

**TOWN COUNCIL  
AGENDA  
July 11, 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. Board/Committee/Commission Updates
    - a. Southern NH Planning Commission - David Preece
    - b. Anti-Litter Committee – Ben LaBrecque
- III. PUBLIC HEARING
  - A. Ordinance #2011-06 – Relative to an Amendment to the Zoning Ordinance Relating to Rezoning Map 15, Lot 97, Clark and Jacks Bridge Road.
- IV. OLD BUSINESS
  - A. Resolution #2011-07 – Relative to an Inter-Municipal Agreement with the Town of Derry to provide Fire/EMS Dispatch Services
- V. NEW BUSINESS
  - A. Confirmation of Senior Affairs Director
- VI. APPROVAL OF MINUTES
  - A. Minutes of Council’s Public Meeting of 6/20/11
- VII. OTHER BUSINESS:
  - A. Liaison Reports
  - B. Town Manager Report
    - i. Target Shooting - Musquash
  - C. Board/Committee Appointments/Reappointments

VIII. ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Meeting – August 15, 2011, Moose Hill Council Chambers, 7:00 PM
- B. Town Council Meeting – September 12, 2011, Moose Hill Council Chambers, 7:00 PM
- C. Town Council Meeting – September 19, 2011, Moose Hill Council Chambers, 7:00 PM

## SUPPORTING DOCUMENTATION COUNCIL MEETING OF JULY 11, 2011

I. CALL TO ORDER

II. PUBLIC COMMENT

- A. Board/Committee/Commission Updates - Pursuant to Section 9.5 of the Town Charter, the Council is required to meet at least annually with the Chairperson to review significant actions and planned activities. Scheduled for this meeting:
- 1) Southern NH Planning Commission – David Preece
  - 2) Anti-Litter Committee – Ben LaBrecque

III. PUBLIC HEARING

- A. Ordinance #2011-06 – Relative to an Amendment to the Zoning Ordinance Relating to Rezoning Map 15, Lot 97, Clark and Jacks Bridge Roads – Attached is the Planning Board’s recommendation to rezone the aforementioned parcel from AR-I to I-I. Staff will be present to provide additional information and respond to any questions.

Please note that PSNH has withdrawn its request to discontinue a portion of Kelley Road, therefore Resolution #2011-08 will not be heard.

IV. OLD BUSINESS

- A. Resolution #2011-07 – Relative to an Inter-Municipal Agreement with the Town of Derry to provide Fire/EMS Dispatch Services – Attached is the Resolution and a proposed Agreement with the Town of Derry to regionalize fire/EMS dispatch services. Also attached is an expanded memo which includes information that addresses questions and comments raised at the May 2, 2011 meeting when the Council completed its initial review of the proposal.

V. NEW BUSINESS

- A. Confirmation of Senior Affairs Director – Staff has completed the recruitment process for the position of Senior Affairs Director, which was vacated in May when Sara Landry was appointed Senior Affairs Director for the Town of Pelham. The Town received 29 applications, and a team comprised of the Town Manager, Assistant Town Manager, HR Manager, Chair of the Elder Affairs Committee and President of the Londonderry Senior Citizens, Inc. interviewed eight finalist. The group consensus was to extend an offer to Kimberly Bean, who earned a Bachelor’s Degree in Behavioral Science, and has worked with seniors in a variety of capacities since 2005.

Pursuant to Section 4.7 of the Town Charter, appointment of Department Heads requires the confirmation of the Town Council.

VI. APPROVAL OF MINUTES – Minutes of the Council’s Public Meeting of 6/20/11.

VII. OTHER BUSINESS

- A. Liaison Reports –

- B. Town Manager Report –

- i. Target Shooting at the Musquash – The Conservation Commission has been receiving complaints about target shooting in the Musquash; I need the Council’s direction on whether to present an ordinance banning target practice on town property. This ordinance would not impact or prevent the ability to hunt on town property. Target practicing on town property is a safety issue; hunting is not, as that activity takes place during defined periods, and visitors to the Musquash are well aware of hunting season and take measures to dress appropriately.

- C. Board/Committee Appointments/Reappointments -

VIII. ADJOURNMENT –

IX. MEETING SCHEDULE:

- A. Town Council Meeting – August 15, 2011, Moose Hill Council Chambers, 7:00 PM
- B. Town Council Meeting – September 12, 2011, Moose Hill Council Chambers, 7:00 PM
- C. Town Council Meeting – September 19, 2011, Moose Hill Council Chambers, 7:00 PM

**FOLLOW-UP FROM COUNCIL'S  
June 20, 2011 MEETING**

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ISSUE	ACTION	RESPONSIBILITY
Kelley Road Discont.	Monitor discussions; continue public hearing <i>(PSNH has withdrawn request)</i>	Dave
TC Rules of Order	Revise/Publish <i>(Published on website)</i>	Dave
Cons Comm	Draft letter for Chair requesting ConComs Contribution to debt service <i>(Done; follow-up with legal)</i>	Dave
Rezone Clark Road	Schedule for 7/11/11 public hearing <i>(On 7/11/11 agenda)</i>	Dave

**FOLLOW-UP FROM COUNCIL'S  
May 16, 2011 MEETING**

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ISSUE	ACTION	RESPONSIBILITY
Dog Park	Develop language for dog park feasibility Committee <i>(In process)</i>	Dave
SWAC	Establish charge for Beautify L-Derry subcommittee <i>(In process)</i>	Dave

**FOLLOW-UP FROM COUNCIL'S  
May 2, 2011 MEETING**

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ISSUE	ACTION	RESPONSIBILITY
Dispatch Consolidation	Research additional questions <i>(Scheduled for 7/11 TC mtg.)</i>	Kevin/Dave

**FOLLOW-UP FROM COUNCIL'S  
March 21, 2011 MEETING**

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ISSUE	ACTION	RESPONSIBILITY
Deliberative Session	Council need to select date between February 4 & 11 (inclusive – not 2/10/12) <i>(In process)</i>	Council

Introduced: 6/20/11  
Second Read/Pub Hrg: 7/11/11  
Adopted: xx/xx/xx

**ORDINANCE #2011-06**  
***AN AMENDMENT TO THE ZONING ORDINANCE***  
***RELATING TO REZONING MAP 15, LOT 97, CLARK AND***  
***JACKS BRIDGE ROAD***

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***WHEREAS*** the Planning Board has received a request to rezone the above-referenced parcels from AR-I to I-I; and

***WHEREAS*** the Planning Board has recommended that the Town Council act favorably upon the request; and

***WHEREAS*** the requested rezoning would further expand the Town's non-residential tax base without any detrimental effects upon the quality of life in the community;

***NOW THEREFORE BE IT ORDAINED*** by the Town Council of the Town of Londonderry that the Town Zoning Ordinance be amended to reflect the rezoning of Map 15, Lot 97 from AR-I to I-I, to become effective upon passage by the Town Council

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Sean O'Keefe  
Chairman - Londonderry Town Council

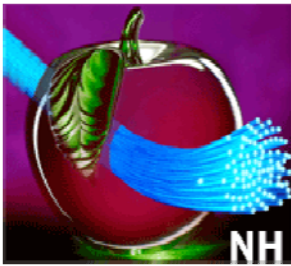
***A TRUE COPY ATTEST:***

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

***Town Seal***





**TOWN OF LONDONDERRY**  
*Community Development*  
**Planning & Economic Development Division**

*Timothy J. Thompson, AICP, Town Planner*  
268B Mammoth Road  
Londonderry, New Hampshire 03053  
Phone: (603) 432-1100, x103 Fax: (603) 432-1128  
e-mail: tthompson@londonderrynh.org

**To:** Town Council  
**CC:** Building Division

**From:** Timothy J. Thompson, AICP

**Date:** Ji bY`%\$, 2011

**Subject: Rezoning Recommendation from the Planning Board**

On Ji bY` , , 2011, the Planning Board held a public hearing relative to the Zoning Ordinance and Map.

The Planning Board, by a unanimous vote, recommends the approval of the rezoning of Tax Map 15, Lot - + from 5F -I to I-I to the Town `7ci bW`"

A copy of the Udd`jW]cb`UbX`h\Y` staff recommendation for the rezoning is attached.

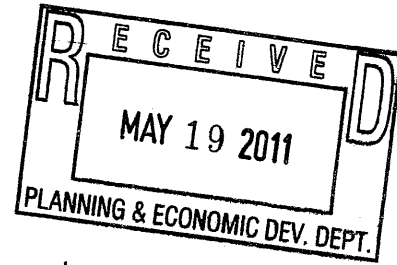
Please feel free to contact me if you have any questions, and please advise me on when the public hearing will be held by the Council so that I can be present to present the zoning change.



P.O. Box 74 • Derry, NH 03038  
ph: (603) 296-0861 • fax: (603) 296-0671

May 19, 2011

Town of Londonderry  
Planning Department  
268B Mammoth Road  
Londonderry, NH 03053



Attn: Timothy J. Thompson, AICP, Town Planner

Subject: Heritage Truck & Automotive, Inc. – Rezoning Request  
Jack's Bridge Road, Londonderry, NH (Map 15, Lot 97)

Dear Tim:

Attached is a Rezoning Application for the above referenced property. The applicant respectfully requests that the matter be scheduled for the June 8, 2011 Planning Board meeting.

The applicant requests that the entire parcel be rezoned from AR-1 to I-1 to allow an extension of the industrial development that has occurred over the past several years. It is intended that this parcel eventually be subdivided into two lots with direct access to Jack's Bridge Road.

A separate letter has been submitted for a concurrent conceptual review of both a subdivision and a site plan for the project. The applicant would like to discuss the potential development of this site with the Planning Board at this time in order to proceed with engineering design following the resolution of zoning issues on the parcel.

The following information is provided in support of our application:

- Rezoning Application
- Application Fee: \$88.00 (\$40+\$6x8)
- Zoning Locus Exhibit
- Owners Affidavit
- Abutters List & Labels

Please contact us if you have any questions or concerns, or if you would like to discuss the project in further detail.

Sincerely,

**Long Beach Development, LLC**

Todd D. Connors, P.E.

Enclosures

cc: Heritage Truck & Automotive, Inc.

C:\Users\Public\Documents\OFFICE\save back to office\11-009\PB-APP-REZONE.doc



TOWN OF LONDONDERRY

Community Development Department  
Planning & Economic Development Division



268B Mammoth Road  
Londonderry, New Hampshire 03053  
Phone: (603) 432-1100, x134 Fax: (603) 432-1128

## REZONING APPLICATION

Name of Applicant: Heritage Truck & Automotive, Inc.

Name of Lot Owner: Louis & Susan Coltey  
(If different)

Address: 52 Clark Road, Londonderry, NH 03053

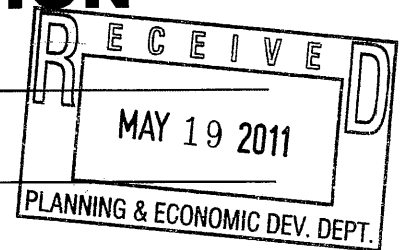
Telephone #: 432-2900 (applicant)

Date Submitted: 05/19/11

Tax Map # 15 Lot # 97  
(Please list all if multiple lots are involved)

Current Zoning: AR-1

Proposed Zoning: I-1



**Please explain the purpose and justification for your rezoning request** (attach additional sheets if necessary):

The 8.5 acre parcel of land has over 660 feet of frontage on Jack's Bridge Road, which is the current access to a number of industrial parcels including Coca-Cola, Penske Trucking, and Harvey Industries. The rezoning request is proposed to allow for a subdivision and industrial development of the subject parcel in a manner consistent with the surrounding area.

The request is justified because the parcel has frontage and access onto a road serving only industrial traffic with a signalized intersection at NH Route 28 in close proximity to Exit 5 of Interstate 93. An industrial use of this property is consistent with both the existing uses in the neighborhood and the Town of Londonderry's master plans for this area. Abutting land on three sides of the property are currently zoned industrial.

**Planning Department Comments** (to be filled in by Town Staff):

See Staff Recommendation dated 6/8/11

## Letter of Authorization

We, Louis and Susan Coltey, own a parcel of land at 52 Clark Road in Londonderry, NH known as Tax Map 15 Lot 097.

This document hereby authorizes the following individuals to execute land use permit applications, sign plans, and represent the landowner at public meetings as the applicants for a project on our property:

1. Harold Little of Heritage Truck & Automotive, Inc.
2. Todd Connors, P.E. of Long Beach Development Assoc., LLC

5-18-11  
\_\_\_\_\_  
Louis and Susan Coltey  
52 Clark Road  
Londonderry, NH 03053

*Louis and Susan Coltey* 5-18-11

**MEMORANDUM**

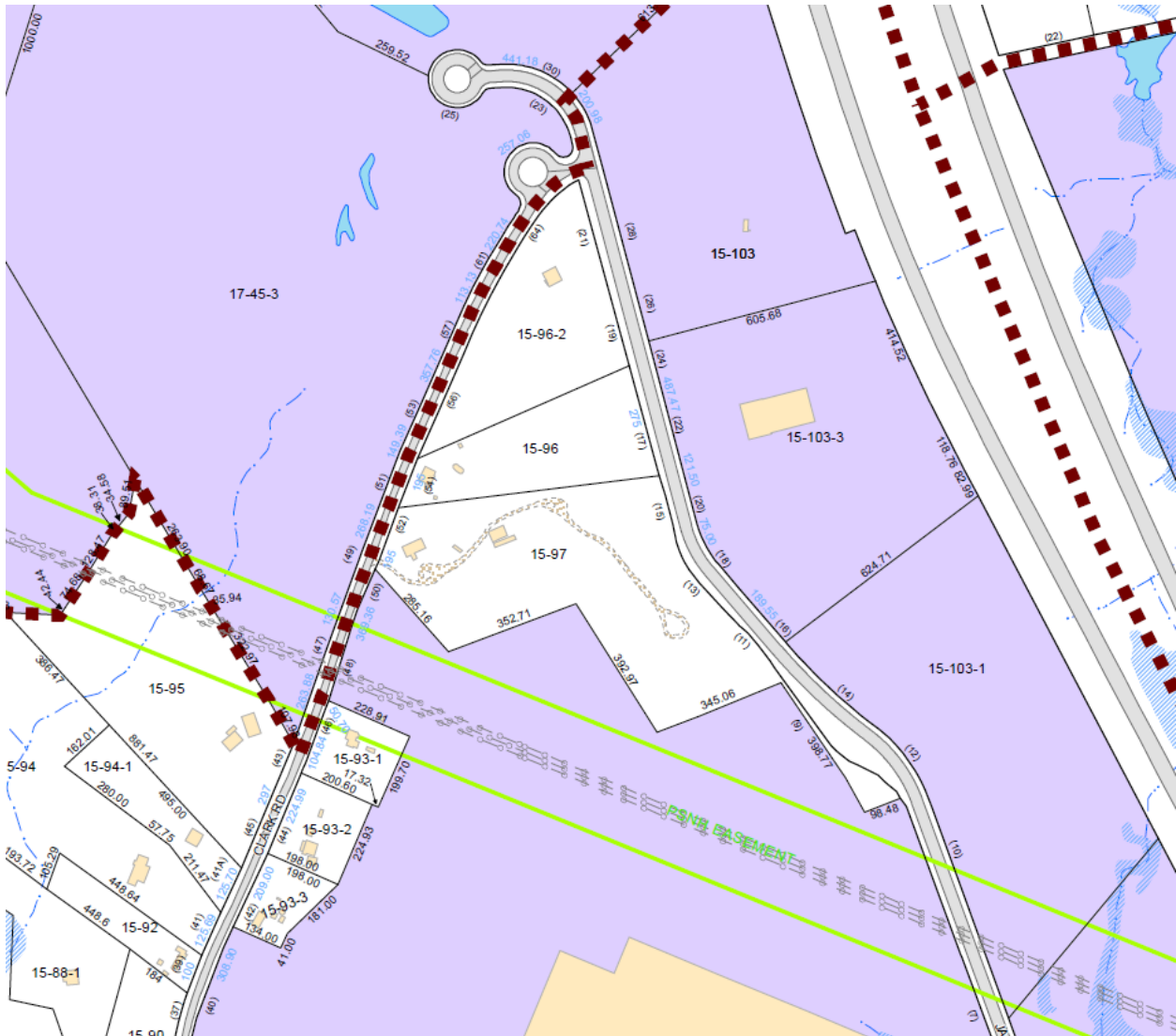
To: Planning Board  
From: Timothy J. Thompson, AICP  
Town Planner

Date: June 8, 2011  
Re: Rezoning Request:  
Map 15, Lot 97  
From AR-I to I-I

The Planning & Economic Development Division has reviewed the above referenced rezoning request and we offer the following comments:

**Review Comments:**

The applicant requests the rezoning the above referenced lot from AR-I to I-I. The parcel is located on Jacks Bridge Road and Clark Road. (See below map and picture).







As was presented to the Planning Board earlier tonight in the conceptual discussion, the applicant seeks to develop an 18,000 square foot vehicle repair facility and subdivide the property. The particular use proposed, “Major motor vehicle maintenance and repair” is not a permitted use in the proposed I-I district, and would require a variance in order to be constructed. This use is permitted in the I-II district, however, the applicant is aware that staff would not likely support I-II zoning for this parcel given the surrounding zoning (I-I and AR-I) and the other types of I-II uses which would not be compatible with this area.

Of note to the Planning Board: The Town’s legal counsel has advised that making conditional rezoning recommendations to the Town Council is not advisable. From this point forward, staff will no longer recommend that rezonings be recommended to the Council with conditions, but rather, as stated by legal counsel, *“when considering the rezoning of a property the consideration should be independent of any specific plan.”*

The 2004 Master Plan does call for the re-zoning of this area of the “triangle” of properties along this stretch of Clark and Jacks Bridge Roads to be rezoned to I-I. This property, and the property to the north, were both conditionally re-zoned by the Town Council in years past, however these rezonings never took effect as the conditions attached to them were never completed.

**Staff Recommendation:**

In summary, the rezoning is consistent with the Master Plan and surrounding land uses/area zoning. As such, staff recommends that the Planning Board **RECOMMEND** this rezoning from AR-I to I-I to the Town Council.

# RESOLUTION 2011-07

Relative to an  
***INTERMUNICIPAL AGREEMENT WITH THE TOWN OF DERRY TO  
PROVIDE FIRE AND EMERGENCY MEDICAL DISPATCH  
SERVICES TO THE TOWN OF LONDONDERRY***

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First Reading: 05/02/11  
Adopted: xx/xx/xx

***WHEREAS*** voters at recent Town Meetings and the Town Council have expressed interest in identifying operating efficiencies within town government; and

***WHEREAS*** the Town Manager was encouraged to seek out opportunities for consolidating services within and outside of town government; and

***WHEREAS*** the Town of Derry maintains a fire and emergency medical dispatch center which provides services to several area communities; and

***WHEREAS*** the Town of Derry is positioned to assume this responsibility for the Town of Londonderry for the mutual financial advantage of both communities while retaining a high level of professional service;

***NOW THEREFORE BE IT RESOLVED*** by the Londonderry Town Council that the Town Manager is hereby authorized to execute a Contract for Fire and Emergency Medical Dispatch Services Between the Town of Derry and the Town of Londonderry, contingent upon approval of the Derry Town Council and the Attorney General's Office pursuant to RSA 53-A, and further to recommend to the voters at the 2012 Town Meeting to allocate savings realized from this Agreement to increase expenditures for fire emergency personnel in the form of additional personnel or overtime.

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Sean O'Keefe, Chairman  
Town Council

( TOWN SEAL )

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Marguerite Seymour - Town Clerk/Tax Collector

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

TOWN OF LONDONDERRY

# Proposal to Consolidate Fire/EMS Dispatch With the Town of Derry

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**Dave Caron, Town Manager**

**6/30/2011**

This report includes additional information requested by the Town Council based upon input received and discussion at the May 2, 2011 Council Meeting.



On May 2, 2011, the Londonderry Town Council conducted its initial review of a proposed Inter-Municipal Agreement with the Town of Derry to provide Fire/EMS Dispatch Services; the Council and members of the public in attendance raised questions regarding the proposal, after which the Council scheduled further consideration of this Agreement for its July 11, 2011 meeting. It is envisioned that Derry Fire would be in a position to commence dispatching services for Londonderry within 60 days of the Town Council's approval of the Agreement. The proposed Agreement has been reviewed by Town Counsel; pursuant to RSA 53-A:3 V, the Agreement shall be submitted to the Attorney General's Office, which has 30 days to notify the parties of any contract provisions not in compliance with state statute.

Presentation of this proposal aligns with an FY11 Council goal to annually review the organizational structure, with the goal of reducing/streamlining personnel costs, which is under Council Objective #1: To provide a cost effective government to achieve greatest value at lowest cost. The Council will recall that a similar consolidation proposal to merge police and fire dispatch services was discussed during the FY12 budget process. A Committee established by the Police Chief concluded that implementation costs far exceeded anticipated cost savings. Testimony offered during the FY12 budget process recommended that regional fire dispatch services are more efficient than combining police and fire dispatch services. The Council directed me to continue to explore similar opportunities in alignment with the aforementioned goal.

As presented below, it is anticipated that cost savings to Londonderry over the five-year term of the agreement would be between \$333,451 and \$518,764, which is \$66,690 and \$103,752 annually. These projections would be revised slightly to reflect implementation after the start of FY12.

One of the major goals driving this collaboration is to redirect current public safety dollars to front-line responders in order to maintain a compliment of ten personnel per shift. Due to budget constraints, that staffing level is oftentimes reduced to nine and occasionally eight. Chief MacCaffrie estimates that an additional \$189,000 is needed annually to fill anticipated shift vacancies resulting from vacation, sick and training leave; including historical vacancies from workers' comp and disability leave would require an additional \$85,000.00. In FY13, savings anticipated from this proposal would cover approximately 40% of the shortfall.

A tangential benefit of this proposal is to insure that there are at least two dispatchers on duty 24/7 to manage catastrophic events or to cover a sudden illness to one of the dispatchers on duty (although Londonderry does not have any documented instances of an incapacitated dispatcher on duty).

Regional Dispatch Centers - Participating in a regional dispatch center is a proven business model; many communities in New Hampshire rely upon regional centers for emergency communications. There are currently 80 dispatch centers serving New Hampshire police/fire and EMS agencies, providing services as follows:

Type of Dispatch Center	#	Agencies Served
Police Departments Operating Own Dispatch Center	18	18
Police Departments/Centers Serving Multiple Police Agencies	8	67
Police Departments Serving Multiple Police/Fire/EMS Agencies	28	293
Fire Departments Operating Own Dispatch Center	6	6
Fire Departments/Centers Serving Multiple Fire Agencies	8	114
Fire Departments/Centers Serving Multiple Police/Fire/EMS Agencies	0	0
Regional Comm Centers (Police/Fire) serving Multiple Police/Fire/EMS	5	54
Misc. (NHDOT, Hospitals, ME/VT dispatch agencies, US Customs)	7	27

The chart above includes all police/fire/EMS departments/agencies throughout the State which understandably includes small, medium and large organizations. A review of the twenty largest New Hampshire communities may be more relevant (Londonderry is the State's 10<sup>th</sup> largest community):

Type of Dispatch Centers	Comm.
Communities which operate separate police and fire/EMS dispatch centers	4
Communities which have combined police/fire/EMS dispatch center	8
Communities which operate a separate police dispatch and participate in a regional fire/EMS dispatch center	6
Communities which operate a separate fire/EMS dispatch and participate in a regional police dispatch center	0
Communities which participate in separate regional police and fire/EMS dispatch centers	2
<b>Total</b>	<b>20</b>

Derry Dispatch Center Overview - The Derry Fire Department Communications Center currently dispatches for a number of southern New Hampshire communities including Derry, Auburn, Windham, Chester and Hampstead. The Dispatch Center, located within the Derry Central Fire Station on East Broadway, is the primary notification and dispatching resource for the Southeastern New Hampshire Hazardous Materials Mutual Aid District and also the primary contact for the Border Area Mutual Aid District, an organization comprised of approximately 20 cities and towns along the southern New Hampshire and northern Massachusetts border. Currently, Derry maintains two telecommunicators on most shifts; this Agreement requires Derry Fire to hire two additional full-time telecommunications operators in order to staff two telecommunicators 24/7.

Unlike Londonderry's protocol, Derry Fire does not endorse the use of Emergency Medical Dispatch (EMD) within the Derry Fire Communications Center; Derry's position is a Dispatcher cannot effectively ask the questions required to appropriately provide EMD directions to the caller, while simultaneously dispatching personnel and equipment to an emergency scene. A break in the call is required, and this is simply not an acceptable level of service delivery. Responsibility for providing EMD service remains with the E-911 Public Safety Answering Points (PSAP) located in Concord and Laconia and operated by the State of New Hampshire; these personnel are well qualified through the National Academy of Emergency Medical Dispatchers (NAEMD) to provide this valuable service. When an emergency call is received on the DFD business line, dispatchers get the necessary information to dispatch the call, and then immediately forward the call to the E-911 PSAP for EMD; additional information obtained from the EMD process is relayed to responding personnel as appropriate. The Derry Fire Department strongly encourages residents to utilize the E911 system when reporting an emergency, versus the seven digit business number. The business line of any Communications Center should be given lower priority, when emergency 911 lines are ringing simultaneously; this can result in an unacceptable delay.

Dispatchers with the Derry Fire Department are highly trained personnel each with industry specific certifications from organizations such as the Association of Public Safety Communications Officials (APCO). Many hold various state and national certifications to include: Public Safety Dispatcher, APCO Fire Service Communications, International Municipal Signal Association (IMSA) level one and two, FEMA All Hazards Communications Unit Leader, National Incident Management System (NIMS), as well

as firefighter and EMT certifications. The Director of the Communication Center is an APCO certified instructor, and has been published in professional journals. Derry also has Dispatchers assigned to the regional hazardous materials team; and the NH Telecommunications Emergency Response Team. This team is supported by the NH Office of Emergency Management that deploys Communications personnel to the field during large scale regional disasters.

Aside from Derry’s policy decision to transition away from EMD, training and certifications of Londonderry and Derry dispatchers are comparable.

Londonderry Fire Operational Changes - Participation in a regional dispatch center would result in a change in how the Department interacts with the public. Central Fire will no longer have a support position in the building on a 24/7 basis. Consequently, the Town will need to transition to a system currently in use at both North and South Fire Stations, where visitors speak with the Dispatch Center via a phone line available at each station. Currently, all personnel can issue burn permits after determination that burning is allowed by the Captain on duty. However, the Chief’s Executive Assistant would need to become more involved with the issuance of permits and other support tasks during regular business hours when the front line responders are away from the station. And similar with other outsourcing agreements, it will require more coordination between the Department Head and the service provider, as the resources providing the service are not within the day-to-day supervision of the Town.

The plans to improve security at Central Station such as key pad door locks and automatic door openers in the apparatus bay will need to be accelerated and installed, to be funded through the Expendable Maintenance Trust.

Financial Considerations of the Agreement – The Inter-Municipal Agreement proposes a five year term with an annual contract cost increase of 5%, as reflected below:

<b>FY</b>	<b>Operating Costs</b>	<b>Capital Reserve</b>	<b>Start-up Costs</b>	<b>Total</b>
12	\$ 235,000	\$ 0	\$ 110,800	\$ 345,800
13	\$ 246,750	\$ 5,000	\$ 0	\$ 251,750
14	\$ 259,088	\$ 5,000	\$ 0	\$ 264,088
15	\$ 272,042	\$ 5,000	\$ 0	\$ 277,042
16	\$ 285,644	\$ 5,000	\$ 0	\$ 290,644

Derry has identified the additional operating costs attendant to this Agreement, with the major cost factor involving providing 24/7 coverage with two telecommunicators, requiring the addition of two staff members:

Additional FT Staffing w/Benefits (2 positions w/benefits)	\$ 140,000
Overtime due to ET/WC/Disability/Training/Work Schedule	\$ 74,080
Training	\$ 5,000
Uniforms	\$ 1,000
Share of Utilities/Facility Maintenance/etc	\$ 14,920
	\$ 235,000

Derry also charges a \$300 annual monitoring fee for fire alarm boxes located in communities outside of Derry. Like Londonderry, Derry considers property tax payments as compensation for monitoring alarms within its jurisdiction. Derry does not charge for government boxes, and in total would monitor 524 boxes, of which 260 are located outside of Derry. Londonderry currently monitors 198 boxes, of which 180 are non-governmental, which could generate \$54,000 if the monitoring fee was currently in place.

Start-Up/Transition Costs - It is noted that the Town will incur initial start-up costs as set forth in the Agreement, and identified below:

Upgrade 3 <sup>rd</sup> Call Taking Position	\$ 35,785
Relocate Zetron Station Alerting	\$ 13,415
Motorola P2P link	\$ 53,000
Update Dispatch Redundancy w/MIP5000	\$ 6,500
Phone System Reconfiguration	\$ 2,000
	\$110,800

Additionally, Chief MacCaffrie reports that the Town will incur approximately \$2,000 in labor costs to transfer data to Derry, but there will be no additional licensing costs to relocate the software license to Derry. The Town may incur some additional cost to reconfigure bulletin boards and MDTs to communicate with Derry.

Returning the service to Londonderry would result in a minimum expense of \$24,000 to realign communications equipment.

Technical Considerations – One of the major requirements for emergency communications is redundancy. The purpose for redundancy in the dispatch system is to account for any unforeseen technical problem that might occur if the primary dispatch and communication system has any failure. The primary dispatch system will utilize a microwave link from the Derry Fire Communications Center to the DRED radio tower located at Warner Hill Road in Derry and then the signal is relayed to Londonderry Fire Central to control the repeater system located at that site. In order to provide redundancy the following procedures and backup equipment would be used:

1. In the case of a Microwave failure we would utilize over the air (OTA) control via radio to access the repeater system.
2. In case of repeater system failure, we would access Londonderry's existing backup repeater located at their Central Station via radio (OTA).
3. In case of a catastrophic failure of the Londonderry repeater system Londonderry would be able to temporarily switch to the Derry's primary dispatch frequency to continue communications and dispatch operations.
4. If the Derry Fire Department Communications Center needed to be abandoned we would continue operations from our Emergency Operations Center located at the Derry Municipal Center Emergency Operations Center and utilize the MIPS5000 equipment on loan from Londonderry to access either the primary or backup repeater system
5. In the case that both facilities are unusable, Derry Fire has the ability to deploy its Mobile Command Post (MCP). The Derry MCP has access to a wide variety of frequencies including Londonderry's which could be utilized. In addition - If Londonderry decides to maintain their existing dispatch console, the Derry Fire Department could deploy a Communications Specialist to their station.
6. Additional contingency plans include utilizing the Derry Police Department Communications Center.

Internally, the Derry Fire Communications Center maintains a redundancy plan using the same methodology described above, as well, as providing two complete radio call taking positions. To handle the additional call volume, and create a backup within the communications center Derry will be adding a third position for radio/call taking. This will allow Derry to staff a fully operational third position during a major incident. Further, the third position would be staffed, if one of the other two positions required temporary maintenance.

Cost-Benefit Analysis – As stated previously, a major goal of this proposal is to make dollars available to augment front-line response capabilities by introducing efficiencies into the dispatch operations. The Agreement stipulates that Londonderry’s contractual obligations will increase 5% per year, however, we do not know the annual rate of increase that would occur should Londonderry maintain its own operations. Listed below are three scenarios, with Londonderry costs increasing annually by 0%, 2.5% and 5%.

<b>Year</b>	<b>Londonderry @ 0%</b>	<b>Derry Contract</b>	<b>Balance</b>	<b>Londonderry Radio Mtn.</b>	<b>Anticipated Savings</b>
FY12	\$ 378,555.00	\$ 345,800.00	\$ 32,755.00	\$ 26,000.00	\$ 6,755.00
FY13	\$ 378,555.00	\$ 251,750.00	\$ 126,805.00	\$ 26,000.00	\$ 100,805.00
FY14	\$ 378,555.00	\$ 264,088.00	\$ 114,467.00	\$ 26,000.00	\$ 88,467.00
FY15	\$ 378,555.00	\$ 277,042.00	\$ 101,513.00	\$ 26,000.00	\$ 75,513.00
FY16	\$ 378,555.00	\$ 290,644.00	\$ 87,911.00	\$ 26,000.00	\$ 61,911.00
	\$ 1,892,775.00	\$ 1,429,324.00	\$ 463,451.00	\$ 130,000.00	\$ 333,451.00
				<b>Avg. Yearly:</b>	\$ 66,690.20

	<b>Londonderry @ 2.5%</b>	<b>Derry Contract</b>	<b>Balance</b>	<b>Londonderry Radio Mtn.</b>	<b>Anticipated Savings</b>
FY12	\$ 378,555.00	\$ 345,800.00	\$ 32,755.00	\$ 26,000.00	\$ 6,755.00
FY13	\$ 388,018.88	\$ 251,750.00	\$ 136,268.88	\$ 26,650.00	\$ 109,618.88
FY14	\$ 397,719.35	\$ 264,088.00	\$ 133,631.35	\$ 27,316.25	\$ 106,315.10
FY15	\$ 407,662.33	\$ 277,042.00	\$ 130,620.33	\$ 27,999.16	\$ 102,621.17
FY16	\$ 417,853.89	\$ 290,644.00	\$ 127,209.89	\$ 28,699.14	\$ 98,510.75
	\$ 1,989,809.44	\$ 1,429,324.00	\$ 560,485.44	\$ 136,664.54	\$ 423,820.90
				<b>Avg. Yearly:</b>	\$ 84,764.18

	<b>Londonderry @ 5%</b>	<b>Derry Contract</b>	<b>Balance</b>	<b>Londonderry Radio Mtn.</b>	<b>Anticipated Savings</b>
FY12	\$ 378,555.00	\$ 345,800.00	\$ 32,755.00	\$ 26,000.00	\$ 6,755.00
FY13	\$ 397,482.75	\$ 251,750.00	\$ 145,732.75	\$ 27,300.00	\$ 118,432.75
FY14	\$ 417,356.89	\$ 264,088.00	\$ 153,268.89	\$ 28,665.00	\$ 124,603.89
FY15	\$ 438,224.73	\$ 277,042.00	\$ 161,182.73	\$ 30,098.25	\$ 131,084.48
FY16	\$ 460,135.97	\$ 290,644.00	\$ 169,491.97	\$ 31,603.16	\$ 137,888.81
	\$ 2,091,755.34	\$ 1,429,324.00	\$ 662,431.34	\$ 143,666.41	\$ 518,764.93
				<b>Avg. Yearly:</b>	\$ 103,752.99

These models presume that the entire Fire Department Telecommunications budget will be eliminated except the appropriation for radio maintenance, which is \$26,000 for FY12.

Additional Financial Data – As stated previously, Derry currently provides dispatch services to four other communities; listed below is a unit cost analysis for those communities, as well as Londonderry, for the period FY12 – FY16:

<b>Town</b>	<b>Calls for Service</b>	<b>FY12</b>	<b>Cost per Call</b>	<b>FY 13</b>	<b>Cost per Call</b>	<b>FY14</b>	<b>Cost per Call</b>
Auburn	488	\$ 45,548.00	\$ 93.34	\$ 50,102.80	\$ 102.67	\$ 55,113.08	\$ 112.94
Chester	533	\$ 36,700.00	\$ 68.86	\$ 40,370.00	\$ 75.74	\$ 44,407.00	\$ 83.32
Hampstead	1030	\$ 71,327.00	\$ 69.25	\$ 78,459.70	\$ 76.17	\$ 86,305.67	\$ 83.79
Londonderry	3108	\$ 235,000.00	\$ 75.61	\$ 251,750.00	\$ 81.00	\$ 264,088.00	\$ 84.97
Windham	1508	\$ 79,763.00	\$ 52.89	\$ 87,739.30	\$ 58.18	\$ 96,513.23	\$ 64.00
<b>Average</b>	6667	\$ 468,338.00	\$ 70.25	\$ 508,421.80	\$ 76.26	\$ 546,426.98	\$ 81.96

<b>Town</b>	<b>Calls for Service</b>	<b>FY15</b>	<b>Cost per Call</b>	<b>FY16</b>	<b>Cost per Call</b>
Auburn	488	\$ 60,624.39	\$ 124.23	\$ 66,686.83	\$ 136.65
Chester	533	\$ 48,847.70	\$ 91.65	\$ 53,732.47	\$ 100.81
Hampstead	1030	\$ 94,936.24	\$ 92.17	\$ 104,429.86	\$ 101.39
Londonderry	3108	\$ 277,042.00	\$ 89.14	\$ 290,644.00	\$ 93.51
Windham	1508	\$ 106,164.55	\$ 70.40	\$ 116,781.01	\$ 77.44
<b>Average</b>	6667	\$ 587,614.88	\$ 88.14	\$ 632,274.17	\$ 94.84



Londonderry as Regional Dispatch – The potential of Londonderry hosting a regional dispatch center was also discussed at the May 2 meeting. Chief MacCaffrie represents that the Towns of Windham and Litchfield would be interested in contracting with Londonderry, with a target date of July 1, 2012. The proposal to contract with Londonderry was presented by each community’s respective fire chief, and has not been approved by either community’s Governing Body. Based upon information received from the Chief, the following is a budget analysis for a regional dispatch center located at Londonderry’s Central Station:

Town	Calls for Service	FY12 Budget (w/Litchfield and Windham)	Cost per Call	FY 13	Cost per Call	FY14	Cost per Call
Londonderry	3108	\$ 378,555.00	\$ 121.80	\$ 319,518.88	\$ 102.81	\$ 314,794.35	\$ 101.29
Windham	1508	\$ -	\$ -	\$ 75,000.00	\$ 49.73	\$ 78,750.00	\$ 52.22
Litchfield	733	\$ -	\$ -	\$ 13,500.00	\$ 18.42	\$ 14,175.00	\$ 19.34
<b>Regional Dispatch Budget</b>	<b>2.5%/yr Add'l OT Equipment Training</b>	\$ 378,555.00 \$ - \$ - \$ -		\$ 388,018.88 \$ 10,000.00 \$ 8,500.00 \$ 1,500.00		\$ 397,719.35 \$ 10,000.00 \$ - \$ -	
		\$ 378,555.00		\$ 408,018.88		\$ 407,719.35	
Town	Calls for Service			FY15	Cost per Call	FY16	Cost per Call
Londonderry	3108			\$ 320,091.08	\$ 102.99	\$ 325,404.08	\$ 104.70
Windham	1508			\$ 82,687.50	\$ 54.83	\$ 86,821.88	\$ 57.57
Litchfield	733			\$ 14,883.75	\$ 20.31	\$ 15,627.94	\$ 21.32

**CONTRACT FOR FIRE AND EMERGENCY MEDICAL  
DISPATCH SERVICES BETWEEN THE TOWN OF  
DERRY AND THE TOWN OF LONDONDERRY**

THIS AGREEMENT is entered into this \_\_\_\_ day of May, 2011, by and between the Town of Londonderry, with a mailing address of 268B Mammoth Road, Londonderry, NH 03053, and the Town of Derry, with a mailing address of 14 Manning Street, Derry, NH 03038.

**RECITALS**

A. The Town of Londonderry and the Town of Derry each separately provide to their citizens fire and emergency medical services, and each operates a separate dispatch service for its fire and emergency medical services (hereinafter "Emergency Dispatch").

B. The Town of Londonderry and the Town of Derry desire to join together to provide emergency dispatch services.

C. RSA Chapter 53-A permits towns to enter into Agreements to the mutual advantage of two or more communities, when the communities will be best served by such mutual cooperation.

NOW, THEREFORE, in consideration of the mutual covenants and Agreements hereinafter set forth, the Town of Londonderry and the Town of Derry hereby agree to join together in providing emergency dispatch services subject to the following terms and conditions:

**1. TERM.**

1.1 The term of this Agreement shall be for five years, beginning on July 1, 2011, and terminating on June 30, 2016, subject to earlier termination in accordance herewith.

**2. SCOPE OF SERVICES.**

- 2.1 The Town of Derry shall provide full-time, 24-hour emergency dispatch services, seven days each week, to the Town of Londonderry, and shall apply all necessary due diligence and control to ensure that said services are provided in accordance with State of New Hampshire guidelines and professional methods and standards.
- 2.2 The Town of Derry shall furnish all equipment as may be needed to provide emergency dispatch services, except as otherwise provided in this Agreement. As equipment needs to be replaced, or use necessitates additional equipment, the cost of same shall be the responsibility of the Town of Derry.
- 2.3 The Town of Derry shall provide at least two trained fire/EMS dispatchers for the reception and transmittal of all emergency calls at all times.
- 2.4 The Town of Derry shall provide contingency services and planning in the event that there is a disruption of services at the Town of Derry Fire Alarm/Communications Center, in order to ensure that there will be no interruption in continuous service.
- 2.5 The Town of Derry shall maintain sole responsibility for the recruitment, employment, and supervision of employees.
- 2.6 **TOWN OF LONDONDERRY RESPONSIBILITIES.** The Town of Londonderry shall be responsible for the following:
- 2.6.1 The Town of Londonderry shall provide to the Town of Derry all current data that is used by the Londonderry Fire Dispatch Center for the purposes of dispatching fire and emergency medical services in the Town of Londonderry; and shall further monthly update the same on a medium acceptable to Derry, including, but not limited:

- 2.6.2 All available Red NMX data;
- 2.6.3 All streets and appropriate mapping format for integration into Red NMX;
- 2.6.4 All appropriate grids/response districts;
- 2.6.5 All occupancy information to include any emergency contact information for each unit;
- 2.6.6 All pre-plan information;
- 2.6.7 All water supply information, such as hydrants, cisterns, ponds, lakes, and streams;
- 2.6.8 Run cards for each response district;
- 2.6.9 Run cards for automatic and mutual aid response requests;
- 2.6.10 Any information specific to specialized responses in the Town of Londonderry, including, but not limited to calls with respect to the Manchester Airport and hazmat;
- 2.6.11 Updated copy of policies and procedures;
- 2.6.12 SOG's SOP's and other relevant documents for review, reflecting any changes which may be required;
- 2.6.13 Radio terminology/usage guidelines to adopt the Town of Derry's dispatch style.
- 2.6.14 Provide all radio frequency usage, as well as radio and technology infrastructure.
- 2.6.15 Notify all occupancies that have radio box fire alarm units that are currently monitored by the Town of Londonderry, and all future occupancies that install these units, that the Town of Derry shall monitor those units, and pursuant to the Town of Derry ordinances the occupancies shall be assessed an annual fee of \$300 per unit.
- 2.6.16 Loan to the Town of Derry for the life of the contract a MIPS 5,000 Radio Console, along with any relevant hardware, software, and displays. Maintenance and upkeep will be the responsibility of the Town of Derry. Replacement and major upgrades shall be the responsible of the Town of Londonderry.

- 2.6.17 Loan to the Town of Derry for the life of the contract a Zetron FSA Alerting Computer, along with any relevant hardware, software, and displays. Maintenance and upkeep will be the responsibility of the Town of Derry. Replacement and major upgrades shall be the responsible of the Town of Londonderry.
- 2.6.18 Secure permission for the CAD vendor, and deliver a fully paid license to Derry from Alpine Software, to access Town of Londonderry data electronically and merge it with the Town of Derry Fire Department Dispatch Red NMX database.
- 2.6.19 Participate in and provide assistance to a transition team assigning a Town of Londonderry fire department employee that comprehends the technical aspects of the transition and an administrative person that has administrative authority during the transition.
- 2.7 The Town of Londonderry reserves the right to maintain a dispatch center, owned by the Town of Londonderry, for which it is solely responsible, and the costs shall be the responsibility of the Town of Londonderry.

**3 COMPENSATION.**

3.1 The annual cost of this contract to the Town of Londonderry shall be as specified each year below:

Fiscal Year (July1-June 30)	Dispatch Contract <u>Costs</u>	Capital Reserve <u>Costs</u>	Initial Startup <u>Costs</u>	<u>Total</u>
7/1/11-6/30/12	235,000	0	110,800	345,800
7/1/12-6/30/13	246,750	5,000	0	251,750
7/1/13-6/30/14	259,088	5,000	0	264,088
7/1/14-6/30/15	272,042	5,000	0	277,042
7/1/15-6/30/16	285,644	5,000	0	290,644

3.2 The Town of Derry shall submit an invoice to the Town of Londonderry at least 30 days prior to the payment due date. The annual payment due date shall be due on or before June 30 for the assigned annual payment, subject to the Town of Derry submitting an invoice to the Town of Londonderry in a timely fashion.

3.3 All payments shall be sent to: Town of Derry, Tax Collector, P. O. Box 405, Derry, NH 03038-0405.

3.4 The initial startup cost to be underwritten by the Town of Londonderry shall be \$110,800, which shall include:

3.4.2 Upgrading 3<sup>rd</sup> Call Taking Position

3.4.3 Relocate Zetron Fire Station Alerting

3.4.4 Motorola P2P link

3.4.5 Upgrade Derry Dispatch Redundancy Equipment W/MIPS5000

3.4.6 Phone System Reconfiguration

Any equipment supplied by the Town of Londonderry shall remain the property of the Town of Londonderry and be considered on a long term loan for the life of the contract, and any subsequent contracts. As the equipment becomes in need of service, it will be the responsibility of the Town of Derry to maintain the equipment. If the equipment becomes unserviceable or requires major upgrades, it shall be replaced or upgraded by the Town of Londonderry.

#### **4. RENEGOTIATION AND RENEWAL.**

4.1 The Town of Derry has the right to open negotiations with respect to adjusting the annual fee stated in Section 3.1. The Town of Derry must notify the Town of Londonderry, in writing, no later than August 1 of each year, if it wishes to exercise this right. The fee may be negotiated if material increases or decreases in the Town of Londonderry's population require reallocating dispatcher services, adding additional dispatchers, or if the cost of dispatchers or dispatching increases significantly due to new, unforeseen circumstances or mandates beyond the control of either Town. The annual fee is subject to approval of both the Town of Londonderry and the Town of Derry, but must be approved no later than September 30. If either town fails to reach an Agreement by

September 30 with respect to an adjusted annual fee, then the Agreement may be terminated as of July 1 of the following year, without further action of either party.

4.2 Either party reserves the right to terminate this Agreement for material breach of the conditions contained in the Agreement, after sending written notice to the other. For the purposes of this provision, all terms hereof are deemed to be material. Once notified, the party shall have fifteen (15) calendar days to cure such material breach. If the breach is of such a nature that it may take more than fifteen (15) days to cure, then the party shall commence to cure the breach within fifteen (15) days and pursue a cure diligently and to completion. If the party has not cured or commenced to cure such material breach within fifteen (15) calendar days, then the non-breaching party may, upon sending a second written notice, terminate this Agreement, which termination shall be effective 120 calendar days thereafter, and any fees due to the Town of Derry shall be prorated to the effective date of the termination. If a breach is not cured or not capable of cure within fifteen (15) days, and not cured within forty-five (45) days, then the non-breaching party may send a second written notice to the breaching party terminating this Agreement, which termination shall be effective 120 days thereafter, and any fees due the Town of Derry shall be prorated to the effective date of termination.

4.3 Either party may terminate this Agreement, after sending written notice to the other, for the sole convenience of the party desiring to terminate the agreement. The termination shall be effective 365 calendar days from the party's written notice to the other that it wishes to terminate the Agreement.

4.4 The parties shall have the right to renew this Agreement for such additional periods and upon such additional terms as the parties may agree. Negotiations for such renewal may occur at any time, but shall be concluded no later than January 1 of the last year of this Agreement.



**5. ADMINISTRATION.**

- 5.1 The Town of Londonderry and the Town of Derry shall form a dispatch committee, comprised of the fire chief of each community, or his or her designee, and may include similar representation from other communities which receive dispatch services from the Town of Derry. The committee shall have the responsibility for recommending to the Town of Derry dispatch methods, procedures, information, records, and equipment necessary for providing the dispatch services covered under this Agreement. The committee shall meet at least semi-annually at a mutually agreeable time, and from time to time as necessary.
- 5.2 The Town of Londonderry, acting through the Town of Londonderry fire chief, shall address all personnel and/or operational concerns to the chief of the Town of Derry fire department. The Town of Derry, through the Town of Derry fire chief, or his or her designee, shall address all personnel and/or operational concerns to the chief of the Town of Londonderry fire department.
- 5.3 The Town of Derry Fire Chief shall have the responsibility for managing and operating and shall have complete control over the emergency dispatch services and personnel.

**6. BOOKS AND RECORDS.**

The Town of Derry shall maintain records, books or other documents relative to any matter involving its performance of this Agreement or demand for compensation from the Town of Londonderry for a period of not less than three years from the date of official payment for equipment and services performed under this contract.

**7. INSURANCE AND INDEMNIFICATION.**

- 7.1 Each party shall secure and maintain Liability Coverage, for the duration of this Contract.

7.2 Each party shall maintain the workers' compensation insurance required by New Hampshire law.

7.3 Each party shall be responsible for securing insurance with respect to its conduct and shall provide to the other Certificates of Insurance, showing proof of coverage for Public Entity Liability and Automobile Liability.

**8. NOTICES.**

All correspondence and notices shall be sent to:

Fire Chief

Fire Chief

Town of Derry

Town of Londonderry

14 Manning St.

280 Mammoth Rd.

Derry, NH 03038

Londonderry, NH 03053

**9. ASSIGNMENT.**

The Town of Derry shall not assign this contract or any portion thereof without the express written consent of the Town of Londonderry.

**10. GOVERNING LAW.**

This Agreement, including any supplements hereto, shall be governed and construed as a New Hampshire contract under the laws of the State of New Hampshire and shall be subject solely to the jurisdiction of the courts located within the State of New Hampshire, and specific venue shall be in the Rockingham County Superior Court.

**11. REVIEW, APPROVAL AND FILING.**

This Agreement shall be submitted to the attorney general for review and approval and shall be filed with the town clerks of the Town of Derry and the Town of Londonderry prior to taking effect.

**12. MISCELLANEOUS.**

This Agreement supersedes all prior negotiations, representations, understandings or contracts, either written or oral, and may not be modified or amended, except by a written instrument, executed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date first written above.

TOWN OF LONDONDERRY

\_\_\_\_\_

David R. Caron, Town Manager

Duly Authorized

TOWN OF DERRY

\_\_\_\_\_

John Anderson, Town Administrator

Duly Authorized

**TOWN COUNCIL MEETING**  
**June 20, 2011**

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

**PRESENT: Town Council: Chairman Sean O’Keefe; Vice Chairman Joe Green; Councilors: John Farrell (8:20PM), Tom Dolan, Tom Freda; Town Manager Dave Caron; Assist. Town Manager/Finance Director Sue Hickey; Executive Assistant, Margo Lapietro.**

**CALL TO ORDER**

**Chairman O’Keefe opened the meeting at 7:04 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**

**Trailways Group, Introducing Resolution 2011-11, Relative to the Redevelopment of the Abandoned Rail Line – Councilor Freda made a motion to adopt, second Councilor Green.** Sandy Lagueux, 2 Fiddlers Ridge Rd. and Bob Rimol, 2 Fay Lane of Londonderry Trailways requested that the Council approve the Resolution which would allow the Group to investigate grants and donation opportunities. were in attendance. B. Rimol said the Town has 6.4 miles of abandoned railroad which is part of a 30 mile corridor through southern New Hampshire. This Resolution is just to prove to NH DRED that Londonderry supports the idea. Councilor Green thanked them for their work; they are doing a good service to Londonderry and the state. Councilor Freda asked what is their next step. S. Lagueux said they will start investigating grant options, complete background research work and contact NHDOT. Councilor Freda asked if the plan is to connect from Windham to Manchester, S. Lagueux responded yes. Councilor Dolan said he supports it. Council O’Keefe said it is excellent idea, he said that those abandoned lines are a valuable asset. **Council’s vote 4-0-0.**

**Andre Garron Dir. of Community Development** announced that the NH Planners Association awarded Tim Thompson the Co-Municipal Planner of the Year Award. He said this year they received a lot of applications. Ben Parker from Dover was the other recipient. T. Thompson has been with Londonderry for 11 years and his work on the Conservation Overlay District, the 2004 Master Plan, numerous updates to our sub-division site plans, and the Affordable Housing Ordinance were used as criteria in receiving the award. A. Garron re-presented the award to Tim. A. Garron then proceeded to gave his monthly Community Development update. He said they are continuing to move along with the Master Plan. SNHPC brought the Heart and Soul grant from the Orten Foundation to his attention. He was hoping the board would consider this potential grant for a Best Towns Process. This grant is very much a public participant orientated grant, the deadline is 7/20, selection will be by September/November and we will know by November if we will receive the grant. They will be meeting next week with some property owners in the Pettengill Rd. area about funding. They will discuss if we have other alternatives for funding we can explore to go forward with the project. The DOT has stated the Access Rd. will be open by November of this year. The intersection connecting Pettengill Rd and the Access Rd. has been built. Councilor Dolan said it would be a good idea to have an on-sight

47 meeting out there. A. Garron informed the Council that he will be resubmitting the EDA  
48 funding application. He reported they have had some more activity in that area; there is a tire  
49 distributor interested in a site and they are meeting with the site selector. A healthcare provider  
50 is interested in Londonderry. Heritage Automotive in the Harold Square Restaurant building is  
51 looking to expand in the Jack's Bridge Rd. area. The Freezer Warehouse on Rt.28 has started  
52 their expansion. He said the marketing website will have additions and he proceeded to review  
53 them.

54  
55 Pauline Caron, 369 Mammoth Rd. inquired about the cost of the updated website, maintenance  
56 procedures and offered suggestions.

## 57 58 PUBLIC HEARING

59  
60 **Councilor Farrell made a motion to open the hearing, second Councilor Freda. Council's**  
61 **vote was 5-0-0.**

62  
63 **Receipt of Unanticipated Revenues from Various Sources and Expenditure of those**  
64 **Revenues for a Variety of Municipal Purposes – Councilor Farrell made a motion to adopt**  
65 **the revenues for a total of \$114,498, second Councilor Dolan.** Town Manager Caron said this  
66 is the Council's formal approval of any grants/donations received in FY11. The actual receipts  
67 are higher than presented this evening as the Council previously accepted the ARRA Grants for  
68 North/West Fire Station and energy improvements; over a two year period the Town has  
69 received well over \$2.5M in grants. **Council's vote was 5-0-0.** Chairman O'Keefe asked if we  
70 had an update from the SAFR Grant. The Town Manager responded we have not received a  
71 decision on the grant application; Chief MacCaffrie and Capt. O'Brien are still monitoring.

72  
73 **Ordinance 2011-04 – Relative to Amendments to the Municipal Code, Adoption of Title VI,**  
74 **Chapter VI-A, Purchasing Policy, Minority/Women Business Enterprises – Councilor**  
75 **Farrell made a motion to adopt, second Councilor Dolan.** Town Manager Caron explained  
76 that during the review of the ARRA Grant for the construction of the N/W Fire Station the  
77 federal government notified us that the Town needs a policy in place regarding encouraging  
78 minority business and women business enterprises to participate in our procurement process.  
79 This Ordinance is modeled after policies in place in other communities which include all  
80 provisions required by the federal government. NHDOT maintains a list of MBE's and WBE's  
81 we the Town references in its ordinance. No public input was given; **Council's vote was 5-0-0.**

82  
83 **Resolution 2011-05 – Relative to the Allocation of Cable Franchise Fees – Councilor**  
84 **Freda made a motion to adopt, second by Councilor Farrell for discussion.** Councilor  
85 Farrell explained that during the budget meetings last year, the Council was reminded of a  
86 Resolution that was enacted several years ago that addressed where the franchise fees were  
87 deposited. This Resolution reflects the adopted FY12 budget which directs \$104K to the  
88 General Fund. There was also another proposal to reduce the manpower level at the cable studio  
89 from 3 to 2. The consensus was to transfer the funds to the General Fund and maintain the  
90 staffing level of 3 for FY12. This Resolution reflects that policy decision as recommended by the  
91 Town Council and approved by town meeting with the adoption of the FY12 budget. Pauline  
92 Caron, 369 Mammoth Rd said this is a franchise fee paid by the people who subscribe to cable  
93 for their benefit and should be used exclusively for cable operations. Councilor Farrell said it is  
94 more of a fee for a Right of Way (ROW) use. P. Caron asked if we have a franchise contract

95 with Comcast that explains the ROW. Town Manager Caron explained the contract simply says  
96 that Comcast will include a 5% franchise fee in its bill. She stated again that is paid for by the  
97 Comcast customers for the benefit of the Comcast customers; not for the benefit for all the  
98 taxpayers in town who do not subscribe to Comcast. Chairman O'Keefe explained in the last  
99 budget season they were planning to cut one position and consensus was reached to maintain the  
100 position but utilize a portion of the franchise fees for general operating costs. Cindy Eaton, 16  
101 Clark Rd asked if this Resolution is intended to carry on for many years. Councilor Dolan said  
102 it is a policy issue that could continue on but doesn't necessarily have to. Councilor Freda asked  
103 if it was correct that this was going to stay this way unless changed by future Councilors; Town  
104 Manager Caron responded that was correct. If the Resolution is not changed in subsequent years  
105 then that allocation will still occur, however there will still have to be a separate policy decision  
106 with the formulation of the FY13 budget regarding staffing at the cable studio. C. Eaton said she  
107 was one of the advocates to retain the employee's position and taking it from the cable franchise  
108 fees. She is concerned about the \$104K being taken out because for many years they fought to  
109 get the 3.5% to the 5% that is currently available. She said the cable users should decide where  
110 the money should go. She said she has a problem with it and would like to see the Resolution  
111 only last for 1 year and see it come again for a re-vote if necessary or continue with the 5%  
112 unless you are going to use the money for cable employees, equipment or the studio. Councilor  
113 Dolan said the proposal by last year's Council was to reduce staff by 1, but to hold it to 3 until  
114 the Cable Director retired, and then reduce by 1. That was the plan that was on the table last  
115 year. The plan was to delay the reduction from 2-3 by a year if Dottie retires. Councilor Freda  
116 verified it's not legally required for cable funds to go to the cable fund, the Town Manager said  
117 that is correct. Councilor Freda asked if somebody had a citizen's petition can they try and  
118 change revenue allocations next year. Councilor Freda explained he was asking C. Eaton if she  
119 wanted to get a petition together to see if she can change the policy by the voters. C. Eaton said  
120 she did not understand who has the right, the Town Meeting or the Town Council. The Town  
121 Manager responded the Town Council has adopted Resolutions in the past that have gone from 3  
122 ½% - 1 ½% then back to 5% adopted by the Council. This will be the 3rd Resolution adopted by  
123 a Town Council since the late 90's where the Town Council has established the franchise fee  
124 allocation. Councilor Freda alluded to allocating all 5% to the General Fund but we should wait  
125 for legal counsel. Councilor Green said it pertains to Article 8 "Fund Special Revenue  
126 Accounts" in last year's town warrant where it states, "Any surplus in said funds shall not be  
127 deemed part of the General Fund accumulated surplus and shall be expended only after a vote by  
128 the legislative body to appropriate a specific amount from said funds for a specific purpose  
129 related to the purpose of the funds or source of revenue.". He questioned that we were not the  
130 legislative body; Town Manager Caron responded that is correct; he explained that the section  
131 deals with expending surplus funds currently in the Cable Special Revenue Fund. This  
132 Resolution deals with the franchise fees that is paid to the Town; a certain percent will go to the  
133 Cable Special Revenue Fund to be used for cable operations or lapse to the Special Revenue  
134 Fund, and a portion will go to the General Fund to be used for General Fund purposes. Town  
135 Manager Caron said the Resolution clearly states "that of the 5% cable franchise fee, 1.5% shall  
136 be deposited into the General Fund and 3.5% deposited into the Cable Special Revenue Fund."  
137 Article 8 in the warrant appropriates \$366,657 for cable operations. Councilor Dolan said it also  
138 says that over time the cable fund builds up a surplus we can't just go and take it; it has to go  
139 through the Town Meeting process in order to spend it. Councilor Green asked if the 3.5% will  
140 cover the expenses for the operation of the cable center and the 3 employees. Town Manager  
141 Caron said it will contribute to the operations of the cable division. The 3.5% will not cover  
142 three employees but it would cover a staffing level of two. Councilor Farrell said he understands

143 that going forward the 3.5% will sustain the 2 employees. Town Manager Caron said that is  
144 correct, but is also dependant on the amount of equipment proposed to be purchased in the  
145 budget. Councilor Green said he is uncomfortable with it and would like it for only for this  
146 fiscal year; he does not want it to continue at 3.5% in the future. Town Manager Caron noted  
147 that from a legal perspective most of town revenues are not dedicated and are deposited into the  
148 general fund. Some towns deposit all franchise fees into the general fund, others deposit all into  
149 the cable fund, and still other communities allocate a percentage to both. Councilor Farrell said  
150 his interpretation of it is as long as we are not affecting the cable operations as we understand  
151 them going forward, then go to it as we need it. Councilor Freda asked if this reflects the Town  
152 Meeting decision and now we are trying to make it a policy going forward, the Town Manager  
153 responded exactly. The decision has already been made by the voters on the budget  
154 recommended by the Budget Committee and the Town Council. If the Council isn't going to  
155 approve this Resolution then the Operating Budget will have a \$104K deficit on the revenue side  
156 starting July 1, 1011. Councilor Farrell clarified that the 3 employees are covered for the next  
157 fiscal year, the Town Manager said that was correct. Councilor Farrell clarified that beyond that  
158 the 2 employees will be covered at 2.5% for the ensuing years. Town Manager Caron said if you  
159 continue with this policy in the future, and you continue with a head count of 3 in the Cable  
160 Division, at some point the accumulated surplus will be reduced down to zero. If you continue  
161 with two employees, depending on the equipment budget there will be sufficient funds for cable  
162 operations. The Council's consensus during the budget process for FY12 was to use the \$104K  
163 to defray Operating Expenses but also maintain the manpower level of three in the Cable  
164 Division. Marty Bove, 3 Tinkham Lane said he dealt with this issue for 9 years and was the  
165 Town Council Liaison to the Cable Division. The cable has given more to the community. He  
166 explained the history of the Cable Division and said the Cable Division has given monies to the  
167 school for the past 10 years. He asked the Town Manager how much has the cable given to the  
168 schools. The Town Manager responded the Cable Division has given the school a \$7,500 grant  
169 each year for about 6 years. M. Bove said that was not supposed to be perpetual it was supposed  
170 to be a onetime deal. Every year the Cable Division gives it to them. The studio used to be used  
171 by the public and the school. The ability of the general public to use the studio has been curtailed  
172 because of the school taking up time. He said the Town did not agree to this, they agreed to the  
173 budget because you agreed to put the money from the studio into the budget, they never agreed  
174 to this 1.5%/3.5% division. He said the studio can be funded with 3 people with the franchise  
175 fees we get. This Resolution shouldn't be passed; using the monies from the Cable Fund on an  
176 ongoing basis is a total disservice. Dottie Grover, Director of the Cable Access Center said  
177 there is some confusion. The subscriber fees are going into supporting cable activities, the  
178 Town is not subsidizing anything that any other taxpayer is doing. If it goes into the General  
179 Fund the thinking is that means that now your cable fee is actually helping to subsidizing the  
180 taxes that someone doesn't pay. That is a very common perception. D. Grover asked if a  
181 Resolution is a policy and in place until it's either rescinded or changed, Town Manager Caron  
182 said that was correct. D. Grover said that since 2000 the actual policy is that the full 5% would  
183 go into the Cable Special Revenue Fund. That happened until 3-4 years ago when we started  
184 taking \$40K for a one time only. If this Resolution is passed it becomes a policy and if nothing  
185 is done about it next year it becomes a policy. D. Grover suggested if they need the money just  
186 take \$104K for just one year for the 2012 budget. Look at it the following year to see if it is  
187 needed. She said there has been a Resolution in place since 2000 that says 5% is dedicated and  
188 goes into a Special Revenue Fund. She said they the Cable Studio can self-sustain if allowed.  
189 They can also maintain a three person staff at the Cable Studio. She suggesting letting whoever  
190 is in charge of the studio the opportunity to look at their budget and see if they could cut back in



191 their own budget to retain a staff of three. She told the Council she can help them with one of  
192 their goals which is to enhance communication with the community. She asked them to consider  
193 this Resolution for only one year and re-visit it in the years to come. Chairman O'Keefe passed  
194 the gavel to the Vice Chair and asked about changing the Resolution for one year only and  
195 review again next year. Councilor Dolan said during last year's budget process he agreed to  
196 saving a position in the Cable Studio due to the impending retirement. He said this issue is not a  
197 good idea but he has to follow through on a commitment he made in public during the FY12  
198 budget season. He agrees with changing some of the language to allow this action for the FY12  
199 budget only and let the next Council revisit it. Councilor Freda said we have to vote for the  
200 \$104K we counted on it at Town Meeting, he said he is in favor of it. He said he is in favor of  
201 changing it to a one year Resolution because if we start allocating 1.5% to the General Fund then  
202 next year we will count on it and not look for other sources. Chairman O'Keefe read an  
203 addendum that Councilor Dolan passed him that said at the end of the Resolution put "now  
204 therefore be it resolved by the Londonderry Town Council that of the 5% Cable Franchise Fee  
205 1.5% shall be deposited into the General Fund; 3.5% deposited into the Cable Special Revenue  
206 Fund effective July 1, 2011 and expires on June 30, 2012." Town Manager Caron said limiting  
207 the Resolution to one year will have no impact on operations. **Councilor Dolan made a motion  
208 to accept the Resolution as amended, second Councilor Farrell. Council's vote was 4-1-0,  
209 with Councilor Green voting against the Resolution.**  
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211 **Resolution 2011-08 – Relative to the Discontinuance of a Portion of Kelly Road** – Town  
212 Manager Caron said he received a telephone call from TF Moran representing PSNH in which  
213 they asked that the public hearing be continued until 7/11/11. Their intention is not to locate the  
214 mobile power transformer at that location; they again wanted to communicate with the abutters,  
215 develop a plan and meet with the Council. He believes they are still going to request that the  
216 Town abandon that portion of the ROW but they don't have any intention of locating the sub-  
217 station at that location. **Councilor Farrell made a motion to continue the public hearing until  
218 7/11/11, second Councilor Dolan.** Bob Saur, 4 Mountain Home Rd. said Class VI roads offer  
219 the opportunity for trails for recreation. This section of Kelly Rd. represents an opportunity to  
220 avoid 2 major obstacles of putting a trail in: wetlands under the power lines abutting Mammoth  
221 Rd. and a busy business entrance on Shasta. The owners of the business are in support of the  
222 idea. He talked to PSNH about maintaining some public route through there as an option to keep  
223 the trail. He encouraged the Council to look at other uses for class VI roads down the road.  
224 Councilor Dolan said Trailways should see if there is a community interest to have an alternative  
225 use other than abandoning it. Councilor Freda asked if we have rights there, the Town Manager  
226 responded this road was voted to be discontinued with gates and bars in the 60's; Town Counsel  
227 recommends general language for all discontinuances, as the extent of town ownership rights on  
228 these old roads is not clear. Mike Speltz, 18 Sugar Plum Lane said there are a lot of solutions to  
229 PSNH's problems. He said he understands they have equipment there with liabilities so they  
230 want to limit public access. Short of discontinuance, you can change the road from a Class VI to  
231 a Class A trail which makes it easier to have only pedestrian access which is probably one of  
232 their biggest concerns. We could also come to an agreement with PSNH whereby we discontinue  
233 the road but they will grant us a perpetual trail access. He said there are a lot of options and he  
234 said to work with PSNH to look at some of the other alternatives that work out for everyone.  
235 Chairman O'Keefe stated again that PSNH is not going to put a mobile substation there. Town  
236 Manager Caron said they want a continuance to complete their discussions with the abutters.  
237 **Councilor Farrell made a motion to move to the 7/11/11 meeting, second by Councilor  
238 Green. Council's vote was 5-0-0.**



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**Councilor Farrell made a motion to close the Public Hearing, second by Councilor Farrell. Council's vote was 5-0-0.**

**OLD BUSINESS**

**FY12 Goals and Objectives** - The Town Manager reviewed the document which is a culmination of all the Objectives and Goals submitted by all 5 Councilors into 4 separate objectives. Consensus was to adopt the FY12 Goals and Objectives.

**Resolution 2011-10 – Relative to the Adoption of Town Council Rules of Order - Councilor Green made a motion to adopt the Resolution, second Councilor Freda.** Chairman O'Keefe stated it reflects current Council practices. Councilor Dolan made several suggestions:

- a) Item D-Rules of Order subparagraph 2, item (a) he said the language always assumes our meetings are always on Mondays, but they are not. He suggested changing “before Wednesday at 5:00 PM prior to a Monday meeting” and change it to read “five calendar days prior to a meeting”. At the end of that paragraph where it says “...to be included in each Councilor's “packet” by Thursday at 9:00 AM,” change it to read “...by four calendar days prior to a meeting.” That would make it generic to apply to any day of the week we have a meeting.
- b) Under Role of the Chairman the second bullet reads “to recognize members entitled to the floor.” He suggested adding “and to ensure all comments from the public are directed to the Chair.” He stated that we exercise better control of the meetings when the questions from the public are filtered to the Chair and then go back to the Council. He suggested an additional bullet under Role of Chairman to read “to facilitate public comment during that portion of the session, the Chairman will ensure members of the public are treated with respect.”
- c) Paragraph 5 Under Conduct of Meetings add (d) “Public Comment - the public will be allowed to provide input to the Council during the session. These comments ought to be directed to the Chairman and are not intended to be a platform for debate.” He said the Public Comment session should be a listening session for Council to hear from the public without engaging in debates unless we have questions. Chairman O'Keefe said sometimes when people get to the microphone they ask questions and want answers immediately. Councilor Dolan said that would be up to the Chair on how to handle that.
- d) Under (c) under Motion to Reconsider he thinks a final sentence should read “Motions to restrict reconsideration are not permissible.” He said he has seen that used in meetings and it is inappropriate; it is intended for annual School Board and Town meetings and not meant to shut down debate in these smaller sessions.
- e) Paragraph 10 Requests for Information add a sentence to the end of the first paragraph to read, “Request by Councilors for legal device shall be channeled through the Chairman or Town Manager.” He said individual Councilors shouldn't be able to call our town counsel because it is costly.
- f) Paragraph G Appointments to Councils and Commissions Section 1 should be prefaced with, “At the Council's organizational meeting,....” Councilor Green said it is overwhelming to do it at that time as a new Councilor, maybe we should put a time limit on it, maybe it should be the second Council meeting. Councilor Dolan said he would change it by deleting “organizational meeting” to read by the second meeting.

287 **Council's vote on the amended resolution was 5-0-0.**

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289 **Discussion Regarding the Use of Conservation Commission Funds for Debt Service**

290 **Payments.** Councilor Freda said over the last couple of years every department in the Town has

291 been asked to absorb some budget cuts. He stated it is only fair to ask the Conservation

292 Commission to contribute to the debt service the Town is paying on the bonds for the

293 Conservation Commission. For 2012 the debt service on Open Space Bonds was \$901K and it is

294 projected in 2013 to be \$880,758. They did ask the town's attorney and he said we can ask but it

295 is voluntary. Councilor Dolan said he understands the request, the community has not approved

296 \$1M for them for the past couple of years due to the economic times we are in, they don't want

297 more long term debt. Councilor Farrell said he is OK with asking them. Councilor Freda said in

298 addition to the taxpayers picking up significant yearly interest charges the Conservation Fund

299 continues to get the annual Land Use Conservation (LUC) tax revenue which averages between

300 \$100K - \$200K. He said he is asking for some kind of relief for the taxpayers and some shared

301 burden by everyone in town. Councilor Freda said the Town Manager directed all departments

302 last year to cut 5% from their budget and the Conservation Commission should be asked the

303 same. Councilor Dolan asked S. Hickey if she can segregate out from the multi-purpose bond

304 what the Open Space is. S. Hickey explained she took all the different projects that were in that

305 multi-purpose bond and took the total that was allocated for Open Space divided by the total of

306 the bond issued which would give a percentage that would be allocated to Open Space. The first

307 one which was \$1.6M, 61% was allocated to Open Space. That percentage was taken to the

308 unpaid balance to determine the balance of \$900K. Chairman O'Keefe said he agrees in asking

309 the Conservation Commission. Conservation Commission member Mike Speltz asked S. Hickey

310 if the \$900K included the \$2.5M for the Nevins buy-down; she responded yes. M. Speltz said

311 the buy-down was not so much an Open Space purchase as it was a buy-down at the Nevins. It

312 was just a small piece of land under easement. He said personally if we were to do this, there is

313 currently enough money to support the payment of 2 years interest, after that the town would be

314 out of business for any future Open Space opportunities. Councilor Freda said what he was

315 proposing was 5% of their budget, or \$50K. He does not want to gut the budget. M. Speltz said

316 the Conservation Fund is viewed as a capital budget item as it appears in the Capital

317 Improvement Plan. It is not an annual appropriation. The Commissions budget has been cut

318 annually by 10% every year that the bonds have been opposed. Town Manager Caron said that

319 their budget has been around \$4-5K at the highest. M. Speltz said the 10% cut is not real

320 significant in our budget but at the same time we don't cost the town very much. The most

321 important reason for not using the funds appropriated for Open Space protection to pay off on-

322 going debt service is because we would be making present residents pay for benefits that future

323 residents will enjoy. He said that they are limited by statute, they can only go out 20 years on a

324 bond, in most cases 10 years is more effective for this town. He said he would rather see future

325 residents pay their fair share. Councilor Farrell said they get money from the LUC tax every

326 year. If the Conservation Commission doesn't help the citizens it might come to the Deliberative

327 Session and taxpayers might say take the LUC use away from them and that would be worth

328 about \$200K. He said if we can get some of the other departments to meet us part of the way we

329 can fund some other things and keep staffing level. Nobody is looking to take the money you

330 use to buy Open Space, we are looking to see if we can find other revenues to get some tax relief

331 going into budget season. Councilor Freda said it is fundamentally unfair to ask everyone to bear

332 the burden when the Conservation Commission doesn't. This Town is short a half a million

333 dollars in revenue, people are going to have to make it up or other things will have to go down.

334 He asked is it fair to keep the Conservation Commission immune to everything. There have

335 been no cuts to your budget, every year you get the LUC, every year the townspeople pay the  
336 interest and principal. M. Speltz asked the Town Manager how much money has come in from  
337 the LUC tax for 2009. The Town Manager said he would have to check but he thought about  
338 \$65K in the past year. Councilor Freda said the interest on the bond is the cost that the current  
339 taxpayers are paying. Councilor Dolan said the money in the Conservation fund comes from a  
340 number of different sources and he said he assumes they are co-mingled. S. Hickey responded in  
341 the Special Revenue Fund they have land use taxes, any interest, grants and bonds. He asked if  
342 there are any restrictions on the other money that it can't be used for other purposes. S. Hickey  
343 responded accounting wise there is no issue with making the transfer because anything that  
344 comes in goes into different line items – there is a revenue line for LUC taxes; a line item for  
345 interest on investments; a line item for grants; line item for bonds. She said she could tell you  
346 exactly how much came into each line item in each fiscal year. Town Manager Caron said in  
347 order to avoid arbitrage complications the Town expends bond money first, with the only  
348 exception is if the Conservation Commission receives a grant which would be expended on the  
349 specific project. Most of the funds currently available are land use sales tax revenues and  
350 interest. Councilor Freda said he is proposing \$50K or 5% to be directed to the General Fund.  
351 Mary Tetreau, 15 Isabella Drive said she has been involved in Open Space since 15 years ago.  
352 The townspeople have voted over and over to support a bond for Open Space. People didn't  
353 intend to have the money go back into the general fund. Once you take the money from Open  
354 Space when will you stop? The LUC was voted at town meeting in the late 1990's to go to the  
355 Conservation Commission. She strongly opposes it. Kimberly Hamilton, 16 Hemlock St. said if  
356 she votes for the bonds she does not want to see the money taken out of it and she feels strongly  
357 about that. Councilor Farrell clarified that Council can ask they can't force anybody to do  
358 anything. They can come back and refuse to participate in giving back 5%. Councilor Freda  
359 said all he is proposing is to ask the Conservation Commission to consider making a debt service  
360 payment to the General Fund which can be either 5% of their current balance or \$50K.  
361 Councilor Farrell said this will be a one-time only ask for this year. The consensus was 4-1;  
362 Councilor Dolan was not in favor of it.

#### NEW BUSINESS

366 **Ordinance 2011-06 – Relative to an Amendment to the Zoning Ordinance Relating to**  
367 **Rezoning Map 15, Lot 97, Clark and Jacks Bridge Road - Councilor Farrell made a motion**  
368 **to schedule the public hearing on 7/11/11, second Councilor Dolan. Council's vote was 5-0-**  
369 **0.**

371 **Order 2011-14 – Relative to Expenditure of Reclamation Trust Funds for Drop-Off Center**  
372 **Improvements - Councilor Farrell made a motion to waive the reading and move to adopt,**  
373 **second by Councilor Dolan.** He said we should list the amount of \$4,767.40. **Council's vote**  
374 **was 5-0-0.**

#### APPROVAL OF MINUTES

378 **Councilor Farrell made a motion to approve the Public Meeting Minutes of 06/06/11,**  
379 **second Councilor Green. Councilor Dolan said he had an edit; the word “aesthetics” on**  
380 **line 152 was spelled incorrectly. Council's vote was 5-0-0.**

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**OTHER BUSINESS**

**Liaison Reports** – None

**Town Manager Report** - None

**Board/Committee Appointments/Reappointments** – None

**ADJOURNMENT**

Councilor Farrell made a motion to adjourn at 9:40 P.M., second by Councilor Dolan.  
Council’s vote was 5-0-0.

Notes and Tapes by:	<u>Margo Lapietro</u>	Date: <u>06/20/11</u>
Minutes Typed by:	<u>Margo Lapietro</u>	Date: <u>06/22/11</u>
Approved;	<u>Town Council</u>	Date: <u>06/ /11</u>

