

**TOWN COUNCIL  
AGENDA  
December 03, 2012**

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.

7:00 PM

I. CALL TO ORDER

II. PUBLIC COMMENT

III. PUBLIC HEARING

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. FY14 Budget Workshop - Budget Discussion

B. Order 2012-22 – The Distribution of Capital Reserve Funds

C. Initial Discussion of Preliminary Warrant Approval

D. Labor Agreement Discussion

E. Cancellation of Budget Meetings Scheduled for 12/13/12 & 12/27/12

VI. APPROVAL OF MINUTES

A. Council Meeting of 11/17/12

VII. OTHER BUSINESS:

A. Liaison Reports

B. Town Manager Report

1. Resignation of Kimberly Bean as the Senior Affairs Coordinator

2. Presentation of Citizens Petition

3. Updates on Town Manager Search and Planning & Economic Development Search

C. Board/Committee Appointments/Reappointments

1. Resignation of Dana Coons from the Planning Board, term expiration of 12/31/12.

2. Resignations of Brian Farmer and Elizabeth Lee from the Londonderry Arts Council, Ad Hoc positions

VIII ADJOURNMENT

IX. MEETING SCHEDULE:

- A. Town Council Meeting First Budget Hearing – December 17, 2012, Moose Hill Council Chambers, 7:00PM
- B. Town Council Meeting Bond Hearing/Warrant Approval – December 27, 2012, Moose Hill Council Chambers, 7:00PM
- C. Town Council Meeting Second Budget Public Meeting 01/14/13 - Hearing/Adoption of Budget/Final Vote on Warrant, Moose Hill Council Chambers, 7:00PM
- D. Town Council Meeting – Signing of Warrant 01//21/14, Moose Hill Council Chambers, 7:00PM

**ORDER #2012-22**

An Order Relative to

***EXPENDITURE OF***

***MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS***

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Reading: 12/03/2012

Second Hearing/Public Meeting Waived

Adopted: 12/03/2012

***WHEREAS*** voters since 2003 have approved funding for the maintenance and repair of public buildings and grounds in the town; and

***WHEREAS*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$3,575.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

***NOW THEREFORE BE IT ORDERED*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$3,575.00 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

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John Farrell, Chairman  
Town Council

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Marguerite Seymour  
Town Clerk

***A TRUE COPY ATTEST:***  
12/03/22

**Stephen R. Cotton**

From: Stephen R. Cotton  
 Sent: Wednesday, November 28, 2012 8:26 AM  
 To: Margo Lapietro; William Hart; Sue Hickey  
 Cc: Stephen R. Cotton  
 Subject: EMTF Order Request for 12/3/12 TC Meeting

Hi Margo, please create an Order for the 12/3/12 Town Council Meeting for the following items. I will leave copies of the invoices, along with any necessary waivers and PO's on your desk. FYI, I will keep the originals in my office, pending the approved Order.

Thanks  
 Steve

<b>Expendable Maintenance Trust TC Order Request for 12/03/12 Town Council Meeting</b>		
<b>Description</b>	<b>Vendor</b>	<b>Amount</b>
<b>Senior Center</b>		
No heat at Senior Center, logic board and fan needed replacement in HVAC Unit #2.	SAM Mechanical	\$ 1,235.00
	Sub- Total	\$ 1,235.00
<b>Town Hall</b>		
During installation of access system at Town Hall, crash bar on 2nd court yard door needed to be replaced to be compatible.	American Alarm	\$ 1,850.00
	Sub- Total	\$ 1,850.00
<b>Town Hall Complex</b>		
Snow and Ice removal for the walks, stairs, entrances at the Town Hall, Police Station and Leach Library.	Trimmers	\$ 490.00
	Sub-Total	\$ 490.00
<b>Total Town Council EMT Order</b>		<b>\$ 3,575.00</b>

Steve R. Cotton Sr.  
 Administrative Support Coordinator  
 Town of Londonderry  
 603.432.1100 x119  
[srcotton@londonderrynh.org](mailto:srcotton@londonderrynh.org)

To the inhabitants of Londonderry in the County of Rockingham in said State qualified to vote in Town Affairs:

Voters are hereby notified to meet at the Londonderry High School Cafeteria in Londonderry on Monday the fourth (4<sup>th</sup>) day of February, 2013, at seven o'clock in the evening for the Deliberative Session of the Budgetary Town Meeting.

Voters are further notified to meet at the Londonderry High School Gymnasium on Tuesday, March 12, 2013 to choose all necessary Town Officers for the ensuing year, and to act upon the proposed Fiscal Year 2014 budget, as may be amended by the Deliberative Session, together with any amendments to the Town Charter, all by official ballot, the polls to be open at seven o'clock in the morning and to close not earlier than eight o'clock in the evening.

**ARTICLE NO. 1:     *[ELECTION OF OFFICERS]***

To choose all necessary Town Officers for the ensuing year, or until another is chosen or appointed and qualified.

**ARTICLE NO. 2:     *[EXPENDABLE MAINTENANCE TRUST FUND]***

To see if the Town will vote to raise and appropriate the sum of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)** to be placed in the Town's Maintenance Trust Fund created by the voters at the 2003 Town Meeting for the purpose of repairing and maintaining town facilities and to authorize the use of the June 30 Fund Balance in the amount of \$150,000 towards this appropriation.

**(If passed, this article will require the Town to raise \$50,000 in property taxes, resulting in a tax rate impact of \$0.01 in FY 14 based upon projected assessed values.)**

*The Town Council by a vote of - recommends a - vote; the Budget Committee by a vote of - recommends a - vote*

**ARTICLE NO. 3:     *[FISCAL YEAR 2014 TOWN OPERATING BUDGET]***

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$27,525,281? Should this article be defeated, the default budget shall be \$27,635,887, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

**(If passed, this article will require the Town to raise \$16,378,149 in property taxes, resulting in a tax rate impact of \$4.74 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; The Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 4: [APPROPRIATE FUNDS TO CAPITAL RESERVE FUNDS TO REPLACE AMBULANCES, HIGHWAY HEAVY EQUIPMENT, FIRE TRUCKS AND HIGHWAY TRUCKS]**

To see if the Town will vote to raise and appropriate the sums set forth below to be placed in capital reserve funds already established, and to authorize the use of the June 30 Fund Balance in the amount of \$400,000 towards this appropriation:

Ambulances	\$ 75,000
Highway Trucks	\$ 150,000
Highway Heavy Equipment	\$ 0
Fire Equipment	\$ 150,000
Fire Trucks	<u>\$ 335,000</u>
	<b>\$ 710,000</b>

**(If passed, this article will require the Town to raise \$310,000.00 in property taxes, resulting in a tax rate impact of \$0.09 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 5: [ESTABLISH A CAPITAL RESERVE FUND FOR CABLE DIVISION EQUIPMENT]**

To see if the Town will vote to establish, pursuant to RSA 35:1, a Capital Reserve Fund for future equipment replacement at the Cable Access Center, to raise and appropriate **ONE HUNDRED THOUSAND DOLLARS (\$100,000)** for said purpose, to authorize the use of the June 30 Fund Balance for this purpose, and to designate the Town Council as Agents to Expend.

**(If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax rate impact of \$0.00 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; the Budget Committee by a vote of - recommends a - vote.*

**ARTICLE NO. 6: [FUND SPECIAL REVENUE ACCOUNT]**

To see if the Town will vote to raise and appropriate **FOUR HUNDRED NINETY THOUSAND FOUR HUNDRED TWENTY THREE DOLLARS (\$490,423)** from the Police Outside Detail Fund already established. Such appropriation shall be used for the purpose of covering Police Outside Details and shall be funded from users of Police Outside Detail Services. Any surplus in said fund shall not be deemed part of the General Fund accumulated surplus and shall be expended only after a vote by the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of revenue.

**(These services are funded through user fees and require no property tax support.)**

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*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 7: [FUND SEWER FUND]**

To see if the Town will vote to raise and appropriate **TWO MILLION SIX HUNDRED SIXTY ONE THOUSAND ONE HUNDRED TWENTY NINE DOLLARS (\$2,661,129)** for defraying the cost of construction, payment of the interest on any debt incurred, management, maintenance, operation and repair of newly constructed sewer systems. Such fund shall be allowed to accumulate from year to year, shall not be commingled with town tax revenues, and shall not be deemed part of the municipality's general fund accumulated surplus, all in accordance with RSA 149-I.

**(These services are funded through user fees and require no property tax support.)**

*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 10: [POLICE DEPARTMENT PERSONNEL COSTS]**

To see if the Town will vote to raise and appropriate **ONE HUNDRED ONE THOUSAND DOLLARS (\$101,000)** for the purpose of hiring one additional Student Resource Officer (SRO).

**(If passed, this article will require the Town to raise \$101,000.00 in property taxes, resulting in a tax rate impact of \$0.03 in FY 14 based upon projected assessed values.) This position with attendant salary & benefits will become part of the default budget in FY 15.**

*The Town Council unanimously recommends a - vote; the Budget Committee by a vote of - recommends a - vote.*

**ARTICLE NO. 11: [RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN LONDONDERRY EXECUTIVE EMPLOYEES ASSOCIATION (LEE) and THE TOWN OF LONDONDERRY]**

To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Town of Londonderry and the Londonderry Executive Employees Association (LEE), which calls for the following appropriations for salaries and benefits over what was raised under any current agreements and policies for the employees of the Union:

<u>Year</u>	<u>Cost Increase From Prev. FY</u>	<u>Tax Increase From Prev. FY</u>	<u>Total Estimated Cumulative Cost</u>	<u>Average Pay Rate Incr.</u>
FY 13	\$ 0.00	\$ 0.00	\$ 0.00	0.00%
FY 14	\$ 13,668.00	\$ 0.004	\$ 13,668.00	2.00%
FY 15	\$ 13,941.00	\$ 0.004	\$ 27,609.00	2.00%

and further, to raise and appropriate the sum of \$ 0.00 (0.00 on the tax rate) for the FY 14 expenses, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels paid under any existing agreements. (LEE represents 10 full time and 2 part time employees, consisting of Department Managers.)

**(If passed, this article will require the Town to raise an additional \$0.00 in property taxes, resulting in a tax rate increase of \$0.00 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; The Budget Committee unanimously recommends a - vote.*

**ARTICLE NO 12: [RATIFY THE EXTENSION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN AFSCME 3657 and THE TOWN OF LONDONDERRY]**

To see if the Town will vote to approve the cost items included in the one-year extension of the collective bargaining agreement between the Town of Londonderry and the AFSCME 3657 (Public Safety), and in doing so, to approve the cost items within said Agreement, which calls for the following appropriations for salaries and benefits over what was raised under any current agreements and policies for the employees of the Union:

<u>Year</u>	<u>Cost Increase From Prev. FY</u>	<u>Tax Increase From Prev. FY</u>	<u>Total Estimated Cumulative Cost</u>	<u>Average Pay Rate Incr.</u>
FY 14	\$ 0.00	\$ 0.00	\$ 0.00	0.0%

and further, to raise and appropriate the sum of \$ 0.00 (\$0.00 on the tax rate) for the FY 14 expenses, such sum representing the additional cost attributable to the increase in salaries and benefits over



those of the appropriation at the current staffing levels paid under any existing agreements. (AFSCME 3657, represents 60 full time officer positions in the Police Department.)

**(If passed, this article will require the Town to raise \$0.00 in property taxes, resulting in a tax rate increase of \$0.00 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; The Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 13: [AUTHORIZATION FOR SPECIAL MEETING ON COST ITEMS]**

To see if the Town will vote, if any of Articles 11-12 is defeated, to authorize the Town Council to call one special meeting, at its option, to address Article 11-12 cost items only.

(This article, if passed will have no tax impact.)

*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 14: [ROADWAY MAINTENANCE TRUST FUND]**

To see if the Town will vote to raise and appropriate the sum of **FOUR HUNDRED THOUSAND DOLLARS (\$400,000)** to be placed in the Town's Roadway Maintenance Trust Fund created by the voters at the 2012 Town Meeting for purpose of maintenance, replacement, removal or improvement of the Town's roadways and to authorize the use of the June 30 Fund Balance in the amount of \$200,000 towards this appropriation.

**(If passed, this article will require the Town to raise \$200,000.00 in property taxes, resulting in a tax rate impact of \$0.06 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 15: [ZONING ORDINANCE COMPREHENSIVE RE-WRITE]**

To see if the Town will vote to raise and appropriate the sum of **FIFTY THOUSAND DOLLARS (\$50,000)** for the comprehensive re-write of the Zoning Ordinance in accordance with the implementation section of the 2012 Comprehensive Master Plan, \$30,000 to come from a grant.

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**(If passed, this article will require the Town to raise \$20,000.00 in property taxes, resulting in a tax rate impact of \$0.01 in FY 14 based upon projected assessed values.)**

*The Town Council unanimously recommends a - vote; the Budget Committee unanimously recommends a - vote.*

**ARTICLE NO. 16: [TRANSACTION OF OTHER BUSINESS]**

To transact any other business that may legally come before this meeting. No business enacted under this article shall have any binding effect upon the Town.

Given under our hands and seal, this fourteenth day of January, in the year of our Lord, Two Thousand and Thirteen.

**TOWN COUNCIL  
LONDONDERRY, NEW HAMPSHIRE**

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John Farrell - Chairman

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Tom Dolan - V. Chairman

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Joseph V. Green - Councilor

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Tom Freda - Councilor

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James Butler - Councilor

I hereby certify that notice was given to the inhabitants of the Town of Londonderry to meet for the 2013 Town Meeting at the time and place indicated in this Warrant, by posting an attested copy of this document on January 15, 2013 at the Londonderry High School Gymnasium and Cafeteria, the place of meeting, and at the Town Hall, School District Office and Leach Public Library.

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William R. Hart  
Acting Town Manager

**TOWN COUNCIL/BUDGET WORKSHOP**  
**November 17, 2012**

The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH at 8:00AM.

**PRESENT:** Chairman, John Farrell; Vice Chairman Tom Dolan; Councilors: Jim Butler; Joe Green; Tom Freda; Acting Town Manager, LPD Chief William R. Hart; Finance Director, Sue Hickey; Executive Assistant Margo Lapietro.

**Budget Committee Members:** Dan Lekas, Chairman; John Curran, Vice Chair; William Mee; Lisa Whittemore, (absent); Chris Melcher; Tom Dalton; Todd Joncas.

Chairman Farrell explained that the Londonderry Fire/Rescue, Public Works, Police Department and the Library will all have a 20 minute limit to present and there will be no questions until the presenter has finished. The order of questions will be Council Chair of the Budget Committee and then the public will be allowed to speak.

**Public Safety:**

Londonderry/Fire/Rescue – Fire Chief Kevin MacCaffrie was in attendance. He reviewed staffing, and calls for service. The proposed FY budget is \$6,276,854.00 which is \$349,137.00 over this year's budget.

**Outstanding Budget Issues:**

- All increases in the proposed FY14 department head budget are due to contractual obligations and the increase of the town's portion of the NH Retirement System.
- Chief MacCaffrie suggested adding staff the same as he asked for last year. He explained they want staffing levels at 10 personnel per day.
- **Replacement Coverage** – The FY13 budget is maintaining 10 staff only 60% of the time and 9 staff the other 40% when personnel are out for contractual leave e.g., vacation, sick, personal, injury and training. If there are increased usage of contractual leave there may not be enough to maintain 9, which is severely restricting critical operations. The cost of additional personnel on replacement time is more cost effective than hiring of personnel due to recurring benefits packages.
- **Training** – they do a lot of in-house training but need to employ outside agencies to comply with the many certification requirements that are needed. There is no additional money in the budget to address that need.
- **Utility Costs** – Due to their being open 24/7/365 their utility costs are high and they try to be conservative but with the increases on the horizon they are going to strain their budget.

The proposed budget shows an increase over the FY13 budget for contractual items but leaves the expense side flat. With the rising costs of normal operations the ability to deliver critical

39 services in increasingly harder to accomplish. Acting Town Manager, LPD Chief Hart pointed  
40 out that their priority for FY14 is to maintain the existing level.

41

42 Councilor Freda asked Chief MacCaffrie to explain what a call for service is and the Chief  
43 explained the procedure. Chairman Farrell asked for an exact description of how a call for  
44 service is handled and the Chief explained. Discussion ensued about how ambulances are  
45 dispatched and how many personnel went with the ambulance on different types of calls.  
46 Councilor Green said the 6% increases are due to contractual items and asked the Chief what is  
47 the biggest contractual item. Chief MacCaffrie responded retirement and medical benefits are  
48 the highest. Retirement is up 7 ½% from last year, medical is close to 14%. They also have  
49 clothing allowances and some other benefits. The Chief said we have 1 less employee than we  
50 did two year ago. Acting Town Manager, LPD Chief Hart clarified that retirement went up 21%  
51 from last year because of the downshift of the state. It went up 26% plus for police, fire up 20%  
52 plus and teachers/civilian personnel went up in the 20's. Councilor Green asked for the dollar  
53 amount for fire. Acting Town Manager, LPD Chief Hart said he would find out and get back to  
54 him. Councilor Dolan asked Chief MacCaffrie if he had considered lowering utility costs by  
55 using other energy companies. Acting Town Manager, LPD Chief Hart responded we use some  
56 of those energy sources to lower cost, most departments if not all in town adhere to it. Councilor  
57 Dolan said the fire department has a large source of secondary revenues and asked to talk about  
58 it. Chief MacCaffrie responded there are three areas that take in revenues: ambulance service,  
59 fire prevention permit fees and miscellaneous items. He said they bill out about \$700K per year  
60 and take in about \$550K for collections on ambulance fees. Councilor Dolan asked if there was  
61 any FEMA reimbursement and Chief MacCaffrie responded we just requested around \$35K.  
62 Councilor Dolan inquired about the revenues we are receiving from the Elliot. Chief MacCaffrie  
63 responded we are down a little because they don't go there frequently; there are a lot more under  
64 insured or non-insured people due to the economy. We have a billing/collections service that  
65 handles that. Councilor Dolan asked if he had any ideas if the revenues will go down or up for  
66 FY14, Chief MacCaffrie responded it will probably remain level. Councilor Butler asked the  
67 Chief to explain the changes in staffing and equipment at the stations. Chief MacCaffrie said  
68 they did an analysis of where they do calls for the ambulance, 60% are generated in the south  
69 end; 30% is from the north end and 10% is from the center. There is an ambulance located at  
70 each station now which has reduced their ambulance response time by close to a minute. It puts  
71 3 people on an ambulance and they are not sending an ambulance and an engine to most of the  
72 calls that do not require it. They are still sending engines to higher priority calls as well as the  
73 ambulance. It has cut down on fuel and wear and tear on equipment. Councilor Butler asked  
74 what the percentage of calls the command staff attended were; the Chief responded about 50% of  
75 the time. Budget member Todd Joncas asked about the equipment status and how has the  
76 equipment schedule changed. Chief MacCaffrie said currently we have a plan to short term  
77 lease vehicles that are currently in the replacement schedule, pushing out the other equipment to  
78 an 18 month schedule. They have added a tanker into their capital plan. Budget member John  
79 Curran said there is a spike in workman's comp by \$20K and asked for an explanation. Chief  
80 MacCaffrie responded it is across the board in general and it is about 8%. J. Curran asked if we  
81 use a collections agency to get unpaid ambulance fees. Capt. MacCaffrie responded we do have  
82 an agency but Council has not been aggressive about collections. Chairman Farrell queried the  
83 Council and they agreed that we should get more aggressive in that area.

84

85 At this point in the meeting Acting Town Manager, LPD Chief Hart informed the Council that  
86 the prior question to the increase in fire from the state pension is \$193,561.00 which is a 66%  
87 increase in retirement costs. The workman's comp premium has increased throughout the state,  
88 ours is almost exclusively because of the claims made and over the past few years we have had a  
89 spike. J. Curran asked how often are we going to see that. Finance Director Sue Hickey said we  
90 use Primex; it is an 8% max. J. Curran asked if there was any way to use call fire fighters  
91 without interfering with union members. Chief MacCaffrie said they are used for back-up only.  
92 Chairman Farrell asked what is the overtime year-to-date. The Chief responded they are about  
93 40% into the year. Chairman Farrell asked if they are on or off budget. Acting Town Manager,  
94 LPD Chief Hart responded we are off budget. Chairman Farrell asked by how much and Acting  
95 Town Manager, LPD Chief Hart said he would get that information. Chairman Farrell said they  
96 can't go over budget; they need to fix the Elliot problem we need to find the extra \$150K.

97  
98 **Library** – Library Director Barbara Ostertag-Holtkamp was in attendance along with Pauline  
99 Caron, the Chair of the Trustees of the Library – B. Holtkamp reviewed all the programs and  
100 provided statistical information for the library. She said the Acting Town Manager reduced her  
101 budget by \$30K to books and materials culminating in \$1,233,276.00 that included \$15K for  
102 Management Services that was removed. Including the Management Services their budget  
103 increased to 33,079.00 with \$27,359.00 for personnel. The largest percentage was for retirement  
104 which was \$10,558.00. Electricity was also a major increase of \$3,923.00. B. Holtkamp  
105 announced that Sally Nelson, Kathy Mague and herself have voluntarily taken a 5% reduction in  
106 their base pay and they will not be taking their 3% COLA's. This is a savings of \$22,759.00  
107 which wipes out the increase in personnel and retirement increases. She explained that  
108 Management Services is used for all programming and all programming supplies. They had 260  
109 programs last year with a total of 16,892 participants. The cost for each participant was \$1.24  
110 from Management Services. Chairman Farrell explained that the Councilors asked for all  
111 Management Services to be moved into the Town Manager's budget. The reason for that was to  
112 put it all in one place so they could figure out what it is and what it was spent for; this was done  
113 for every department. Councilor Freda asked B. Holtkamp what her budget is, she responded  
114 including Management Services it is \$1,233,276.00. Default would have been \$1, 267,092.00.  
115 Councilor Dolan asked if the library is using an aggregator to reduce utilities. B. Holtkamp  
116 responded they were up until last year. They have done multiple energy audits to see if they  
117 could save any money but they have found they are well in line. She also said they do energy  
118 audits on a yearly basis. The HVAC is new and should cut down on electricity. Councilor  
119 Dolan pointed out that the price per k/w hour is supposed to be lower with an aggregator and he  
120 encouraged her to look at it. B. Holtkamp said she has looked at it, they are offering 9 cents per  
121 k/w hour, the library is currently paying about 8 cents. Councilor Dolan said if they combine  
122 with other departments in town they might save money as a large consumer. Pauline Caron  
123 asked if the whole town has gone with the energy aggregator and Acting Town Manager, LPD  
124 Chief Hart responded they have. He said that Steve Cotton reviews the rates on a regular basis  
125 to ensure that the town gets the best rate for electric power. P. Caron said the library was not  
126 informed of that fact. Councilor Dolan suggest they get involved in it. Budget member Todd  
127 Joncas asked if we have tried to coordinate with the School District. Acting Town Manager,  
128 LPD Chief Hart responded he does not know but will follow-up on it. T. Joncas asked B.  
129 Holtkamp how the maintenance is doing at the library, is the funding appropriate. B. Holtkamp  
130 responded they are doing okay but this year they don't have any expendable maintenance trust  
131 allocated, it was not approved this year. Every year in the past the Town Manager has given  
132 them a certain amount of money for repairs if needed. They have a tight budget and costs are

133 going up. The town has been very generous in helping out. Budget member John Curran asked  
134 questions about roof issues that have risen in the past year; discussion ensued. Budget Chair Dan  
135 Lekas asked B. Holtkamp what the library collected in fees and fines. She responded it is down  
136 from last year, it was \$22,227.97 but it is now down about \$1,807.68. They use those monies for  
137 books and materials. Budget member Chris Melcher asked if they lost personnel due to their  
138 extended hours on Saturday. B. Holtkamp said they did lose people but some people left, so they  
139 didn't have to lay people off. They don't have as many full-time staff as they used to have and  
140 they had to re-organize staff in order to extend their hours. C. Melcher said they spent \$22K  
141 more in their budget last year. Acting Town Manager, LPD Chief Hart stated that the town  
142 assisted the library in the replacement of the 40 ton HVAC system. The town worked with the  
143 library on that item and that portion represents the overage. If the town did not help out the  
144 Library would have been at or under budget this year. P. Caron mentioned that the Library  
145 employees have de-certified their union. The Library employees are satisfied with management.  
146 Councilor Dolan said the trend of talking books is getting more popular with the site-impaired he  
147 asked if it was more costly. B. Holtkamp said the circulation on e-books is going up but it is a  
148 small impact overall to the library. She said they participate in the NH Downloadable  
149 Consortium for e-books; costs will be based on population and percentage of usage, so our costs  
150 will go up because we are rated as the top 4 in the state. Councilor Dolan clarified that his  
151 question is books on tape for the sight impaired; are they anticipating the technology needs for  
152 seniors. B. Holtkamp responded they have an excellent selection on books on CD and tape, and  
153 also have a selection of large-print books. Discussion ensued about e-books.

154  
155 **Police Department** – Lt. Chris Gandia presented for the Londonderry Police Department (LPD).  
156 He showed a picture of the new cruisers that are being purchased in March on a 3 year lease.  
157 They are a SUV style; they are larger than the Crown Vics and should work better in the snow.  
158 They will also have better fuel usage. Lt. Gandia reviewed the LPD's business strategies, their  
159 mission, their most valuable assets. They are a service organization, and their personnel costs  
160 represents 93% of their budget and they include contractual obligations, salaries/overtime rates  
161 health care and the NH Retirement system. Lt. Gandia explained that health care/dental and the  
162 retirement system are the major drivers in their budget. Combined, those items represent 30.4%  
163 of their budget. He showed graphs indicating the increases over the years and stated that those  
164 items are out of their control. He discussed discretionary expenses versus non-discretionary  
165 expenses and provided an analysis of them all. He pointed out that non-discretionary expenses  
166 make up 98% of their budget and they have no way to control them. He proceeded to review  
167 overtime management, workload management, written reports, calls for service, personnel  
168 workload, challenges, fiscal strategies applied, and on duty training. He summarized that their  
169 budget of \$7,765,128.00 is comprised of 93% for personnel costs and 98% for non-discretionary  
170 costs. Many costs are increasing and out of our control. They have demonstrated fiscal  
171 management; they have already reduced over time costs and reduced discretionary costs. Lt.  
172 Gandia stated that a reduction in personnel will be detrimental.

173  
174 Acting Town Manager Hart provided the figure for over time in the fire department. Right now  
175 they should be around 38%. They are at about 50% in fire service, a portion of that is expected  
176 to be reimbursed through grant training. The administrative portion of the fire service they have  
177 expended about 25%. The consensus of the Council is that when the over time reaches 75% in  
178 used time they would like to be notified.

179 Councilor Green stated that according to the numbers the LPD has about \$5K more in this  
180 budget in over time. Lt. Gandia explained that vacation time is accumulating due to longevity  
181 which is why vacation costs are up. Councilor Green explained that last year Council asked that  
182 actual replacement coverage should be separate from actual over time so they can look at the  
183 actual over time figures versus just replacing. Councilor Green also said that tuition is up \$35K,  
184 dues and subscriptions are up \$4,200.00 and seminars are \$3K. Lt. Gandia said part of the  
185 tuition increase is due to negotiations that have been contractually set. It actually might go to  
186 \$45K but the extra \$10K will be absorbed within their budget. Seminars/workshops go to  
187 training under discretionary expenses. They can't eliminate all training. Councilor Green said  
188 when the SRO was reduced in last year's budget did it create additional cost; only one was  
189 assigned to the Londonderry High School as opposed to having one float around. Lt. Gandia  
190 said it does affect the budget if one SRO has a vacation or a day off they have to have somebody  
191 else cover. The one SRO has to cover all schools. Acting Town Manager, LPD Chief Hart said  
192 in the last 5 years the cuts made do result in a reduction in service. Councilor Green asked if  
193 there was anything we can do about a partnership with the school to pay for additional SRO's.  
194 Chairman Farrell reminded everyone that the school was going to hire a Sheriff's Deputy when  
195 we wanted to take out all the SRO's. The cost for an additional SRO is \$100K. Chairman  
196 Farrell said it is an increase to the taxpayer but he will bring it up with the School Board again.  
197 Councilor Freda said the total town budget increase is expected to be \$648,853. The LPD is the  
198 largest with an increase of \$449,894.00 out of that \$329,597 is health/benefit/retirement costs.  
199 The total of other costs increased in the LPD is \$120K. Acting Town Manager, LPD Chief Hart  
200 informed the Council that this year they will be negotiating the AFSCME union contract and the  
201 unions have worked hard on the contract and the taxpayers can expect a favorable outcome.  
202 Councilor Dolan wanted more information on old and new fleet quantities. Acting Town  
203 Manager Hart, LPD Chief explained they looked at all police cars and wanted to hold to the  
204 \$120K price for cars. The Crown Vic is being discontinued and they felt the Ford SUV would  
205 be the best vehicle for use for the LPD. He said 21 cars in total are being swapped for 16 against  
206 the new lease. They can be used in all weather, they budgeted \$150K in lease costs; they expect  
207 it to be \$130K - \$140K or lower due to excellent leasing rates. As the patrol cars get high usage  
208 they are switched over to detective use so the mileage is kept low. He said they are on time and  
209 under budget. Councilor Dolan asked about maintaining the fleet. Lt. Gandia explained when  
210 they are halfway thru the lease they will rotate patrol cars out to detective's cars to keep the  
211 mileage down. He explained we have a fleet manager who maintains the vehicles. Councilor  
212 Dolan recommended finding room in this budget and future budgets to increase SRO staffing as  
213 the budget allows. Councilor Butler asked how many hours the fleet manager works, Lt. Gandia  
214 responded he believed it was 32 hours. Chairman Farrell asked for a description of the type of  
215 calls they get for service. Lt. Gandia said it depends on the nature of the call and explained.  
216 Chairman Farrell asked the Acting Town Manager Chief of LPD Hart where the overtime budget  
217 stood at this time. He responded they are within a percentage point of where we want to be, we  
218 are over in the number of dollars where they were last year but in terms of a percentage they are  
219 at about 38-39% which is where they expect to be right now. The consensus of Council is when  
220 they reach 75% to notify Council. Councilor Green pointed out that the overtime for crossing  
221 guards increased from \$1K to \$7K he questioned why did that happen when in fact they are part  
222 time people. Acting Town Manager, Chief of LPD Hart responded the over time is part of the  
223 services line item. The LPD is transferring to a paperless system. They are taking their existing  
224 records and transferring to a digitized format. They are trying to get up to speed on recovered  
225 property and evidence management which has been a priority item. Councilor Green suggested  
226 having other departments do that work and using that over time money for an SRO. Acting



227 Town Manager, LPD Chief Hart said the SRO's are important, and suggested having it as a  
228 warrant article and let the people decide. Chairman Farrell asked the Budget Committee  
229 members if they want a warrant article on the ballot for another SRO; their vote was 5-1. The  
230 consensus of the Council was to put a warrant article on the ballot and asking the taxpayers what  
231 they want. Budget Chair Dan Lekas asked Lt. Gandia if he was worried about having fewer cars  
232 in the fleet. Lt. Gandia said it will have no impact they will have enough to supply patrol  
233 services. D. Lekas asked if they anticipate more repairs due to fewer patrol cars. Lt. Gandia  
234 responded no because they rotate cars. Budget member John Curran talked about doing reports  
235 on laptops in the cruisers. Lt. Gandia said if they have an easy report it can be done in the  
236 cruiser, if the report is complicated they will come back to the station to do them. It is extremely  
237 important to keep them on the road. They are looking at a computer tablet system in the new  
238 cars. J. Curran asked if the tablets are part of fixed costs included in the cruisers, Lt Gandia  
239 responded yes. Budget member Tom Dalton asked if they have a dollar amount available per  
240 officer for the increases in health and retirement. Lt. Gandia said he doesn't have the exact costs.  
241 Acting Town Manager, LPD Chief Hart said the average cost per officer is \$15-\$16K in  
242 retirement increases. They don't have it for medical but will get that information. Councilor  
243 Butler asked Lt. Gandia if they target how many miles per shift a car is driven, Lt. Gandia  
244 responded no. T. Joncas asked for clarification on the shift differential. Acting Town Manager,  
245 LPD Chief said it goes to the uniform division only and is not included in salaries, it is listed  
246 separately. T. Joncas talked about burglaries increasing and how that issue was addressed.  
247 Acting Town Manager, LPD Chief Hart said they moved a person out of patrol and moved them  
248 into detective staffing. Burglaries have flattened out but are still high. The police have a high  
249 visibility in the community and he proceeded to explain staffing levels.

250

251 **Public Works:** Janusz Czynowski Director of Public Works and Donna Limoli, Public Wrpls  
252 Administrative Assistant were in attendance. J. Czynowski explained the responsibilities of the  
253 department. He said the FY13 budget was \$1,911,807 and the FY budget is \$1,926,351.

254 **Environmental Div. – Solid Waste & Recycling** is in a default budget and has remained the same  
255 as last year due to their contract with the recycling company. He reviewed the contract costs for  
256 curbside and Solid Waste.

257

258 **Sanitary Sewer** – This is a special revenue account and does not affect taxes. The budget went  
259 from \$3,003,006 to \$2,661,129. He listed contractual items and reviewed non increased items.  
260 The town just signed a new agreement with the City of Manchester for sewerage, costs will  
261 increase. He reviewed non-contractual items with increased amounts which were for heat/fuel;  
262 water analysis and vehicle repairs.

263

264 **Highway Division**– The budget for last year was \$1,267,822 and the request for FY14 is  
265 \$1,242,340. He reviewed contractual items. Snow over time is calculated on 22 storms with a  
266 minimum average over time of 10 hours. He pointed out that fuel varies. Non-contractual items  
267 were decreased per the Town Manager budget. J. Czynowski listed his gasoline budget for  
268 several years. Under street cleaning & maintenance he pointed out that they are getting half a  
269 million from the state in highway block grants which is being used for shim and overlay,  
270 guardrail repair, crack sealing, striping, ditch cleaning and tree trimming. He pointed out that the  
271 shim and overlay cycle is going back to the 100 year maintenance cycle by reducing the money;

272 previous years we were on a 12 year cycle. He listed the streets that were shimmed and overlaid  
273 in FY12. In the FY13 budget they had zero amounts in their budget and it is the same for FY14.  
274 Last year they had a Warrant Article for \$500K and a Roadway Maintenance Trust Fund had  
275 been established for \$250K. For FY14 this is being proposed for \$400K in that Trust Fund. He  
276 reviewed the costs of re-construction. Construction projects done in FY12-13 were Auburn  
277 Road intersection; Litchfield Road and Auburn/Wilson roads and he showed photos of before  
278 and after work on the roads. Proposed projects for FY14 are a section of Nelson Road, Stokes  
279 Road and sections of Litchfield Road. The salt budget for several prior years was listed.  
280 Councilor Freda said the total budget increase is \$6,660 and the health/retirement benefit  
281 increased \$10,186 he came in lower last year. Councilor Green commented it is a good budget.  
282 Budget member T. Joncas clarified that the sewer budget is self-funded; J. Czyzowski responded  
283 that is correct. Budget member C. Melcher said most of the un-designated fund balance is going  
284 into maintenance funds is that what should be happening. Councilor Freda said that is what we  
285 hope. Chairman Farrell said that service has to go down. If we don't decrease the debt service in  
286 bonding we won't be able to break even. Acting Town Manager, LPD Chief Hart commented  
287 that J. Czyzowski did an outstanding job on his budget.

288  
289 Chairman Farrell explained that Finance Director Sue Hickey is presenting the rest of budget for  
290 the department heads. If there is anything else there that she cannot answer today they will be  
291 discussed at Monday night's Council meeting.

292 Acting Town Manager, LPD Chief Hart said he found some errors in the budget and he will  
293 provide that information to the Budget Committee and Councilors. The changes are less than a  
294 cent impact to taxpayers.

295 S. Hickey informed the Council that any increases are based on the NH retirement and medical  
296 insurance. All departments came in with the directive of below default budgets.

297 **Planning & Economic Development:** the total decrease from FY13 is \$5,783, or 1.4%  
298 Decreases are due to a department re-organization effective July 2012. Management Services  
299 have been pulled out and shown in the Town Manager budget for discussion purposes. If  
300 Management Services was included in the budget it would increase by \$11,217. The increases in  
301 the NH Retirement and health insurance is \$11,552. All remaining operational items are level  
302 funded. Chairman Farrell stated that the salary for the Planning and Economic Development  
303 Director is still in the budget books.

304  
305 **Zoning:** increased by \$3,179 due to a request in more overtime due to more meetings and  
306 employee benefits such as the NH Retirement and health insurance. The remaining line items  
307 are flat.

308  
309 **Capital Improvements Plan (CIP):** Acting Town Manager, LPD Chief Hart stated that the  
310 CIP recommended the Pettengill Road bonding project which is \$12,534K. In the last three  
311 months the town has been approached by more than one serious commercial interest in that area.  
312 The NH Wetlands permit expires on 7/22/14. To get that permit renewed will result in the  
313 expenditure of a significant amount of money and time. The Council might consider having  
314 further discussions about it. Chairman Farrell said he is a member of the CIP Committee and the  
315 Committee has never endorsed a bond for the taxpayers to pay it. The Committee has always

316 looked at it from the standpoint that it should be paid for by the people going in there. The  
317 building of a portion of the road is the preference for the CIP. Projects recommended by the CIP  
318 Committee include Open Space Bonding \$600K, Pettengill Road Bonding \$12,534K, Zoning  
319 Ordinance Update \$200K and Roadway Maintenance Trust Fund \$320K. The Town Manager  
320 recommends the Expendable Maintenance Trust Fund \$200K, Zoning Ordinance Update reduced  
321 to \$50K, \$30K will come from a grant and the Roadway Maintenance Trust Fund has been  
322 increased to \$400K with half of that coming from the Undesignated Fund Balance and the  
323 reduction of debt. Chairman Farrell stated that the Zoning Ordinance Update was never  
324 presented to the CIP Committee; it came in at the last minute in a Planning Board piece. They  
325 were told it was an expense line item and it should go into the Planning & Economic  
326 Development and not into the CIP. T. Joncas said the initial department head budget had about  
327 \$12,500,000 and it is zero in the Town Manager budget; it is the first time he saw it as a line  
328 item. S. Hickey said it was put initially in the department head budget when it went to the Town  
329 Manager's budget it was zeroed out. It is a separate warrant article. C. Melcher asked if there is  
330 a separate warrant article for the zoning update; S. Hickey responded there is one for \$50K;  
331 \$30K will come from a state grant. Chairman Farrell said the Council has not discussed it.

332  
333 **Capital Reserve Funds is part of the CIP:** The programs being recommended by the Town  
334 Manager include: Ambulance for \$75K; cable equipment for \$100K, it is shown as a separate  
335 warrant article because we don't have a capital reserve for cable; fire apparatus for \$335K; fire  
336 equipment for \$150K which was a warrant article passed at last year's town meeting; and  
337 Highway which is \$150K. In the past the Cable had their own Undesignated Fund Balance, last  
338 year that fund was dissolved and moved into the General Fund. This is to set up a fund for them  
339 to replace their cable equipment. Councilor Dolan questioned if the source of funding was from  
340 cable fees. S. Hickey replied the source is out of the Undesignated Fund Balance from the  
341 General Fund. Councilor Dolan clarified that there would be no tax impact. C. Melcher said  
342 they tried to do this at last year's town meeting so are you trying to do it again? S. Hickey  
343 responded when it was proposed last year it wasn't funded with Undesignated Fund Balance, it  
344 was solely a tax impact article.

345  
346 **General Government:** the Town Manager's budget of \$404,659 increased by \$20,530 due to  
347 staff changes and contractual obligations. All operating costs are level funded. Councilor Green  
348 asked if there could be a comparison of Budget Transactions to see what it was last year. S.  
349 Hickey responded they could prepare something for the next meeting. Management Services  
350 was put under one listing. It increased by \$8,734 including IT software support. The IT  
351 budget's Management Services line went up about \$9K. That means the other Management  
352 Service lines located in the Town Manager budget for all the departments are flat. C. Melcher  
353 asked can you legally give the library the \$15K. S. Hickey explained all of Management  
354 Services will be taken out of the Town Manager budget and put back into their individual line  
355 items. Acting Town Manager, LPD Chief Hart stated the only increase from last year is the cost  
356 of licensing software packages which is listed under Management Services.

357  
358 **Town Council, Moderator and the Budget Committee** are all level funded. Town Council went  
359 up \$3.00 based on workman's comp.

360

361 Legal Budget: Legal and general expense are funded at \$95K for FY14. It has a line item of  
362 \$9,500 for collective bargaining for 2 contracts being negotiated in FY14 and for miscellaneous  
363 personnel matters. Councilor Butler asked if we will have sufficient funds for the Woodmont  
364 issue. Chairman Farrell said he believes at this point within this fiscal year's budget we will  
365 spend the majority before the end of this budgets fiscal year of FY14. If something changes in  
366 the direction of which it is going now and we wind up in litigation than all bets are off. Acting  
367 Town Manager, LPD Chief Hart said both statements are correct. We built in some cost  
368 containment for that project based on the fact that it appears as though the project in terms of  
369 working with the Planning Board consistent with the legal obligations of the applicant and the  
370 reviewing body are going forward. Councilor Dolan said they have no intention of overspending  
371 our bottom line budget. Acting Town Manager, LPD Chief Hart said we through the expertise of  
372 Finance review the budget on a regular basis and they anticipate at this time they will be at or  
373 under budget on 6/30/13. J. Curran questioned the impact fee amount for FY12. S. Hickey said  
374 \$269K had to come out of the FY12 budget for impact fees, this figure is the amount of impact  
375 fees returned, it is not legal fees. There was approximately \$100K set aside to fund a liability for  
376 employees who leave for vacation and sick liability in that fund.

377  
378 General Government Budget: it had a decrease of \$52,330 which was totally attributed to the  
379 Management Services line being moved to the Town Manager budget – all remaining line items  
380 are flat. Councilor Green wants more detail for the expended budget. S. Hickey said she can  
381 provide more detail.

382  
383 Building Department: this department is now under General Government under the direction of  
384 the Town Manager. The budget increased \$6,963. If we include Management Services the  
385 increase would be \$13,963. Increases were due to contractual items – all remaining line items  
386 remain flat.

387  
388 Information Technology: is now under General Government under the direction of the Town  
389 Manager. The total increase was \$26,715. This includes all software support fees, monthly fees  
390 for devices, internet access for all buildings and hosting fees for all of our websites. A break  
391 down for all departments was listed. Other operational items has been level funded with the  
392 exception of equipment. The detail of equipment by department is listed on page 52 of the  
393 budget book. The Town Manager reduction to this line is for the TV network storage device and  
394 computer replacement. The difference between the department head request and the Town  
395 Manager request is for those two items. Councilor Green said it makes it easier to list prior  
396 year's expenses on equipment in the budget book so we can compare the prior years. S. Hickey  
397 said last year we spent \$26,600 on equipment purchases and she would provide details on that.  
398 S. Hickey said she would need a separate report on that due to computer limitations. Chairman  
399 Farrell said the industry normal increase is 3% every year for software. We are paying more  
400 than that so we need to look at it. S. Hickey said we have perpetual licenses, and she will review  
401 the contracts.

402  
403 Finance Division: - the total increase from FY13 is \$7,636 due to the NH Retirement and health  
404 insurance. The decreases were due to the reduction of two positions from full time to part time  
405 and a re-organization of the department effective 7/12. Operational line items have been level

406 funded. Councilor Dolan asked if we have looked at any impacts in the part time benefit plan as  
407 it relates to Obamacare. S. Hickey responded that she and the HR Manager have reviewed but  
408 they are not prepared to present anything yet. The increases due to Obamacare are not included  
409 in this budget; we do not have a lot of part time personnel. Councilor Freda asked if personnel  
410 administration was broken out separately. S. Hickey responded on page 48 it was broken out and  
411 discussion ensued regarding the LGC Contribution Holiday of a credit of \$68K.

412  
413 Human Resources: with the exception of the LGC Contribution Holiday and tuition  
414 reimbursements in accordance with union contracts are not included in the HR Division. S.  
415 Hickey provided the HR statistics for FY12. Councilor Dolan asked what are the projected  
416 employment numbers for next year; she responded it might be zero to minus 2.

417  
418 At this point in the meeting everyone took a break for lunch at 11:40AM.

419  
420 Human Services: the total budget is projected to be flat. Social Service Agency contributions  
421 may allow for a decrease to the budget by \$12,472. Operational line items have been level  
422 funded from FY13.

423  
424 Assessing: the total budget increase is \$9,819 over the approved FY13 budget. Including  
425 Management Services the budget increase would be \$17,819. Increases are due to contractual  
426 obligations and mandatory benefits. Operational lines have remained flat.

427  
428 Town Clerk/Tax Collector: the total budget increase is \$8,247. Including Management  
429 Services the increase is \$25,512. Increases include contractual obligations, mandatory benefits,  
430 travel/mileage and office supplies totaling \$25,781. Decreases are located in the voter section  
431 and are due to a decrease in elections for the FY14 totaling \$6,281. Chairman Farrell asked what  
432 portion of the \$25K is pension and benefits. S. Hickey responded she would have to run those  
433 numbers and she will bring them back. Chairman Farrell asked if there was a consensus of the  
434 Council to have the Town Manager and the Finance Director to look at properly staffing  
435 elections and adding funding to elections so we can improve our efficiency, customer service,  
436 closing of the polls at night etc. The consensus was yes. Councilor Dolan said that future  
437 Councils when we anticipate general elections, which will be in another 4 years; we may  
438 consider that one polling facility has exceeded its capacity of 13,000K. A future Council might  
439 want to consider going to a second polling place at the next general election. Chairman Farrell  
440 summarized that we should get professional help and look at whether or not we are at our  
441 maximum capacity at the current facility. He asked the Town Manager to take that as an Action  
442 Item.

443  
444 Debt Service: S. Hickey reviewed payments for that year; the net property tax supported debt is  
445 \$2,333,803. Outstanding bonds totaled \$18.370M. Chairman Farrell asked how much of the  
446 \$18M is actual Open Space bonds. S. Hickey said there is a bond amortization schedule in the  
447 Budget Book but she can provide that information on Monday.

448

449 **Municipal Insurance:** funds all casualty-liability, property, vehicle insurance. The town  
450 participates in a municipal pool with 200+ other entities. The budget request is about \$241K  
451 which is an increase of \$17,305. The not-to-exceed maximum increase for property liability  
452 insurance is 7% for FY14 and they are working on that right now. Any favorable performance  
453 can lower the percentage of increase.

454  
455 **Supervisors of the Checklist:** total budget request is \$8,090 which is a decrease of \$6,612 due  
456 to fewer elections in FY14. There is only one election which is the town elections. Councilor  
457 Green said more people are needed. Town Clerk/Tax Collector Meg Seymour explained voter  
458 registration is through the Supervisors. Chairman Farrell said if people are trained properly we  
459 can shift people around. M. Seymour said they are trained separately. Voter check in is with the  
460 Town Clerk/Tax Collector. Councilor Dolan said the only issue is with the presidential  
461 elections. M. Seymour said the presidential election is the largest and additional paperwork is  
462 needed. C. Melcher said a lot of people who voted in 08 were purged. M. Seymour said there is  
463 a 10 year purge; letters were sent out last June, if they didn't respond to it then by state law they  
464 are removed from the checklist.

465  
466 **Cemeteries:** flat lined same amount as FY13. Councilor Freda said in FY12 there was a \$9K  
467 increase; S. Hickey said she will look into it. Councilor Dolan said the cemeteries are getting  
468 full, is there anything prohibiting us from doubling up in plots. He asked S. Hickey to find out  
469 through research if that is a viable option. S. Hickey said she will get the information.

470  
471 **Cultural Activities:** total is \$15,927 and there is no change from the FY13 budget. Chairman  
472 Farrell said over the past 5 years we have cut \$10K to \$6,650 from the Old Home Day budget.  
473 He asked the Councilors if they have any interest in restoring additional money to their program;  
474 they can get back to him on it.

475  
476 **Conservation Commission:** the budget request is flat at \$3,300.00

477  
478 **Cable Department:** the total budget request is a decrease of \$1,019. When Management  
479 Services is added back in it is an increase of \$3,981. The department has been re-organized  
480 effective 7/12 to 2 full time employees. Councilor Green asked are we funding their equipment,  
481 S. Hickey said they are setting up a separate warrant article to fund \$100K out of the  
482 Undesignated Fund Balance for cable equipment. C. Melcher asked if they don't get the warrant  
483 do they have money to get the equipment. Drew Caron, Director of the Cable Dept. said they do  
484 have the money in their budget to upgrade their hardware. They are planning on indexing  
485 meetings with another upgrade on mobile devices. They are working with the schools and they  
486 are cutting back on hiring people for installations because between the cable and the school  
487 district they can do it. All the money is going into servers. Councilor Green asked if he had the  
488 ages of the equipment and did he have any idea of when it would be of no use. D. Caron  
489 explained he is on top of all that.

490

491 **Recreation:** the FY14 budget request of \$147,421 is a \$78 increase over last year's budget.  
492 There are increases in contractual items only. All other line items are consistent with the FY13  
493 approved budget.

494  
495 **Senior Affairs:** S. Hickey said the Senior Affairs Director was not available today but there is a  
496 1% budget increase and listed all the programs they have available. Chairman Farrell said if she  
497 wants to present at another time that would be acceptable. Councilor Dolan brought up the fact  
498 that the Senior Center is an aging facility and wanted to know if we have funding to maintain the  
499 facility. S. Hickey said that the elderly population is increasing and the programs at the Senior  
500 Center are expanding. The Director would like to have a part-time administrative assistant to  
501 help out which was not recommended by the Town Manager. They also need to improve the  
502 bathroom facilities. The plan to expand the center is still critical to the Director. Councilor  
503 Dolan asked if a warrant article is proposed by the Council from the Expendable Maintenance  
504 Trust and if it passes is there enough in that fund to handle these requests. S. Hickey responded  
505 she does not think so; she would have to discuss it with the Town Manager. Councilor Dolan  
506 said it is a 2 part question; the source of funding and do we support this work. Councilor Dolan  
507 said he supports it. S. Hickey said the CIP Committee allowed for \$600K in FY19. Councilor  
508 Butler asked if the bathrooms conform to ADA standards, S. Hickey responded they do not.  
509 Councilor Green asked if we get an idea of what it costs can we list it as part of an expendable  
510 item. S. Hickey said she would bring that to the Town Manager after finding out the cost.  
511 Councilor Green said we should definitely have to look at it.

512  
513 Chairman Farrell said at this point we are \$140K under the Town Manager budget. Council is  
514 looking for \$200K under default. He asked the Town Manager to consider what would it look  
515 like if we reduce jobs and money.

516  
517 The next budget meeting is 11/19/12, he suggested the Councilors look at their calendars for the  
518 11/29/12 meeting which we might not need. Councilor Dolan said at their next meeting he  
519 would like to have a short discussion on the social service donations. He would like to know  
520 what those allocations are for versus our obligations to provide sources. What do we do  
521 internally and what is outsourced and what are our obligations. This has been scaled back but he  
522 would like a discussion. S. Hickey said she will have that analysis by Monday. C. Melcher  
523 asked are we supposed to be \$200K below default for just the budget or for all the warrant  
524 articles. Chairman Farrell responded a bottom line budget for the operating budget.

525

526 **ADJOURNMENT**  
527

528 **The meeting adjourned at 12:38PM.**

529  
530 **Notes and Tapes by:** Margo Lapietro **Date:** 11/17/12

531  
532 **Minutes Typed by:** Margo Lapietro **Date:** 11/21/12

533  
534 **Approved by:** Town Council **Date:**

535