

**LONDONDERRY BUDGET COMMITTEE**  
**Minutes**  
**September 24, 2009**

The Budget Committee meeting was held in the Moose Hill Conference Room, 268B Mammoth Road, Londonderry NH 03053.

Committee Members Present: Richard Dillon, Tom Dolan, Jay Hooley, Todd Joncas, Don Jorgensen, Deb Nowicki, Mark Oswald.

7:42 PM I. CALL TO ORDER

The meeting was called to order by Mr. Oswald at 7:42 pm.

II. PUBLIC COMMENT

A. None

III. COMMITTEE BUSINESS

A. A motion was made by Don Jorgensen 2<sup>nd</sup> by Deb Nowicki to approve the minutes of May 12, 2009.

Member	For	Against	Abstain	Absent
Richard Dillon	X			
Tom Dolan	X			
Jay Hooley	X			
Todd Joncas	X			
Don Jorgensen	X			
Deb Nowicki	X			
Mark Oswald	X			
<b>Totals</b>	7	0	0	0

B. Liaison Reports.

None reported

C. Next Meeting scheduled for October 22, 2009

IV. OLD BUSINESS

A. None reviewed

## V. NEW BUSINESS

After a town tour of the DPW garage and equipment, the proposed Pettengill Road site, the proposed site of the new Northwest Fire Station, and the current North Station, the town manager, David Caron, assistant town manager, Susan Hickey, and the department heads for LPD, FPD, and DPW, reviewed and presented the town's vehicle/equipment fleet:

- A. LPD Fleet Presentation – presented by the Chief of Police, William Hart.
- There are 17 staggered leased Ford vehicles in the police department (15 Crown Victorias and 2 Expeditions; 10 marked cruisers, 3 unmarked, 1 marked(low-profile), 1 un-marked chief's vehicle, and the 2 Expeditions.
  - There are 4 town owned Ford vehicles: Crown Vic' - K-9 patrol, Crown Vic' - School Resource vehicle, F250 Pickup Truck, Windstar mini-van.
  - There are 3 donated Ford vehicles: Windstar – School Resource, Explorer – School Resource, and a converted ambulance used for special operations and crime scene investigation.
  - Maintenance/Lease/Equipment cost the town between ~\$153K - \$162K annually.
  - Staffing levels for 2009 are at 45 officers.

### Questions/Answers (Q/A):

Q: Todd Joncas: Has the police department explored alternative or staggered shifts or any other means to possibly reduce the need for as many vehicles?

A: William Hart: Yes, the department has staggered shifts current 6am to 2:30 (1<sup>st</sup>) and 2pm 2<sup>nd</sup> shift start allowing for communication to occur between the shifts. They are exploring email or other electronic means of communication, but nothing replaces the face to face interface allowing for questions and answers directly. Also, often the reason we see so many vehicles in the lot at ~2-3pm time-frame (when the most traffic is driving by the police department) is because this is the time of the shift change.

Also, we need to keep in mind that there is often a need for additional vehicles if one is dispatched from patrol it can be “out of commission” for a while. Meanwhile, another vehicle must go out. If this happens simultaneously on a busy day/night... we realize why we need so many vehicles.

Q: Deb Nowicki: What are the lease terms and how are they staggered?

A: William Hart: 6 years leases, staggered in 3 year intervals.

Q: Deb Nowicki: What do the maintenance costs include?

A: William Hart: It is a combination of standard maintenance – oil changes, etc... for high mileage vehicles, repairs, etc... plus such items as replacing strobe lights on the tops of the cruisers is expensive and they are replaced fairly often.

- B. FPD Fleet Presentation – presented by the Fire Chief, Kevin MacCaffrie.:
- There are 4 “Engines”, 1 Ladder/Pumper. 3 Forestry Trucks.
  - There are 3 Ambulances and 1 Rescue vehicle.
  - There are 2 Command vehicles and 2 Preventative Inspection vehicles (All leased Ford Expeditions).
  - Staffing is set at 10 on at all times: 3 at North Station, 2 – South, 5 – Central.

Questions/Answers (Q/A):

Q: Todd Joncas: What are the annual lease and/or vehicle payment costs?

A: Kevin MacCaffrie: \$37K Annually for leases and \$70-\$80K annually for maintenance costs. It was also noted that a simple oil change for an “Engine” is ~\$300.

Q: Mark Oswald: Are there training and maintenance logs kept?

A: Kevin MacCaffrie: Yes, training on vehicles is provided by the manufacturers and logs are kept. Also each maintenance action is logged each and every time for everything from changing a light bulb to anything else that is needed.

Q: Don Jorgensen: What is Londonderry’s obligation to the Manchester/Boston Regional Airport with regard to Fire Department coverage?

A: Kevin MacCaffrie: Everything outside of the fence is our responsibility. Inside the fence, i.e., aircraft, in and around the tarmac, etc... is covered by the Airport’s own fire department.

Q: Rich Dillion: Do the leases include unlimited mileage?

A: Kevin MacCaffrie: Yes.

Q: Jay Hooley: Are “Medics two and three” (ambulances) stationed at the Central Fire Station?

A: Kevin MacCaffrie: Yes, but they could look at stationing one at South.

Q: Don Jorgensen: What is our commitment for “Hazmat” coverage?

A: Kevin MacCaffrie: Londonderry supports hazmat response for emergencies.

Q: Are there warranties on the FD Fleet?

A: Kevin MacCaffrie: Yes, and they have increased warranties to decrease maintenance costs.

- C. DPW Fleet Presentation – presented by the Public Works Director, Janusz Czyzowski.:

- There are 9 6-wheeled (large), 3 one-ton trucks, and 2 pick-up trucks used for various activities throughout the year including snow plowing and sanding/salting in the winter months. These vehicles are currently on a 8-&-11 year staggered lease program. 6-wheelers & one-tons - 11 year leases / pick-ups – 8 year leases.

- A variety of equipment inventory was also presented ranging. Of particular interest was the “Grader”. It was indicated that instead of a direct replacement at some time in the future, it would be more cost effective to contract the work out given the limited amount of usage for this particular older piece of equipment.
- At some point in the future, it may make financial sense to combine a trade-in of the “Grader”, “Dozer”, and “Back-Ho” towards a small “Excavator”.

Questions/Answers (Q/A):

There were no questions asked of Janusz Czyzowski. It should be noted that much of the detail was covered during an earlier tour of the Town Garage.

- D. SAU Bus Contract and Fleet Presentation requested to be presented at a later date.
- E. Other Business:

Todd Joncas presented a proposed “Project Budgetary Status Report” that, in his view, should be reviewed monthly by the Budget Committee. The report would be for current projects underway for both the Town of Londonderry and the School District. It would be for “CIP” type of projects that have already been approved, budgeted for, and currently underway.

This report would enable the committee to compare, at an executive summary level, the actual percentage of project work physically completed with the percentage of the budget consumed. It compares the expenditures to date with the projected expenditures necessary for completion of the project. It summarizes with a projected overage/underage by project as well as a total net combined summation as a “bottom-line” over/under for all projects.

The idea is to be able to ask questions in a proactive manner to the Town or School District if we see projects running over budget or under budget. This allows us to better represent the tax payers and help to identify if project budgets are in jeopardy early enough to proactively address it before the tax payers are simply “stuck” with a higher bill than expected.

The committee agreed that this was a good idea.

The assistant Town Manager, Susan Hickey, stated that she has most if not all, of this data readily available in the financial reports.

VI. ADJOURNMENT

A motion was made by Mark Oswald at 9:10 pm to adjourn the meeting, 2<sup>nd</sup> by Jay Hooley. The vote on the motion was as follows.

Member	For	Against	Abstain	Absent
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Richard Dillon	X			
Tom Dolan	X			
Jay Hooley	X			
Todd Joncas	X			
Don Jorgensen	X			
Deb Nowicki	X			
Mark Oswald	X			
<b>Totals</b>	7	0	0	0

**RSA: 91-A:2 Meetings Open to Public. –**

**II. All public proceedings shall be open to the public, and all persons shall be permitted to attend any meetings of those bodies or agencies. Except for town meetings, school district meetings and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras and videotape equipment, at such meetings. Minutes of all such meetings, including names of members, persons appearing before the bodies or agencies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection within 144 hours of the public meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any body or agency, or any subordinate body thereof, without exception.**

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