

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1 April 11, 2022

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3 The meeting took place in the Moose Hill Council Chambers, 268B Mammoth Rd,
4 Londonderry, NH 03053.

5
6 Present: Chairman John Farrell; Vice Chairman Joe Green; Councilors Jim Butler, Chad
7 Franz, and Deb Paul; Town Manager Michael Malaguti; Assistant Town Manager Lisa
8 Drabik; Absent: Executive Assistant Kirby Brown.

9
10 CALL TO ORDER

11
12 Chairman Farrell called the Town Council meeting to order at 7:00 PM. This was followed
13 by the Pledge of Allegiance. This was followed by a moment of silence for all those who
14 are in danger in Ukraine.

15
16 NON-PUBLIC

17
18 The Council entered into non-public session pursuant to RSA 91-A:3, II(a). Motion to enter
19 non-public made by Vice Chairman Green and seconded by Councilor Franz. The motion
20 passed unanimously after a roll-call vote. The Council exited the meeting at 7:03 PM.

21
22 The Council reentered the room at 7:23 PM. Motion to come out of non-public made by
23 Vice Chairman Green and seconded by Councilor Franz. The Council took a roll-call vote
24 which passed unanimously.

25
26 Chairman Farrell introduced Resolution #2022-04, a Resolution relative to the Town
27 Manager. Tonight is the first and only reading. Effective February 8, 2022, the Town
28 Council appointed Michael Malaguti to the role of Acting Town Manager. Per Resolution
29 #2022-04, the Council voted to appoint Michael Malaguti as the Town Manager for the
30 Town of Londonderry, effective April 11, 2022. The Council also voted to suspend the
31 residency requirement for the appointee. Motion to appoint and adopt the Resolution made
32 by Vice Chairman Green and seconded by Councilor Butler. Chair votes 5-0-0 in a roll-call
33 vote.

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PUBLIC COMMENT

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39 Chairman Farrell invited Town Clerk Sherry Farrell to speak to the leash law. Sherry
40 Farrell thanked all of those who helped to make the Annual Rabies Clinic a success.
41 Farrell asked the Council to look at Ordinance #02016-02. Farrell stated that in
42 Londonderry, there is an animal control ordinance, but no leash law. Farrell stated that the
43 way the ordinance is written and amended in 2016, the dog has to be under control of the
44 owner, but need only be on-leash in certain places such as the rail trail. Farrell stated that
45 there have been some incidents over the last few months with dogs that have been
46 troublesome. Farrell suggested that it's something that needs to be looked at. Malaguti
47 went over the process of amending an ordinance. Councilor Paul suggested re-
48 investigating the dog park idea.

49

50 Chairman Farrell requested a motion to seal the minutes from the non-public meeting.
51 Motion to seal the minutes indefinitely made by Vice Chairman Green and seconded by
52 Councilor Butler. Chair votes; vote was 5-0-0 on the motion.

53

54 Chairman Farrell read into the record Proclamations for National Telecommunications
55 Week. Chairman Farrell presented the Proclamations to both the Police and Fire
56 Departments.

57

58 Vice Chairman Green spoke about something he has worked on with Steve Hamilton and
59 Town Manager Malaguti. Councilor Green stated that there is a particular current income
60 limit for an elderly exemption. Councilor Green stated that the limits are too low.
61 Councilor Green suggested having a discussion, since prices are increasing, we should
62 raise the limit. Councilor Green also stated that those who have had a spouse pass but are
63 still receiving a pension should be considered subject to the family limits since they are
64 receiving two incomes. Chairman Farrell stated that the Council can certainly revisit the
65 income limits.

66

67 Dan Bouchard, 8 O'Connell Drive, commented on what Town Clerk Sherry Farrell spoke
68 about. Bouchard stated that when people register their dogs they should be handed a copy
69 of the dog laws.

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71 Joan Chmielorz, 38 South Rd, stated that for forty-three years she has been paying the
72 town of Londonderry taxes. Chmielorz stated that her husband passed away a long time
73 ago and she can't afford the town's taxes. Chmielorz begged the Council to stop and think
74 about the poor people. Chairman Farrell stated that 23% of the taxes collected run the
75 town and the rest of it runs the schools. Chairman Farrell explained the process of taxes
76 and what the town has to pay over to the schools.

77

PUBLIC HEARING

79

80 Motion to open public hearing made by Vice Chairman Green and seconded by Councilor
81 Franz. Chair votes; Motion carries 5-0-0.

82

83 Chairman Farrell introduced the acceptance of unanticipated revenue under RSA 31:95-b,
84 and ARPA Grant. Assistant Town Manager Lisa Drabik presented. Drabik stated that in
85 step one of the explorations of establishing a public water system, NHDES is currently
86 funding a feasibility study on the town's behalf. Drabik stated that she, Town Manager
87 Malaguti, and other town staff members have met with the engineering firm engaged by
88 NHDES to do the feasibility study (Weston and Sampson). The feasibility study is in its
89 final phase, and we should have the final report soon. Drabik stated that the grant
90 currently before the Council is for the second step in the process, a "Cost of Service"
91 study which will look at questions like potential models for establishing a public water
92 system and the projected water rates for the customer under each model. Drabik stated that
93 we will also use Weston and Sampson to do the Cost of Service Study, which will cost
94 roughly \$87,000.00, and we have just finalized the scope of work document. We put a
95 warrant article on the ballot in March 2022, which passed, authorizing \$100,000.00 for
96 this. We applied for grant funding with DES and we have been award \$50,000.00 in
97 ARPA funds to partially defray the cost of the study.

98

99 Motion to close the public hearing made by Vice Chairman Green and seconded by
100 Councilor Franz. Chair votes; motion carries 5-0-0. Public hearing is closed and the
101 Council will vote on this in the next section.

102

NEW BUSINESS

104

LONDONDERRY TOWN COUNCIL MEETING MINUTES

105 Deputy Chief Kim Bernard and Chief Bill Hart presented department goals for the Police
106 Department. See attached. The Council shared ideas for the department.

107

108 Finance Director Justin Campo presented the Finance Department goals for the year.
109 Councilor Paul asked if it would be better to use money for finding a part-time or full-time
110 grant writer and if there was anything in the department that could be outsourced. Farrell
111 asked if the employee who knows how to write grants can teach someone how to do so.
112 Campo stated yes. Farrell asked Campo how he felt about outsourcing payroll. Campo
113 stated that he has looked into this in the past, but it proved cost prohibitive and would
114 likely still require a designated internal payroll person.

115

116 Chairman Farrell introduced Resolution #2022-05, a Resolution relative to the acceptance
117 of unanticipated revenue under RSA 31:95-b. This was the Resolution discussed in the
118 public hearing for the ARPA Grant. Motion to approve Resolution #2022-05 made by
119 Vice Chairman Green and seconded by Councilor Franz. Chair votes; motion carries 5-0-
120 0. Assistant Town Manager Lisa Drabik stated that on top of the Resolution that is being
121 signed there is also a certificate of vote, which was then signed by the Chair in the
122 presence of Lisa Drabik, who is a notary.

123

124 Chairman Farrell introduced the first reading of Resolution #2022-06, a Resolution
125 relative to the Veteran's Tax Credit Policy. The public hearing on this resolution will be at
126 the May 9th Town Council Meeting. Councilor Franz recused himself due to the fact that
127 he is a veteran. Motion to waive first reading made by Vice Chairman Green and seconded
128 by Councilor Butler. Chair votes; motion carries 4-1-0.

129

130 Town Manager Michael Malaguti provided an update on the recycling center credit card
131 machine at the Drop Off Center. Malaguti stated that it was up and running in November
132 2021 as a pilot program during which time the service fees were waived. The program will
133 be back up and running on April 16th on a permanent basis. Finance Director Campo
134 discussed the credit card service fee we should charge to the residents using credit cards.
135 Campo stated that it will be between \$1.50 or \$2.50; probably \$2.00. Chairman Farrell
136 stated that if it's under \$50.00 it should be \$1.00 and if it's over \$50.00 it should be \$2.00,
137 if it's over \$100.00 it should be \$3.00, and so on. Campo stated that he will move forward
138 with that suggestion.

139

140 Town Manger Malaguti gave an update on the Lions Hall and the maintenance required.

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141 Malaguti stated that after discussion with the Lions Hall, they concluded that it's a big ask
142 for the Lions to fund the maintenance costs while still achieving their charitable goals.
143 Malaguti stated that the Lions have been good stewards of the building and taken care of
144 major repairs in the past. Malaguti asked the Council to think about the Lions Hall
145 becoming a town building. This would be one possible solution. It is an important
146 historical structure. The Council told Malaguti to look at what the maintenance costs
147 would be and what all options are.

148
149 The Council discussed the veterans' tax exemption information Malaguti presented. See
150 attached document.

151
152 Town Manager Malaguti gave his Town Manager report. The Town Manager reports can
153 be found on the town's website under the Town Council page.

APPROVAL OF MINUTES

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157 Motion to approve the Town Council minutes from March 28, 2022 made by Vice
158 Chairman Green. Councilor Paul pointed out that on line eight-six, it says Jim is on ZBA
159 and it should be that Jim stays on Heritage and Deb goes back to ZBA because she can't
160 be on both Heritage and Planning. (Note, the minutes are an accurate reflection of the
161 discussion and result of the March 28, 2022 meeting, but the assignments needed to be
162 changed after the meeting.) Motion to approve the amended minutes made by Councilor
163 Green and seconded by Councilor Paul. Chair votes; motion carries 5-0-0.

APPOINTMENT/RE-APPOINTMENT/RESIGNATIONS

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166
167 Motion to accept the resignation of Kevin Foley from the Energy Efficiency Task Force
168 made by Vice Chairman Green and seconded by Councilor Paul. Chair votes; motion
169 carries 5-0-0.

ADJOURNMENT

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171
172
173 Motion to adjourn made by Vice Chairman Green and second by Councilor Franz. Chair
174 votes; motion carries 5-0-0.

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175

176 Notes and Tapes by: Kirby Brown Date: 4/11/2022

177 Minutes Typed by: Kirby Brown Date: 4/14/2022

178 Approved by: Town Council Date: 4/18/2022



CHIEF OF POLICE
WILLIAM RYAN HART, JR.

DEPUTY CHIEF
KIM A. BERNARD - OPERATIONS

DIVISION CAPTAINS
PATRICK L. CHEETHAM - SERVICES
MARK P. MORRISON - PROF. STANDARDS
TIMOTHY C. O'DONAGHUE - AIRPORT

LPD Goals for calendar year 2022

- 1.) Continued budget prudence, with an ancillary goal of fully funding several line items, specifically, but not limited to Maintenance and Repairs under Services, funded at \$18,700, routinely over-expended over the last 18 years; IT generally; Vehicle Repairs, also under Services: funded at \$4000.00, expended at well over 2000%.
- 2.) Recruiting and retention: This is a problem compounded by the changing (diminished) landscape for recruiting new officers. It is tougher and tougher to find well-qualified, motivated officers. And, for the first time in over thirty-five years, officers (three this year) are leaving LPD before they are retirement eligible for often higher-paying private sector employment.
- 3.) Maintain CALEA, the Office of Professional Standards, and its best practices model.

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



Justin W. Campo Finance Director
email: JCampo@LondonderryNH.org

Erin Newnan, Finance Administrator
Email: ENewnan@LondonderryNH.org

Sally Faucher, Accounts Payable Clerk
email: SFaucher@LondonderryNH.org

Amanda Longo, Payroll Clerk
email: ALongo@LondonderryNH.org

April 11, 2022

To: Londonderry Town Council
From: Justin W. Campo, Director of Finance
Subject: Finance Department's Goals

It has been requested that the Finance Department review department goals for presentation to the Town Council and general public. It is important to understand that the Finance department serves the Town in a different capacity than other Town departments. The Finance department supports all other departments to assist them in achieving their department goals and ensuring that they are doing so in a way that is in the best interest financially for the Town of Londonderry.

The Finance department's main goal and purpose is to maintain the financial resources that the citizens/taxpayers of Londonderry entrust to the Town, and to ensure the financial health of the Town not only in the current fiscal year, but look to ensure the financial health of the Town of Londonderry for the years to come. The Finance department handles the financial resources of the Town and works to remain in compliance with all state, federal, and local laws, the standard put forward by the Governmental Accounting Standards Board (GASB), and the Generally Accepted Accounting Principles (GAAP). This is the main goal/requirement of the Finance department and the one that matters the most.

Though that is the Finance department's main goal and purpose, along with assisting other departments, there are additional goals that the Finance department hopes to work towards in the next 1-3 years which I will lay out below through bullet points on the following pages.

Town's Unassigned Fund Balance Level

- Work towards rebuilding the Town's fund balance level
 - Though the balance follows the current Town policy on fund balance retention, the current unassigned fund balance level is not within the guideline recommendations

set forth by the Department of Revenue (DRA) or Government Finance Officer Association (GFOA).

- With possible or even probable recession on the horizon, rebuilding the Town's Unassigned Fund balance level will assist in maintaining cash flow for daily operations of the town. It will also assist in providing the Town with investment revenue which will lower the tax rate on an annual recurring basis.
- In the upcoming years, several bonds have the potential to be refinanced. If the Town were to determine it is beneficial to refinance a bond, then utilizing fund balance to lower the amount due on the refinanced bond would not only lower the tax rate for one year, but for the entirety of the bond.

Town's Fiscal Year Budget

- As part of the next budget cycle, determine whether adjustments are needed so that personnel and non-personnel lines reflect more accurately reflect not only desired, but likely, spending.
- Keep improving communication with residents.
 - I constantly encourage residents to call my office to discuss any questions they may have regarding the budget (or any other Town financial matters). I feel it is important for the Finance department to be able to help residents understand the budgeting process and feel comfortable enough to call and ask any questions they may have. This helps provide them with accurate information, instead of what someone may have misunderstood online.
 - Residents reaching out to the Finance department has allowed for different insights into the budget documents that are made available. This insight will often lead to adjustments to the document that benefit the public that I may not have thought of on my own.

Additional Part-Time Staffing

- The Finance department currently operates with 3.5 positions (the Payroll Clerk is split with Human Resources). In comparison, Salem has 7.5, while Merrimack and Derry each have 5.
- An additional part-time employee would allow us to lower the town's risk assessment as it will allow for additional segregation of duties within the Finance department that is not currently possible.
- Federal funding and grants have caused a large increase in additional work that because of time consuming compliance requirements. Every grant that is received has various reporting requirements and deadlines that are required to be met. An additional part time employee would assist in being able to ensure all the grants remain in compliance, with the hope that they will be able to assist in obtaining and maintaining additional grants for the Town going forward.

- The Town Council has emphasized the desire to obtain grants to help with providing the highest level of services possible to the residents while limiting the tax impact some of the projects could have. When I started with the Town in fiscal year 2016 the town received around \$97,600 in federal funds and additional grants. Through the end of March of the current fiscal year, the Town has received around \$1,672,821 in federal funds and additional grants.

Veterans' Tax Credit RSA 72:28

| <i>Current # of Credits: 811</i> | | |
|----------------------------------|----------------|---------------------|
| Credit | Estimated Cost | Esimated Tax Impact |
| \$ 500.00 | \$ 405,500.00 | \$ 0.081 |
| \$ 525.00 | \$ 425,775.00 | \$ 0.085 |
| \$ 550.00 | \$ 446,050.00 | \$ 0.089 |
| \$ 575.00 | \$ 466,325.00 | \$ 0.093 |
| \$ 600.00 | \$ 486,600.00 | \$ 0.097 |
| \$ 625.00 | \$ 506,875.00 | \$ 0.101 |
| \$ 650.00 | \$ 527,150.00 | \$ 0.105 |
| \$ 675.00 | \$ 547,425.00 | \$ 0.109 |
| \$ 700.00 | \$ 567,700.00 | \$ 0.114 |
| \$ 725.00 | \$ 587,975.00 | \$ 0.118 |
| \$ 750.00 | \$ 608,250.00 | \$ 0.122 |

All Veterans' Tax Credit RSA 72:28-b

| <i>Current # of Credits: 113</i> | | |
|----------------------------------|----------------|---------------------|
| Credit | Estimated Cost | Esimated Tax Impact |
| \$ 500.00 | \$ 56,500.00 | \$ 0.011 |
| \$ 525.00 | \$ 59,325.00 | \$ 0.012 |
| \$ 550.00 | \$ 62,150.00 | \$ 0.012 |
| \$ 575.00 | \$ 64,975.00 | \$ 0.013 |
| \$ 600.00 | \$ 67,800.00 | \$ 0.014 |
| \$ 625.00 | \$ 70,625.00 | \$ 0.014 |
| \$ 650.00 | \$ 73,450.00 | \$ 0.015 |
| \$ 675.00 | \$ 76,275.00 | \$ 0.015 |
| \$ 700.00 | \$ 79,100.00 | \$ 0.016 |
| \$ 725.00 | \$ 81,925.00 | \$ 0.016 |
| \$ 750.00 | \$ 84,750.00 | \$ 0.017 |

Combined - Veterans' Tax Credit

| Credit | Combined Estimated Cost | Esimated Tax Impact |
|-----------|-------------------------|---------------------|
| \$ 500.00 | \$ 462,000.00 | \$ 0.092 |
| \$ 525.00 | \$ 485,100.00 | \$ 0.097 |
| \$ 550.00 | \$ 508,200.00 | \$ 0.102 |
| \$ 575.00 | \$ 531,300.00 | \$ 0.106 |
| \$ 600.00 | \$ 554,400.00 | \$ 0.111 |
| \$ 625.00 | \$ 577,500.00 | \$ 0.116 |
| \$ 650.00 | \$ 600,600.00 | \$ 0.120 |
| \$ 675.00 | \$ 623,700.00 | \$ 0.125 |
| \$ 700.00 | \$ 646,800.00 | \$ 0.129 |
| \$ 725.00 | \$ 669,900.00 | \$ 0.134 |
| \$ 750.00 | \$ 693,000.00 | \$ 0.139 |

** These are estimates based on the current information available. These figures are based on the 2021 MS-1 information and use the number of credits requested and the Town valuation from that form. The change of these numbers would impact the estimated tax impact either positively or negatively depending on what change occurs.*

The current Tax Credit is \$500.

These calculation are for the credits mentioned above and do not include the Tax Credit for Service - Connected Total Disability RSA 72:35.