

TOWN COUNCIL AGENDA
September 14, 2020
Moose Hill Council Chambers
7:00 P.M.

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. **NEW BUSINESS**
 - 1.) **Order #2020-13** – An Order Relative to the Withdrawal of Cable Equipment Capital Reserve Funds
Presented by Justin Campo
 - 2.) **Resolution #2020-14-** An Amendment to the CRCAR
Presented by Kevin Smith
 - 3.) **General Mask Ordinance Discussion**
- E. **OLD BUSINESS**
 - 1.) **Discussion of Potential Water Restrictions**
- F. **APPROVAL OF MINUTES**
 - Approval of August 31, 2020 Town Council Minutes**
- G. **APPOINTMENTS/REAPPOINTMENTS**
 - 1.) Interview of Jason Knights for Planning Board
 - 2.) Interview of Lynn Wiles for Planning Board
 - 3.) Interview of Paul Peddle for Traffic Safety Committee
- H. **OTHER BUSINESS**
 - 1. Liaison Reports
 - 2. Town Manager Report
 - 3. Assistant Town Manager Report
- I. **ADJOURNMENT**
- J. **MEETING SCHEDULE**
 - A. Town Council Meeting – 09/28/20 LHS Cafeteria Chambers, 7:00PM

ORDER 2020- 13

An Order Relative to

WITHDRAWAL OF CABLE EQUIPMENT CAPITAL RESERVE FUNDS

First Reading: 09/14/20
Second Reading: Waived
Adopted: 09/14/20

WHEREAS the Town of Londonderry annually receives the sum of \$32,500 for the purposes of supporting PEG access capital funding through its franchise agreement with Comcast; and

WHEREAS the funding received from Comcast is deposited annually into the Cable Equipment Capital Reserve, established by Warrant Article 5 at the 2013 Town Meeting, which appointed the Town Council as agents to expend; and,

WHEREAS the Town of Londonderry and the Londonderry School District have entered into an agreement relative to making a portion of the PEG access capital funding available for the school district's use in providing educational programming; and,

WHEREAS the School District has requested the sum of Eight Thousand Dollars (\$8,000) as their annual installment for the fiscal year ended June 30, 2021; and,

WHEREAS sufficient funds are available in the Cable Equipment Capital Reserve,

NOW THEREFORE BE IT ORDERED by the Londonderry Town Council that the Town Treasurer is hereby directed to disburse \$8,000.00 from the Cable Equipment Capital Reserve Fund for the purpose previously stated.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST:
09/14/20

Budget Request from Town Cable Fees for school District 2020-2021

Replacement equipment 2020-2021

Camera Total: \$2,577.00

Replace One camera set up that is used for sports on Channel 21.

Outgoing unit does no longer work

Canon HFG10 School Inventory Number 31111000721835

- Canon XA45 Professional UHD 4K Camcorder.
 - \$1,999.00
- Camera Bag: Porta Brace CS-DV1U Mini-DV Camcorder Case (Black with Black String).
 - \$199.00
- Camera Tripod: Manfrotto MVH500A Fluid Drag Video Head with MVT502AM Tripod and Carry Bag
 - \$379.00

Headset Total \$1,349.85

Replace 15-year-old Announcer's Headsets for LHS Football outgoing heads are Sennheiser 300

- 3 Sennheiser HMD 26-600-II-XQ On-Ear Stereo Broadcast Headset with 3-Pin XLR & TRS Connectors
 - Each \$449.95

Additional Items Total \$4,987.99

- Wireless Microphones system Sennheiser EW 100 G4 2-Person Camera-Mount Wireless Combo Microphone System Kit (A: 516 to 558 MHz)
 - \$1,449.99
 - *Replace 10-year-old Announcer's Lav. Mics outgoing Mics are Sennheiser 100*
- Behringer XENYX X2222USB - 22-Input USB Audio Mixer with Effects
 - \$349.00
 - *Replace 12-year-old remote Yamaha mixer used for football games and music events*
- Miscellaneous Cables
 - \$500.00
- Porta Com Four User Package with Cables
 - \$2,689.00
 - *Replace 15-year-old Camera intercom system for football games and music events*

Total for all items: \$8,914.84

Total withdrawal request: \$8,000.00

RESOLUTION 2020-14

A Resolution Amending
The Coronavirus Reconfiguration Costs Assistance and Relief Program

First Reading: September 14, 2020

Adopted: _____

WHEREAS, Under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the State of New Hampshire was allocated 1.25 billion for coronavirus relief.

WHEREAS, The State of New Hampshire allocated \$43 million of these funds to municipal relief.

WHEREAS, The Town of Londonderry was allocated \$613,969 in municipal relief funds, and the Town has some flexibility to determine how these funds may be used.

WHEREAS, The Governor’s Office for Emergency Relief and Recovery has advised that municipalities may offer “economic support for losses due to business interruptions.”

WHEREAS, The United State Treasury Department has advised that grants for small businesses affected by coronavirus are a permissible use of municipal relief funds, provided the funds are used consistently with section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act.

WHEREAS, Recognizing the strain that coronavirus has placed on many small businesses, the Town of Londonderry adopted Resolution #2020-09 on June 29, 2020, designating the sum of \$50,000 from its allocated municipal relief funds to create a program known as the “Coronavirus Reconfiguration Costs Assistance and Relief” or “CRCAR” Program,

WHEREAS, Businesses located in Londonderry with 50 or fewer employees were eligible to apply for grants through the CRCAR Program, for funds actually expended by the business to prevent, prepare for, or respond to the coronavirus with an initial application deadline of July 30, 2020.

WHEREAS, The Town of Londonderry received several applications and announced initial grant awards totaling approximately \$23,000 for applications received by the original application deadline of July 30, 2020.

WHEREAS, The Town of Londonderry recognizes coronavirus continues to place economic strain upon many local small businesses, and wishes to amend and extend the CRCAR Program as follows:

- The Town shall allocate an additional \$25,000 to the CRCAR Program (for a total allocation of \$75,000) from its municipal relief funds in an effort to assist as many local small businesses as possible with costs related to the prevention, preparation for, and/or response to the coronavirus pandemic.
- Awards of up to \$2,500 may be made to each qualified small business.
- If there are more reimbursable expenses than there are funds allocated to the program, awards shall be made proportionally.
- Priority for grants under the amended and extended CRCAR Program will be given to new applicants in the amount of up to \$1000/new applicant.
- Any qualified small business which has already received an award under the CRCAR Program may submit additional receipts for qualified expenses to be considered for an additional award (with the maximum total award for any business under the CRCAR Program to be \$2500). Alternatively, if a business has received an award but already submitted receipts totaling in excess of \$1,000 with their original application, the Town will consider those receipts in making additional grant awards.
- Businesses located in Londonderry with 50 or fewer employees remain eligible to apply for assistance.
- The new application form is attached hereto, made a part hereof and must be submitted along with a completed Substitute W-9 form (also attached hereto) and all applicable receipts in order to receive consideration.
- The new and final application deadline shall be **Thursday, September 24, 2020 at 5:00 PM. Applications must be complete and received by that date and time to be considered.**

WHEREAS, After the application deadline, a committee of the Town Manager, Assistant Town Manager, and Assistant Town Solicitor shall review applications for compliance with the terms and conditions of the program and applicable law, and approve or deny the applications.

NOW, THEREFORE, BE IT RESOLVED by the Londonderry Town Council that the Coronavirus Reconfiguration Costs Assistance and Relief Program is hereby amended and extended as set forth in the above recitals and as detailed in the attached application form.

John Farrell - Chairman
Town Council

(TOWN SEAL)

Sharon Farrell - Town Clerk

A TRUE COPY ATTEST



Town of Londonderry
“CRCAR” Program
Application for Assistance

Section 1 (Background Information)

- 1.1 Name of business (“Applicant”): _____
- 1.2 Address and phone number: _____
- 1.4 Email Address: _____
- 1.5 Type of business: _____
- 1.6 Authorized agent: _____
- 1.7 Number of employees: _____
- 1.8 Total funds sought: _____

Section 2 (Certifications)

- 2.1 I hereby certify that the following statements are true and correct to the best of my knowledge and belief:
 - (A) On behalf of the above business, I seek reimbursement for funds actually expended by such business to prevent, prepare for, or respond to the coronavirus. I attach receipts evidencing such expenses as well as a W-9 form so that the Town may process payment of any grant award.
 - (B) The information supplied in Section 1 is true and correct.
 - (C) The above business has not received reimbursement from any other source for the expenses for which it seeks reimbursement.
 - (D) The expenses for which reimbursement is sought were incurred after March 1, 2020 and before the application deadline solely as a result of the coronavirus pandemic.
 - (E) I have actual authority to act on behalf of the above business.
 - (F) I have read and I understand the Instructions and Definitions applicable to this Application.
 - (G) I understand that funds awarded may be subject to audit, and if any statements contained in this Application are not true, awarded funds will be subject to recapture.

Dated: _____

By: _____

 Name and title

Instructions and Definitions

- 1.1 **Name of business.** The registered name of the business or, if a sole proprietorship or a common law partnership, the name under which the entity does business.
- 1.2 **Type of business.** Sole proprietorship, partnership, limited partnership, corporation, limited liability company, professional entity, or other form of association.
- 1.3 **Authorized agent.** I am the sole proprietor, or a partner, limited partner, general partner, managing member, member, or shareholder, or an officer, and I am actually authorized to submit this application on behalf of the business.
- 1.4 **Number of employees.** “Number of employees” means the measure of the average employment of the business and means its average employment, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a business has not been in existence for 12 months, “number of employees” means the average employment of the business during the period that such business has been in existence based on the number of persons employed during each of the pay periods of the period that such business has been in business. Only business with fewer than __ employees are eligible for assistance.
- 1.5 **Total funds sought.** Reimbursable expenses are funds actually expended by the Applicant to prevent, prepare for, or respond to the coronavirus. Without limiting the foregoing, the Town expects that awards will be made for expenses such as the following: tents, barriers, tables, chairs, and other expenses related to outdoor dining; Plexiglas barriers and other physical alterations made to comply with social distancing practices; thermometers and other testing equipment to screen entrants; personal protective equipment; cleaning or sanitation expenses; and other expenses within the scope of the foregoing controlling language. Reimbursement shall not be awarded for lost revenue.
- 1.6 **Due Process.** The Town Council has delegated to a committee comprised of: the Town Manager; the Assistant Town Manager; and the Assistant Town Solicitor (the “Awards Committee”), to be chaired by the Town Manager, the initial duty to approve or deny applications for assistance and relief made under the CRCAR Program, consistent with Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act. Should an Applicant disagree with a decision of that committee, appeal may be made to the Town Council.
- 1.7 **Award Process.** The Town Council has allocated the sum of \$75,000 to the CRACR Program. **The application deadline is September 24, 2020 at 5:00 PM and completed applications (INCLUDING all receipts and a completed Subsitute W-9 Form, attached hereto) must be RECEIVED by 5:00 PM on September 24, 2020 to be considered.** You may email an electronic copy to kbrown@londonderrynh.org or submit an original to Kirby Brown (2nd Floor) at Town Hall. After that date, the Awards Committee shall meet and approve or disapprove all applications based upon the foregoing requirements and any other requirements imposed by law. Grants shall be made fairly and equitably, in the exercise of the Awards Committee’s discretion, proportionally with the applications received. The committee shall not be obligated to expend the entire sum allocated by the Town Council.



Londonderry Finance Department
268B Mammoth Road
Londonderry, NH 03053
(603) 432-1100 Fax (603) 432-1156

Justin W. Campo, Finance Director
jcampo@londonderrynh.org
Deborah Padykula, Controller
dpadykula@londonderrynh.org
Sally Faucher, Accounts Payable Clerk
sfaucher@londondenynh.org
Amanda Longo, Payroll Clerk
alongo@londondenynh.org

SUBSTITUTE W-9

Pursuant to **Internal Revenue Service** regulations, you must furnish your Taxpayer Identification Number (TIN) to the Town of Londonderry. If this number is not provided, you may be subject to a 28% withholding on each payment. To avoid this 28% withholding and to insure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information.

Owner's Name (if Sole Proprietor) _____
Legal Business Name _____
Address _____

9 Digit Taxpayer Identification

Social Security Number _____ - _____ - _____

Federal Employer Identification Number _____ - _____

Business Designation — You may select more than one

_____ Individual	_____ Sole Proprietorship
_____ Partnership	_____ Estate/Trust
_____ Corporation	_____ Personal Service Corporation
_____ Governmental Entity	_____ Non-Profit Organization
_____ LLC	

Principal Business Activity — List Type of Service or Product Provided

Under penalties of perjury, I declare that the information provided is true, correct and complete to the best of my knowledge and belief.

Name and Title (print or type): _____

Signature: _____ Date: _____ Phone: _____

Note: For timely payment, please fill out and return ASAP. You may fax.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1 August 31, 2020

2
3 The meeting took place in the High School Cafeteria.

4
5 Present: Chairman John Farrell; Councilor Jim Butler, Tom Dolan and Deb Paul; Town
6 Manager Kevin Smith; Assistant Town Manager Lisa Drabik; Executive Assistant Kirby
7 Brown; Absent: Vice Chairman Joe Green

8
9 CALL TO ORDER

10
11 Chairman Farrell called the Town Council meeting to order. Chairman Farrell also read the
12 meeting guidelines into the record. Chairman Farrell also discussed the mask policy. This
13 was followed by the Pledge of Allegiance. This was followed by a moment of silence for
14 our country.

15 PUBLIC COMMENT

16
17 There was no public comment.

18
19 PUBLIC HEARING

20
21 Motion to open Public Hearing made by Councilor Dolan and second by Councilor Butler.
22 Chair votes 4-0-0.

23
24 Chairman Farrell introduced Ordinance #2020-03, an Ordinance restricting outdoor lawn
25 watering. Lisa Drabik presented and stated that there are a few things to discuss.
26 Ordinance #2020-03 waived the first meeting back in July. Drabik suggested the Council
27 looks at the proposed amendment to the ordinance. After the original Ordinance was
28 presented, there was discussion with a town resident, Deana Mele, the Ordinance didn't
29 allow for a timely imposition of water restrictions should a drought be declared. Drabik
30 stated that she discussed it with Attorney Ramsdell and he stated that it would be
31 permissible under the statute for the Council to adopt the Ordinance, but within, give the
32 Town Manager (or designee) the ability to impose water restrictions with would only be in
33 place until the next Council meeting. That is the proposed amendment. Councilor Dolan

LONDONDERRY TOWN COUNCIL MEETING MINUTES

34 motioned to adopt the amendment. Second made by Councilor Butler. The amendment
35 was accepted. Chair votes 4-0-0 to adopt the Ordinance as amended. Councilor Paul stated
36 that if an Ordinance is in place it should apply to everyone including the town. The
37 amendment was accepted. Drabik stated that the town would simply follow the lead.
38 Councilor Dolan stated that he is not in favor of opposing water restrictions at this time.
39 There isn't a compelling need and there haven't been any concerns or comments from the
40 public. Councilor Dolan stated that it would be premature to enact it at this time.
41 Councilor Dolan motioned to deny any water restrictions as of right now. There was no
42 second, therefore the motion fails. Chairman Farrell evoked Councilor privilege to table
43 the discussion until the next Council meeting on September 14th.

44
45 Finance Director Justin Campo presented Resolution #2020-12, a Resolution relative to
46 the acceptance of unanticipated revenue under RSA 31:95-b for Coronavirus Emergency
47 Supplemental Funding Program and Resolution #2020-13, a Resolution relative to the
48 acceptance of revenue under RSA 31:95-b for assistance of a Firefighter Grant. Campo
49 stated that they're both Grants for a total of approximately \$368,000.00 that the town
50 applied for and was approved for. Motion to approve Resolution #2020-12 and Resolution
51 #2020-13 made by Councilor Dolan and second by Councilor Butler. Chair votes 4-0-0.

52
53 Motion to close the Public Hearing made by Councilor Dolan and second by Councilor
54 Butler. Chair votes 4-0-0.

NEW BUSINESS

55
56
57 No new business.

APPROVAL OF MINUTES

58
59
60
61 Motion to approve the Town Council minutes from August 17, 2020 made by Councilor
62 Dolan and second by Councilor Butler. Chair votes 4-0-0.

63
64
65
66

LONDONDERRY TOWN COUNCIL MEETING MINUTES

ADJOURNMENT

- 67
- 68
- 69 Motion to adjourn made by Councilor Dolan and seconded by Councilor Butler. Chair votes
70 4-0-0.
- 71
- | | | | |
|----|---------------------|--------------|------------------|
| 72 | Notes and Tapes by: | Kirby Brown | Date: 08/31/2020 |
| 73 | Minutes Typed by: | Kirby Brown | Date: 09/05/2020 |
| 74 | Approved by: | Town Council | Date: 09/14/2020 |