

TOWN COUNCIL AGENDA
October 1, 2018
7:00 P.M.

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

A. CALL TO ORDER

B. PUBLIC COMMENT

C. PUBLIC HEARING

D. OLD BUSINESS

E. NEW BUSINESS

1.) **Order #2018-18** – Expenditure of Maintenance Trust Fund for various Projects

Presented by Steve Cotton

2.) Discussion of Gilcrest Rd Conservation Area

Presented by Conservation Commission

F. APPROVAL OF MINUTES

Approval of September 10, 2018 Town Council Minutes

G. OTHER BUSINESS

1. Liaison Reports

2. Town Manager Report

3. Assistant Town Manager Report

- **Update on CART and Senior Transportation**

4. Board/Committee Appointments/Reappointment

H. ADJOURNMENT

I. MEETING SCHEDULE

1. Town Council Meeting – 10/15/18 Moose Hill Council Chambers, 7:00PM
2. Town Council Meeting – 11/05/18 Moose Hill Council Chambers, 7:00PM
3. Town Council Meeting – 11/19/18 Moose Hill Council Chambers, 7:00PM
4. Town Council Meeting – 12/03/18 Moose Hill Council Chambers, 7:00PM

ORDER #2018-18

An Order Relative to

EXPENDITURE OF

MAINTENANCE TRUST FUNDS FOR VARIOUS PROJECTS

Reading: 10/01/2018

Adopted: 10/01/2018

WHEREAS voters since 2003 have approved funding for the maintenance and repair of public buildings and grounds in the town; and

WHEREAS by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$19,428.89 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

NOW THEREFORE BE IT ORDERED by the Town Council of the Town of Londonderry that the Town Treasurer is hereby ordered to expend \$19,428.89 from the Expendable Maintenance Trust Fund for the aforementioned repairs and improvements.

John Farrell, Chairman
Town Council

Sharon Farrell
Town Clerk

A TRUE COPY ATTEST:

10/01/2018

Stephen R. Cotton

From: Stephen R. Cotton
Sent: Monday, September 24, 2018 11:26 AM
To: Kevin Smith; Kirby Brown
Cc: Stephen R. Cotton; Lisa Drabik
Subject: EMTF for 10/1/18 TC Meeting

Kevin/Kirby, please add EMTF to the 10/1/18 TC meeting agenda. Steve

Expendable Maintenance Trust & Cemetery Maintenance CR TC Order Request for Town Council Meeting "10/01/18"

Description	Vendor	Amount
HVAC #7 Condenser - Town Hall The exterior HVAC condenser unit #7 developed a leak that required the condenser to be replaced. This EMTF request is for the material and labor costs to replace the condenser and assure the unit is working properly. The condenser unit was installed in 2005, the warranty had expired.	TRANE - Quote 8302018	\$ 3,899.00
Replace broken door crash bar - Town Hall The main entrance door crash bar need replacement due to wear. This EMTF request is for the materials and labor to replace the crash bar and internal mechanicals. The door crash bar were installed in 2005, the warranty has expired.	Kamco - 11651NR	\$ 1,925.00
Fire Protection Dry System - Town Hall A section of 1 1/2" sprinkler pipe in the attic dry system developed several leaks. This EMTF request is for the labor materials to replace approximately 30' of 1 1/2" black iron pipe with 1 1/2" galvanized pipe. System was installed in 2005, warranty has expired.	ASAP - Quote 9/17/2018	\$ 2,720.00
Back up generator - New Employee Building DPW The new employee DPW building currently does not have a back up power generator. This EMTF request is for the materials to install a back up generator. The labor will be performed by our DPW employees and the licensed electrician from the Londonderry school district.	Town of Londonderry & School	\$ 8,274.99
Moose Hill Conference Room Lighting - Town Hall The existing T-5 lighting was installed in 2005, the ballasts are burning out, repair parts are difficult to located. This EMTF request is for the materials & labor to remove the existing fifty T-5 fixtures, installed LED face lighting, and have two locations to control/dimmed the lights instead of the single location.	Sage Electric - 9172018	\$ 4,500.00
Total Town Council EMTF Order		\$ 19,429.99

Steve R. Cotton
 Town of Londonderry
 Administrative Support Coordinator
 268B Mammoth Road
 Londonderry, NH 03053
 603-432-1100 x119
 FAX (603) 432-1128

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1 **September 10, 2018**

2
3 The Town Council meeting was held in the Moose Hill Council Chambers, Town Hall,
4 268B Mammoth Road, Londonderry, NH.

5
6 Present: Chairman John Farrell; Vice-Chairman Joe Green; Councilor Ted Combes & Tom
7 Dolan; Town Manager Kevin Smith; Assistant Town Manager Lisa Drabik; Executive
8 Assistant Kirby Brown; Absent; Councilor Jim Butler

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10 **CALL TO ORDER**

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12 Chairman Farrell called the Town Council special meeting to order and led the Pledge of
13 Allegiance. This was followed by a moment of silence for those who serve us both here
14 and abroad and our Police Department.

15
16 **PUBLIC COMMENT**

17
18 Town Manager Kevin Smith opened the meeting with a presentation recognizing a long
19 time employee of Londonderry Town Hall who retired on August 31, 2018. Leiann
20 Cotton acted at the Town of Londonderry's AP Clerk for 18 years. Smith recognized
21 Leiann with a Proclamation from the Town Council. The Council thanked Cotton for her
22 years of service to the Town.

23
24 Marge Badois, 189 Litchfield Rd, member of the Conservation Commission, presented a
25 water management and protection plan to the Council. See the attached PowerPoint. The
26 objective is to identify the ground and surface water sources. Badois stated that funding
27 would come entirely from the Conservation Commission. Badois stated that there are
28 10,000 people drawing from the same water source. The Town Manager requested to
29 form a working group made up of staff, board members and other stakeholders to assist
30 the Conservation Commission in guiding project execution. Badois stated that the next
31 step would be to request proposals, choose a contractor and begin work on December 1,
32 2018. There was a water quality study that was approved by the voters in March 2018.
33 Water quality does have an impact of water quantity. Councilor Combes asked Badois
34 what the 91 study showed for water quantity. Badois stated that it is on the website.
35 Chairman Farrell stated to Badois that she will probably need to get approval from the
36 voters even if the Conservation Commission is paying. Chairman Farrell stated that we

LONDONDERRY TOWN COUNCIL MEETING MINUTES

37 will have to see how much it is and how to go about it during budget season. Smith stated
38 that this is a separate study from the one that was approved by the votes last march. The
39 Council thanked Badois for her presentation.

40
41 Chairman Farrell invited up Fire Chief Darren O'Brien to present the SAFER Grant that
42 the town has been awarded. Chief O'Brien stated that they had a ceremony last week
43 accepting the Grants from Senator Shaheen. The federal portion of the Grant was
44 \$700,566.00. Chief O'Brien recognized all of those involved with researching and putting
45 the grant together. Chief O'Brien stated that this is the first time Londonderry has ever
46 received a SAFER Grant. Chief O'Brien stated the way the grant works is the Fire
47 Department is awarded that money and for the first three years it's 25% that is the Towns
48 portion, 25% on the second year and 65% on the third year and on the fourth year the
49 town takes over 1100% of the salaries. Chief O'Brien went over more Grants that the
50 department was received. Town Manager Smith thanked Chief O'Brien for all he has
51 accomplished in his leadership. Finance Director Smith stated that due to the dollar
52 amount we will have to do a public hearing.

53

54

PUBLIC HEARING

55

56 Motion to open public hearing made by Vice Chairman Green and second by Councilor
57 Combes. Chair votes 4-0-0.

58

59 Chairman Farrell introduced Resolution #2018-10, a Resolution relative to the acceptance
60 of unanticipated revenue under RSA 31-95-b. Finance Director Doug Smith presented.
61 Smith stated that the particular project will provide a three day training. Smith stated that
62 Londonderry was the entity that put forward a Grant application and now we are formally
63 accepting it. The total cost of the training is \$14,927.00. the amount we received from the
64 grant is \$12,546.00. The remaining of the \$2,281.00 will be contributed by the southern
65 NH operations group. Smith stated that it will be no cost to the town.

66

67 Motion to approve Resolution #2018-10 made by Councilor Dolan and second by Vice
68 Chairman Green. Chair votes 4-0-0.

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70 Motion to close public hearing made by Councilor Dolan and second by Vice Chairman
71 Green. Chair votes 4-0-0.

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LONDONDERRY TOWN COUNCIL MEETING MINUTES

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OLD BUSINESS

NONE

NEW BUSINESS

Chairman Farrell introduced the update on the communications system upgrade. Finance Director Smith presented. Jeremy Mague and Mike McQuillen represented the fire department. Back in March it was approved by the voters to upgrade the communication system in Londonderry for three million dollars. Smith stated that they have solicited the interest in having a third party build the towers for us. Smith stated that Viridi Wireless LLC is the partner of AT&T that would actually administer and coordinate the construction of the towers. Smith stated that there is a potential cost avoidance by having a third party construct that towers. The fourth town here on the campus of Town Hall and the Police Department being a bonus. Viridi let us know that multiple carriers would like to go off these towers. Smith stated that he is looking for direction from the Council to move these conversations forward formally. Councilor Combes asked if there was a potential estimate as to how much the town may save. Smith stated that the original estimate would be \$300,000.00. Smith stated that it is subject to change as actual construction of the site begins. Chairman Farrell recommended to engage the Town Attorney in the process so that he can help put the agreements together. Councilor Combes asked if the money we save from this would go back to the voters. Smith stated that yes that would be the plan.

APPROVAL OF MINUTES

Motion to Approve Town Council minutes from August 13, 2018 made by Councilor Combes and second by Councilor Dolan. Chair votes 4-0-0.

APPOINTMENTS/RE-APPOINTMENTS

NONE

LONDONDERRY TOWN COUNCIL MEETING MINUTES

ADJOURNMENT

- 109
- 110
- 111 Motion to adjourn made by Vice Chairman Green and second by Councilor Dolan. Chair
112 votes 4-0-0.
- 113
- | | | | |
|-----|---------------------|--------------|------------------|
| 114 | Notes and Tapes by: | Kirby Brown | Date: 08/13/2018 |
| 115 | Minutes Typed by: | Kirby Brown | Date: 08/20/2018 |
| 116 | Approved by: | Town Council | Date: 10/01/2018 |

2018 Update
to the
1991 Water Resource
Management and
Protection Plan

Objectives of the Plan

- Identify ground and surface *water sources*
- Identify *threats* to those water sources
- Project *future demand*
- *Analyze the adequacy* of water resources now and in the future
- *Recommend* regulatory and non-regulator policies and procedures to ensure a safe and adequate supply of water

Relationship to the Environmental Baseline Study

- The 2018 Town Meeting appropriated \$35,000 to assess ground and surface water and air **QUALITY**
- The Management Plan update is focused on water **QUANTITY**
- However, bad water *quality* can limit the *quantity* of water available
- The two projects will lead to a comprehensive approach to water resource management

Program Management

- Funding will come entirely from the Conservation Commission
- The Town Manager is requested to form a working group made up of staff, board members and other stakeholders to assist the Conservation Commission in guiding project execution
- The Contractor will be required to provide a briefing on the draft plan to the Town Council, Planning Board, and at a separate public meeting, revising the plan based on feedback

Next Steps

- Request proposals
- Choose a contractor / negotiate terms
- Begin work NLT December 1, 2018
- Complete work by June 30, 2019