

TOWN COUNCIL/BUDGET MEETING WORKSHOP
October 26, 2006

The Council Meeting/Budget Meeting Workshop of October 26, 2006 was called to order at 7:05 PM in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry, NH.

PRESENT: TOWN COUNCIL; Chairman, Brian Farmer; Vice Chairman Joe Paradis; Councilors Mark Oswald, Tom Dolan, Marty Bove; Town Manager David Caron; Assist. Town Manager/Finance Director Sue Hickey; and Margo Lapietro, Executive Assistant.

BUDGET COMMITTEE: Chairman, John Silvestro; V. Chairwomen, Adriana Komst, Secretary, Sean O’Keefe, Mike Brown, Tom Freda, Frank Hegarty, Michael Toth.

CALL TO ORDER

Chairman Farmer opened the meeting at 7:05 P.M. with the Pledge of Allegiance. This was followed by a moment of silence for the men and women in the service and for those who have given their lives for this country.

PUBLIC HEARING

PUBLIC COMMENT

Meg Seymour, Town Clerk/Tax Collector announced General Elections will be held on November 7 from 7:00 AM – 8:00 PM at Londonderry High School. Property tax bills will be mailed out this Monday. Toys for Tots previously run by Joanne Peterson will continue to be run by Christie Campbell. We collect the most toys in this area for this project. Collection boxes will be located in the Town Hall Lobby shortly.

NEW BUSINESS

No new business.

FY 08 Municipal Budget:

Finance – Sue Hickey – Asst. Town Manager/Finance Director presented Increase from 07 is \$16,888 or 3.4%. Increases due to:

- Part Time Salaries
- Overtime
- Contractual & Federal Mandates
- Auditing Services
- Management Services

Decreases due to:

- Salaries
- Postage
- Life Insurance

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Human Resources

Total Full Time Employees – 176
Total Part Time Employees – 26
New Hires – 14
Retirees – 2
Terminations – 8

Councilor Oswald requested tracking of employee terminations for next years budgets.

Assessing – Karen Marchant, Town Assessor presented. \$3,049 decrease in working part of budget. Chairman Farmer asked what was included in Management. Services. Karen responded basically assistance with managing appraisals. Councilor Oswald questioned difference between FY06 & FY08 budget, Karen responded it was due to Warrant Article. He questioned why travel expensed did not go up do to cost of gasoline? Karen responded most traveling was local travel and travel to conferences – used town cars mostly. Sean O’Keefe asked why overtime was up; Karen responded it was due to contractual obligations. Sue stated some bargaining contracts stipulated that some staff get 1 week’s vacation buy-back time, included in overtime in some depts... Adriana Komst asked why it is listed separately. Sue responded only other line is salary line item, if lumped in with salary line tougher to track. She also said State administrative rules determines where it is located. Discussion ensued. Councilor Dolan asked if limit on overtime, Sue responded limit is 60 hrs.

Town Clerk/Tax Collector Meg Seymour, Town Clerk/Tax Collector reviewed they types and how many transactions the department processed in FY 05-06. Total revenues collected \$65,347,743.18. Councilor Dolan asked Town Manager Caron to review methods of cash collection. Sue responded an example would be pistol permits at Londonderry Police Dept. (LPD); person would apply at LPD, would receive a receipt and be instructed to go to TC/TC all cash collections done in TC/TC Office. Auditors suggested centralizing all cash transaction thee because everything done in Assessing is in secured area, employees bonded. Chairman Dolan said this was a positive step. Tom Freda asked who is responsible for reconciling gun permits monies. Meg responded she collects receipts from LPD, reports given to Sue and once a month dept head gets reports. Dept head signs off, finance reviews and LPD reviews. Mike Brown asked about lulls and busy times. Meg explained time frame and worked involved in time frames. Sean O’Keefe asked about liens, Meg stated they do not have a lot. Adriana Komst asked if anything can be done to streamline process in her department. Meg responded state mandates everything originates from her office per state regulations. Chairman Farmer what other kinds of permits do they handle? Meg responded police testing, fingerprinting, Sue stated it was all outlined on page 34. Chairman Farmer questioned past–due fees from library, Sue stated they handle that themselves. Dog licensing discussed. Mike Brown asked about using part-time employees thereby avoiding expenses of medical, retirement, etc. Meg responded the people in her office have to be certified with state, 4-6 months learning curve. Chairman Farmer stated town charter lets Town Manager make those decisions. Councilor Dolan brought up the issue of electronic records, if OK’d by State, Town Manager Caron responded we still have to keep paper copies.

IT increase is \$35,605 or 8.6%, Guy Blanchette from Eaglevue and Sue Hickey presented. Sue explained the increases and decreases in the budget from FY07. Councilor Oswald asked about

94 blackberry fees – who were the multi users. Sue responded they were used by Town Manager,
95 Asst. Town Manager, IT Staff, Fire Chief, Planning Dir., and LPD. Are cell phones listed for
96 each dept? yes- said Sue. Councilor Oswald asked how does the IT Dept. assess replacements,
97 Guy responded they are assessed monthly by repair records. Councilor Oswald asked if the
98 equipment was leased or purchased? Guy responded most equipment is purchased now.
99 Councilor Dolan questioned computer protection. Guy stated the firewall is updated frequently,
100 domain structure protected. Adriana asked why increase in leases, Sue stated it used to be on 3
101 yr cycle to lease, in 06 bought out of our lease, paid out early. Councilor Dolan asked if we can
102 use some of the school district for software for the library? Guy responded the system used in
103 the school libraries was specifically developed for school libraries, has researched for a crossover
104 but not available. Mike Brown asked how many software packages does town have. Guy
105 responded a considerable amount because each dept. has specific ones. Trying to bring on a
106 package that can be cross-used. Mike then asked if each package has its own support, Guy
107 responded yes. Mike Brown if we use less support vendors we will save money. Councilor
108 Dolan asked if we provide IT service to Library is it free? Town Manager Caron responded yes.
109 Councilor Dolan suggested holding each dept. responsible for their own computer costs. Sue
110 responded it can be broken down by dept. Mike Toth asked for explanation of process to
111 determine when machines should be replaced. Guy said IT replaces as needed, based on repairs.
112 Town Manager Caron said replacement has to be justified and older equipment is typically re-
113 used in Town. Tom Freda asked why can't we just reduce budget by amount of computers
114 requested? Councilor Farmer responded that it was just a paper movement, transitional issue.
115 Tom Freda then questioned how do we know they need new equipment? Chairman Farmer said
116 it would have been assessed by IT. Councilor Dolan said we should have the dept. head put it in
117 their budget. Chairman Farmer stated they could put it in their budget but spend it on something
118 else. If put in IT it stays in town budget until we make the purchase for the equipment.
119 Discussion ensued about purchasing new equipment. Councilor Dolan said to pass the usability
120 down to the dept. head level. Mike Brown asked about needs of Londonderry Fire Dept (LFD).
121 Guy explained the software program and the specific uses required by LFD. At this point
122 Chairman Farmer spoke about the plans to enhance the Town website whereby citizens can send
123 comments/complaints on website to Town so they can track replies including telephone calls.
124 The consensus of Town Council and Budget Committee was to keep the purchasing within the
125 IT Dept.

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127 **Debt Service** Town Manager Caron reviewed, increase of \$2,075,000.00 due to Fire Stations
128 and road bonds. Councilor Oswald said the traffic signal on Mammoth Rd. passed many years
129 ago, will there be increased costs from when bond was floated and now? Town Manager Caron
130 responded yes, increase due to construction costs. Will have to pay any overage in our operating
131 budget. Exit 4A bond not issued yet. Mike Brown said it was a multi-purpose bond that was
132 floated, we had a 1/3 share. Councilor Bove suggested inviting someone from DOT to give
133 schedules and impact to town like Carol Murray or Ray Wizoreck, or Sherm Packard. Town
134 Manager Caron will contact someone. Adriana Komst asked what our bonding limit is. Sue
135 responded bonding limit is 3% of assessed evaluation. Have a debt capacity of \$75.43M.

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137 **Revenues** Town Manager reviewed increase of \$229,054, due to additional principal and
138 interest. Significant adjustments in:

139 MV Permit Fees - \$129K
140 Interest on Deposits – \$100K
141 MHT Police Details – should stay the same each year - \$125K
142 Sewer Fund Reimbursement - \$332K for next 3-4 years

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144 Multi purpose Sewer Bond retiring in 2010. Councilor Oswald suggested recognizing top 10 tax
145 payers and employers. Karen stated top 10 tax payers are listed on page 13. Tom Freda asked
146 about impact fees, where they are shown. Total impact fees taken in are not included in the
147 general fund budgets. Could provide a schedule if he wanted it. Just shows what is going to be
148 transferred from impact fees into general fund for various projects, shown on page 32, \$50K this
149 year. Town Manager Caron stated this year they will help defray the cost of the bond for the
150 police station. Most of impact fees will flow in and out of accounts, approved via Council.

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152 **Municipal Insurance** – Level funded; provides property, casualty & unemployment coverage -
153 \$1K deductible for most incidents. Obtained from Local Government Center, rates have not
154 changed for several years.

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156 **ADJOURNMENT**

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158 **Councilor Dolan made a motion to adjourn at 9:08 PM. Second Councilor Oswald.**
159 **Councils vote 5-0-0.**

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161 **Notes and Tapes by:** **Margo Lapietro** **Date: 10/26/06**

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163 **Minutes Typed by:** **Margo Lapietro** **Date: 10/27/06**

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165 **Approved:** **Town Council** **Date:**

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170 **MEETING SCHEDULE:**

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- A. Town Council, October 30, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- B. Town Council, November 4, 2006 about 9:00 AM, Moose Hill Council Chambers – FY08 Budget Workshop
- C. Town Council, November 6, 2006 about 7:00 PM, Moose Hill Council Chambers – Meeting & Budget Workshop
- D. Town Council, November 9, 2006 about 7:00 PM, Moose Hill Council Chambers – FY08 Budget Workshop
- F. Town Council, November 20, 2006 about 7:00 PM, Moose Hill