

**TOWN COUNCIL AGENDA**  
**March 3, 2014**  
**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**

**C. PUBLIC HEARING**

**D. OLD BUSINESS**

1. Budget Update  
**Presented by Finance Department**
2. Hampstead Dispatch EMPG Update  
**Presented by Kevin Smith**

**E. NEW BUSINESS**

1. **Order # 2014-04** – Expenditure Maintenance Trust Fund for Various Projects  
**Presented by Kevin Smith**
2. **Order # 2014-05** – Expend Special Revenue Funds for the Londonderry Police Department  
**Presented by Chief Bill Hart**

**F. APPROVAL OF MINUTES**

Approval of February 24, 2014 Town Council Minutes

**G. OTHER BUSINESS**

1. Liaison Reports
2. Town Manager Report

3. Board/Committee Appointments/Reappointments
  1. **Re-Appointment of Sherry Farrell to the Elder Affairs Committee**
  2. **Appoint Elder Affairs Committee alternate member Bonnie Ritvo to a full time member**
  3. **Appointment of David Paquette to the Zoning Board of Adjustments**

**H. ADJOURNMENT**

**I. MEETING SCHEDULE**

1. Town Council Meeting – **3/17/14** Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – **4/07/14** Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – **4/21/14** Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – **5/05/14** Moose Hill Council Chambers, 7:00PM

**J. BUDGET MEETING SCHEDULE**

1. Annual Town Meeting – **3/11/14**  
Londonderry High School, 7 AM - 8 PM

**ORDER #2014-04**

An Order Relative to

**EXPENDITURE OF**

**MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS**

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Reading: 03/03/2014

Adopted: 03/03/2014

**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 \$20,419.47 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 \$20,419.47 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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Susan Hickey  
Acting Town Clerk/Tax Collector

**A TRUE COPY ATTEST:**  
03/03/2014

Expendable Maintenance Trust TC Order Request  
for Town Council Meeting "3/03/14"

Description	Vendor	Amount
<p><b><u>Winter Maintenance - TH/DP/Library/Cable Access</u></b> Shoveling/Plowing/Treatment of parking lots, walkways and fire lanes at TH/DP/Library/Cable Access on 12/17/13, 1/26, 2/4, 2/6, 2/5, 2/7, &amp; 2/10/2014. This EMTF request is for the labor/materials for snow &amp; ice treatment at our various town buildings.</p>	<p>Trimmers Invoice # 40006 \$ 720.00 Trimmers Invoice # 40027 \$ 372.50 Trimmers Invoice # 40132 \$ 702.50 Trimmers Invoice # 40131 \$ 1,235.00 Trimmers Invoice # 40120 \$ 200.00 Trimmers Invoice # 40118 \$ 720.00 Trimmers Invoice # 39672 \$ 1,492.50 EMTF Request Amount \$ 5,442.50</p>	
<p><b><u>Winter Maintenance - Senior Center</u></b> Shoveling/Plowing/Treatment of parking lot, walkways &amp; fire exists at the Senior Center on 1/22, 1/26, 2/4, 2/5, 2/6, 2/10, 2/13, 2/15, 2/18, 2/19 &amp; 2/21/2014. This EMTF request if for the labor/materials for snow &amp; ice treatment at the Senior Center.</p>	<p>Green Magic Landscaping #1330 \$ 635.00 Green Magic Landscaping #1346 \$ 1,685.00 Green Magic Landscaping #1354 \$ 250.00 EMTF Request Amount \$ 2,570.00</p>	
<p><b><u>PM on Mixing Valve &amp; Expansion Tank - North Fire</u></b> Preventative maintenance and repair of the hot water mixing valve and expansion tank. This EMTF request is for the labor and parts for this preventative maintenance to the mixing valve and expansion tank.</p>	<p>Commercial Solutions Invoice # 4066 \$ 1,296.00 EMTF Request Amount \$ 1,296.00</p>	
<p><b><u>Garage Bay Ceiling - DPW Garage</u></b> The ceiling in the DPW garage bay area was in need of general maintenance, this EMTF request is for the purchase of the paint to paint the ceiling. The DPW employees supplied the labor to apply the paint to the ceiling.</p>	<p>Benson Lumber Invoice # 254436 \$ 136.99 Benson Lumber Invoice # 254585 \$ 273.98 EMTF Request Amount \$ 410.97</p>	
<p><b><u>Garage Bay Ceiling Lighting - DPW Garage</u></b> The existing 8' fluorescent ceiling light fixtures in the DPW garage work area do not provide sufficient amount of lighting for our employees who are performing PM and repairs to the various vehicles and equipment. This EMTF request is for the labor and materials to replace the existing fixtures with eleven LED Quadcast Fixtures which will provide sufficient lighting throughout the work area for our employees along with reducing energy costs.</p>	<p>Stephens-Marquis \$ 4,610.00 EMTF Request Amount \$ 4,610.00</p>	
<p><b><u>Exterior Lighting - DPW Garage</u></b> Currently, there is no light over the main entrance door entering into the DPW garage which creates a safety hazard for our employees during night time operations. Also, they have mercury vapor and halogen lighting fixtures to illuminate the outside work area near the DPW garage. This EMTF request is for the labor and materials to add a LED fixture over the main entrance door, replace the existing floods with LED technology which increases the illumination in the work area and reduces energy costs.</p>	<p>Stephens-Marquis \$ 2,490.00 EMTF Request Amount \$ 2,490.00</p>	
<p><b><u>Roof Ice Build Up - Access Center</u></b> The Access Center roof is experiencing excessive ice build up especially on the Mammoth Road side, along with a lesser amount of ice build up on the High School Parking lot side. This issue needs to be addressed before we experience water damage to the ceilings, walls, and, especially the equipment in the video server room. This EMTF request is for the labor and materials to add additional baffles, fiberglass insulation, and, rigid insulation to the attic area.</p>	<p>Drouin Construction \$ 3,600.00 EMTF Request Amount \$ 3,600.00</p>	
<p align="right"><b>Total Town Council EMTF Order</b></p>		<p align="right">\$ 20,419.47</p>

## ORDER #2014-05

An Order Relative to

### ***EXPEND SPECIAL REVENUE FUNDS FOR THE LONDONDERRY POLICE DEPARTMENT***

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Reading: 03/03/2014

Adopted: 03/03/2014

***WHEREAS*** the Town of Londonderry voted to appropriate, under Article 4 at the March 13, 2012 Town Meeting, funds within the Police Department budget to purchase or lease vehicles to carry out the mission of service to the community; and,

***WHEREAS*** the Town of Londonderry created a Special Revenue Account, called the Vehicle Expendable Maintenance Trust derived from the fees paid by vendors for police department outside details, and for the purpose of maintaining, purchasing and managing Police Department vehicles; and,

***WHEREAS*** the Londonderry Police Department has complied with the provisions of the Town of Londonderry Municipal Code, Title VI, Purchasing Policy but on this purchase is an exception under section IV, Sub-section D, paragraph 4 in that the Town has met the competitive purchasing requirements by other means (Price from a long time vendor is lower than the State Bid); and,

***WHEREAS*** one (1) 2013 F-250 truck with a plow and towing package will therefore be purchased at the negotiated price of \$22,773.

***NOW THEREFORE BE IT ORDERED*** by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to **expend thirteen thousand, two hundred seventy-three dollars (\$13,273.00) from the Vehicle Expendable Maintenance Trust; and nine thousand five hundred dollars from the Police Department Capital Lease Line (4744-000) totaling twenty-two thousand, seven hundred seventy three dollars (\$22,773.00) to purchase said truck.**

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John Farrell, Chairman  
Town Council

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Susan Hickey  
Acting Town Clerk/Tax Collector

***A TRUE COPY ATTEST:***  
03/03/2014

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

**February 24, 2014**

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

Present: Chairman John Farrell; Vice Chairman Tom Dolan; Councilors Tom Freda and Joe Green; Town Manager Kevin Smith; Executive Assistant Kirby Wade; Absent: Councilor Jim Butler

## **CALL TO ORDER**

Chairman Farrell opened the meeting with the Pledge of Allegiance led by Councilor Green. This was followed by a moment of silence for all those who serve us here and abroad and for all of Londonderry's first responders and their safety.

Chairman Farrell stated that this Town Council meeting has been called so that we can review some of the finances. Chairman Farrell stated that the Council is focusing on where we are, what we have spent and how much time we have left and what needs to happen. Chairman Farrell stated that the town has exceeded the snow budget so we have to take a hard look at where we are.

## **PUBLIC COMMENT**

Reed Clark, 79 Stonehenge Rd. Clark stated that with the exception of the people who had to be there, there were about 58 people at the Deliberative Session. Clark stated that the people that were present and the few people that watched on TV got both sides of the story. The ones who are coming to vote on March 11<sup>th</sup> are voting for the incumbents or the people running against the incumbents.

## **PUBLIC HEARING**

~ None ~

## **OLD BUSINESS**

~ None ~

## **NEW BUSINESS**

### **Hampstead Dispatch EMPG Contract:**

Londonderry Fire Chief Darren O'Brien presented the Hampstead Dispatch EMPG Contract to the Council. Chairman Farrell shared with the Council that this will bring in more revenue. O'Brien stated that the Town of Londonderry has been in negotiation with the Town of Hampstead since October. He got wind that their dispatch was going to expire this coming year. O'Brien stated that a lot of testing has been done to see if this would work and he shared that starting July 1<sup>st</sup> of this year through December 31<sup>st</sup> of 2017, Londonderry will be providing dispatch services to the Town of Hampstead. The revenue generated will be approximately \$140,000 over the three and a half years.

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

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45 Councilor Green asked Chief O'Brien how much of an expense to the Town will that cost. Chief O'Brien stated that  
46 right now the logistics are being reviewed between the Deputy Chief in Hampstead and one of the Battalion Chiefs here in  
47 Londonderry to see what hardware is needed. O'Brien shared that expense wise there may be a few upgrades in the computer  
48 system but no additional personnel will be needed. Green verified that there will be pretty much no expense in all.

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50 Vice Chairman Dolan stated that while we are anticipating no additional expense, should we incur additional expenses in  
51 the fact that the budget is already done. Dolan asked Finance Director Sue Hickey if there is a mechanism by which we can  
52 over-expend the budget to pay for any addition expenses from Hampstead. Dolan asked Hickey that if there is additional  
53 expense, the fact that we are this far along in the budget process, how would we treat that? Hickey stated that there is no  
54 mechanism to over-expend what the voters will be approving on March 11<sup>th</sup>. Hickey stated that there are a couple of  
55 exceptions that will allow for a special Town meeting such as legal if you are about to be sued. If there is an act of nature, a  
56 state of emergency declaration. There is no mechanism to allow for more funding and more expenses, Hickey stated.  
57 Councilor Dolan stated that although it is a great idea, he is concerned about FY15 and the pressure that has been put on the  
58 FY15 budget where we don't seem to have a mechanism to recognize this revenue and spending.

59  
60 Chief O'Brien stated that the only additional expenses he can see is the dispatch system update. The Londonderry  
61 dispatch system is called 'Red Alert Monitoring System'. O'Brien stated that there is an upgrade in the system that needs to be  
62 put in in order to initiate incident reports for another community. O'Brien stated that they are calling around for a quote but he  
63 doesn't expect to be a lot. O'Brien stated that the towers and the radio equipment work great. Everything else will be provided  
64 by the Town of Hampstead.

65  
66 Vice Chairman Dolan asked if a Resolution will be needed to except the revenue. Chairman Farrell stated that it is a  
67 contract so no Resolution will be needed. The Council just needs to approve the contract. There will be no budget change so  
68 we won't need a Public Hearing either.

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70 Councilor Freda asked Chief O'Brien if he plans on looking for other opportunities with other towns. Chief O'Brien  
71 stated that there are other communities around us who are due to expire. O'Brien stated that Hampstead generates anywhere  
72 from 800-1000 calls per year which can be handled with the staff the LFD has now. O'Brien stated that with the other  
73 communities that are due to expire we would have to look into adding additional personnel to handle other towns. LFD is  
74 looking at about 4000 calls a year now between Londonderry and Hampstead. Councilor Freda asked if it is possible to use  
75 money from the Expendable Maintenance Trust to pay for any of the upgrades. Hickey stated that the Extendible Maintenance  
76 Trust was set up for facilities only as opposed to equipment. The software that they are using wouldn't qualify.

## Other:

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80 Chief O'Brien stated that last fall Londonderry Fire Department applied for an "Emergency management Grant" and  
81 within the last two weeks they received a Grant from the Government for \$26,350.00 to pay for half of the cost of outfitting  
82 Central Fire Station and the new back-up emergency generator. O'Brien stated that the existing generator is of smaller capacity  
83 for what they need and what is at Central Fire Station today. O'Brien stated that they are planning on taking the existing  
84 emergency generator and outfitting the senior center for numerous reasons. It can be used as a back-up emergency shelter if  
85 needed. O'Brien stated that the Grant will cover \$26,350.00 of the cost and town matching funds can be picked up to cover the  
86 soft cost.

## Quarterly Budget Update:

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93 Chairman Farrell stated that we are at 118% of the Towns snow removal budget.

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

## {SEE ATTACHED CHARTS}

Hickey stated that all of the charts and information is posted on the website. Hickey started with the monthly report that is done that shows revenues and expenditures by department. Revenues at this point we have collected 48%, Hickey shared. A lot of the big revenues the Town won't receive until the spring, such as Rent A Car and Manchester Airport. Hickey stated that expenditure wise there is a little more concern. Hickey referred to chart to show where each department falls at this point. Chairman Farrell clarified that as of the end of January, the Town has spent \$189,521.00 for snow removal. Hickey stated that number is correct. Hickey referred to the Trend Analysis which is a five year report for both Public Works snow removal, the Public Works Department, Fire department, Police Department and Legal. For FY14 through January 31<sup>st</sup> we have spent \$189,521.00 on snow removal services. Town Manager Smith stated that is approximately 118% of the snow removal budget as of January 1<sup>st</sup>, so this doesn't even include the snow storms we have had recently in February. Last year the Town was only at 27.8%. Chairman Farrell clarified that there is a difference of over \$100,000.00 this year with the change in weather.

Hickey stated that Public Works as a whole is running on average where they typically are in their five year trend analysis. The Fire Department, running again about the same as they typically do. Londonderry Police Department is low compared to the previous year. Hickey stated that due to the difficult finance situation due to snow removal, the Police Department has postponed some spending and trying to put off needed expenditures in order to help.

Hickey stated that the important thing to point out on legal is that FY14, the first two Months, July and August include forensic audit fees that were not included in the previous year. Hickey stated that it may look significantly hire, as time goes on between now and June you will notice the trend in the two numbers will become closer since we do not have any forensic audit fees this year. Chairman Farrell shared that the audits were from the lawsuit that was filed, which the Court system required the Town to do a forensic audit. Chairman Farrell stated that this is the same lawsuit that was dismissed two weeks ago. Hickey stated that is correct. Chairman Farrell stated that he was notified that the plaintiff has filed an appeal. **{See charts}** Chairman Farrell stated that the Town has probably spent \$275,000.00 of the tax payer's money {after legal fees} because of a lawsuit that was dismissed. This has to do with the Impact fees that have been returned. By statute, the impact fees only have to be returned for three years.

Vice Chairman Dolan asked if there was recourse for the Town to recover the attorney fees against the plaintiff who sued the Town. Chairman Farrell stated that it will be looked into.

Hickey continued by saying beyond the trend analysis, the finance department did some charts specifically looking at some overtime expenses both on Police and Fire, giving a five year trend, budget vs. actual **{see graphs}** as of January 31<sup>st</sup>. Hickey stated that Police is very consistent. They are 62% expended as of January 31<sup>st</sup>. Fire, as of January 31<sup>st</sup>, is almost 91% expended of their totally budget. Last year at this time they were 88%. Hickey stated that fire is over 100% expended of their overtime as of the end of February. Town manager Smith ran a recap saying that 64.7% has been expended of the total budget. Last year at this time it was 58.1%. Smith stated last year the Town was \$204,000.00 over in fire overtime.

### Fire overtime:

Londonderry fire staffing was discussed, dropping down from 10 personnel to 9 personnel at night. Chairman Farrell stated that to summarize on everything he has heard, we need to come back on March 3<sup>rd</sup> and hear the three scenarios, best case, middle case, and worse case. The Council stated that they want to hear about what the cause and effects of a freeze in spending and what it will do to the budget with projections and how that is going to affect services. Chairman Farrell stated that worse case, what a furlough plan would look like if we are forced to go in that direction and how does that affect the services of the Town. Councilor Freda asked Hickey if the Town can designate who gets furloughed. Hickey stated that for example, they could request the library employees who are not represented and have no union contract; you could tell them that they need to furlough.



# LONDONDERRY TOWN COUNCIL MEETING MINUTES

Councilor Green stated that he wanted to make sure that the public understands that fire overtime talk is separate from the budget. The budget that is being discussed, how to plan for a better way to manager the overtime next fiscal season and that is what was done. A plan that would cover the overtime so that this situation can be controlled.

## APPROVAL OF MINUTES

Approval of minutes from February 3, 2014 since the last meeting was cancelled due to lack of an Agenda. Councilor Green motioned to approve the minutes, second by Councilor Freda. Chair votes 4-0-0.

## LIASON RERORTS

None ~

## TOWN MANAGER

~ None

## ADJOURNMENT

### Side Note:

Gary Smith with the Londonderry Lions Club spoke on behalf of an upcoming event. Smith stated that lately the Club has been having some difficulty getting the word out regarding a fundraiser that they are doing. At a local level, the Lions Club assists folks with sight and hearing assistance for those who cannot afford proper care. In addition to that, the club helps out with food baskets for a folk in need around the Holiday's, assisting folks with heating during winter, high school scholarships and so much more. Smith stated that there is a fundraiser scheduled for March and they are having a hard time getting the word out. The lions Club will be holding a Comedy Night on March 15th. It will be held at the Londonderry Lions Club. Five area comedians will be coming from the Boston area {**SEE ATTACHED INVITE**}. They are hoping for 100-150 people. Smith stated that the work the Lions Club does within the Town is a benefit to the folks in Town. A majority of what they benefit stays right here in Londonderry. **BYOB!**

**Motion to adjourn made by Vice Chairman Dolan and second by Councilor Freda. Chair votes 4-0-0.**

Notes and Tapes by:	Kirby Wade	Date: 02/24/14
Minutes Typed by:	Kirby Wade	Date: 02/26/14
Approved by:	Town Council	Date: 03/03/14