

**TOWN COUNCIL
AGENDA
January 17, 2011**

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.
- III. PUBLIC HEARING
 - A. FY12 Town Budget (continuation from January 3)
 - B. Bond Hearing - \$1.0M Road Reconstruction Bond
 - C. Permits & Fees - \$15.00 Landlord's Agent Registration Fee
- IV. OLD BUSINESS
 - A.
- V. NEW BUSINESS
 - A. Order #2011-01 – Relative to the Expenditure of Maintenance Trust Funds for Various Projects.
- VI. APPROVAL OF MINUTES
 - A. Minutes of Council's Public Meeting of 01/03/11.
- VII. OTHER BUSINESS
 - A. Liaison Reports
 - B. Town Manager Report
 - C. Board/Committee Appointments/Reappointments
 - a.
 - b.
- VIII. ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Final Budget Public Hearing – February 3, 2011, Moose Hill Council Chambers, 7:00 PM
- B. Town Council Meeting – February 7, 2011, Moose Hill Council Chambers, 7:00 PM
- C. Town Council Meeting – February 14, 2011, Moose Hill Council Chambers, 7:00 PM
- D. Town Council Meeting – March 7, 2011, Moose Hill Council Chambers, 7:00 PM
- E. Town Council Meeting – March 12, 2011, LHS Cafeteria – Election of Officers (immediately following adjournment of Budgetary Town Meeting)
- F. Town Council Meeting – March 21, 2011, Moose Hill Council Chambers, 7:00 PM

**SUPPORTING DOCUMENTATION
COUNCIL MEETING OF JANUARY 17, 2011**

I. CALL TO ORDER

II. PUBLIC COMMENT

III. PUBLIC HEARING –

- A. FY12 Town Budget – The first public hearing on the draft FY12 Budget has been continued to this evening; attached is a revised hearing procedure. The budget calendar plans for a final public hearing on February 3, which requires the Council to approve its final proposed budget at this meeting.

Attached are memos on the following:

1. Access Center operations at comparable communities and franchise fee revenue use in NH communities.
2. Status of dispatch consolidation
3. Miscellaneous issues

- B. Bond Hearing – RSA 33:8(a) requires a separate hearing for bond issues in excess of \$100,000.00. The FY12 Budget recommends voter approval of a \$1.0M Road Reconstruction Bond. Janusz Czyzowski will be in attendance to provide additional information.

- C. Permits & Fees - \$15.00 Landlord's Agent Registration Fee – RSA 540:1-b. The State Legislature enacted a law which requires that certain landlords register the name of their agent with the Town Clerk. It is proposed that the Town be authorized to enact a \$15.00 recording fee, which is the standard fee for other recordings and record-keeping responsibilities.

IV. OLD BUSINESS –

V. NEW BUSINESS –

- A. Order #2011-01 – Relative to the Expenditure of Maintenance Trust Funds for Various Projects - Attached is an Order authorizing the expenditure of Expendable Maintenance Trust Funds for various projects at Leach Library, Central Fire Station and Town Hall.

VI. APPROVAL OF MINUTES – Minutes of the Council’s Public Meeting of 1/03/11.

VII. OTHER BUSINESS

D. Liaison Reports –

E. Town Manager Report –

F. Board/Committee Appointments/Reappointments -

VIII. ADJOURNMENT –

MEETING SCHEDULE:

G. Town Council Final Budget Public Hearing – February 3, 2011, Moose Hill Council Chambers, 7:00 PM

H. Town Council Meeting – February 7, 2011, Moose Hill Council Chambers, 7:00 PM

I. Town Council Meeting – February 14, 2011, Moose Hill Council Chambers, 7:00 PM

J. Town Council Meeting – March 7, 2011, Moose Hill Council Chambers, 7:00 PM

K. Town Council Meeting – March 12, 2011, LHS Cafeteria – Election of Officers (immediately following adjournment of Budgetary Town Meeting)

L. Town Council Meeting – March 21, 2011, Moose Hill Council Chambers, 7:00 PM

**FOLLOW-UP FROM COUNCIL'S
January 3, 2011 MEETING**

ISSUE	ACTION	RESPONSIBILITY
Bond Hearing	Notice Bond Hearing for January 17 <i>(Done)</i>	Dave/Margo
Ambulance Study	Send copy to Dennis Martin <i>(Done)</i>	Dave
Cable SRF	Review past Council Resolutions <i>(On 1/17/11 Agenda)</i>	Dave/Margo

**FOLLOW-UP FROM COUNCIL'S
December 20, 2010 MEETING**

ISSUE	ACTION	RESPONSIBILITY
CART	Schedule subject meeting to discuss Rockingham County Nutrition <i>(To be scheduled at CART's request)</i>	Dave/Margo
	Determine number of CART rides to Elliott <i>(In process)</i>	Lee M.

**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

LEGAL NOTICE

The Londonderry Town Council will conduct a PUBLIC HEARING on the following proposed FY12 Budget, Bonds and Fees:

- A. FY 12 Budget – Bond Hearing - \$1.0M Highway Reconstruction Bond
- B. FY 12 Budget – Continuation of the January 3, 2011 Public Hearing on the proposed FY12 Town Budget
- C. Proposed Filing Fee of \$15.00 for Registration of Landlord’s Agent pursuant to RSA 540:1-b

The Public Hearing is scheduled for Monday, January 17, 2011 at 7:00PM at the Londonderry Town Hall, 268B Mammoth Road, Londonderry, NH 03053.

Londonderry Town Council

***PUBLIC HEARING
FY12 PROPOSED TOWN BUDGET
JANUARY 17, 2011***

The hearing this evening is the continuation of the first of two public hearings on the proposed FY12 Operating Budget and other budgets (Special Revenue Funds, Expendable Maintenance Trust, etc...) which will be considered at the March 12 Budgetary Town Meeting. The Council is also scheduled later this evening to receive public input on a proposed \$1.0M Road Reconstruction Bond.

The final public hearing on the budget is scheduled for Thursday, February 3, 2011, which will also include any citizens' petitions received by the February 1, 2011 deadline. To insure that all comments are received and recorded in an orderly fashion, please prepare to offer comments in the following order:

	Current FY 11	Proposed FY 12
4) Public Works		
Public Works Dept.	3,260,101	3,135,841
Solid Waste	1,844,556	1,899,790
5) General Government		
Town Council	12,739	12,104
Town Manager	379,194	379,160
Moderator	300	300
Budget Committee	50	1
Legal	110,000	104,500
General Government	447,676	418,249
Cemetery	34,710	32,974
Conservation Comm	3,476	3,300
6) Finance and Administration		
Finance & Administration	604,745	601,338
Assessing	391,830	362,475
Town Clerk	500,655	463,637
Supervisors –Checklist	17,039	17,314
IT	336,660	312,275
Insurance	225,440	234,006
General Assistance	200,480	169,680
Debt Service	2,820,751	2,863,397

	Current FY 11	Proposed FY 12
7) Community Services		
Family Mediation	27,834	-
Recreation	143,815	128,549
Library	1,304,304	1,271,082
Senior Affairs	54,085	53,668
Total – Operating Budget	\$25,983,243	\$25,697,875
8) Special Revenue Funds		
Sewer Division	\$ 2,690,526	\$ 2,684,758**
Police Outside Details	447,183	465,315
** - Staff recommendation to increase to \$4,579,758 to account for Town’s share of EDA Grant which, if received would fund sewer extension to Pettengill Rd project.		
9) Expendable Maintenance Trust	200,000	200,000
10) Capital Reserve Funds	325,000	325,000
11) Master Plan Non-Capital Reserve		50,000

Additional comments on the following items upon which comments were received at the January 3 public hearing:

- 1) Overall comments on the FY12 Budget (not related to any specific department)

	Current FY 11	Proposed FY 12
2) Community Development Budget		
Planning & E.D.	\$ 474,564	\$ 435,446
Building Dept.	269,508	395,996
Zoning	41,271	40,777
3) Public Safety		
Police Dept.	6,853,207	7,205,197
Fire Dept.	5,624,253	5,156,819
8) Special Revenue Funds		
Cable Division	376,753	301,491

TO: Town Council
Budget Committee

FROM: Dave Caron, Town Manager

RE: Follow-up Information from January 3 Budget Public Hearing

DATE: January 17, 2011

Items discussed during the first public hearing on the proposed FY12 Budget generated additional questions and requests for information. Among them are:

- 1) Call Firefighters – I have been asked to review whether the call force could remain as a volunteer force. This structure is not prohibited by New Hampshire law, and in fact many communities do have volunteer call forces. Volunteers are covered under New Hampshire workers compensation law, and also receive liability protection under the Town’s General Liability coverage.
- 2) Cable Revenue Fund Transfer – The proposed FY12 Budget includes a recommendation to both transfer a portion of the franchise fee to the General Fund and to reduce the head count in the Cable Division from three to two. These recommendations are presented based upon the following:
 - a. In today’s extremely challenging economic environment, it is my responsibility to look at all revenue sources which are not legally restricted, and make recommendations on staffing levels to fund those services/positions which insure public safety (roads, police, fire/EMS), orderly development of the community (Community Development), statutory requirements, financial recording keeping or sound financial management (Finance & Administration, Assessing, TC-TC, General Assistance).
 - b. Information gleaned from other comparable communities tells me that similar cable and access services are being offered by a smaller staff than Londonderry, primarily two full-time equivalents.
 - c. By reprioritizing staff responsibilities, the Cable Division should be in a position to continue providing those services to the community.
 - d. The dual recommendation of partial franchise fee revenue allocation to the General Fund and re-prioritization of responsibilities accomplishes the objective of utilizing available funds to reduce the community’s reliance upon the property tax and prevents unnecessarily reducing the Undesignated Fund Balance in the Cable Special Revenue Fund.

Attached is a memo which outlines responsibilities in comparable communities, survey results from other communities’ usage of franchise fee revenues, history of Town Council Resolutions and staffing levels, and additional information from Cable Director Dottie Grover.

- 3) Administrative Support – Community Development Department – Several years ago the Building Division was merged into the Planning and Economic Development Department to create the Community Development Department. The Department is staffed with a full-time director, who also functions as the Town’s Economic Development Director; four technical staff (Town Planner, GIS Manager, Senior Building Official, and Building Inspector) and three support positions.

The proposed FY12 Budget includes a reduction in the number of staff support by one full-time position. The remaining two staff positions will be required to concentrate on the following functions:

- a) Provide support staff to the Planning Board, Zoning Board and Conservation Commission which, in total, customarily meet about 5-6 times per month. Support would include issuing legal notices and completing meeting minutes within the prescribed statutory deadlines.
- b) Issuance of building and other permits.
- c) Customer service requests
- d) Support services to technical staff and Department Manager

I suspect that the technical staff would need to assume more customer service requests and support services activities in the absence of the third support position. I have also had discussions with Andre about a reconfiguration of the offices whereby all customers would be directed to one location, which would provide better office coverage and produce efficiencies; this is still under review.

This realignment will be reviewed in subsequent fiscal years if the economy recovery significantly impacts the Department with increased development activity.

- 4) Dispatch Consolidation – See attached memo.

TO: Town Council
Budget Committee

FROM: Dave Caron, Town Manager

RE: Cable Division

DATE: January 17, 2011

As a follow-up to our discussions from the January 3 public hearing, I requested information from colleagues in comparable communities regarding their cable operations and funding, specifically:

- 1) Franchise Fee
- 2) Portion dedicated to Cable Operations
- 3) Paid Staff
- 4) Responsibility for:
 - a. Overall management
 - b. Programming/technical issues
 - c. Training of volunteers
 - d. Broadcasting government meetings
 - e. Clerical duties

Responses were as follows:

Community	Paid Staff	Duties (from above)	Franchise Fee	Dedicated to Cable Operations
Londonderry	Cable Director Asst. Director Training Coord. Mtg. operators	4.a; 4.e 4.b; 4.c; 4.e 4.d	5.0%	All but \$40K (\$105K in FY12), or 4.5% - 3.6%
Derry	Station Admin. (1) 30 hr/wk position (2) 10 hr/wk reporters	Station Administrator responsible/delegates all duties	3.0%	3.0%
Merrimack	Cable Director FT Position (2) PT Position	4.a 4.b – 4.e 4.b – 4.e	4.0%	4.0%
Bedford	Station Manager Asst. Station Mgr. Mtg. Operators	4.a – 4.d 4.a – 4.d 4.e	4.0%	3.0%

Earlier in the year, another colleague requested information from New Hampshire towns and cities about franchise fee rates and the portion dedicated to cable operations. The results are shown below:

Community	Pct. Collected	To Cable Operations
Newbury	5%	0
Northfield	3%	0
Gilford	3%	1.5%
Hampstead	4%	2%
Claremont	5%	4.25%
Barrington	0%	0
Gorham	5%	??
Greenland	0.5%	0
Nottingham	3%	0 (1.5% proposed for 2011)
Concord	5%	1.6%
Seabrook	1.5%	0
Hanover	5.0%	Approx. 3.8%
New London	3.5%	0
Newmarket	5%	??
Auburn	3%	0
Windham	5%	0
Claremont	5%	4.25%
Enfield	3.5%	0
Hampton Falls	3%	0
Holderness	2%	0
Merrimack	4%	4%
Milford	3%	0
Nashua	4%	1%
Stratham	5%	0

Council Resolution - Mention was made at the hearing regarding formal Town Council action in 1999 regarding the use of franchise fee revenues. Research indicates that the Town Council enacted two resolutions addressing this matter. Resolution 99-02 adopted on April 12, 1999 directed that 3% of the 5% fee be deposited in the Cable Fund to defray the operational costs of the Cable Department. On April 4, 2000, the Council adopted Resolution 00-03, which directed all franchise fees to the Cable fund.

The Council since that time has not adopted any Resolutions formally amending this practice; however the Council through the budget development and hearings process has altered its policy by directing a portion of franchise fee funds to the General Fund. Once the budget process has been completed, a Resolution will be introduced to reflect the Council's current policy in order to maintain a complete historical record.

Staffing Levels – The Council requested additional information on staffing levels at the Access Center. Attached is a report from Dottie Grover regarding the Training Coordinator and some historical information. To summarize staffing levels at the Access Center:

Year		Notes
1984	Cable company agreed to provide 1 FTE to Londonderry	The position was not physically located in Londonderry on a full-time basis
1986	Town added PT employee	Provided increased presence at cable facilities and more consistent hours of operations
1992	PT position was reclassified to FT	Growing demand for services, training, etc...
1996	Cable Company employee situated at Access Center	Cable Company agreed to physically relocate employee to Londonderry; later, position became town employee with 50% payment by Cable Company, currently 100% paid by Town through franchise fees.
2003	3 rd FT Town Employee added	

Memorandum

To: Londonderry Town Council
CC: Town Manager, Dave Caron
From: Dottie Grover, Director of Cable Services
Date: 1/13/2011
Re: Training Coordinator, History and Importance

Attached please find the following documents:

1. History of the Training Coordinator position
2. The (incomplete) list of the TC duties
3. The effect of eliminating the position

I hope that you will find these documents compelling and that you will re-instate this position in the 2012 budget.

I certainly understand the need to make every attempt to not burden the taxpayers in these economic times.

For this reason, I strongly recommend that you remember that you are entitled to take this amount (or any other amount you deem necessary) from the Cable Special Reserve Fund. Such a transfer of funds can occur and still leave the Training Coordinator position intact.

Thank you for your consideration.

Dottie

January 13, 2011

Report to Town Council regarding the history of the **Training Position** in the cable department submitted by Dottie Grover, Director of Cable Services.

When the Town negotiated with the first cable operator in 1982, the company agreed to hire a "program director" for the life of the franchise (1998). The first person to hold this position (hired in 1984) was responsible for managing the access facility located in the high school and for training volunteers. At this time, there was only one channel available, a public channel.

Although, according to that franchise, the position was supposed to be dedicated to Londonderry full time, as the surrounding towns contracted with Harron and got their own facilities, the director was spending less and less time in Londonderry. A decision was made that the facility needed to be more accessible to the volunteers and a series of "coordinators" were hired. They took on the responsibility of doing the majority of the training. These were employees of the town.

The current Director of Cable Services was hired by the Town in 1988 with the title of Cable Coordinator and, since the Harron employee was seldom available, was required to do all trainings for volunteers. This position started at 16 hours per week and as the number of volunteers and hours of programming grew, the position evolved to full time in 1992. There were now three channels activated: Government access was added in 1991 and Education access went live in 1992.

About 1996/97, the Town and Harron agreed that Harron should be providing a fulltime person dedicated to the Town and that it would no longer make sense for the Harron employee to work out of the company office. Harron agreed to let the town interview and hire an employee that would be paid by Harron. This practice was in place until early in 2004.

When the training coordinator left in 2004, it was agreed that the subsequent hires would be employed by the Town but 50% of the salary and benefits would be reimbursed by Adelphia, the new cable provider.

Since that time, most cable operators have made it a policy not to provide employees through cable franchise agreements. Therefore, once the Adelphia franchise requirements expired and the new franchise was negotiated with Comcast, that position has been employed by the Town and paid for through franchise fees paid to the Town as are all expenses of the Cable Department.

In conclusion, training has always been the key to Londonderry's success with its Public access since its inception in 1984. Training is the avenue for community members to gain the skills they need to affectively use the equipment necessary to create the programs that they share with the community. Regardless of its content, these programs are their expressions of free speech and the community deserves to see this expression protected..

Duties of the Training Coordinator:

1. Train all new volunteers in the following areas:
 - Producers
 - Editors
 - Camcorders
 - Studio cameras
 - Scriptwriting
 - Graphics
 - Lighting
 - Sound
 - Directing
 - Animation
 - Special Effects
 - Greenscreen
 - Researching copyright issues
 - Remote shoots
 - Anycast Multi-camera remote system
 - Portable Sound System
 - And other specialized training as requested.
2. Develop training materials and processes
3. Refresh volunteers who re-activate
4. Attend trainings to stay up-to-date on new equipment
5. Locate resources to keep software and equipment improvements up-to-date
6. Learn to use software by taking classes or accessing online learning programs
7. Resource to the Vocational class at the LAC
8. Troubleshooting during productions
9. Supervision of youth for after school use
10. Developed and teaches Media Club for grades 5-9 after school
 - * There is always a waiting list for this club
11. Produces a monthly show for the community re: NH attractions
12. Trains departments to create and post announcements
13. Posts bulletin board announcements for Non-profits and NP events
14. Gives tours by appointment or for drop-ins
15. Explains what is available at the LAC to callers
16. Hosts Girl and Boy Scout visits as requested
17. Hosts Brownies and Cub Scouts
18. Teaches the above to create and produce a PSA and helps them earn their communications badge
19. Maintains the studio use calendar
20. Checks studio and equipment after each use to make certain the next user encounters no problems and to make sure that all equipment is operating properly
21. Tracks equipment that is checked out to make certain that is returned & in good condition
22. Trains the people who run the “booth” in the Moose Hill Meeting Room

Duties con't...

23. Does marketing/press releases to educate the public re: the LAC as a resource
24. Works with the Volunteer Coordinator (free assistance to us) to get crews
25. Assists and/or edits producers programs
26. Adds graphics in post-production or creates them in pre-production
27. Available to make DVD copies as requested
28. Available to assist Town Departments when needed
29. Produces events such as Old Home Day or Santa Live
30. Supervises, utilizes and trains interns (up to 6 at a time) (more free assistance)
31. Summer Camp – beginners 2 weeks in duration
32. Summer Camp – advanced 1 week in duration
*note Both camps always have a waiting list
33. Simple maintenance of equipment (monthly)
34. Inventory of equipment (monthly)
35. Semi-annual non-profits PSA taping day
36. LAC advertising or promotion
37. LAC and program PSAs
38. Teaches home schooled children when requested – develops the curriculum
39. Teaches up to 3 Autistic children per week in various areas of production
40. Involved in the development of information for LAC website

As with any job there are things that happen seldom or sporadically and they have not been enumerated here. It is understood that employees will always answer phones, do their own paperwork, greet visitors and any other responsibility that arises. Creating an atmosphere that encourages the use of the facility by the community is a very integral part of the job and cannot really be quantified but deserves to be mentioned.

1/13/11

What happens if we do not have a Training Coordinator at the LAC?

A Training Coordinator is vital to the existence of an access facility. Since all of the crew members and producers are volunteers, it is imperative that they all have training that will enable them to produce the programs that are important to them. The equipment provided to them is prosumer grade and if used properly will last a long time and produce excellent quality programs. As with any mechanical item being used by multiple operators, consistency is the key to longevity. The training program at the LAC, along with the proactive maintenance program, has ensured that the majority of the equipment outlives its usefulness before it stops functioning.

Since the training coordinator is the first contact that most volunteers have at the LAC, this is a key position for the success of the operation. A volunteer must be made to feel both comfortable and responsible when they come here to utilize the facility and the equipment. Sometimes this is a delicate balancing act.

Without the training coordinator, quite simply, no one would know what they were doing, or at least know how to do it properly. The training coordinator is also the key to facilitating the process by which the programs are made. This person almost literally holds the hand of the trainee until they are comfortable and confident enough to function on their own. For some this happens quickly; for a few it never happens and some level of supervision assistance will always be necessary.

A very important function of the training coordinator is to supervise interns. The LAC has had up to 5 interns at one time and training them and utilizing them is time consuming but affective as they are able to help out in so many ways without adding to the payroll.

The recent Training Coordinator, at the request of a parent, developed a curriculum for home school children which can be a very challenging proposition considering the age ranges sometimes involved. A weekly Video Club and Advanced Video Summer camp was also developed.

So, what happens if we don't have a training coordinator? Public access will not exist.....no training.... no volunteers....no need for equipment....nothing to play on the public channels...no political season videos...no 1st Amendment Rights of Free Speech.....

TO: Town Council

FROM: Dave Caron, Town Manager

RE: Dispatch Consolidation

DATE: January 14, 2011

The proposed FY12 Town Budget included the merging of police and fire dispatch services under the direction of the Police Chief, with services to be provided from the Police Facility. Currently, each Department manages its own dispatch functions, with fire dispatch located at Central Station. It was estimated that the merger would produce approximately \$94,000 in savings in year one, and approximately \$144,000 per year in subsequent fiscal years.

Having more than one agency dispatched from a central location is not a novel premise. Several similarly sized communities operate joint dispatch centers, while other communities participate in regional dispatch centers serving one or both disciplines. As budgets become tighter, with the expectation that services will not be eliminated, local government is required to become more efficient.

The responsibility to study the immediate feasibility of merged dispatch in Londonderry was assigned to the Police Chief, who convened a committee of police and fire employees to review this opportunity. The Committee relied upon expertise of technical resources such as the Town's contracted IT director and others in the radio communication field. The Committee expended a considerable number of hours reviewing details of a merger, along with associated opportunities and concerns. I am appreciative of the efforts put forward by my co-workers.

Originally, the FY12 Budget included a \$50,000 placeholder for transition costs associated with the merger effort. At this point in the review, that number appears to be inadequate. Cost issues associated with the merger include cross-training personnel (\$90,000); IT expenses (\$40,480); radio connections and enhancements (\$130,456); telephone system upgrades and interoperability (\$23,835); and physical alterations/improvements to the police dispatch area (\$47,105). Other identified issues shall be implemented regardless of the merger proposal, but funded from other sources such as state grants and the expendable maintenance trust funds, including security enhancements at Central Fire Station (garage door openers and security cameras).

Recognizing that implementation costs (even with repurposing expendable trust fund resources for building alterations) far exceed the \$50,000 placeholder, and further recognizing the limited balance of Undesignated Fund Balance available for these one-time expenses, the proposal to merge dispatch in the FY12 budget should be deferred. To maintain the Council's directive of a flat tax rate, it is proposed that the Highway Maintenance line item be reduced by \$84,818.00. The amount is derived from the actual anticipated savings (\$93,779) less increased available Highway Aid as identified at the January 3 hearing (\$8,961).

The Town's efforts to develop a consolidated dispatch center should not end, and the Council is encouraged to adopt the following FY12 Goal: "Continue the review of town dispatch functions to develop a more efficient system by either merging functions internally or through regional efforts."

Among the items requiring further exploration include:

- 1) More intense study of other comparable communities with merged dispatch centers, specifically the issue of other centers dispatching approximately 30% less calls than Londonderry with approximately 50% less staffing. Additionally, other centers apparently dispatch approximately 50-225% more calls for service with staffing less than Londonderry's combined dispatch staffs. Additional review is required to insure that agencies are collecting statistical data which provides for appropriate comparisons, and a review of any other unique factors which may contribute to these apparent disparities.
- 2) There are a number of staffing models available regarding shifts per work, hours per shift, etc... It is believed that Londonderry's shift schedules may not be beneficial to consolidation. Although these schedules are contractually negotiated, they do need to be reviewed to identify whether more optimum scheduling would assist meeting this goal.
- 3) A final resolution on the appropriate staffing levels has ancillary impacts on issues such as alterations to the police department dispatch center, and overall cost savings.

One issue which should be addressed in the near term is the continuing practice of monitoring fire alarms by the Town. The Police Department discontinued this practice some time ago for a variety of monetary, liability and productivity reasons; there are private sector firms which provide these services. One cost of merging dispatch centers which was not included in this analysis is the replication of the Fire Department's monitoring equipment at a cost of \$126,682. The Council will be requested to consider appropriate ordinance changes in the upcoming months which would authorize the transfer of this service to private entities.

In summary, additional questions remain regarding scheduling, transition costs and staffing which precludes merging as part of the FY12 budget. However, this issue should remain at the forefront of the Council's goals as another efficiency measure to be introduced into town government.

ORDER #2011-01

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 01/03/2011

Adopted: 01/03/2011

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, HVAC, electrical and miscellaneous repairs at Leach Library at a cost of \$4,586.66.
- 2) Electrical and diesel pump repairs at Central Fire at a cost of \$635.00
- 3) Fire alarm system repairs at Town Hall at a cost of \$759.96.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$5,981.62 for the aforementioned repairs and improvements.

Paul DiMarco, Chairman
Town Council

Marguerite Seymour
Town Clerk

A TRUE COPY ATTEST:
01/03/2011

TOWN COUNCIL MEETING
January 03, 2011

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

PRESENT: Town Council: Chairman Paul DiMarco: Vice Chairperson, Sean O’Keefe; Councilors: Mike Brown, Tom Dolan, John Farrell; Town Manager Dave Caron; Assistant Town Manager - Finance Director, Sue Hickey; Executive Assistant, Margo Lapietro.

Budget Committee Members: Chairman Don Jorgensen; Vice Chair Todd Joncas; Secretary Richard Dillon; John Curran, Dan Lekas. Absent; Mark Oswald and Lisa Whittemore.

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

Town Clerk/Tax Collector Meg Seymour announced the filing period for open town positions this year is from 1/19 – 1/28 at the Town Clerk’s Office during regular business hours. Open positions are all for three years: 2 Town Council positions; 3 Budget Committee positions; 2 positions for Trustees of Leach Library, and 1 position for the Trustees of the Trust Fund. Dennis Martin, 182 Pillsbury Rd. talked about the private ambulance service; he said he appeared in front of Town Council 6 months ago at the 7/15 meeting. At that meeting the Town Manager said he has no new information to report at that time. He asked if there was anything new. Councilor Farrell said the Town Manager presented a report to Council, he is comfortable with the Town Manager reporting on it. Town Manager Caron stated that we completed a review looking at staffing levels and came to the conclusion that if the town stopped transporting patients and contracted with a private ambulance service it will not reduce the number of personnel we have working per shift at the fire department. Based upon that analysis the Town would lose more in revenue than cost savings by no longer purchasing ambulances. He offered to send Mr. Martin a copy of the report and he responded he would like it. Town Manager Caron clarified we looked at our operations here and did a survey of a number of similar sized communities throughout NH and northern MA. D. Martin said he had copies of bids that were given to Manchester, one from Care Plus and one from Rockingham as well as the RFP from Manchester. Manchester will get \$300K plus per year within the next two years to run the 911 system. There is no way any ambulance company can do it without any tax impact, which is why Manchester did it. Town Manager Caron stated that they looked at that information and the information he will receive will show that Manchester is the only community that has that arrangement. D. Martin said if we bring in an ambulance company that costs nothing for ambulance, nothing for labor and insurance there is no way it will impact the taxpayer. The Town Manager said he will send him a copy of the report. D. Martin said he will give a copy of the Care Plus RFP to to Chief MacCaffrie. D. Martin asked if this subject will be brought up to

47 the public and Chairman DiMarco said it is not under consideration for this budget. D. Martin
48 said he wanted it brought up in the future so people can be made aware of what the Town
49 Manager and he are talking about; educate the public. Councilor Farrell said he can see what
50 Mr. Martin is asking; he is asking if the subject was the brought up in public and it was.
51 Councilor Brown stated that Councilors did ask the Town Manager for that information prior to
52 his bringing it up and he did give the report in public.

53
54 **Councilor Farrell made a motion to open the public hearing, second Councilor Dolan.**
55 **Council's vote was 5-0-0.**

56 57 PUBLIC HEARING

58
59 **Ordinance #2010-06 – Relative to an Amendment to the Town Zoning Ordinance to Clarify**
60 **the Number of Temporary Signs Permitted on a Lot and Clarify Requirements for the**
61 **MUC Sub-District** Councilor O'Keefe made a motion to adopt, second Councilor Farrell.

62 Councilor Brown said it appeared to him that this was an administrative clarification of
63 something that should have been in the code previously and this was correcting it. Building
64 Inspector Richard Canuel explained when the Mixed-Use Commercial (MUC) zone was added to
65 the ordinance the provisions for signage was not included so it was to correct that. The other
66 part is to include an additional period to allow temporary signage. Councilor Brown asked if the
67 addition was consistent with other parts of the sign ordinance or is he allowing just temporary
68 signs in that district only. R. Canuel responded it is temporary signage for any use. No public
69 comments were made, **Council's vote to adopt was 5-0-0.**

70
71 **Town Budget for FY12** – Town Manager Caron stated this evening is the first of two proposed
72 public hearings for the budget; the second one is scheduled for 2/3/11 which is after the deadline
73 of 2/1/11 for the receipt of any citizen's petition. The Council needs to make a decision tonight
74 on whether to schedule a hearing on any bonds that are going to be presented to the public at the
75 3/8/11 Town Meeting. The preliminary budget includes a \$1.0M dollar road construction bond.
76 At the 1/17/11 Council meeting the Council needs to develop a position on the budget to be
77 presented at the last public hearing on 2/3/11. There are a few adjustments in the budget for the
78 Council to consider:

79
80 The NHDOT Highway Block Grant has increased by \$17,036 in FY12 grant funds to
81 \$606,632. This adjustment does not impact the proposed General Fund budget but does
82 reduce the budget's reliance upon property taxes by \$17,036.

83
84 There was an error transcribing the recreation budget into the General Fund budget. The
85 recreation budget should be \$136,624, an adjustment of \$8,075 which brings the
86 recommended General Fund budget to \$25,705,950

87
88 The Town currently has an application pending with the US Economic Development
89 Administration for a 50/50 matching grant to fund the sewer extension portion of the
90 Pettengill Road project. The Town's 50% share would be funded through its Sewer
91 Special Revenue Fund; the \$1.895M would be withdrawn from the Fund's Undesignated
92 Fund Balance. If successful with this grant the Town anticipates a smaller bond for the
93 roadwork. Sewer impact fees assessed upon future development would be used to
94 replenish the Sewer Special Revenue Fund. The Sewer Special Revenue Fund for FY12

95 should include the Town's 50% share, which will increase the appropriation to
96 \$4,579,788. This action is not anticipated to impact sewer rates.
97
98

99 General Comments on the Overall Budget – Councilor Dolan said he heard a lot of opinions
100 about the proposed budget and he is in a period of “listening”. He said there have been strong
101 disagreements as expected and some of those comments have been very emotional. He thanked
102 the people who came tonight because he is here to listen. Chairman DiMarco said the Budget
103 Committee supported our flat budget but wanted the \$13K brought back into the charitable
104 donations. He said he would like to honor that request. He commended the Town Manager and
105 staff on the work they had done getting us to this point. Councilor Brown recapped the original
106 budget procedure. The budget was presented to Council on 11/15/10 with the Council directive
107 of a flat tax rate. We have a consensus on reaching that goal. At the budget workshop on
108 11/29/10 Council came to the consensus to find \$137,500 to put an SRO back into the
109 Londonderry High School (LHS) and fund the crossing guards back into the budget. On 12/6/10
110 the Town Manager presented an alternate budget accomplishing those moves. Tonight's budget
111 includes an SRO funded in one school and the crossing guards. Budget Member Todd Joncas
112 said he appreciated the due diligence the Town Manager and staff put into the process.
113

114 Richard Belinski, Hall Rd said he is here about using non-tax payer dollars to fund portions of
115 the budget with money the taxpayer hasn't put in there; particularly taking the money from the
116 cable studio reserve fund to fund the SRO position. That is a self-funded entity he asked why the
117 money is being taken from there. He said we had trouble in 1999 doing that. He said he wants to
118 know why the cable is supplementing the budget. He said a total of \$450K has been taken out of
119 the cable fund to supplement the budget. If the federal government stops franchise fees how will
120 the cable center be sustainable in the future. Why take money out of a fund that is not funded by
121 the taxpayer, he asked why it is being touched. Councilor Brown said we are not funding the
122 SRO and crossing guards from the cable fund. He explained the money is coming from the town
123 budget from non-union employees forgoing a raise for the second year in a row which amounted
124 to \$17K; elimination of a clerks position for \$40,525; reducing the Social Services budget by
125 \$13,475; Londonderry Police Department (LPD) will come up with \$21, 197; an additional \$30K
126 from the Undesignated Fund Balance; \$7,500 reduction in the IT Dept.; and an additional \$7,803
127 from the Library. The Cable Dept. had nothing to do with the SRO's and the crossing guards.
128 Chairman DiMarco said his understanding is that the cable fund is funded through the cable fees
129 and we are authorized to use those fees. Town Manager Caron said there is no legal restriction
130 either at the state, federal or local level to prohibit use of those funds for other purposes. He said
131 the majority of other communities who receive cable franchise fees include them in their general
132 fund. R. Belinski said in 1999 the Council voted to take the 5% and leave it in the cable fund.
133 Dan Bouchard, 8 O'Connell Drive said he was on the Budget Committee for 3 years. He asked
134 how people are doing in the community and further stated that there were 4 foreclosures in the
135 paper today. He found out that over Christmas over 140 families were helped out; over 500
136 individuals were helped and he asked the Council to consider that during the budget discussions.
137 Al Baldasaro, 41 Hall Rd said we should cut hours on services and freeze wages across the
138 board; if we do that we might not have to cut jobs. He said he would rather keep the cable
139 running. Councilor O'Keefe said the reason we try to craft the budget the way we have is
140 because the Town Manager went to the unions and asked them to take a year freeze and they said
141 no. That is why we are doing the budget the way we are. Chairman DiMarco said even if all the
142 unions took the freeze we still would not get to where we needed to be. Al. Baldasaro asked if

143 they did take the freeze how much money are we talking about. Town Manager Caron
144 responded \$1.3M in reductions were needed to maintain a level tax rate, and the contractual
145 labor increases equal about \$500K, which results in a shortfall of approximately \$800K. Mary
146 Soares, 2 Gail Rd said she agreed about not taking funds from the cable and putting it into the
147 general fund, it is just a band aid. Dennis Martin, 182 Pillsbury Rd said taking money from the
148 cable funds is taking the money that has been given by Comcast; we don't have the right to it. If
149 we take the budget away from public access he said you are taking away his freedom of speech.
150 Heather Anderson, 31 Perkins Rd. asked if Council would indicate as they go through the budget
151 what areas are union and non-union positions. She shared her experience with job furloughs at a
152 company she worked in. Councilor Farrell said it would be easier to explain that we have 6 full-
153 time people who are non-union. Councilor Farrell also clarified that the unions did not say no
154 they said not at this time, they left the door open for discussion.

155
156 Community Development Budget: Chairman DiMarco explained this department consists of
157 Planning & Economic Development and Building and Zoning. He reviewed the budget
158 differences from FY11 and FY12. The Councilors and Budget Committee said they want to
159 listen to the public before they commented. Mary Soares talked about the fact that Council
160 merged the three departments under Community Development. Each department had an
161 Administrative Assistant and now the Council is considering cutting an Admin Assist. because
162 there appears that the duties of the 3 in that department must overlap, She said they each fill a
163 vital role and cautioned about the potential huge developments planned in town. She said the
164 loss of this position is detrimental to Planning and Economic Development. She asked the
165 Council to reconsider keeping this position for at least 1 year; this is not the time to cut this
166 position. Councilor Brown explained in order to meet the goal of a flat tax rate the planning
167 internship was eliminated; the full-time secretary position was eliminated. That will result in one
168 other secretary position supporting Planning, Zoning and Conservation activities in addition to
169 staff. The position will not be empty it will be handled by another secretary. M. Soares said to
170 ask a secretary who already has a full job to absorb another full job is showing a disservice to
171 that person. She questioned if they are giving that person a raise, are you doubling her salary. It
172 is unfair and unrealistic and it will be detrimental to what is happening to our town in the coming
173 years. Be creative in the department to save that position for a year should be allowed. Heather
174 Addison, 31 Perkins Road asked why there was an increase in the FY12 budget in the Building
175 Dept. Town Manager Caron said the proposal to merge the inspection services from LFD into
176 the Building Dept resulted in funds transferred to that department. Councilor Farrell asked if
177 there was any way to keep that person in Planning. Town Manager Caron explained the only
178 way is to take an outstanding PO for GIS and repurpose it to find a one year band aid for this
179 position. M. Soares said if we are willing to do it for one like the cable we should do it for all. If
180 there is a way to repurpose those funds we should use them now. A. Baldasaro, 41 Hall Rd said
181 if we stay flat at \$4.74 and kept the FY11 rates does anybody have to be laid off. Town Manager
182 Caron said the FY12 budget has to include contractual, health, and retirement increases which
183 created a \$1.3M challenge for a level tax rate. Chairman DiMarco said if we kept everything
184 level and added in some things we had no control off; it would have increased the tax rate about
185 40 cents or a \$5.15 tax rate. Councilor Brown said in order to keep it at a flat tax rate on the
186 town side it takes \$1.3M to do that. Councilor Dolan pointed out that there are two components
187 to a budget; expenditures and revenues. Our revenues are going down due to the state. Andre
188 Garron, Community Development Director clarified that the re-purposing of the GIS PO was to
189 reduce the full-time position to a part-time position to eliminate the benefits package that would

190 reduce the overall salary by about \$33K. The remainder was using the re-purposing of the GIS
191 PO. He said we are using what is left over from the PO to support the position.

192

193 Public Safety –

194

195 Police Dept. – Chairman DiMarco explained the Londonderry Police Department’s budget
196 (LPD) increased due to taking some dispatch services from the Londonderry Fire Department
197 (LFD). Councilor Brown verified that the budget does not include any reductions of full-time
198 emergency first responders. Town Manager Caron said one SRO position was eliminated; the
199 number of police officers assigned to patrol will remain the same. Councilor Farrell asked for
200 verification of the savings on the LFD side and not on the LPD side. Town Manager Caron
201 responded the anticipated savings of \$94K is anticipated from the combined dispatch
202 arrangement. Councilor Farrell asked how the research was progressing with this proposed
203 merger. Town Manager Caron said the implementation costs appear to be well beyond the \$50K
204 placeholder in the Budget, and staffing levels are still being reviewed. Lt. Jones has been
205 leading a committee; they will continue to look at the correct number of staff needed at a
206 combined dispatch center. It is starting to look like more of a challenge. Councilor Farrell said
207 we are probably looking at an investment of \$225M rather the \$50K range. Town Manager
208 Caron said it is significantly higher than the \$50K range but we don’t have all the information to
209 determine the amount. Councilor O’Keefe asked if this does not work out where he would get
210 the money in the budget to cover everything the way it is now. Town Manager Caron said he
211 will have to find another \$94K on the expense side to offset that projected savings. Councilor
212 O’Keefe asked him if he has begun to look at that and he responded yes. Budget Member Don
213 Jorgenson asked if the \$94K will come from the LPD or the LFD. Town Manager Caron
214 responded it is the combined projected savings. The original projected savings was \$144K we
215 funded \$50K for transition costs so the net savings on the budget will be \$94K. Open for
216 discussion. Dan Bouchard, 8 O’Connell Drive explained the benefits of the SRO program. He
217 said we need one SRO for the elementary and middle schools and you could have one person
218 doing it. He asked the Councilors if they would support a Warrant Article for a second SRO, let
219 the people decide. Councilor Dolan replied that he is not in favor of polling the Councilors in
220 these types of scenarios. He suggested taking Dan’s suggestion under advisement and let the
221 Town Manager have the opportunity to meet with the LPD police chief to provide a departmental
222 recommendation. Consensus was that Council felt they would not be comfortable with a poll
223 tonight. Councilor Brown said he is not in favor of any action that will result in not hitting our
224 goal. Councilor O’Keefe said the same; we have to stay focused on the goal. Councilor Farrell
225 said Mr. Bouchard wants the Council to look into it, he advised getting the information before
226 going into it. Councilor O’Keefe asked for clarification from Councilor Farrell. Should we add
227 back the position and what are the corresponding reductions elsewhere in the budget? Councilor
228 Farrell said we should have the Town Manager talk to the Chief to learn of any ramifications and
229 report back to us so we are informed. If D. Bouchard then brings it to the town floor with 25
230 signatures we should be aware of the implications. Councilor Dolan asked the Town Manager to
231 look at the calendar about the council bringing a warrant forward. He said we owe Mr.
232 Bouchard an appropriate time to get a citizens position that is worded correctly. Councilor
233 O’Keefe asked Mr. Bouchard if he is asking the Council to consider bringing back the position
234 and if so do we need to have our Town Manager look at a corresponding reduction somewhere
235 else? D. Bouchard said he is not looking to put it in this budget, he is not asking us to make any
236 other reductions. He is asking Council to bring a warrant article forward and let the people
237 decide if they want it. A. Baldasaro, 41 Hall Rd. said he supports the SRO position and again

238 asked if the unions took a freeze could this position be saved. Chairman DiMarco responded we
239 don't know what the future will bring, we have to work with the budget we have now.
240 Councilor Brown said that the Town Manager already responded to that question, it would
241 produce \$500K if unions took a freeze. Councilor Dolan clarified that in the early version of the
242 budget we took out all the SRO's, we have added one back in for the high school. In order to do
243 that they took the equivalent dollars out of the budget in other places. M. Soares asked about the
244 timeline needed to get a warrant article for town meeting. Town Manager Caron said the
245 deadline for citizens' petitions is set by state law; they need the signatures of 25 registered voters
246 submitted this year by 2/1/11. He suggested getting the petition to him before obtaining
247 signatures so it can be reviewed by the town attorney to insure the validity of the wording. D.
248 Martin, 182 Pillsbury Rd asked if there were any federal grants, Town Manager Caron said there
249 were no federal grants available. Budget Member John Curran stated that the proposal to cut the
250 SRO's was not a program he wanted to cut, it was reluctantly put out there. Every department
251 was asked to cut; the proposal came from the Chief. He asked the Town Manager if a warrant
252 was voted to keep the positions in the budget how we would find the money. Town Manager
253 Caron responded if it is approved by the voters taxes would be raised to pay for it.
254

255 LFD - Open for discussion. John Grennon, 14 Jewell Court thanked everyone for their hard
256 work with the budget. He said he has been a resident of 3 yrs and said there will be reductions in
257 the LFD staff from 9-8 employees and in the LPD with the lack of SRO's in the other two
258 schools. He relayed his experience with LFD and LPD with a medical emergency he
259 experienced with a family member. He said we are going to place police and fire personnel at
260 risk; crime and emergency calls are on the rise in southern NH. Councilor Farrell responded we
261 are not reducing the first responders at LFD. Town Manager Caron confirmed we are not
262 reducing first responders in the LFD; we have a two person inspection division to be reduced to
263 one. J. Grennon said he disagreed with not reducing personnel on the LFD side. He asked if a
264 fire inspector is performing inspection duties are they free to respond to a structure fire. LFD
265 Chief MacCaffrie said every uniformed person responds to every emergency. Councilor Farrell
266 spoke about the grants that the LFD has applied for to obtain additional personnel. We are not
267 reducing staff but we have no money; according to NFPA we have found that 4 is the ideal
268 number of personnel on an engine but we can't do it. J. Grennon said he is advocating level
269 staffing on LFD & LPD. Heather Anderson, 31 Perkins Rd asked who negotiates with the
270 unions. Town Manager Caron explained the process; Town Meeting by law has to approve any
271 collective bargaining agreements with our employees. Chairman DiMarco said the text of the
272 contract is public at town meeting. Dan Bouchard, O'Connell Drive asked about keeping the
273 call firefighters positions. Janine Curro, 103 High Range Road read a letter on behalf of her
274 husband Vinnie Curro who is a call firefighter on the LFD. She proceeded to list all the cuts in
275 the fire department. They currently have 7 active members with room for an additional 3-5
276 members. Call firefighters are very vital to the department and asked to have them put back in.
277 To keep the services the way they are now would cost a taxpayer with a \$300K home an increase
278 of \$120.00 per year. Ask the citizens what they want. J. Curro explained her husband is a fully
279 trained firefighter, a nationally registered EMT and holds an ambulance license. He is
280 completely trained as are all the other call firefighters. She and her husband run the "Child
281 Passenger Safety Program" in town. It is 98% funded through donations and grants and is done
282 on a volunteer basis. She said that 75% of the full time firefighters live out of town whereas the
283 call fighters are local. She asked for the \$20K for the call firefighters to be put back into the
284 budget. She is considering having a citizens petition to see if the townspeople want to put it
285 back. Councilor Dolan said we have some students in the audience and thanked them for being

286 here and hoped they learned something tonight. Brian Johnson, 10 Loop Rd. the Acting Fire
287 Marshall with the LFD pointed out that the Chief didn't want to make the cuts that have been
288 proposed but he had to. He stated that he is a certified firefighter in addition to being the fire
289 inspector. Eliminating the Fire Inspector position takes those hands away from emergency calls.
290 He explained the duties of the fire inspector's position. Moving the Fire Marshall back to the
291 Fire Inspector position under the Community Development Director will result in the Fire Chief
292 handling the duties of the Fire Marshall. By moving the position over to Town Hall will result in
293 a \$3K savings when the fire chief is willing to find it someplace else in his budget. He said by
294 moving his position to Town Hall he can no longer respond in an emergency vehicle to a fire.
295 He is a certified fire investigator, he can no longer be a lead investigator just a secondary under
296 the Chief if he is no longer in the Fire Dept. He has citation authority, he will lose it be going to
297 town hall. No one else in the Town of Londonderry has citation authority under the State Fire
298 Marshalls Office. Councilor Farrell questioned the \$3K difference in moving the Fire Inspector
299 to the Building Dept. vs. the Inspector staying in the LFD. Town Manager Caron said he is
300 researching that information. B. Johnson said that \$3K was under the Fire Chief's proposal.
301 Under the Town Manager's proposal it was \$20K savings. He stated there are some duties the
302 Fire Marshall can do and that the Fire Inspector can't do. He listed some of the duties he does as
303 the inspector and expressed how important it was to keep inspections up to date and expressed
304 concern that the Chief was able to absorb his duties along with his own duties. Pat Vitali said
305 students are here for a specific reason and asked the Councilors to go to the Cable Division
306 which is listed further down on the agenda.

307
308 Eugene Jastrem, 19 Horseshoe Lane said he works for the Fire Department. He said he has been
309 on full time for the past 19 years and associated 24 plus years with the department. The call
310 volume has consistently gone up. He asked how we are going to maintain the 10 people on duty.
311 How are we going to provide the service to the community if we drop in manpower? He quoted
312 that a memo distributed at tonight's meeting stated that we were dropping from 10 to 9 people.
313 Councilor Farrell said there is nothing in the memo dated 12/28/10 that makes that statement.
314 We are cutting 8 positions across the budget. Nothing changes in personnel at the fire
315 department. Later on E. Jastrem came back and said he rescinded what he said.

316
317 Bruce Kennison, 39 Buckingham Drive said he is a 10 year member of the call firefighter
318 department. He said what is being eliminated is the overtime to cover them while they are on
319 vacation, sick, etc. He talked about the 5 calls they had yesterday within one hour, there were 2
320 people on engine 2 and 2 on engine 1. Even with 10 people they can mount the beginnings of a
321 fire attack. He explained they will have 8-9 people who will be able to handle normal
322 emergencies but not large events. He explained the call fighters only cost money when they are
323 called. It is a very low cost but a very highly efficient system. Bruce Hallowell, who is a town
324 firefighter, said that by reducing the budget Council is cutting a position. He said they had 8
325 responders for multiple emergencies last Sunday. He said we are short handed with this year's
326 budget we would only be worse with next year. He said we have been just shy of 3,400 calls for
327 this past year which is about 10 calls a day. That is exposing our resources very thin. On
328 Sunday they had two mutual aid ambulances in town, Derry and Windham. Councilor Farrell
329 questioned the staffing levels, and firefighter Hallowell responded we are running at a 10 man
330 shift today. Kevin Coyle said he is a taxpayer in this town and he is a Councilor in Derry. He
331 said Derry staffs 17. He said the Town of Derry provides four times the amount of mutual aid
332 then they get from the Town of Londonderry. Over the last 2 years Derry came here 272 times
333 for mutual aid, and they have received 60 in return. Londonderry is not adequately staffed. To

334 propose a budget that is not going to adequately staff that department but reduce it below the
335 level of 9 is not responsible. As a Town Councilor he said he would take that seriously. To ask
336 other towns to support you because you don't want to raise 10-15 cents on the tax rate when
337 Derry is providing double what you are to provide service to your town is unfair to Derry.
338 Adding \$20 to a house is not too much to ask. Councilor Dolan asked how we deal with a
339 disproportionate aid to another town. Chief MacCaffrie said about 9 months ago they sat down
340 with Derry. It was easier to draw from them because they are bigger when that was done they
341 changed their geographic policy and drew from the other surrounding communities more often.
342 Relying on mutual aid disproportionately is a problem with all fire departments. Councilor
343 Dolan asked if we do the opposite; do we provide more aid to other communities. Chief
344 MacCaffrie said he could get that information. Councilor Dolan asked if there was a
345 reconciliation process, do we settle up at some time. Chief MacCaffrie said the idea of mutual
346 aid has never been mutual for anybody for the last 200 years. Councilor Dolan asked K. Coyle if
347 they are faced with a policy decision in Derry. He responded they had a discussion at the
348 Council level if they would continue mutual aid. It was a discussion because they felt they were
349 being taken advantage of, their tax rate is double ours. Councilor Dolan asked the Town
350 Manager if we have the right to opt out of mutual aid. Town Manager Caron said we have
351 written mutual aid agreements with all the communities around us one of the options is to
352 terminate the agreement but he said he does not see how that would benefit our community.
353 Kevin Coyle said they are looking at the same budgetary items Londonderry is; if we are not
354 adequately staffing it is not fair for Derry to cover for us. Councilor O'Keefe asked K. Coyle out
355 of the 272 mutual aid calls from Londonderry how many of the ambulance calls were revenue
356 producing for Derry. K. Coyle responded they got 35 ambulance calls over a period of 2 years.
357 During that same time period they went 152 times to Londonderry. Councilor O'Keefe said out
358 of all the calls how many of them were transports because the transports turn into dollars for
359 Derry. K. Coyle said he didn't know the answer to that. Councilor Dolan said he is surprised
360 that there is no reconciliation process with mutual aid. Town Manager Caron explained the
361 concept of mutual aid, they could go back and re-evaluate the cause of disparity and come back
362 with recommendations. Councilor O'Keefe said he was not aware of the lopsided numbers; he
363 understands the point Kevin Coyle made. Councilor Farrell asked Chief MacCaffrie if we
364 eliminate the call firefighters will we be calling on mutual aid more, Chief responded yes.
365 Usually when we activate the call firefighters we are calling in mutual aid. Bruce Hallowell said
366 Litchfield has provided more mutual aid to Londonderry than we have provided to them. It is a
367 town of approximately 8K people. Al Baldasaro, 41 Hall Rd. said \$28.48 is the tax rate in Derry,
368 maybe we should bring in a contract ambulance. Budget Committee member Todd Joncas asked
369 Town Manager Caron if we keep the current fire and police in place what would the impact to
370 the tax rate be per thousand. Town Manager Caron said it would be 15 cents per thousand per
371 department. On a \$300K home that is \$84.00 per year. Budget member John Curran asked
372 Chief MacCaffrie how many calls to I-93 his department has responded to. Chief MacCaffrie
373 said he could supply those statistics at the next meeting. J. Curran asked Chief MacCaffrie if we
374 get federal aid because of responding to the interstate and he responded no. He said if we have
375 some kind of inquiry on mutual aid he would like to have those statistics as part of it. Al Sypek,
376 86 Constitution Dr. former LFD Chief explained how the ambulance service started. He
377 explained they did compete with the private ambulance service the difference is we own assets
378 and property, contract services can go bankrupt, the town can't.

379

380 Cable Div. – Open for discussion. Deborah Sullivan said she is in support of the LACTV media
381 program, the students are under the direction of Erin Barry. A few of the students were in

382 attendance. D. Sullivan said they have been under the direction of Erin Barry for 3 years along
383 with other students. She said Erin has encouraged the students to get involved in town. She has
384 been instrumental both as an instructor and a mentor encouraging the students to get involved in
385 the Londonderry community by learning about the towns many facets and has helped them to
386 enter contests for their video works. The confidence and skills the students have developed as a
387 result of Erin's work is priceless. This program and what Erin has to offer is vital to
388 Londonderry youth since there is no program in our community that offers such training for free.
389 She proceeded to list all Erin's duties and her accomplishments. Al Sypek, 86 Constitution
390 Drive, explained how Erin handled her duties to produce/edit a show. If the position is cut there
391 won't be anyone to train or run public access shows. Al Baldasaro, 41 Hall Rd. said this is
392 money he pays on his cable bill, don't delete the position, use the money from the cable fund to
393 support it. Mary Anne Hassick, 7 Moulton Dr. said this program sets Londonderry apart from
394 other towns. We have a lot of sports in town and this is the only program offered for kids who
395 are interested in electronics and communications. Shaun Sullivan, 9 St. Charles St. said he is a
396 boy scout and he wants to work on a cinematography merit badge and if Erin is not there they
397 won't be able to work on it. Dennis Martin, 182 Pillsbury Rd. said this program does not cost
398 the town. He said he doesn't understand how the town can take his money for something that he
399 pays for privately. Dan Bouchard, 8 O'Connell Drive said at one of the prior meetings Dottie
400 Grover stated she would be retiring; he asked if that was taken into consideration to save some of
401 the money. Councilor Farrell stated she was not retiring in the next fiscal year. Heather
402 Anderson, 31 Perkins Rd. asked if there is a surplus in the cable funds could we use that this year
403 to get us past this. She said eliminating the position is not good. If Comcast sees that we cut a
404 position and we are not using the money they might change agreements. Dennis Martin, 182
405 Pillsbury asked if there is any federal grant money for cable access, D. Grover responded no.
406 Carol Shanti, 12 Sunrise Dr. said her son uses the cable access TV, it has made a difference in
407 his life. Some have gone forward to college with the skills they have learned. Cindy Eaton, 16
408 Clark Rd. said she does not understand why we are cutting the position because the money
409 comes from the cable fees. Chairman DiMarco explained the money is available to the town as
410 a revenue source. Councilor Farrell said the reason for a franchise was for a ROW to use the
411 lines that run through the town. He said he asked the Town Manager to see how many
412 employees the other communities have; he said they have 2. Town Manager Caron said it was
413 his recommendation to eliminate the position. This has been a very difficult budget for everyone
414 and given the directive they received from Town Council it was a matter of priorities. In good
415 conscience we were looking at reducing inspection services and other equally valuable positions
416 and could not continue to support having 3 employees in the cable department when we are
417 looking at cutting other positions in the organization. C. Eaton said the money is not coming
418 from the budget. She suggested taking money from the revenue fund to save some of the other
419 positions that are being cut in addition to the cable position. Councilor Farrell asked how much is
420 our revenues off, how much has our total revenue dropped. Town Manager Caron said our total
421 revenues from the three major sources are \$355K for the next year. Councilor Farrell said we
422 don't have the money. If he could figure another way to do it so Erin could stay he would do it.
423 If someone can give another solution or come up with the money then we could do something.
424 Nothing can be done. C. Eaton said use the revenue funds to fund this position and if you need
425 more funds to save other positions to use it. Pat Vitali, 75 Mammoth Rd said he was with the
426 studio over 12 years. He said we have over 200 volunteers that are trained by the training
427 coordinator. The studio has taught more children than the school has when it came to media
428 positions. The last 3 years, \$40K has been taken out of the reserve fund. He said that in 1999
429 there was a Resolution passed to put the money into a Cable Access Fund not into the General

430 Fund. Budget member Dan Lekas said anybody can use the cable center. He asked if there was
431 no cable access center could we still collect a fee. Chairman DiMarco said yes. Dottie Grover,
432 Mammoth Rd. and Cable Director said they had \$500K in their Special Revenue fund for cable
433 and she bases her budget on what is necessary for the facility and all the things they do. Every
434 year they give the school district a \$7,500 grant for LEO 21. Every year they give the students
435 coming into the cable studio a \$20K start up grant. Every year for the last 3 years \$40K has been
436 put into the General Fund. This year someone said the budget for the cable center is \$301K. It
437 is not, the \$301K includes the \$40K transfer from the Revenue Fund into the General Fund. The
438 \$500K is sitting there, and with the \$40K going to the General Fund it leaves \$460K sitting
439 there. Erin's salary and benefits equal \$65K; she said she can give Council the money to support
440 the budget. She said she can give the \$65K and the \$40K that the Town Manager needed to meet
441 the directive and you would not lose a job. You would not eliminate a service. She said she
442 would have no problem with that. Councilor Dolan said there has been a lot of compelling and
443 emotional testimony tonight; we are frustrated at trying to find the money. He said we will
444 consider the suggestions. Chairman DiMarco said we will take everything asked of us into
445 consideration; the goal is to keep the tax rate flat. Al Baldasaro, 41 Hall Rd. said there is a fee
446 on his bill that goes to the access center. He said the budget for Cable was stated tonight as
447 \$280K. He questioned the current budget for Cable listed on a pass-out tonight that listed it as
448 currently \$376,753 and the proposed budget for FY12 is \$301,491. He asked how that position
449 goes away. Town Manager Caron stated the reduction is \$75K including some nominal
450 reductions D. Grover made and the position reduction which he presented. The \$301K includes
451 the \$40K transfer which we have been doing for the past 3 years. A. Baldasaro said he supported
452 taking the money out to keep the position. Richard Belinski, 89 Hall Rd. doesn't want the
453 position cut. He said he wants it explained to him by the next meeting what they are doing when
454 in 1999 it was voted by the Council to leave that money in there for the cable studio. The
455 Council Dolan asked the Town Manager to research the issue.

456
457 At this point in the meeting Councilor Dolan stated due to the late hour we should complete the
458 cable discussion up until 11:00PM then move to the Non Public meeting and continue the
459 discussion of the budget to the next meeting scheduled for 1/17/11. All the Councilors agreed.
460 Debbie Currier, 128 Old Derry Road, said she is a long time volunteer with the Cable Dept. and
461 asked the Council to reconsider the position. D. Currier stated Erin is invaluable. Dennis
462 Martin, 182 Pillsbury Rd asked when the next hearings will be. Councilor DiMarco said the next
463 budget meetings are on 1/17/11 & 2/3. The Council votes on the budget on 2/3/11. D. Martin
464 said if the position is done away with Council will be taking away our freedom of speech.
465 Councilor Brown asked Cable Director Dottie Grover to bring with her to the next meeting
466 information on how this position came to be and how the training was handled prior to this
467 position being created.

468
469 Chairman DiMarco stated that the Town Manager presented this budget to Council and they
470 accepted it. Don Jorgenson said he thought the monies from the franchise fee went to the cable
471 fund and it could not be touched by anyone else. The legal position needs to be clarified. Town
472 Manager Caron replied that there is no federal or state requirement to dedicate these funds for
473 any specific purpose. The practice in the community has been to put it in a Special Revenue
474 Fund. More recently, the Council at Town Meeting has transferred some of that to the General
475 Fund to help support operations. Pat Vitale asked if there is no federal or state law stating that
476 the monies have to go into the Cable Fund then why have a Council vote in 1999 where to put it.

477 Chairman DiMarco said they already have the Town Manager researching that and he will get
478 back to us at the next meeting.

479

480 **Councilor Farrell made a motion to continue this meeting on 1/17/11, second Councilor**
481 **O’Keefe. Council’s vote was 5-0-0.**

482

483 Town Manager Caron said if the Council wants to propose a bond to the voters for the road
484 reconstruction then we need to have a public hearing on 1/17/11 for a bond hearing under state
485 law. Having a bond hearing does not obligate you to place a bond on the ballot, however if you
486 don’t have a bond hearing you won’t have enough time to consider that. The consensus of
487 Council was to advertise for a bond hearing for the road construction bond and have a public
488 hearing on 1/17/11.

489

490 **OLD BUSINESS**

491

492 **NEW BUSINESS**

493

494 **Order #2011-01 – Relative to the Expenditure of Maintenance Trust Funds for Various**
495 **Projects –** Councilor Dolan made a motion to postpone the reading of this Order to our
496 next scheduled meeting, second by Councilor Brown. Council’s vote was 5-0-0.

497

498 **APPROVAL OF MINUTES**

499

500 **Minutes of Councils’ Public Meeting of 12/20/10.** Councilor Dolan made a motion to
501 approve the minutes as written, second Councilor O’Keefe. Council’s vote was 5-0-0.

502

503 **OTHER BUSIENSS**

504

505 Chairman DiMarco recommended we suspend the Liaison and Town Manager Report until the
506 next meeting. The Council agreed.

507

508 **Liaison Reports –**

509

510 **Town Manager Report –**

511

512 **Board Committee Appointments/Reappointments**

513

514

515 **Councilor Farrell made a motion to enter into Non Public meeting per RSA 91-A:3 II (a) at**
516 **10:58 PM, second Councilor O’Keefe. Aye John Farrell, Aye Sean O’Keefe, Aye Tom**
517 **Dolan, Aye Michael Brown, Aye Paul DiMarco. Council’s vote was 5-0-0. Councilor**
518 **Farrell made a motion to exit Non-Public session and adjourn at 11:40 PM. Council’s vote**
519 **was 5-0-0.**

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525	Notes and Tapes by:	<u>Margo Lapietro</u>	Date: <u>01/03/11</u>
526			
527	Minutes Typed by:	<u>Margo Lapietro</u>	Date: <u>01/06/11</u>
528			
529	Approved;	<u>Town Council</u>	Date: <u>01//11</u>

DRAFT