for some time, if they bought it as a home they will just keep it until the recession is
181 over. Chairman DiMarco asked if rents have gone up in the past 2 years due to the foreclosures.
182 R. Tourigny said since 2008 rents have been flat, however, since Jan of 2010 there has been a
183 decrease in vacancies, there have been spikes in rentals and turn-overs have increased.
184 Councilor Dolan thanked the Town Manager, staff and the panelists for the information received
185 tonight. He said he received some strategic guidance and information tonight for setting policy.
186 He said we should maybe have a follow-up meeting with the Planning Board to talk about what
187 if any of our zoning policies should be adjusted. A. Garron said they will review the information
188 received tonight and see how that information relates to the ordinances and regulations we have.
189

190 Andre Garron proceeded to give an update on prospects looking to locate to Londonderry. Most
191 of the prospects either have been developers looking to occupy existing buildings or are existing
192 business looking to expand. There has been a suggestion to have an inventory of available
193 industrial buildings on our website. He is hoping to have that on the website by the end of the
194 year, the cost is fairly nominal. Councilor Dolan mentioned seeking a professional who will
195 generate more hits on the website. A. Garron responded he is continuing to work with Silvertch
196 and they are working with the idea of an “rsvp” to track hits. He also said that interested
197 developers are looking at what incentives we can offer them. He mentioned that he points out
198 the fact that if they are in the airport area they have the economic revitalization zone; the foreign
199 trade zone at the airport, the use of community development block grants, and the CDFA
200 enterprise energy fund. He also stated that we don’t have a lot of taxes here so that is another
201 advantage. He met with the CEO of Gourmet Giftbaskets. He asked him why he moved to
202 Londonderry and he responded it is close to the Boston market and a lot of his key people live in
203 Boston. He also said he has the ability of doubling his existing site for expansion in the near
204 future. He said the changes they made in the Community Development Department made it very
205 easy for them to move here. The Pettengill Rd project had two grants submitted. The Tiger II
206 grant for \$8M and an Economic Development Administration grant for the sewer portion has
207 been submitted, he has not heard anything yet. He said he will be back at the 11/15 meeting and
208 asked the Council what update they would like to see. Councilor Brown said he liked the idea of
209 having someone in the business community to come back in and tell the Council what their
210 experience was like coming to Londonderry, like the gift basket company. A. Garron mentioned
211 1.5 years ago he met with a company called Vulcanflex who was interested in relocating to
212 Londonderry. They moved into an existing building and just retrofitted it and are now having
213 their grand opening on 10/25 & 10/26.

214
215
216 **NEW BUSINESS**
217

218 **FY10 Year-End Review** Assistant Town Manager/Finance and Administration Director Sue
219 Hickey distributed the FY 10 CAFR Report. She said it will be uploaded to the town website.
220 The introduction starts on page one with a narrative viewpoint. Page 28 is the traditional balance
221 sheet showing assets and liabilities. The Undesignated Fund Balance for the year is \$3.9M.
222 Revenues and Expenditures combined were positive at a little over \$300K. Page 76 listed budget
223 vs. actual in revenues and page 78 listed the budget vs. actual in expenditures. On the revenue
224 side we had a deficit of \$251K for FY10. We had a lot of underperforming items including
225 motor vehicle permits, investment income and some other department incomes. On page 78
226 most departments adhered with the Town Manager policy to turn back 1.25% in anticipation of
227 the revenue deficits we were going to have. There was \$686K turned back to help to offset the
228 revenue deficits. Pages 89 and 99 have statistics for the past 10 years of history to include
229 Assessments; page 101 is the history of tax rates. Page 108 has the full time equivalents of town
230 employees over the last 10 years, page 110 lists the operating indicators. Councilor Dolan
231 asked if there is any opportunity to do more re-financing for long term debt. S. Hickey
232 responded that most of the long term debts that were at a high enough level to refinance and
233 make it worth our while we have already refinanced. Most of the bonds we have been selling are
234 in the 3% range right now they are in the 2% - 3% range. Councilor Dolan asked her if she
235 collaborated with Peter Curro on the school side and she responded they talk but are unable to do
236 anything together regarding re-financing because they are two separate tax entities. Town
237 Manager Caron suggested the Councilors to look at page 48 that lists our outstanding debts

238 obligations the rates are favorable between 2-3%. Councilor Brown referred to page 100 and
239 asked why a group of businesses listed on the bottom of the page didn't have an assessment. S.
240 Hickey responded they were previously ranked in the top ten and were no longer in it. Councilor
241 Brown asked Town Manager Caron to clarify page 101 that lists the property tax rates for the
242 past 10 years. Town Manager Caron responded it shows the allocation of the tax burden
243 between the town, county and school. It doesn't show you that when we rebalance our
244 assessments to adjust them to meet the market that may appear that there has been a significant
245 decrease in the tax rate and therefore the tax burden is not correct. He said to look on pg 98 for
246 the tax levies from year to year, that information will give you the amount of money which has
247 been required from year to year to sustain town government. He stated that there are a number
248 of different charts that provide different information for the last decade. Look at the assest value
249 on page 99 and compare it with the property tax on page 98 it will give you a correlation.
250 Councilor Dolan noted that on page 48 that lists our outstanding bonds we have 3 bonds coming
251 off the books in 2012, 2014 and 2015. One of the bonds was a "refunding" bond and he asked
252 what that was. S. Hickey explained it was a combination of old water, sewer and library bond
253 and a previous public improvement bond that was all collapsed into one bond and refinanced at a
254 lower rate. Councilor Dolan asked why we couldn't pay that bond down with some library
255 impact fees. Town Manager Caron said in the last several years the Town has allocated \$30K
256 annually from the library impact fees and \$50K from the police toward their respective debt
257 service. The police facility bond is found in the multi-purpose bond which has a maturity date of
258 10/1/2023.

259
260 **Staffing Levels – Finance and Administration Department** – Town Manager Caron said the
261 Town has had a recent vacancy in the Finance Office and in accordance with past practice, S.
262 Hickey has investigated the various alternatives for the position. S. Hickey's recommendation is
263 to reduce it to a part-time position. S. Hickey said she looked into different options to include
264 combining with the school district, outsourcing payroll to a payroll company, continuing as a full
265 time position, and shifting job responsibilities among the department. Her recommendation is to
266 reduce the position to 32 hours and allocate some responsibilities into the department.
267 Councilor Brown thanked the Town Manager and S. Hickey for their memo explaining their
268 recommendations. Consensus of the Council was to concur with the recommendation of a part-
269 time position.

270
271 **Resolution #2010-21 – A Resolution Relative to renaming of the lanes within the**
272 **Whispering Pines Trailer** Councilor Brown made a motion to accept the Resolution and
273 schedule a public hearing on November 1, second Councilor Dolan with discussion.
274 Councilor Dolan asked if all residents will be notified about the public meeting. Town Manager
275 Caron responded yes, a number of the streets extend into Derry and the Derry residents will be
276 invited. **Council's vote was 3-0-0.**

277
278
279
280

APPROVAL OF MINUTES

281
282
283 **Minutes of Councils Public Meetings of 10/04/10.** Councilor Dolan made a motion to
284 accept the minutes, second Councilor Brown. **Council's vote was 3-0-0.**

285

286 **OTHER BUSINESS**

287
288 **Liaison Reports** - Chairman DiMarco said he attended the Library Trustees meeting which
289 focused around the upcoming budget. Councilor Brown said he went to the SWAC meeting and
290 they had a pre-planning discussion for the Beautify Londonderry group for 2011. The Indian
291 Pathfinders and ALERT were in attendance and they want to be more involved next year. The
292 anti-littering program has been taken on by SWAC. The committee had questions and follow-up
293 on discussion with Chief Hart about the awareness program with signage on key streets as a test;
294 they are going to do an awareness program with that. Councilor Brown asked the Town
295 Manager to follow up with the Chief to get it going. They are interested in asking for volunteers
296 to form a sub-committee to start the anti-littering program. Councilor Dolan spoke about the
297 possibility of considering having a barbeque for all the volunteers.
298

299 **Town Manager Reports** - Town Manager Caron said the intersection of Page & 28 is complete.
300 Litchfield Road was re-opened last week. Public Works is conducting its annual review of trash
301 containers for people who received their second container free of charge. About 20 residents
302 were non-responsive, so now they are sending out notifications by certified mail. He asked the
303 citizens to respond to the inquiry about their second barrels. N/W fire is in the final stages it will
304 be completed very shortly. He told the Council he is looking at options to re-use the old N/W
305 station. He does not see any municipal use for it other than providing extra parking for the
306 Senior Center. It is still the nexus of a groundwater management zone by NHDES.
307

308 **Board/Committee Appointments/Reappointments** -

309
310 Re-Appointment of George Herrmann as an Alternate Member to the Conservation Commission,
311 three year term to expire on 12/31/13.

312 Re-Appointment of Truda Bloom as a Full Member to the Conservation Commission, three year
313 term to expire on 12/31/13.

314 Re-Appointment of Jim Smith and Larry O’Sullivan as a Full Member to the ZBA, three year
315 term to expire on 12/31/13

316 Re-Appointment of Tom Bianchi as a Full Member to the Planning Board, three year terms to
317 expire on 12/31/13

318 Re-Appointment of Helen Conti, and Stacy Thrall as Full Members to the Elder Affairs
319 Committee, three year term to expire on 12/31/13.

320 Re-Appoint Sandra Weston as an Alternate Member to the Elder Affairs Committee, three year
321 term to expire 12/31/13.

322 Appoint Tim McKenney as an At-Large” member to the Open Space Taskforce, Ad Hoc
323 position.

324 Re-Appointment of Joe Green as an Alternate Member to the ZBA, three year term to expire on
325 12/31/13

326
327 **Councilor Dolan a made a motion to accept the appointments and re-appointments of all of**
328 **the above, second Councilor Brown. Council’s vote was 3-0-0.**
329

330 Councilor Brown said he is following up with the Charter requirement to meet with all the Chairs
331 of all boards/committees/commissions once a year. We need an action item when we have a full
332 board to discuss this possibly at the November meeting. We should have a discussion if we want
333 to change the Charter because we have about 14 different committees that would require 14

334 individuals to come in every year to give the Council updates. If the Charter is changed Town
335 Manager Caron said it is a Charter amendment not a revision it would require a public hearing
336 and Town Meeting vote.
337

338 Chairman DiMarco reminded everyone that with the exception of November 8 we are here every
339 Monday in November. He said the Town Council meetings will be on 11/1 and 11/15. The
340 Town Council/Budget Workshops are on 11/20, 11/22 & 11/29. Town Council will be on 12/6
341 and an additional budget workshop on 12/9. Town Manager Caron stated that the plan is to
342 present on the proposed FY12 budget on 11/15 and distribute the budget books at that meeting.
343

344 **ADJOURNMENT**

345
346 **Councilor Brown made a motion to adjourn at 9:40 PM, second Councilor Dolan.**
347 **Council's vote was 3-0-0.**

348 Notes and Tapes by: Margo Lapietro Date: 10/18/10

349
350
351 Minutes Typed by: Margo Lapietro Date: 10/20/10

352
353 Approved; Town Council Date:

DRAFT