

**TOWN COUNCIL
AGENDA
February 2, 2009**

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 – PUBLIC SESSION

- II. PUBLIC HEARING
 - A. Wagon Wheel Cooperative Water Improvements CDBG Project - Update

- III. PUBLIC COMMENT

- IV. OLD BUSINESS
 - A. Town-School Collaboration Update
 - B. Maintenance of Municipal Complex

- V. NEW BUSINESS
 - A. December Ice Storm – After Incident Review

- VI. APPROVAL OF MINUTES
 - A. Minutes of the Council’s January 19, 2009 Public Meeting.

- VII. OTHER BUSINESS
 - A. Liaison Reports
 - B. Town Manager’s Report
 - C. Board/Committee
Appointments/Reappointments/Resignations

- VIII. ADJOURNMENT

MEETING SCHEDULE:

- A. FY10 Budget Public Hearing, February 5, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM

- B. Town Council Meeting, February 9, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM
- C. Public Hearing on Town Common Special Revenue Fund, February 23, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM
- D. Town Council Meeting, March 2, 2009, Moose Hill Council Chambers, Town Hall, 7:00 PM

INTERMUNICIPAL AGREEMENT

AGREEMENT made this ____ day of _____, 2009 by and between the Town of Londonderry (hereinafter referred to as the “Town”) and the Londonderry School District (hereinafter referred to as the “District”). The Town and the District may be referred to collectively as the “Parties” where the context requires.

- I. **PURPOSE:** The purpose of this Agreement is to set forth the terms, conditions and responsibilities of operating and managing the Londonderry Access Center; administering the Franchise Authority responsibilities pursuant to applicable Federal and State law; and implementing the video curriculum program, for both Londonderry High School students and community members.

- II. **ORGANIZATION, DUTIES AND RESPONSIBILITIES:** In order to more efficiently expend community resources; to provide the continuation of cable television and access center related services; to provide video curriculum and training opportunities to students and community members; and to safeguard the community’s investment in the Access Center, the Parties agree to following:

- III. **TOWN RESPONSIBILITIES:**
 - 1) Town Council retains responsibilities of Franchise Authority, including the negotiation of Renewal or new Franchise Agreements.

 - 2) Remit Franchise Fees to the District on a quarterly basis in amounts agreed upon by the Parties as necessary to execute

the District's responsibilities under this Agreement, subject to an appropriation at the Annual Budgetary Town Meeting

- 3) Retain ownership of the Access Center, located at 281 Mammoth Road. Town shall be responsible for major repairs to the Access Center (e.g. major roof repairs, HVAC) and shall pay for said major repairs from the Cable Special Revenue Fund. Funds for said repairs shall not part of the Fees remitted to the District as set forth in Section III. 2.

IV. DISTRICT RESPONSIBILITIES:

- 1) Ensure adherence to various laws and regulations (federal, state and local) pertaining to related services.
- 2) Advise the Town regarding compliance with the negotiated Franchise Agreement, and provide input during negotiations for subsequent agreements.
- 3) Maintain positive, two-way communication with the Cable Provider and resolve subscriber issues/complaints.
- 4) Maintains a log of citizen complaints, along with date complaint filed, resolution reached, and date of resolution.
- 5) Exercise leadership in developing public relations and information programs concerning the LAC and the need to ensure high quality and effectiveness related to programs

and services.

- 6) Provide for an appropriate learning environment to support vocational video curriculum.
- 7) Responsible for providing opportunities for training and use of the Access Center by community members in a scope and size as reasonably similar as occurring as of the date of this Agreement.
- 8) Oversee the use of the I-Loop and the provision of cable services for town and school facilities.
- 9) Maintenance of the Access Center in its current condition, less normal wear and tear, and shall be responsible for minor repairs and upgrades to maintain the functionality and appearance of the building.
- 10) Managing programming and program development for all Access Center channels.
- 11) Schedule employees for cablecast of all live town and school meetings.
- 12) Responsible for employing a sufficient number of qualified and trained employees to fulfill its obligations under this Agreement.
- 13) Complete an inventory of all equipment in the facility, and shall further cause to have a study completed of the Access Center's inventory and develop of a five year equipment

maintenance/capital plan. All equipment shall be maintained in good working order, less ordinary wear and tear.

14) Develop of the annual operating and capital budget.

V. PARTIES RESPONSIBILITIES:

1) The Parties shall appoint a joint board pursuant to RSA 53-A, which shall consist of seven members, three each appointed by the Town and District, with the seventh member appointed by the six other appointees. The members shall serve three year terms after an initial staggered term in which two shall serve one year terms, two for two year terms and two for three year terms. The seventh member shall serve an initial three year term. The Joint Board shall also be responsible for the following:

- a. Administer this joint undertaking as required by RSA 53-A:3, III (a);
- b. Propose and adopt Access Center policy development and revisions;
- c. Review and recommend an annual budget.

2) The Parties shall work cooperatively to implement the provisions of this Agreement.

VI. BUDGET: The Parties agree that this Agreement shall be funded through the Cable Special Revenue Fund held by the Town. The Parties

further agree that \$210,500 will be allocated from the Cable Special Revenue Fund during the first year of this Agreement to pay for all AGREEMENT cost, except for Machinery and Equipment. During the first year of the Agreement, an additional \$25,000 will be allocated from the Cable Special Revenue Fund for machinery and equipment purchases. All funds not expended during the course of the year shall be returned to the Cable Special Revenue Fund, unless as otherwise authorized by the Town.

VII. HOURS OF OPERATION: In order to foster a secure learning environment, the Parties agree that the Access Center will be closed to all non-school personnel until 12:00 PM on days when school is in session.

VIII. DURATION/DISSOLUTION: The term of this AGREEMENT shall be for a period of three years, from _____, 2009 until _____, 2012 unless previously terminated by either the Town or the District with 90 days' notice given by the terminating entity.

IN WITNESS WHEREOF, this Amended Intermunicipal Agreement has been executed on the day and year first above written.

TOWN OF LONDONDERRY
By its Town Council

By Its School Board

Chair, Town Council

Chair, School Board

Vice - Chair, Town Council

Vice-Chair, School Board

Town Council

School Board

Town Council

School Board

Town Council

School Board

TO: Town Council
FROM: Dave Caron, Town Manager
RE: Municipal Complex Maintenance Plan
DATE: January 27, 2009

The Town Council on January 19 reviewed the School District's long-term plan to reassign its employee away from the Leach Library beginning in FY11. Although various thoughts and options were discussed regarding the employee's status in FY10, the School District has confirmed that the position will remain available to the Town (25 hrs. per week) for the upcoming fiscal year. The Town Council directed staff to return with a comprehensive assessment for maintenance at the municipal complex.

Prior to presenting information on the subject matter, the issue of current library maintenance is first addressed. Currently, the Leach Library contracts with a private janitorial service to clean its building five days a week. The janitorial service was selected through a competitive bid process, and is the same firm used to clean the Town Hall.

The library also enjoys the services of a school district employee who performs other duties, including snow removal (walkways), minor lawn and shrub care outside of the Town's contracted service, moving boxes, janitorial services requiring immediate attention, and minor building repairs.

In summary, absent the school district employee, the Library receives the same janitorial care as the Town Hall; with the SD employee, maintenance services are superior.

Municipal Complex – The Municipal Complex is located on Mammoth Road, and houses the Leach Library, Police Station, Town Hall and School District Administrative Offices. Besides restricted parking for police functions on the southerly side of the

property, and library employee parking to the northeast, the balance of the parking is available to all users and is shared continually. Activities on the complex are managed by three entities (Town Manager, Superintendent of Schools and Library Trustees).

Resources: - Due partially to the diverse management structure and assignment of responsibilities, a variety of resources are utilized to provide maintenance services:

1) Private Contract to Clean Town Hall*:	\$ 2,054 X 12 =	\$ 24,648
2) Private Contract to Clean Library*:	\$ 1,192 X 12 =	\$ 14,304
3) Private contract to supplement PD cleaning:	\$ 920 X 12 =	\$ 11,520
4) Police Custodian (FTE)		\$ 68,216
5) School employee assigned to Library		
6) Lawn Care service for Town Hall, School Admin, Police, Library		\$ 7,000
7) School District Maintenance Call List		
8) Outside vendors		
9) Service Contracts		
10) SAU Facilities Director		
11) Town Administrative Support Specialist		
12) School District Grounds Personnel		
13) Department of Public Works Personnel		
14) Police Maintenance Sergeant		

*Additional charges incurred for periodic floor maintenance such as waxing, buffing, etc...

Responsibilities: Listed below are the general responsibilities associated with maintaining the Municipal Complex, along with an allocation of available resources:

- 1) Customary, recurring janitorial at Town Hall, School Admin, Police, Library
- 2) Additional cleaning duties at Town Hall, School Admin, Police, Library
- 3) Minor Maintenance Repairs at Town Hall, School Admin, Police, Library
- 4) Snow removal from walkways
- 5) Snow removal from traveled ways
- 6) Lawn maintenance
- 7) Other summer maintenance (shrubs, flowers, etc...)
- 8) Maintenance of building operating systems

Current Allocation of Resources:

Task:	TH	SAU	Police	Library
Janitorial Contractor	Contractor	Contractor	Employee	
Add'l Cleaning Duties Contractor	Contractor	Contractor	Contractor	
Minor Maintenance Repairs	Vendor/SAU	SAU	Vendor	SAU
Snow – walkways, normal hours	Employee	SAU	Employee	SAU
Snow – walkways, weekends	N/A	SAU	Employees	SAU
Snow Removal, traveled way	All combination of PD, DPW and SAU resources			
Lawn Maintenance Contractor	Contractor	Contractor	Contractor	
Other summer Maintenance	N/A	N/A	N/A	SAU
Maintenance of Bldg. Systems Contract	Contract	SAU	Contract	

Gaps in Maintenance – Town and School Personnel have identified two areas

- 1) Snow removal coverage, during absences and weekends; currently SAU and Town Personnel maintain responsibility for clearing walkways and pathways in separate areas of the complex. The system breaks down when designated employees are not available or on weekends when a significant snow event occurs, and enough time is not available to crews in the morning for snow removal, prior to business opening.
- 2) Minor Bldg. Repairs for Town Hall and Police Department – Currently, no staff is available to complete minor repairs at these Town buildings, resulting in the hiring of contractors or other vendors to complete the work

Remedies/Action Plan – With the School District maintaining current services through FY10, and clarification of the janitorial services continuing at the Library, the Town and School staffs can continue to work together to develop a comprehensive, long-term maintenance system for the municipal complex. It should be noted that significant cooperation exists between Town and School attending to the maintenance needs of

all facilities in complex, however, under current staffing, the Town cannot increase its reliance upon SAU for further services.

Our main goal is to maximize utilization of current resources and personnel to insure a cost-effective approach to municipal complex maintenance. By FY11, the Police Department will have been occupied for almost six years, the Town Hall five. To that end, the following action plan is envisioned:

- 1) SAU Facilities Director and Police Administration to develop a rotating schedule of sidewalk maintenance, including weekend assignment between school personnel and the Police Department custodian. **(FY09)**
- 1) School will include Town (requests through Admin Support Specialist) in its *School Dude* software for scheduling of minor repairs, with the following results: **(FY 09)**
 - a. SAU maintenance personnel would complete repairs
 - b. If time or scope is unworkable, Town would retain outside assistance
- 2) SAU personnel assigned to Library could devote 5-10 hours per week to assist with similar duties at Town Hall for **FY10**, without impacting services to Library.
- 3) Town and School should investigate most cost-effective method for building maintenance (i.e. minor repairs, painting, miscellaneous) including whether to hire a building maintenance person for all of its buildings in **FY11**.
- 4) Contracted janitorial services in place are the most cost efficient, and should remain.
- 5) Supplemental contracted janitorial service at PD needs to be reviewed for utilization and cost-effectiveness. **(FY09)**
- 6) The requirement for a full-time custodial employee to meet security requirements is valid, however, the position ought to be reviewed to determine if additional maintenance responsibilities within the complex should be assigned. **(FY09)**

December, 2008 Ice Storm

After Incident Review



*Town of Londonderry
&
Londonderry ALERT Team*

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***Dec. 11-23 Ice Storm Event
After Incident Review
January 27, 2009***

Summary: On the evening of December 11, 2008, Londonderry was affected by a severe ice storm that impacted the entire southern half of the state resulting in severe damage including downed trees, blocked roads, and large-scale power outages. The town was affected from December 11 until approximately December 23, when power was essentially restored to all of Londonderry.

The Town mobilized its Emergency Operations Center on December 11 and marshaled all available resources to assist with service recovery. The Police, Fire and Public Works Departments were heavily involved in the effort, as were resources from the Town's ALERT Team, the American Red Cross and other town departments.

The Emergency Operations Center was located in the conference room at the Police Facility, where the status of the storm and recovery were reviewed, resources were deployed and vital communications occurred. The American Red Cross opened a shelter at the Londonderry High School gymnasium, the first time the facility was used for this purpose after the installation of an emergency generator, funded jointly by the State of New Hampshire and Town of Londonderry. The ARC reports that the Londonderry shelter was the largest in the State, housing multiple occupants until it ceased operation on December 23, 2008.

Each declared disaster possesses its own unique characteristics; this incident was characterized by heavy ice accumulation, and widespread prolonged power outages. As such, once town and ancillary resources reopened roads, opened the shelter, and insured the safety of the general population, the main responsibility for service restoration remained with Public Service Company of New Hampshire.

Power outages were widespread; however, an area generally south of Rte. 102 was the most severely impacted. This area is served from an electric circuit originating in Hudson, with significant damage between Londonderry and the Hudson source contributing to prolonged outage in this area. Although power was restored to some residents in Londonderry almost immediately, large segments of the community remained in the dark until December 18, when more neighborhoods were restored. Most major areas were restored on December 19-20, with remaining service connections to individual homes being repaired through December 23.

As with all declared disasters, once the initial local response is completed (for this event, the clearing of roadways, house checks on residents and opening the shelter), the most important recovery tool is good communications. New Hampshire residents are hardy, and can adapt to the most difficult circumstances, however it is incumbent upon the Town and other disaster responders to provide the most current and accurate information available, in order to allow Londonderry residents to prepare to their individual circumstances.

The Town is indebted to the many volunteers who assisted during this disaster, particularly the Londonderry ALERT members, whose assistance was invaluable. ALERT also completed an After Action Review, which is incorporated in part into this report. The full ALERT report is also attached.

Town staff met to review the performance and circumstances surrounding the disaster and identified six major areas in which to review actions, events and opportunities for performance improvement. The areas are:

- Communications
- Shelter
- EOC
- Finance
- ALERT
- Transportation

Each will be discussed in greater detail below. The recommendations contained herein shall be incorporated into the Town's Emergency Management Plan.

Communications: As stated previously, communications is a major component of any disaster response and recovery effort. Effective communications between town departments, volunteers, groups such as ALERT, other responders (i.e. PSNH) and the public is critical for a swift disaster recovery and management of issues during the disaster. Each subcomponent is reviewed below:

Interdepartmental – Town Departments work extremely well together under normal circumstances. In times of disaster, cooperation and communications elevate to an even higher level, with all focused upon a single purpose to ameliorate the impacts of the event, and help all return to a sense of normalcy. There are some points of emphasis which need to be reaffirmed:

- All communications with outside agencies/utilities to be coordinated through the Fire Department. ***(The Emergency Management Director <Fire Chief> shall act as or appoint a Public Information Officer, who shall be responsible for communications. The EMD shall also act or appoint a designee to act as information coordinator with outside agencies/utilities. For this event, most of the***

communications occurred with PSNH.)

- Maintain updated cell phone numbers and other information between all departments and school. ***(The EMD or his designee shall quarterly review and update all emergency contact information between all Departments, School District, ALERT team leadership and other agencies which are regularly involved in disaster response and mitigation.)***

ALERT Communications – Initial Callout of ALERT Members - Contacting ALERT members during the initial callout was difficult due to downed lines and power outages. It is worth noting that regardless of the conditions, ALERT was able to get over 20 volunteers on the first day of the storm.

- ***Utilize an AM or FM radio station to broadcast ALERT activation instructions to volunteers. WLL0 (102.9 MHz) could be utilized for this purpose if it can boost its effective range to cover the entire Town of Londonderry. ALERT has sent a letter to the School District Superintendant to explore the possibility of improving the WLL0 antenna.***
- ***Set up text message broadcast mechanism. This recommendation does depend on each ALERT member having access to their cell phone during a call out. One ALERT member is already testing a prototype of this.***

Headquarters to Field - During traffic operations, ALERT members were dispersed around the town with little or no communication back to the EOC. LFD loaned 4 radios to ALERT and utilized the primary LPD frequency. While ALERT was instructed not to use the radio unless there was an urgent need, the few times it was used could negative impact police operations. It is not recommended as a long term solution. Additionally, it was difficult to check up on the status of ALERT members in the field due to the lack of a separate

communication channel.

- ***Utilize a spare LPD or LFD frequency not being utilized.*** Consider setting up another radio frequency outside of LPD, LFD or the Highway Dept. for use by ALERT during town-wide emergencies or activities.
- ***Utilize Amateur Radio Operators.*** Several ALERT members are licensed Amateur Radio Operators (Hams). While there is a repeater in Derry with suitable coverage, in an emergency it would be utilized by that town and would not be available to Londonderry. Consider setting up an Amateur Repeater in Londonderry possibly owned and operated by ALERT and hosted on Town property.
- ***Update ALERT Standard Operating Procedure.*** The ALERT SOP should be updated to provide a mechanism to check on and relieve ALERT members in the field.

Other Comments:

- LPD was extremely helpful with sending officers to check on ALERT members in the field throughout the day, and relieving them when needed.
- LPD and ALERT leadership maintained a full-size map of the town with pins to indicate where ALERT members were located. This proved to be extremely valuable in tracking not only ALERT members, but LPD and LFD units, as well as road hazards.
- During localized operations such as Election Traffic Control or line searches, ALERT can utilize inexpensive FRS radios, or simplex Ham radios for communications.
- Several ALERT members are already licensed Hams, and ALERT will continue to encourage more members to get licensed.
- Cell phone coverage is unreliable in many areas of Londonderry

and contributed to the communication issues as well. Hopefully over time, as more towers are constructed, this problem will diminish.

Extended Events - After the first day, several ALERT members were looking for information on where to go and were unable to find out. The first day, the LPD Community Room was utilized as a Command Center. However, on subsequent days, this room was locked and was not accessible.

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- **Designate a central location for ALERT members to check in. Consider setting up a bulletin board at Central Fire, at Town Hall, or at the Police Station for ALERT members to utilize. This board should be updated periodically to indicate where ALERT members are needed or where they should meet. Additionally, this could include updates on shelter operations and specific needs.**

Town with Community – The Community understands that initially information may be limited as town staff and utilities assess the breadth of the disaster and develop strategies to mitigate challenges. Soon after, the Town must develop and maintain a continuous flow of reliable, current information upon which residents and businesses can rely to manage their individual circumstances. Londonderry citizens were not always aware that the shelter existed, its location, and the services it provided.

- WLLO-LP (102.9 MHz) can be used as an effective tool to broadcast information, call out the ALERT team and provide a dependable source of information. Currently, the station's signal is inadequate to reach the entire community, although the School District is investigation options to increase the station's effectiveness. **(The ALERT team is communicating with the**

School District to learn about opportunities to improve the system's reach. The EMD shall investigate whether WLLO-LP can operate under emergency power and if not, strategies to provide power in order to maintain this available communications tool.)

- Web site needs to be activated much sooner – The Town's website needs to be activated sooner, with regular updates. Although counterintuitive to rely upon an electronic medium during a prolonged power outage, many citizens communicated with the Town in this fashion during the disaster through friends and acquaintances outside of the area, or from their place of employment. The success of the website lies in the timeliness and "freshness" of information, which in this event, was provided by sources predominantly outside of the Town's control. ***(The Town Manager's Office shall be responsible for activating emergency information on the home page of the website, immediately upon confirmation that the outage or event shall be prolonged <24 hours or more>. The EMD shall communicate with outside agencies to develop a schedule for updating information to be posted on the website.)***
- Arrange use of traffic message boards with Continental Paving and other agencies/businesses – At the time of the disaster, the Town was using two message boards at the entrance to Town Hall. Subsequently, additional boards were placed in South Londonderry advising residents of the best information available from PSNH. These tools proved effective communicating information. ***(The Director of Public Works shall develop agreements with local businesses for the use of message boards. After being notified of a disaster by the EMD, the***

Director shall consult with the EMD regarding the location and message, and implement the plan to position the message boards in strategic locations in the community.)

- Develop list of businesses (w/fax numbers or email addresses) frequented by residents during emergencies (restaurants, grocery stores, health clubs, etc...) and prearrange agreement to distribute and post emergency information – This tool was implemented during the disaster, and produced positive impacts communicating information to residents. ***(The EMD shall direct his staff to make contacts and develop a list of public places which will cooperate with the Town in publicizing emergency information during disasters. Should future disasters preclude the use of electronic communications, the EMD and Police Chief shall develop a distribution mechanism utilizing public safety personnel.) - Should have a process to update this list – perhaps EMD should verify and update list every 6 months. If several years pass from when the list is developed and when we need it, we may find that the data is stale.***
- Publicize availability of “elderly wellness check list” through Fire Department, which would be available to elderly who wished to be check on during emergencies. ***(The EMD or designee shall develop a list, constructed through advertisement generally and at the Senior Center, age-restricted housing ,etc..., and with the elderly exemption tax list; Meals on Wheels, etc...to reach out to vulnerable citizens who are interested***

in wellness checks.)

- Investigate available methods to communicate with residents or neighborhoods directly via phone or internet – The Town currently has not implemented its Reverse 911 system, due to issues at the state level obtaining and updating reliable data. Currently, legislation has been introduced in the New Hampshire House of Representatives to implement the Reverse 911 system. ***(The Chief of Police or designee shall monitor the status of the legislation and advocate for the necessary tools to implement an effective Reverse 911 system in Londonderry.) Reverse 911 can also be used for activating the ALERT team – this was discussed in the past but tabled due to the aforementioned issues.***
- Prearrange to notify local vendors to request additional orders of emergency staples such as water and batteries for residents to purchase – During this prolonged event, several local stores ran out of such commodities. ***(The EMD shall insure that local businesses such as grocery stores are included on the list of public places to receive updates on the disaster, and shall be encouraged to use their best efforts to maintain an adequate stock.)***
- Utilize the services of USPS for town wide distributions – The

Postmaster has notified the Town that the mail service may be available for town wide distributions during times of disaster.
(The EMD or designee shall meet with the Postmaster to understand procedures for use of the US Postal Service for this purpose.)

Town with PSNH - For this particular event, effective communications with PSNH was critical to understand and convey information to the community regarding a time line for service restoration. During the first week of the event, information received from PSNH was not helpful to the Town in its attempts to provide citizens with updated disaster recover information. During the initial phases of disaster recovery, PSNH was only providing state-wide statistical information, which was not particularly useful.

On December 19, 2008, PSNH assigned both a supervisor to the community and a technical representative based at PSNH's office, who jointly provided community specific information regarding recovery efforts and deployed resources to address critical areas in the community. This information was shared with the community, and greatly assisted in an accelerated recovery process in Londonderry.

(The EMD and Town Manager shall meet with PSNH management to discuss request for the following resources during a similar type event:

- ***PSNH needs to have a representative in town much sooner to direct local personnel attempting to re-open roadways impacted by downed wires.***
- ***PSNH needs to communicate community-specific information much sooner in order to prepare the community for length/severity of service disruption.***
- ***PSNH needs to assign supervisor to community who can implement priorities as recommended by town as much as***

practicable (within confines of electrical circuit layout)

- ***PSNH should educate town officials on circuitry design to enhance town's communications with its residents and businesses.)***

Shelter: Londonderry's designated shelter at the LHS Gymnasium worked very well, and was praised for its size and functionality by the American Red Cross. The Town's EMD worked with School personnel to open the shelter; once the ARC designates the location as an emergency shelter, ARC is responsible for its operation. ARC requested local assistance to operate the facility, as the large number of shelters throughout the State taxed ARC's resources. The Town, primarily through its ALERT team, provided logistical support and resources. The Shelter operated until December 23, at which time the demand for this service had subsided. ALERT volunteers assisted the American Red Cross (ARC) at the Emergency Shelter at the Londonderry High School Gym, taking direction from their director in many capacities for the entire time that the shelter was open (approximate 9 days). Staff and ALERT envision the following enhancements to future shelter operations:

Clear understanding of ALERT duties - Initially, it was not apparent what ALERT's role was during shelter operations. After the initial confusion, the shelter operation was very effective once a clear command structure was communicated.

-
- **Assignment of Duties: Work with American Red Cross to identify what roles are required and how ALERT can assist.**
 - **Training: Work with ARC to train ALERT in required roles.**
 - **The EMD shall designate one point of contact for the Red Cross to work with regarding resources needed for shelter operation.**
 - **The School District will introduce the school custodian to the Red Cross, who should rely upon that employee for building-related needs at shelter.**
 - **For long-term evacuations, improved A/V activities. The**

School Facilities Manager will work with the Town's Admin Support Specialist to identify and fund infrastructure to meet this goal.

- **The Town Manager shall work with the Senior Affairs Director to review and revise Senior Center policy to open and staff during extended emergencies (which shall not include shelter responsibilities).**
- **The EMD will investigate the feasibility of developing a communications link between the EOC and the Shelter, whereby emergency and power restoration information can be shared.**
- **The Shelter received populations with special needs, and was understandably unprepared for that event. The EMD shall work with counterparts in neighboring towns and the NHDHHS to identify potential sources, and develop procedures to be followed for future events.**
- **The ARC should advertise and pre-plan for volunteer training to insure that adequate staffing is available at the Shelter.**
- **The EMD and ARC, with input from ALERT and the School District, shall develop a Shelter Operations Plan, to include a pre-screening process, and address the Pet Evacuation and Transportation Standards Act of 2006.**

EOC: The Emergency Operations Center was located in the Londonderry Police Department conference room, and serves as the area where a coordinated response between departments takes place. Cooperation between and deployment of resources amongst departments worked as planned, with no significant issues. PSNH was made aware of the periodic update meetings, but did not send a representative.

- On-site additional capabilities are needed in terms of

electronics, cubicles & communications equipment. ***(The EMD and Police Chief have assigned staff to seek grant funding through the NHOEM)***

- ***Departments involved in disaster response and recovery should have staff member(s) assigned to EOC to facilitate communications and deploy resources***
- The Town should develop and publicize dedicated phone number for EOC during emergencies; capability to transfer into EOC from all town phones. ***(The EMD shall work with the Police Chief and IT Department to install the infrastructure and complete logistics to implement this recommendation.)***

Finance: - With limited town budgets and decreasing appropriations, it is imperative that the Town maximize reimbursement opportunities for declared disasters from FEMA and the State of New Hampshire. To achieve this goal:

- ***The EMD will collaborate with the Finance staff to establish accounts, receive and record donations, maintain vendors contacts.***
- ***The Assistant Town Manager-Finance & Administration shall coordinate and assist with record keeping for post-incident reimbursements***
- This is the third declared disaster in four years; ***should the Town establish a Capital Reserve Fund to fund the 25% non-federal share, with the state reimbursement (12.5%) deposited back into the fund?***
- ***The EMD or designee shall develop expense sharing arrangements with neighboring communities whose residents utilize the regional ARC shelter at LHS.***

ALERT: - The Londonderry ALERT group provided vital assistance to the

community during the disaster. Their contributions, responsibilities and concerns are disbursed throughout this report under the appropriate subject area. Other concerns which the ALERT team has identified:

Packing List - *ALERT members could use a standard list of equipment to pack for extended events.*

-
- **Create/Update Equipment Lists. Identify list of recommended required equipment for various events that ALERT may participate in. The list should be adjusted for season and weather as well as length of operation.**
 - **..Membership ID's - Several ALERT members do not have identification cards. Several years ago, ALERT worked with LPD to create a durable picture identification card for each ALERT member. Work with LPD to create picture ID's for all members that need them.**

Transportation - Town Departments (Police, Fire, DPW) and others (ALERT) performed exceptionally well identifying and clearing most roads within 24 hours of event. Traffic Control was at the request of the Londonderry Police Department (LPD). Several teams of 1 or 2 ALERT volunteers were sent to various locations around town where roads had to be closed due to debris or dangerous conditions due to downed wires. The ALERT volunteers manned barricades and directed vehicular traffic to their destinations via alternate routes. This enabled LPD to free up police officers for more critical tasks. ALERT conducted Traffic Control for the first full day of the storm only.

Debris clearing was at the request of LFD. Two teams of ALERT volunteers were assigned to work with Londonderry Firefighters on the 2 Forestry Units. Each group contained at least one ALERT volunteers trained in the proper use of a chainsaw. The teams were dispatched around town to clear trees when they could safely do so. ALERT assisted LFD in this

capacity for the first full day of the storm only.

The roads could have been cleared more quickly if PSNH assigned an employee to the community to direct the removal of wires and down trees entangled in wires.

Protocol for Traffic Control - *During traffic operations, ALERT members were not prepared to deal with a closed road. These included:*

- Where to properly position themselves
- How to deal with irate motorists
- Proper signaling
- Proper equipment
- **Provide Training for ALERT. Develop a training program for ALERT volunteers on how to address the above issues, either through LPD or at the State level.**

Tree Clearing - *ALERT members indicated that the Forestry Unit was lacking some equipment for tree cutting.*

- **Verify equipment needs. Identify list of required equipment for clearing of debris and assure that Forestry Units are adequately equipped.**

The LFD / ALERT partnership for the clearing of debris was very productive. This should be considered more of a continuous improvement item than a criticism of how the unit was equipped.

- ***PSNH needs to have a representative in town much sooner to direct local personnel attempting to re-open roadways impacted by downed wires.***

Participants in Review:

Paul DiMarco, Town Council
Members of the ALERT Team

David Caron, Town Manager

Susan Hickey, Assistant Town Manager – Finance & Administration

Kevin MacCaffrie, Fire Chief and Emergency Management Director (also presented input from American Red Cross)

Joe Ryan, Chief of Police

Janusz Czyzowski, Director of Public Works

Andre Garron, Community Development Director

Richard Canuel, Senior Building Inspector & Health Inspector

TOWN COUNCIL MEETING
January 19, 2009

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

PRESENT: Town Council: Chair Marty Bove; Vice Chair Brian Farmer; Kathy Wagner; Paul DiMarco; Mike Brown; Town Manager, Dave Caron; ATM/Finance Dir., Sue Hickey and Jaye Trottier, Land Use Board Secretary.

CALL TO ORDER – PUBLIC SESSION

Chairman Bove opened the meeting at 7:02 PM with the Pledge of Allegiance. This was followed by a moment of silence for the men and women fighting for our country.

PUBLIC HEARING

Chairman Bove entertained a motion to go into a public hearing. Councilor Farmer so moved. Paul DiMarco seconded. Council's vote 5-0-0.

FY10 Bond Hearing-

ARTICLE NO. 2 *[BOND ISSUE FOR REPLACEMENT OF NORTH/WEST FIRE SUBSTATION]*

To see if the Town will vote to raise and appropriate **ONE MILLION NINE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$1,975,000)** for the purpose of constructing a replacement fire substation in North/West Londonderry.

D. Caron explained that this proposed station would be similar to the one built in 2006 on Young Road, with an estimated increase in costs over two years of 6.8%. A site has been selected on Grenier Field Road and the estimated cost including contingency is \$2.045 million. Once the \$150,000 remaining in the Capital Account for Fire Stations is applied, the result is the \$1.975 bond in question. Ledge would need to be cleared on the chosen location which would require a \$150,000 contingency (included in the bond amount). The main subcontractors, electrical and plumbing, have already been bid out and the same will be done for the sub-specialties in order to get a predetermined price before any construction contracts are signed.

Councilor DiMarco made a motion to move Article No. 2 as written to the Town Meeting warrant. Councilor Wagner seconded. Chairman Bove called for any further discussion. Councilor Brown acknowledged that the need for a new fire station was certainly valid but that it simply was not the right time to ask the taxpayers to take on an entirely new debt obligation given the current economic crisis. Councilor Farmer asked D. Caron if impact fees collected by the Town were going toward this project and could offset the bond amount. D. Caron confirmed that they were but that the amount

currently available is negligible because funds were used for site acquisition and design fees. Councilor Farmer stated that in view of the support that was deemed necessary for the highway reconstruction bond at the last meeting, he agreed that supporting both bonds in the current economic climate would cause too much of an impact on the tax rate. Councilors Bove, DiMarco and Wagner all stated they felt the fire station was still necessary, chiefly in terms of public safety. Councilor Bove added that a new station in the north end of town would aid in the anticipated growth of that area. Councilor Wagner added that the taxpayers can decide for themselves at Town Meeting whether they can afford a new fire station. A discussion ensued where Fire Chief McCaffrey was asked if a new building could be postponed for another year with repairs made in the meantime, albeit major repairs. While he replied that it could be possible to wait, further discussion resulted in the consensus that spending money on repairs would cost more in the long run since the building is essentially beyond repair. **Chairman Bove called for a vote for the motion on the table. Council's vote, 3-2-0 (Councilors Farmer and Brown were opposed).**

Councilor DiMarco made a motion that the Town Council to support Article No. 2. Councilor Wagner seconded. Council's vote, 3-2-0 (Councilors Farmer and Brown were opposed).

ARTICLE NO. 3 *[BOND ISSUE FOR HIGHWAY RECONSTRUCTION]*

To see if the Town will vote to raise and appropriate **ONE MILLION FIVE HUNDRED FIFTY-EIGHT THOUSAND DOLLARS (\$ 1,558,000)** for the reconstruction of roads.

Public Works Director Janusz Czyzowski gave an overview of how these funds would be used. Approximately \$25 million worth of road repairs are currently needed. Funds will continue to be stretched by using the Town's own crew exclusively and foregoing outside contractors. When the State improves the intersection of Mammoth, Litchfield and Bartley Hill Roads, roughly \$500-600,000 will be needed for the Town to repair the section of Bartley Hill Road closest to the intersection. Judy Drive, Laurel Road, Stokes Road and a section of South Road are on the schedule for 2010 repairs. At the January 5, 2009 meeting, the possibility of lowering this bond amount to \$1 million had been entertained but it was decided to wait until this meeting to make any final decision on the issue. Councilor Brown and Councilor Wagner stated they still only support the lesser amount. Councilor DiMarco asked J. Czyzowski how the lower amount would impact road repairs. J. Czyzowski replied that it would be difficult to say since the amount he would actually need to cover the planned repairs for 2009/2010 is \$4 million. His department would simply have to stretch the \$1 million as far as they could. Councilor Bove asked whether there would be any option at Town Meeting for the voters to approve a companion warrant or an amount in the operating budget in case the bond was rejected. Councilor Farmer explained it was determined at the last meeting that even the full \$1.5 million bond would be less costly on the tax rate than \$400,000 would be in the operating budget. Furthermore, the overall view was that spending less now would mean spending significantly more in the long run. **Councilor DiMarco made a motion for purposes of discussion to amend Article No. 3 and reduce the amount from \$1.5**

million to \$1 million. Councilor Brown seconded. Chairman Bove asked for further discussion. There was none. Chairman Bove called for a vote on the motion. Council's vote, 4-1-0 (Councilor DiMarco was in opposition).

Councilor Wagner made a motion to move Article No. 3 as amended to Town Meeting warrant and that the Town Council support the article as amended. Councilor DiMarco seconded. D. Caron noted before the vote was actually taken that the original bond amount was \$1,558,000, with \$58,000 of that going towards interest costs. With the bond amount reduced to only \$1 million, an associated \$10,000 in interest would no longer be required; therefore that actual amount would come to \$1.048M. Council's vote, 5-0-0.

OPEN SPACE BOND- Conservation Commissioner Mike Speltz apologized that he did not attend the January 5th meeting to show support for what was then Article No. 4, a bond issue to raise \$2,078,000 for the Open Space/Conservation Program. He had wanted to emphasize to the Council that the amount requested was based on the specific amount needed to purchase and preserve Moose Hill Orchard land which the Conservation Commission has been negotiating with Andy Mack Sr. Councilor DiMarco replied that it had been decided on January 5th not to move that article to this public hearing. **Chairman Bove entertained a motion for the Council to reconsider the article. Councilor Farmer so moved. No one seconded and the motion failed.**

ARTICLE NO. 4 [FUND SPECIAL REVENUE ACCOUNTS]

Sewer Division Fund	\$ 2,142,053
Cable Franchise Fee Fund	276,193
Police Outside Detail Fund	<u>435,339</u>
	\$2,853,585

D. Caron explained that these accounts are not funded through taxation but instead through a fee for service. Chairman Bove asked for any public input and seeing none, asked for any input from the Council. There was none. **Councilor DiMarco made a motion to move Article No. 4 to the Town Meeting warrant and for the Town Council to support the article. Councilor Farmer seconded. Council's vote, 5-0-0.**

ARTICLE NO. 5 [EXPENDABLE MAINTENANCE TRUST FUND]

To see if the Town will vote to raise and appropriate the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) 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 \$100,000 towards this appropriation.

D. Caron noted that at the January 5th meeting, the Council had voted to amend the original amount of \$205,000 to \$100,000. With the current undesignated fund balance amount of \$100,000 to be used, there would be no tax impact. Councilor Wagner made a motion to move Article No. 5 to the Town Meeting warrant and for the

Town Council to support the article. Councilor Farmer seconded. Council's vote, 5-0-0.

ARTICLE NO. 6 [CREATION OF SPECIAL REVENUE FUND TO SUPPORT TOWN COMMON/FOREST ACTIVITIES]

To see if the Town will vote to adopt the provisions of RSA 31:95-c to restrict 100% of revenues from the Nelson Road Cell Tower Lease to expenditures for the purpose of supporting and maintaining the Town Common/Forest and related activities, including Old Home Day, Morrison House, Heritage Commission, Conservation Commission stewardship responsibilities and Arts Council? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the Town Common Special Revenue Fund, separate from the general fund. 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 the revenue." (Ballot vote required).

D. Caron explained that if approved, this would establish a new special revenue fund to collect lease revenue from the Nelson Road cell tower to support activities associated with the Town Common and Town Forest. Voters would then have to pass Article No. 7 (below), he noted, to actually spend the lease revenue if the new fund is created. Chairman Bove asked for public input. Tom Dolan, 19 Isabella Drive, asked whether the issues discussed at the January 5th meeting involving the NH Department of Revenue Administration had been resolved. D. Caron replied that the Town Attorney is confident that his interpretation of RSA 31:95-c will be accepted by the DRA, namely that cell tower revenue can be spent on items other than tower related expenses. He added that Town Counsel is still working with the DRA to ensure they agree with that interpretation. If they do not concur, the issue would be resolved by the fact that the DRA would then simply not allow the warrant article to be funded even it were to pass at Town Meeting. D. Caron anticipates, however, that a resolution will come before then. **Councilor DiMarco made a motion to move Article No. 6 to the Town Meeting warrant and for the Town Council to support the article. Councilor Farmer seconded. Council's vote, 5-0-0.**

ARTICLE NO. 7 [FUND SPECIAL REVENUE ACCOUNT]

To see if the Town will vote to raise and appropriate the sum of **EIGHTEEN THOUSAND FIVE HUNDRED FORTY DOLLARS (\$18,540)** from the special revenue fund established under Article 6. Such appropriations shall be used for the purpose of supporting and maintaining the Town Common/Forest and related activities, including Old Home Day, Morrison House, Heritage Commission, Conservation Commission stewardship responsibilities and Arts Council. Any surplus in said funds 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 funds for a specific purpose related to the purpose of the funds or source of revenue.

D. Caron stated that the amount of \$18,540 in lease revenues of the Nelson Road cell tower reflects the amount that will be left in FY10 after purchasing the equipment the Fire Department will need to place on that tower. Starting in FY11, the total will be the full amount of lease revenue, i.e. \$25,461, which will increase by 3% each year thereafter. Councilor Wagner asked for clarification as to whether the operating budget could be reduced by \$18,540 at Town Meeting if Articles No. 6 and 7 are approved by the voters, since the proposed activities are already part of the budget. D. Caron replied that it would, in fact, be the *only* time to do so. **Councilor DiMarco made a motion to move Article No. 7 to the Town Meeting warrant and for the Town Council to support the article. Councilor Farmer seconded. Council's vote, 5-0-0.**

ARTICLE NO. 8 [FISCAL YEAR 2010 TOWN OPERATING BUDGET]

To raise such sums of money and make appropriations of the same as may be necessary to defray Town charges, exclusive of warrant articles and increases resulting from collective bargaining agreements, for the ensuing fiscal year, July 1, 2009 through June 30, 2010.

D. Caron reviewed that as of the last Council meeting of January 5th, the recommended operating budget total was \$25,658,554, which reflects a 2.26% increase over the FY09 budget. With the addition of the Expendable Maintenance Trust Fund and the Capital Reserve Fund that combine with the operating budget to determine the entire default budget, the appropriation total for the Town Meeting warrant articles would be \$26,387,604. This is a reduction of \$404,050 or 1.53% from the FY09 default budget. If the operating budget were to be adopted at \$25.658 million, based on the School Board's recommended budget and the increased County rate of 4%, the tax rate would increase from \$18.48 to \$18.88 or 2.16%. That \$.40 difference is broken down into an \$.08 increase on the Town side, \$.28 between the increase in the local School portion and the decrease in the State School portion, and a \$.04 increase for the County portion. On a \$300,000 home, the additional tax burden from the Town budget would be \$24, while the School and County budgets would be \$84 and \$12 respectively.

The specific issue of custodial services for the Library was addressed by Library Trustee Chairman Richard Matchie. As of FY11, the School has chosen to discontinue the custodial funds for the Library that they have previously provided. They are also seeking for reimbursement from the Library for a total \$41,411 in FY10. R. Matchie and the Library Director decided after learning this to ask if the Council would fund \$30,000 to hire a part time custodian with no benefits. This scenario would assume that the Town would still plow and shovel snow on behalf of the Library. D. Caron noted that it still needs to be clarified whether the reimbursement was a request from the Superintendent or from the School Board itself. He was also under the impression that the only change in FY10 would be a reduction of two hours per day in the hours available to the Library, so he will seek clarification on that issue as well. Chairman Bove asked D. Caron to provide an estimate at the next meeting of a total cost if the Library's custodial needs were added to the current cost of the Town's services. After some discussion, it was decided to direct the Town Manager to coordinate with the Library Director and the Trustees of the

Library to look into all of the available options and present a plan reflecting the most economical way to serve the custodial needs of all the Town facilities.

With regard to the entire operating budget as discussed at the last meeting, Councilor Brown stated that since that time, he has received feedback from taxpayers and given thought to further reductions because of the many economic hardships faced by the residents. Councilor DiMarco echoed the same opinion. While the Council had achieved a percent below the default budget of 1.4% to date, Councilor DiMarco suggested trying to achieve the Council's second goal of 2% below or closer to it. D. Caron stated that another \$124,120 would need to be removed from the budget to be 2% below default (or \$25,488,554). When asked if the collective bargaining units had come to any decisions about the Council's request for a pay freeze in FY10, he stated that he met with representatives of five of the six units who will in turn be talking to their membership. He is unsure how long that will be but expects it to be forthcoming. Following some discussion, Councilor DiMarco suggested that rather than looking at further reductions in specific operating expenses, it would only be prudent to discuss cutting specific services which would ultimately translate into cutting staff. Councilor Bove stated he was satisfied with the reduction standing at 1.4% reduction. Budget Committee member Joe Green noted that the combined proposed increase in union pay between School staff and Town staff would be over \$1.3 million but since most taxpayers are not union members, it is hard for them to accept such an increase in the current economic downturn. While not a popular option, he stated he felt the option of staff reduction should be considered. Councilor Wagner stated that unless personnel cuts are entertained, there would be no other way to remove another \$124,120 from the budget because all other possible cuts have been made. Councilors Brown and Farmer agreed. The three original options presented by the Town Manager were discussed, i.e. a Highway Department truck operator (to be replaced by a part time seasonal driver), a part time Town Clerk assistant and the Administrative Support Specialist, whose combined wages would total \$148,500. The remaining positions that were discussed in the past, two firefighters and the SRO, were felt to be too important to public safety to be considered again. Tom Freda, Budget Committee, asked the Council to instead entertain the possibility of declaring the Open Space Program complete since the Town Attorney has stated last year that once a program is deemed finished, the use of that project's bond proceeds (in this case over \$1 million), can legally be redirected to another project or part of the budget. Councilor Farmer stated he would not be in favor of reallocating open space funds back into the general fund to offset the operating budget. Instead, he said, any such surplus at the completion of a program should be applied to other bond issues such as the north/west fire station or road reconstruction. In any event, he added, the Conservation Commission has been in negotiations for some time for preservation of land that would require the bulk of their remaining Open Space funds. T. Dolan suggested that rather than targeting specific positions at this public meeting, the Council use the six months left before the FY10 budget goes into effect to allow the Town Manager and his Department Heads to consider all the alternatives and then meet with affected employees in private. Mark Oswald, Budget Committee, cautioned the Council about removing staff that will be needed in the future for impending economic development, e.g. the Pettengill Road project. Sean O'Keefe, 163 Mammoth Road, countered that while staff may be needed

for future projects, they are not needed presently. If they are needed in the future, they can be hired at that time. J. Czyzowski noted that if positions which affect public safety are not being considered, then Highway Department positions should not be considered as they help to ensure that safety. In addition, hiring contractors to complete necessary work would triple his budget costs. Between the vast investment already made into the town's roadway system and an ongoing shortage of road crew workers, he asked that Highway Department positions not be cut. Town Clerk/Tax Collector Meg Seymour requested that her staff not be cut either, particularly since car rental companies need only change their address in order to have another Town process their registrations in the timeliest manner. This would result in a substantial loss of revenue. Hiring a temporary clerk would be insufficient since all clerks need a substantial amount of training and must be State certified. The Clerk's office has assumed more responsibilities, including the new MAP system and collection of all Town department fees. Councilor Bove added that even when car registration revenue is down because fewer new vehicles are being purchased, the amount of paperwork does not decrease. Finally, she stated, funding for the part time Clerk is already covered in part by Drop Off Center reclamation fees. Dan Bouchard, O'Connell Dr, said that the highway department is already understaffed and protects the public's safety. He feels that the bottom person is always targeted and that the Council should look at middle management and/or what vacancies should go unfilled. For 10 years when he worked for the town he was told repeatedly that the school resource officer would be eliminated but was not and therefore believes it is all strategy. He feels that positions should not be created if some are going to be cut. Joe Green asked if there was any information the Town Council could share with the public in regards to union negotiations. Chairman Bove said it would only be the issues that have already been presented at this time and added that later they would present the fact finders report. Chairman Bove stated that the town has lost 17 positions in the last 9 years and he doesn't believe the town employees can continue their level of service with fewer people. He opposed publicly announcing someone's job being cut. The Town Council, he said, should tell the Town Manager how much of a cut they want to see and allow him to make the decisions. He has decided what the number should be and requested a motion if any of the Town Council members wanted to change it. Councilor Brown said he wants to pursue the default minus 2% number. **Chairman Bove passed the gavel to Councilor Farmer and made a motion to go forward with the budget at \$25,658,554.00. There was no second and the motion failed.** Chairman Bove took possession of the gavel again. Councilor Wagner said there although there is discussion on the floor, but there is no motion at this time for any of the positions. She said it is not their intent to make anyone feel uncomfortable and that the reason these positions were specified is because they were the options provided by the Town Manager. She was also in favor of the default minus 2% figure. She mentioned that the next meeting on February 5th, they will have additional decisions to make, including consolidation of another department in the town. Councilor DiMarco said he feels that there aren't many more cuts they can make except for staff reduction. He agrees, however, that the highway department is a public safety issue. Elimination of the part time clerk position, he added, would not be a significant savings since that wage is only \$24,500 a year with no benefits. He said that the administrative support specialist position would be the only one he would consider, but still wants to see all the facts. Town Manager Caron stated his job is to arrive at the

number the Town Council decides upon and he asked what that number would be. Councilor Farmer clarified with D. Caron that the operating budget would stand at \$25,534,434 if it were brought down to 2 percent below default which would mean a delta of \$124,120. **Councilor Wagner made a motion that the Town Manager reduce the budget by another \$124,120 to achieve the goal of 2 percent below default. Councilor DiMarco seconded for discussion purposes.** He stated that D. Caron should be able to find that amount by his own discretion. Councilor Brown said they should get an answer on whether or not the unions agree to the wage freeze before this motion is voted on. That answer, he felt, should have been received by now. He added that if the motion on the floor is approved, the chance that the unions will agree to a wage freeze is nil. Chairman Bove clarified that Councilor Brown's preference was to add any wage freeze savings to the \$124,020 amount. Final decisions, Chairman Bove noted, will need to be made by the budget hearing on February 5th. **Councilor Farmer made a motion to amended Councilor Wagner's previous motion that the Town Manager reduce the budget by a total of \$303,000 which represents the calculated amount of the requested wage freeze. He said that if the bargaining units come back with a wage freeze then they will discuss it and offset the amounts. The motion to amend was seconded by Councilor Wagner. Seeing no further discussion, Chairman Bove called for a vote on the amendment to the motion for a total of \$303,000. Council's vote, 2-3-0, with Councilors Bove, DiMarco and Wagner opposed. As the motion to amend failed, Chairman Bove called for a vote Councilor Wagner's original motion to cut \$124,120 which was still on the table. Council's vote, 2-3-0 with Councilors Bove, Farmer and Brown in opposition. Councilor Brown made a motion to direct Town Manager Caron to reduce the budget by \$427,000 which combines the \$124,000 and \$303,000 figures. Councilor Farmer seconded for purposes of discussion. He stated thinks that it is too steep of a cut and that it will hamper operations for other departments. Council's vote, 1-4-0 with Councilors Bove, Farmer, DiMarco and Wagner in opposition. Councilor Brown made a motion to direct Town Manager Caron to reduce the budget by \$124,120 in personnel. Councilor Wagner seconded for discussion.** She added that the personnel cuts should be at the Town Manager's discretion and Councilor Brown agreed. Resident M. Speltz suggested offering a compromise to the unions by way of a five month pay freeze which would be just over the \$124,120 target. Tom Dolan, Budget Committee, said that the motion on the floor would tie the Town Manager's hands and that they should not direct the Town Manager to solely reduce the budget by making personnel cuts. **Chairman Bove called for a vote on the motion. Council's vote, 3-2-0 with Councilor's Bove and DiMarco opposed. Councilor Farmer motioned to close the public hearing. Councilor Brown seconded. Council's vote, 5-0-0. The Public Hearing was closed.**

ARTICLE NO. 9 [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 \$100,000 towards this appropriation:

Ambulances	\$ 30,000
Highway Trucks	\$ 83,500
Highway Heavy Equipment	\$ 3,000
Fire Trucks	<u>\$ 108,500</u>
	\$ 225,000

D. Caron noted that this \$225,000 total was a \$100,000 reduction from last year's appropriation, which is a recent strategy adopted by the Town Council to lessen the FY10 tax rate impact. Chairman Bove asked for public input and seeing none, asked for Council input. Councilor DiMarco asked for clarification that this amount would only be *appropriated* under this article and not actually used to purchase vehicles at this time. D. Caron verified that and added that any actual amount to be used for a specific purchase would have to be brought before the Council, as the Council is designated by Town Meeting as the Agent to Expend. **Councilor DiMarco made a motion to move Article No. 9 to the Town Meeting warrant and for the Town Council to support the article. Councilor Farmer seconded. Council's vote, 5-0-0.**

ARTICLE NO. 10 [PAGE ROAD/RTE 28 INTERSECTION]

To see if the Town will vote to raise and appropriate **ONE MILLION SEVEN HUNDRED FIFTY EIGHT THOUSAND DOLLARS (\$1,750,000)** for reconstruction of the Page Road/Rte 28 intersection and the installation of traffic signals at that location; to be financed in the following manner:

Use of the June 30 Fund Balance	\$ 400,000.00
Rte. 28 West Impact Fees	\$ 183,000.00
Aid Reconstruction Fund	<u>\$1,167,000.00</u>
	\$1,750,000.00

D. Caron noted that this reconstruction has been deemed necessary to support economic development efforts. The Town would be participating in the State's Aid Reconstruction Fund but would manage the project itself. The State will reimburse the Town for two thirds of the project cost, resulting in the local share coming from the Undesignated Fund Balance would be \$400,000 along with the Route 28 west impact fees of \$183,000. No property taxes would be needed for this article. Chairman Bove asked for public comment and seeing none, asked for any Council input. Seeing none, he entertained a motion on Article No. 10. **Councilor DiMarco made a motion to move Article No. 10 to the Town Meeting warrant and for the Town Council to support the article. Councilor Wagner seconded. Council's vote, 5-0-0.**

**ARTICLE NO. 11 [FIRE FACILITIES
RELOCATION/INSPECTION/EQUIPMENT & FURNISHING COSTS]**

To see if the Town will vote to raise and appropriate **ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000)** for the purpose of funding the acquisition of communications, furnishings and other equipment for the North/West Fire Substation, construction inspection testing, clerk expenses and other associated costs; and to authorize the use of the June 30 Fund Balance for these purposes.

D. Caron explained that these items would be the “soft costs” associated with such items as signage, a part time Clerk of the Works, IT, insurance, disposal expenses, etc. If Article No. 2 is not passed at Town Meeting, he noted, a motion can then be made at the same time to dispense with this associated article. **Councilor Farmer made a motion to move Article No. 11 to the Town Meeting warrant and for the Town Council to support the article. Councilor DiMarco seconded. Council’s vote, 4-1-0 (Councilor Brown was in opposition).**

ARTICLE NO. 12 [RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN AFSCME Local 1801 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 American Federation of State, County and Municipal Employees (AFSCME), Local 1801, 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. FY¹</u>	<u>Total Estimated Annual Cost</u>	<u>Average Rate Incr.</u>
FY10	\$ 47,608.00	\$ 0.01	\$ 47,608.00	3.0%
FY 11	\$ 49,104.00	\$ 0.01	96,712.00	3.0%
FY 12	\$ 43,026.00	\$ 0.01	139,738.00	3.0%

and further, to raise and appropriate the sum of \$ **47,608.00** (\$0.01 on the tax rate) for the FY 10 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 Local 1801 represents 19 full time and 2 part time employees, consisting of Public Works employees and Town Office staff support positions.)

D. Caron explained that the Council had previously voted 5-0-0 to support this article at a meeting in December, 2008 and that no further vote was necessary at this time.

ARTICLE NO. 13 [RATIFY FACTFINDER REPORT FOR COLLECTIVE BARGAINING AGREEMENT BETWEEN LONDONDERRY ADMINISTRATIVE EMPLOYEES ASSOCIATION and THE TOWN OF LONDONDERRY]

To see if the Town will vote to accept the Fact Finder’s report for the Collective Bargaining Agreement between the Town of Londonderry and the Londonderry Administrative Employees Association, 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</u> <u>From Prev. FY</u>	<u>Tax Increase</u> <u>From Prev. FY¹</u>	<u>Total Estimated</u> <u>Annual Cost</u> <u>Incr.</u>	<u>Average</u> <u>Rate</u>
FY xx x.0%	\$ xx,xxx.00	\$ 0.0x	\$ xx,xxx.00	
FY xx x.0%	\$ xx,xxx.00	\$ 0.0x	xxx,xxx.00	
FY xx x.0%	\$ xx,xxx.00	\$ 0.0x	xxx,xxx.00	

and further, to raise and appropriate the sum of \$ **xxx,xxx.00** (\$0.0x on the tax rate) for the FY xx and FY xx 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. (LAEA represents 26 full time and 1 part time management and professional positions in eight Departments.)

D. Caron suggested that because the Council has not yet taken any position on the fact finder report involved with this article, they take a vote at the February 5th public hearing. Likewise, since Article No. 14 is a companion to Article No. 13, he recommended the Council wait until February 5th to vote.

PUBLIC COMMENT

Tom Bianchi, 16 Vista Ridge Drive, was interviewed to fill the vacancy of an alternate position on the Heritage Commission. He has lived in town since 2005. P. DiMarco asked what specifically interested him in the Heritage Commission. He replied that he has a personal interest in history, enjoys Londonderry and with his children grown, has decided it was time to volunteer his efforts to the Town. Councilor Brown asked what he could bring to the Commission’s task of educating developers about the cultural aspects of Londonderry. T. Bianchi said he would need to be educated to some degree by the

Commission but believes in the importance of preserving a town's traditions and finding common ground with developers. Chairman Bove thanked T. Bianchi for volunteering and asked if he would be able to regularly attend the meetings. T. Bianchi replied he would not have any such problem. Councilor DiMarco noted that this Thursday, January 22nd, the Heritage Commission will hold a joint meeting with the Planning Board at the School Cafeteria and urged him to attend. (See appointment under Other Business)

Town Clerk/Tax Collector Meg Seymour announced that the filing period for vacancies on the Town Council (1), Budget Committee (2), Trustees of Leach Library (2) and Trustees of the Trust Fund (1) begins Wednesday, January 21st and lasts until January 30th. Applicants must be registered voters and can sign up during normal office hours of Monday through Friday, 8:30am to 5:00pm.

OLD BUSINESS

NEW ARTICLE NO. 12- [FIRE DEPARTMENT BREATHING APPARATUS]

Chairman Bove stated that an additional Article before the Council remained that required a vote to place it on the Town warrant. Since it was not discussed at the January 5th meeting, it could not be included in this meeting's public hearing. It is for the Fire Department Breathing Apparatus. D. Caron explained that the Fire Department was able to obtain a FEMA grant to address 90% of this upcoming capital need of \$252,800. The remaining 10% or \$25,280 would come from the Town's Undesignated Fund Balance. Councilor Farmer made a motion for the Council to place the new Article No. 12 on the Town Meeting warrant and vote indicating their support. Councilor DiMarco seconded. Council's vote, 5-0-0. D. Caron added that the numbers associated with the Articles previously discussed will need to be renumbered accordingly.

Chuck Piper, Trailways Committee, provided an update for the Safe Routes to School Program that he originally presented at the January 5th Council meeting. He said that Janusz Czyzowski brought him up to date on the sidewalk/bike path project over the last couple of years. He learned that if the \$100,000 Safe Routes to School grant is obtained, it will only bring the sidewalk onto Pillsbury Road which would present a danger to children's safety. After performing the Council's requested research regarding costs, he has learned that Safe Routes to School Administration may be increasing their grant amount to \$225,000 in the fourth round of the grant process. This would allow the Town to complete the second phase sidewalk project all at once. That fourth round may not occur until the fall of 2009, but in the meantime, the Trailways Committee will apply for another \$15,000 grant towards development of bike paths in town. He asked for support from the Council as well as for a possible liaison to an informal task force. Councilor Wagner stated that after Town Meeting, Council members are assigned to their various Board and Committee liaison duties. Although Councilors do not typically liaison to non-charter citizen groups, she said it could still be discussed as an informal assignment at that time. The consensus of the Council was to give general

support to the project.

NEW BUSINESS

Resolution #2009-01 – Relative to the Acceptance of Conservation Land from Elliot Health Systems. Councilor Brown recused himself. Councilor Wagner provided the first reading of the proposed resolution to accept a gift of property from Elliot Health Systems as mitigation for wetlands impacts associated with its development on Buttrick Road. Second reading waived. **Councilor Wagner made a motion to accept the Resolution. Councilor Farmer seconded.** Conservation Commissioner Mike Speltz gave an overview of the 36 acre property and its value of adding to the Musquash Conservation Area and protecting its hydrology. He noted that the State had required the mitigation but did not mandate any specifics, meaning a dollar amount could have gone into a general State mitigation fund of which Londonderry might not see any portion. Because of the Town's Open Space Plan, the Conservation Commission was able to coordinate with Elliot Health Systems to keep the donation in town and more importantly, use it for a piece of property prioritized on that plan. Chairman Bove moved the question. **Council's vote, 4-0-0** (Councilor Brown had recused himself from the vote).

LAEA Collective Bargaining Agreement Fact Finder's Report – Councilor Farmer, a member of the Town's negotiating committee, stated that having reached an impasse, a mediator had been hired. When mediation proved unsuccessful, the mediator was then asked to provide a fact finder's report. After their review, he said, the committee's recommendation was to reject the report. **Councilor Farmer made a motion that the Council reject the Fact Finder's report for LAEA Collective Bargaining Agreement. Councilor Brown seconded.** Councilor DiMarco asked what the next step would be in the process and D. Caron explained that since the LAEA union voted to accept the report, the issue will be put before the voters at Town Meeting. **Council's vote, 5-0-0 to reject the Fact Finder's report.** The report will now be public record and the issue will be added as an Article to the Town Warrant.

Order #2009-01 – Relative to the Expenditure of Maintenance Trust Funds. Councilor DiMarco read the Order, second reading waived, regarding the expenditure of maintenance funds in the amount of \$8,340.97 for incurred expenses for the construction of a salt storage facility and repair of the generator at Town Hall. **Councilor DiMarco made a motion to accept Order 2009-1, seconded by Councilor Farmer. Council's vote 5-0-0.**

APPROVAL OF MINUTES

Minutes of the Council's January 5, 2009 Public Meeting - Councilor DiMarco noted that on or around line 128, the split vote on the Open Space/Conservation Program bond issue did not reflect who was in favor or opposed. Councilor Farmer stated he was the one vote in favor and that Councilors Brown, Wagner and DiMarco had been opposed. **Councilor DiMarco made a motion to accept the minutes from the January 5, 2009**

meeting with the amendment of additional details of the vote in question. Seconded by Councilor Wagner. Council's vote 4-0-1 (Chairman Bove abstained as he had not attended the meeting).

OTHER BUSINESS

Liaison Reports- Councilor Wagner reported that the Old Home Day Committee had their first meeting and that she will soon be delegating fundraising tasks. She also attended the January 14th Planning Board meeting where public hearings and discussions continued on workforce housing and the Flexible Industrial District.

Councilor DiMarco reported that at the most recent Traffic Safety Committee meeting, a suggestion was made to place a "no thru trucking" sign at the end of Meadow Drive because of an issue where GPS information identifies the road as being a thru road when it technically does not allow thru traffic and directs vehicles to a cul de sac. When trucks try to use the road, it often results in property damage when the trucks attempt to turn around. The sign was approved by the Traffic Safety Committee. He also has an Elder Affairs Committee meeting on Tuesday, January 20th and a joint meeting between the Heritage Commission and the Planning Board on Thursday, January 22nd.

Town Manager's Report- Town Manager Caron stated that there has been no feedback on the grant application regarding the Brookview Drive mitigation project. Town staff will be meeting with Senator Shaheen's staff Tuesday morning (January 20th) to advance the Pettengill Road project. An After Incident Review of the December ice storm will take place at the next Council meeting. Finally, the Town has received a \$500 grant from Fairpoint which he suggests using for the Town Common summer children's movies which has the same relative cost. The Council's consensus was to support the allocation of the \$500 grant to the appropriate group involved.

Board/Committee Appointments/Reappointments-

Councilor Wagner made a motion to appoint David E. Kelly as a Full Member to the Solid Waste Advisory Committee, term to expire 12/31/2011. Councilor DiMarco seconded. Council's vote, 5-0-0.

Councilor Wagner made a motion to appoint Gail Moretti as an Alternate Member to the Solid Waste Advisory Committee, term to expire 12/31/2009. Councilor DiMarco seconded. Council's vote, 5-0-0.

Councilor Farmer stated that as no current alternate members of the Conservation Commission were able to fill the full member vacancy on that Commission, Chair D. Lievens informed him that they were willing to accept Ben LaBrecque as a full member. **Councilor Farmer made a motion to appoint Ben LaBrecque as a Full Member to the Conservation Commission, term to coincide with the ongoing alternating schedule. Councilor DiMarco seconded. Council's vote, 5-0-0.**

Councilor Farmer made a motion to appoint Tom Bianchi as an Alternate Member

to the Heritage Commission, term to end 12/31/2012. Councilor DiMarco seconded. Council's vote, 5-0-0.

ADJOURNMENT

Councilor DiMarco made a motion to adjourn at 10:55PM. Councilor Farmer seconded. Council's vote 5-0-0.

Notes and Tapes by: **Jaye Trottier** Date: **1/19/09**

Minutes Typed by: **Jaye Trottier**
Cathy Dirs Date: **1/23/09**

Approved: **Town Council** Date: