

TOWN COUNCIL AGENDA

December 2, 2013

7:00 P.M.

The Town Council meeting will be held in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, Londonderry, NH. Regular meetings are cablecast live and videotaped for the convenience of our viewers at home. 7:00 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

1. **Londonderry Police Department**
Introduction of Sergeant Nick Pinardi
2. **Musquash Conservation Area Tree Stand; KPCA Parking**
Presented by Deb Lievens

C. PUBLIC HEARING

NONE

D. OLD BUSINESS

1. **Budget Workshop Continued...**
(Commencing after Other Business)

E. NEW BUSINESS

1. Solid Waste Disposable Contract
Presented by Janusz Czynowski
2. **Ordinance #2011-11A (Amended)** – An Amendment to the Safety Policy, Municipal Code, Title VI, Chapter IV
Presented by Kevin Smith
3. **Order #2013-38** – The Award of Bid for Fire Vehicles
Presented by Chief Darren O'Brien

F. APPROVAL OF MINUTES

Approval of November 18, 2013 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports

2. Town Manager Report
 1. Town Forest Update
Presented by Kevin Smith
3. Board/Committee Appointments/Reappointments
 1. Re-appointment of Leitha Rielly, Candidate for the **Southern New Hampshire Planning Board**

- **BUDGET WORKSHOP**

H. ADJOURNMENT

I. MEETING SCHEDULE

1. Town Council Meeting – **12/16/13** Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – **1/06/14** Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – **1/20/14** Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – **2/03/14** Moose Hill Council Chambers, 7:00PM

J. BUDGET MEETING SCHEDULE

1. Town Council Budget Workshop – **12/02/13**
Moose Hill Council Chambers, 7:00 AM
2. Town Council Meeting - Budget Hearing and Preliminary Budget Adoption – **12/16/13**
Moose Hill Council Chambers, 7:00 PM
3. Town Council Bond Hearing/Warrant – **12/23/13**
Moose Hill Council Chambers, 7:00 PM
4. Town Council Budget Public Hearing/ Adoption of FY 15 Budget – **12/02/13**
Moose Hill Council Chambers, 7:00 PM

Current Trash and Recycle Collection Costs

Fiscal Year	Trash Collection (\$/year)	Trash Disposal (\$/ton)	Recycling Collection (\$/year)
10 thru 14	\$614,000	\$72	\$408,000
FY-15 Extension	\$583,000	\$72	\$440,000
FY-16 Extension	\$598,000	\$72	\$450,000

Summary of Revised Costs

Fiscal Year	Trash Collection (\$/year)	Annual Trash Change (\$/year)	Trash Disposal (\$/ton)	Trash Quantity (Est. ton)	Trash Quantity Savings (\$/year)	Recycling Collection (\$/year)	Annual Recycling Change (\$/year)	Total Change (\$/year)
FY-14								(\$50,000)
FY-15 Extension	\$560,000	(\$23,000)	\$65	8,600	(\$60,200)	\$424,000	(\$16,000)	(\$99,200)
FY-16 Extension	\$580,000	(\$18,000)	\$65	8,600	(\$60,200)	\$438,000	(\$12,000)	(\$90,200)
Totals:		(\$41,000)			(\$120,400)		(\$28,000)	(\$239,400)

Credit of \$50,000

Summary of Revised Trash and Recycle Collection Costs for FY-15

<i>Fiscal Year</i> 15	<i>Trash</i> <i>Collection</i> <i>(\$/year)</i>	<i>Trash</i> <i>Disposal</i> <i>(\$/ton)</i>	<i>Trash</i> <i>Quantity</i> <i>(Est. ton)</i>	<i>Trash</i> <i>Disposal</i> <i>Amount</i> <i>(\$/year)</i>	<i>Recycling</i> <i>Collection</i> <i>(\$/year)</i>	<i>Budgeted</i> <i>Amount</i> <i>(\$/year)</i>	<i>Total</i> <i>Savings</i> <i>(\$/year)</i>
Original Extension	\$583,000	\$72	9,125	657,000	\$440,000	\$1,680,000	
Revised Extension	\$560,000	\$65	9,125	593,125	\$424,000	\$1,577,125	\$102,875

Introduced: 12/02/13
Second Read/Public Hearing: 12/16/13
Adopted: 12/16/13

ORDINANCE 2011-11A
AN AMENDMENT TO THE SAFETY POLICY, MUNICIPAL CODE,
TITLE VI, CHAPTER IV

WHEREAS the Town Council in accordance with the provisions of RSA 281-A: 64 Safety Provisions: Administrative Penalty; and,

WHEREAS the Town Council has a legal obligation to review and update the established Safety Policy at least every 2 years; and,

WHEREAS administrative and statutory changes require edits to various Chapters within the Safety Policy;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Londonderry that the Municipal Code of the Town of Londonderry, Title VI, Chapter IV, and Safety Regulations are hereby amended pursuant to the attached summary.

John Farrell, Chairman
Town Council

Susan Hickey
Acting Town Clerk/Tax Collector

(TOWN SEAL)

A TRUE COPY ATTEST:
12/16/13

<i>Recommended Revisions to the Municipal Code</i>		
<i>Title/Chapter</i>	<i>Title</i>	<i>Recommended Revisions</i>
VI/IV	Safety Regulations	<p><u>Section I:</u> Introduction, paragraphs 3 and 4.</p> <p><u>Section V:</u> Safety Laws, Rules and General Safety Policies for All Town Employees “NH RSA 265:105-a- Prohibited Text Messages and Device Usage While Operating a Motor Vehicle”, and, Accident and Incident Reporting.</p> <p><u>Section VI:</u> Disciplinary Policy, paragraph 4.</p>

ORDER #2013-38
An Order Relative to
THE AWARD OF BID FOR FIRE VEHICLES

Reading: 12/02/2013
Second Hearing/Public Meeting: 12/02/2013
Adopted: 12/02/2013

WHEREAS the Town of Londonderry voted to appropriate, under Article 3 at the March 12, 2013 Town Meeting, funds within the Fire Department budget to lease vehicles for use as Department vehicles; and,

WHEREAS the Department has complied with the provisions of the Municipal Code, Title VI – Town Policy, Chapter VI – Purchasing Policy, Section IV-D – Competitive Purchasing, by receiving bids for the vehicles; and,

WHEREAS the Department has determined that Ford of Londonderry, NH is the best bidder for the two (2) Ford Vehicles; one Interceptor Utility and one Ford F350 with plow;

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend from the FY14 budget of the Fire Department the sum of \$13,398.42 for the purpose of securing Two (2) Ford Vehicles to be leased for the Department. This will be the first year of a five year lease totaling \$66,992.10.

John Farrell, Chairman
Town Council

Sue Hickey
Town Clerk

A TRUE COPY ATTEST:
12/02/13



Municipal Finance Department
 1 American Road, MD7500
 Dearborn, Michigan 48126

November 20, 2013

Bob Michaud

Re: Ford Credit Municipal Finance Program Quotation for **Town of Londonderry, NH, Bid #77890**

Please review the following Ford Credit Municipal Finance quotation.

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	2014 Ford Interceptor Utility	\$27,358.00
1	2014 Ford F350 4x4 w/Plow	\$31,821.00

All required documentation, municipality's first payment to Ford Credit, and the delivery of the vehicle(s) and/or equipment must take place by 02/28/2014. Otherwise, rates and payments are subject to change. The rates and payment factors are applicable for total amounts funded from \$50,000 - \$74,999.

<u>Total Amount Funded</u>	<u>Number of Payments</u>	<u>Payment Timing</u>	<u>APR</u>	<u>Payment Factor</u>	<u>Payment Amount</u>
\$59,604.00	5	First Payment deferred 90 days and annual thereafter	5.45%	0.224791	\$13,398.42

Note: To calculate payment amount, multiply total amount funded by the payment factor.

Financing is Subject To:

- Municipality's most recent audited financial statement
- Mutually acceptable documentation
- Confirmation from the dealer of actual selling price.

Ford Credit Municipal Finance Program

- An underwriting fee of \$425 is required per transaction, not per unit. It can be paid at time of delivery or funded over the term (included above).
- There is no security deposit, no prepayment penalty, and no mileage penalty
- Non-recourse to the dealer. The same as a cash sale from the dealer to the municipal customer.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, and designates Ford Credit, 1 American Road-MD7500, Dearborn, MI 48126, as first lien holder.
- At term end, the municipality buys the equipment for \$1.
- The municipality, as owner of record, is eligible for Ford Governmental Price Concessions or other discounts, to reduce product cost

If you need additional information, please contact me at (800) 241-4199, option 1. Thank you for your interest in Ford Credit Municipal Finance Program.

Sincerely,

Tabitha Crawford

Tabitha Crawford
 Marketing Coordinator
 tcrawf22@ford.com

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<p style="text-align: center;"><u>TOWN COUNCIL</u> <u>MEETING MINUTES</u> <u>November 18, 2013</u></p>

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

9
10 Present: Chairman John Farrell; Vice Chairman Tom Dolan; Councilors Joe Green, Jim Butler, Tom
11 Freda; Town Manager Kevin Smith; Executive Assistant Kirby Wade;

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CALL TO ORDER

15 V. Chairman Dolan opened the meeting with the Pledge of Allegiance led by Councilor Green. This was
16 followed by a moment of silence for all the first responders and all those folks who have and are serving
17 here and abroad.

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PUBLIC COMMENT

- 21 • Introduction of Londonderry's new Detective, Officer Dan Hurley, presented by Chief Bill Hart.
22 Hart stated that Dan has been with the department for half a decade and he is one of the future
23 leaders of the department.

24 **[Chief Hart introduced Hurley to the Council]**

25 **{Room applauds}**

- 26
27 • Al Cardello currently resides in Manchester but owns and operates Complete Auto Driving School
28 here in Londonderry. Cardello stated he is in front of the Council tonight in regards to a few years
29 back, he was here about his little a-frame sign in front of the Lions Hall and it had been there for
30 years. Cardello business moved to the Presbyterian Church while the Lions Club was renovating.
31 Cardello stated when he moved his sign in front of the church, Richard Canuel {Town Inspector}
32 told him that it was not town property and the sign couldn't be there. Cardello stated now he puts a
33 sign out twice a year for 30 days and in doing so his business is struggling. Cardello asked the
34 Council if there is any way that they can permit him to have his a-frame sign on the grass of the
35 Presbyterian Church on Mammoth Rd. just as it was before.

- 36
37 • Chairman Farrell stated that he remembers some changes to the Ordinance being made. Cardello
38 stated there was a new Ordinance put into place about 7 months to a year ago that allowed
39 commercial buildings to place an a-frame out on a permanent basis. Chairman Farrell stated that the
40 problem is that the church is not a commercial building and not meeting the Ordinance. Cardello
41 stated that is what Canuel told him.

- 42
- 43 • Town Manager Kevin Smith asked Cardello how often he is looking to have the sign out there.
- 44 Cardello stated that he would like to get a permanent sign out there, and twice a year is not enough.
- 45
- 46 • Chairman Farrell directed Cardello to get together with Town Manager Smith and see what can and
- 47 can't be done and we will go from there.
- 48
- 49 • Chairman Farrell asked the audience if there was any further public comment.
- 50

51 OLD BUSINESS

- 52
- 53 • Impact Fee update presented by Sue Hickey [Finance Director] and Doug Smith [Controller]. Hickey
- 54 passed out spreadsheets to give the update on the fees. Hickey presented the Impact Fee Ordinance,
- 55 recently adopted. They have a spreadsheet for every category that has impact fees. It is in compliance
- 56 with the zoning ordinance. It includes dates received, expiration dates, the payer name, map, lot
- 57 current record of owner, interest and the fees.

58 {Hickey went over the graphs}

- 59
- 60
- 61 • Councilor Green asked when the next expiration date comes about how is finance notified.

62 {Hickey referred to report}

- 63
- 64 • Hickey stated that part of their automation plan, in the past, the collection of Impact Fee's (the
- 65 actually taking of a check) was done manually, personally handed to the Finance Department.
- 66 Hickey stated that it has been changed with the vendor, New World (Town wide ERP system). With
- 67 that, we integrate it with the tax system as well so everything can be recorded based on map and lot.

- 68
- 69 • Chairman Farrell stated that he would not normally go to the public but because it has been such a
- 70 public discussion he will allow questions.
- 71

72 NEW BUSINESS

- 73
- 74 • **Order #2013-37**, Expend Capital Vehicle Leases and Special Revenue funds for the Londonderry
- 75 Police Department, presented by Chief Bill Hart. Hart stated that it is one of the last pieces on their
- 76 vehicle re-do. Based on a plan put together by Russ Goodnow, have now finally replaced all of the
- 77 LPD radios.
- 78
- 79 • Chief Hart stated that the radios are paid for by the lease line and the revolving trust which is funded
- 80 by the \$4 premium from detail accounts. This completes the entire schedule of vehicles.
- 81
- 82 • Motion to approve Order #2013-37 made by Councilor Green, second by Councilor Freda. **Chair**

83 votes 5-0-0.
84

85 • **Resolution #2012-08A** Amended Expansion of the Economic Revitalization Zone (ERZ)
86 designation in North Londonderry, presented by Stu Arnett. Arnett stated that this has been
87 presented to the Council in several presentations the past couple of Council meetings. The ERZ is a
88 State program which allows companies within the zone to apply for a credit against their BPT or
89 Business Enterprise Tax should they do significant capital investment during the tax calendar year.
90 Trying to get this in place by December 31st, 2013.
91

- 92 • Arnett said they are expanding one which is why this is an Amendment to an early Resolution. There
93 is no cost to the Town and it is a State tax credit. It's a fixed dollar amount.
94
- 95 • Councilor Freda asked why it was 2012. Town Manager Smith stated that he looked into it and the
96 way they are managed is that if it's an amendment to a previous Resolution, the same year number is
97 kept but amends the second part, in case anyone is going back and looking for a particular
98 Resolution they see that it has been amended and they don't miss it.
99
- 100 • Motion to approve Resolution #2012-08A made by Councilor Freda and second by Councilor Butler.
101 **Chair votes 5-0-0.**
102

103 **APPOINTMENT/RE-APPOINTMENT**

- 104
- 105 • Councilor Freda made the motion to accept the re-appointment of Arthur Rugg as a candidate for the
106 Londonderry Heritage/History District Commission. Second by Councilor Butler. **Chair votes 5-0-**
107 **0.**
- 108 • Councilor Green made the motion to accept the re-appointment of Chris Davies as a candidate for
109 the Londonderry Planning Board. Second by Councilor Freda. **Chair votes 5-0-0.**
110

111 **OLD BUSINESS CONTIN...Budget Workshop**

- 112
- 113 • Councilor Green made a comment about the workshop on Saturday stating that some comments that
114 were made by him in regards to overtime for the Londonderry Fire Department was misunderstood
115 so he wanted to clarify, it was said in a vain of management and had been something that the
116 Council has been looking at for a while as far as trying to manage the overtime. Instead of having
117 overtime that's budgeted to happen every week, we are looking to try to change that, but through
118 that process is negotiation and some people felt that he had (Councilor Green) put up a thought that
119 the Union of the Fire Department had not been negotiating properly with the Council. Councilor
120 Green stated that he wanted to correct that assumption because they were one of the first Unions to
121 come forward. Councilor Green stated that he wanted to make sure that it was clear and he
122 apologized if there was any misunderstanding.
123

124 {Sue Hickey handed out charts to Council}

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- Hickey stated what she distributed were questions and answers from Saturday's budget workshop. Hickey went over questions and 'wish list' items, and savings from each committee/department.
 - Chairman John Farrell stated that depending on how this evening goes, the budget workshop for Monday, the 25th may not be necessary. Considering it's a Holiday week, it's something to consider.
 - Chairman Farrell asked the audience if they had any questions for the Council or the Budget Committee. Councilor Freda stated his only question is the increase in the health insurance and what alternatives do we have, because of the continuing trend of rising prices. Chairman Farrell stated that Town Manager Smith will be working with a consultant. Councilor Freda stated he doesn't know how we can sustain a 50% increase in 5 years. Chairman Farrell stated that we can't.
 - Such Hickey stated that in all, especially police, there has been a younger staff that has been hired over the past 5 years and with younger people as they get married and have children they go from single plans to family plans which does create a spike in the rate.
 - Chairman Farrell stated that the Council has to give direction to the Town Manager to start thinking outside the box, having conversations with the collective bargaining groups, and what the real out of pocket expenses will be. Councilor Freda stated that he is still asking why the insurer says we need to increase it, what the cause of a 50% spike in 5 years is. Town Manager Smith stated that Londonderry has a slightly larger claim history so part of it is being driven by that, but it is happening State wide, not just Londonderry.
 - Chairman Farrell stated that the Council has given direction to Town Manager Smith to look into what it would cost to self-insure. Smith stated that we don't need to actually sign into a contract with an insurance provider until April 1st, so what you have in your budget are based on the projections of if we did nothing, but if we save money by going elsewhere we have until April 1st to do that.
- {Chairman Farrell discussed other 'wish list' items}**
- Fire Chief O'Brien and the Council discussed adding more staff rather than having the present staff pull overtime. Councilor Green stated that no matter how many people we hire the present staff will still be pulling overtime and you can't get rid of that. Chairman Farrell stated that the options are adding one firefighter a year, for four years or four on one Warrant Article. Budget Committee Chairman Chris Melcher stated that in that same calculation the chief should let us know from how long from hire to full firefighter because you're going to lose 6-9 months that first year too.
 - Vice Chairman Dolan asked how long the Senior Center will be closed for renovations. Senior Affairs Director Cathy Blash stated that they will be closed on November 25th and reopening on January 2nd. Blash stated that she secured the Lions Hall and she is moving as many programs as she can down there for 4 days out of the week. Monday, Wednesday, Thursday and Friday.

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- Town Manager Smith gave a special thanks to the Lions, since they have offered it to the Town for a very discounted price.

APPROVAL OF MINUTES

- Approval of Minutes from November 4th, 2013. Motion to approve made by Vice Chairman Dolan and second by Councilor Freda. Chair votes 4-0-0. Councilor Green was absent from the last meeting.

LIASON REPORT

- None

TOWN MANAGER

- Smith stated that the first mile of the Londonderry Rail Trail has been completed and is now open. There will be an official ribbon cutting ceremony on Saturday, November 30th at noon time. It's Sanborn Rd. across from North Elementary School.
- Chairman Farrell asked the Council if they would like to have the next Budget meeting on Monday, November 25th, 2013, or if they wanted to resume at the next Council meeting on December 2nd. Councilor Green stated that he doesn't think we need it. The Budget Committee stated that the Council meeting will be okay. Susan Hickey stated no objection to the idea but on December 2nd is the preliminary budget recommendation evening. Chairman Farrell announced that the Londonderry Town Council Budget Workshop for November 25th has been cancelled.

ADJOURNMENT

- Motion to close the meeting made by Councilor Green and second by Councilor Freda at 8:18 PM. Council's vote 5-0-0.

Notes and Tapes By:
Minutes Typed By:
Approved By:

Kirby Wade
Kirby Wade
Town Council

Date: 11/18/13
Date: 11/21/13
Date: xx/xx/13

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DRAFT