

LONDONDERRY TOWN COUNCIL MEETING MINUTES

1 **December 7, 2020**

2
3 The meeting took place in the Londonderry High School Cafeteria, 295 Mammoth Rd,
4 Londonderry, NH 03053.

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

9 **CALL TO ORDER**

10
11 Chairman Farrell called the Town Council meeting to order. This was followed by the
12 Pledge of Allegiance. This was followed by a moment of silence for Pearl Harbor Day,
13 those who defended this country, and for those who serve us both here and abroad.

14
15 **PUBLIC COMMENT**

16
17 Alina Korsak, Melanson and Heath, gave the auditors presentation. See attached
18 PowerPoint.

19
20 Councilor Paul asked what the limitations are. Korsak asked Councilor Paul if she was
21 referring to the auditor's opinion. Councilor Paul stated that she was referring to the
22 Management Letter. Korsak stated that it is a disclaimer that there may be some
23 deficiencies that the auditors may not be aware of. This is a financial statement audit. They
24 don't express an opinion on internal control. Councilor Paul stated that when you look at a
25 department budget, they have personnel items and non-personnel items. The non-personnel
26 items are not what they exactly are, at the end of the day though it is still in their budget.
27 Korsak went over the legal level of control that the auditors have.

28
29 Chairman Farrell shared that there was a court ordered forensic audit in 2013. Farrell asked
30 Korsak if they see a lot of forensic audits these days or are they usually court ordered?
31 Korsak stated that they have seen a lot of things come out, they had a client last year that
32 had major fraud, but they have not done much of forensic audits.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

34 Councilor Paul asked if it was the same group of people every year who do the audits, are
35 the comfortable at it or are there fresh sets of eyes. Korsak stated that it has changed over
36 the years. The senior staff has been with her but the lower staff is new so here were some
37 fresh eyes. Councilor Paul stated that there are many different types of audits. Korsak stated
38 that this is the financial audit.

39

40 Town Manager Smith stated that thus year the town was good at replenishing the fund
41 balance that has been used each year and this year the FY was finished with a healthy
42 surplus. Smith reminded the Council that approximately \$1M was put into the Assigned
43 Fund Balance, which is not the Unassigned Fund Balance in anticipation of a potential
44 abatement with Granite Ridge Energy. While we would have replenished the Fund
45 Balance, our Unassigned Fund Balance is less than it would have normally been.

46

47 Dan Bouchard, O'Connell Dr, stated that social media is attacking out Public Works
48 Department. Bouchard stated that the Public Works Department works very hard.
49 Bouchard thanked the Public Works guys and let the public know that they do a great job
50 and that people shouldn't be a bashing them.

51

52 Police Chief Bill Hart let the Council know a project that the Police Department is working
53 on. Two weeks ago they had someone come in and go over body worn cameras for the
54 officers. Chief Hart stated that things are changing in the law enforcement community.
55 Chief Hart asked the Council if it was something they would consider to potentially put on
56 the Warrant for this year. Vice Chairman Green stated that he believes it is a good idea.
57 Jonathan Kipp stated that he is fully in favor of the cameras. Kipp asked about data storage.
58 Chief Hart stated that they have only looked at one provider so far and storage is included
59 in the cost. Councilor Paul asked what other towns are doing this. Chief Hart stated that
60 there are quite a number of other communities doing it. Chief Hart stated that it is never
61 going to be cheaper than it is today. Police Captains Kim Bernard, Patrick Cheetham, and
62 Chris Gandia shared their thoughts with the Council and stated that they are all in favor of
63 the cameras. Town Manager Smith stated that cameras can also be used for the officers
64 own protection and safety as well. Chief Hart stated that they have GPS's on them.

65

66

67

68

LONDONDERRY TOWN COUNCIL MEETING MINUTES

PUBLIC HEARING

69

70

71 Motion to open Public Hearing made by Councilor Dolan and second by Councilor Butler.
72 Chair votes 5-0-0.

73

74 Chairman Farrell introduced Resolution #2020-19, which is a Resolution relative to the
75 acceptance of unanticipated revenue under RSA 31:95-b which authorizes the Town
76 Manager to sign all documents related to the grant. Finance Director Justin Campo stated
77 that it is for a Grant the town is receiving from the New Hampshire Department of Safety
78 for \$12,500.25. For the purpose of updating the towns Hazard Mitigation Plan. There is a
79 match requirement of \$4,166.75. If the project should exceed \$16,667.00, the town would
80 be responsible for the difference. No questions from the public or Council. Motion to
81 accept Resolution #2020-19 made by Vice Chairman Green and second by Councilor Paul.
82 Chair votes 5-0-0.

83

84 Chairman Farrell opened up the budget public hearing. There are three members of the
85 Budget Committee who are present via phone; Paul Skudlarek, Christine Patton and
86 Kirsten Hildonen. Each member introduced themselves on the phone. All were absent due
87 to Covid health concerns.

88

89 Finance Director Campo went over handouts about tax rate calculations and the
90 Pennichuck water cost. Chairman Farrell asked the Council for a consensus to consult with
91 the legal team to see what kind of legal action that can be taken for what the town can and
92 cannot do to challenge the Pennichuck issue. Councilor Paul asked how many hydrants
93 were in town. Campo stated that these are the bills the town has paid to Pennichuck for
94 hydrants. There are 201 hydrants.

95

96 Finance Director Campo presented the draft warrants. Smith stated that there are some
97 warrants that are not on the list that are still in discussion.

98

99 Steve Cotton presented Expendable Maintenance Trust fund PowerPoint (see attachment)
100 since it is one item that failed on the ballot last year. Councilor Paul asked if every single
101 dollar is spent. Councilor Paul asked Cotton is the \$163K that's in the account now would
102 cover the cost of the items listed in the back. Councilor Paul asked if he is short \$180K.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

103 Cotton stated yes. Councilor Paul stated that the cost for all of the repairs listed is very
104 high. Chairman Farrell went through each item and the cost. Councilor Paul asked Cotton
105 what the top five projects that need to get done are. Cotton stated the Access Center, South
106 Fire trim, Town Hall (2 projects), trim on Library. Cotton stated South Fire should be
107 immediately. With all of those projects added up, Councilor Paul asked if it can all be done
108 with the money already in the account. Cotton stated yes, with the exception that he also
109 has to do winter maintenance, which has been running upwards of \$48K. Councilor Paul
110 asked if the DPW department does it. Cotton stated in 2012 there was an agreement to have
111 the school district do a split. It fell through, and the Highway Department plows highways.
112 So now they have to find contractors to come in. There are the Fire Stations, the Police
113 Station, Town Hall, Library, etc. Councilor Paul stated that she would like to see what the
114 year to year cost is. Cotton stated that all of the costs are listed in the PowerPoint.

115
116 Councilor Dolan stated that these items and buildings need to be maintained because if
117 they aren't maintained they can break and it could end up costing more money in the end.
118 Not maintaining the facilities is not protecting the taxpayer, it is deceiving the taxpayer,
119 letting them believe these buildings maintain themselves. Councilor Butler stated that
120 Cotton has done a great job managing everything.

121
122 Councilor Paul stated that there are things that the town paid a lot of money for and then
123 failed within a year or two. Councilor Paul stated that as far as the audit, the auditing
124 company doesn't look at our purchasing policy, they look at our financials and our
125 financials only. Councilor Paul stated that she thinks there are some issues with the
126 purchasing policy. Town Manager Smith stated that that is not true. The auditors do look
127 at the purchasing policy and they do make sure the town is in compliance. They do spot
128 checks of various purchases.

129
130 Ray Breslin, 3 Gary Drive, stated that we need to start educating the public more. Councilor
131 Dolan stated that he hopes all of the newspapers can editorialize how important it is to
132 support the Expendable Maintenance Trust Fund to avoid larger costs down the road.

133
134 Amy Kizak, GIS Manager, gave a presentation on the GIS system. See attachment. Town
135 Manager Smith stated that the GIS update is another item that failed last year so we would
136 like to educate the public on it a bit more now. Town Manager Smith stated that the maps
137 are better than google maps. Councilor Paul asked for a breakdown of how the \$28K would

LONDONDERRY TOWN COUNCIL MEETING MINUTES

138 be appropriated and is it a one- time thing. Kizak stated that the \$28K goes into a fund and
139 every five years there is a flyover of the town to get new imagery. The cost of the imagery
140 is \$75k-\$100K to do the full flyover and get everything that's needed. The \$28K breaks
141 down to every year.

142

143 The Council went down the warrant articles.

144

145 Ray Breslin, 3 Gary Drive, ask in regards to the towns vehicle maintenance, he wonders
146 what condition most of the DPW vehicles are in. Breslin stated that it looks like DPW does
147 a good job maintaining them. Finance Director Campo stated that the issues the vehicles
148 are having is underneath.

149

150 Town Manager Smith presented two items not on the warrant yet that don't have dollar
151 amounts yet but he wanted to bring to the Councils attention. One of the two articles
152 discussed previously will be on the warrant. One is the Conservation Commission has been
153 in negotiations with Andy Mack Sr. to purchase the property that is across from Matthew
154 Thornton School, 28 acres, the town purchasing 5 acres of it and the Conservation
155 Commission purchasing the other 23 acres. It's close to having a PNS. It will be brought
156 to the Council for a vote once it does. Item two is that we are also in negotiation with
157 Pennichuck Water, the Apple Tree Mall and the neighborhood behind to bring municipal
158 water to that area as that area was effected by PFOA's.

159

160 Motion to close the Public Hearing made by Councilor Dolan and second by Vice Chairman
161 Green. Chair votes 5-0-0.

162

163 NEW BUSINESS

164

165 Chairman Farrell introduced Resolution #2020-20, a Resolution relative to creating a
166 Committee to update the 2016 Hazard Mitigation Plan. Town Planner Colleen Mailloux
167 presented. Mailloux stated that this is required to be updated every five years. The last time
168 it was updated, SNHPC took the contract to update it. We are updating it internally this time
169 in the Planning Department, working closely with the other departments in town. Motion to
170 approve Resolution #2020-20 made by Vice Chairman Green and second by Councilor Paul.
171 Chair votes 5-0-0.

LONDONDERRY TOWN COUNCIL MEETING MINUTES

172 Chairman Farrell introduced Order #2020-17, an order relative to the expenditure of
173 maintenance trust Fund for various projects. Fire Chief Darren O'Brien presented. Lt.
174 Hallowell presented the gear they are looking to purchase. Motion to approve Order #2020-
175 17 made by Vice Chairman Green and second by Councilor Butler. Chair votes 4-0-0.

176

177

OLD BUSINESS

178

179

NONE

180

181

APPROVAL OF MINUTES

182

183 Motion to approve the Town Council minutes from November 30, 2020 made by Vice
184 Chairman Green and second by Councilor Butler. Chair votes 5-0-0.

185

186

APPOINTMENTS/REAPPOINTMENTS

187

188

NONE

189

190

ADJOURNMENT

191

192 Notes and Tapes by: Kirby Brown Date: 12/07/2020

193 Minutes Typed by: Kirby Brown Date: 12/10/2020

194 Approved by: Town Council Date: 12/21/2020

Town of Londonderry



Expendable Maintenance Trust Fund Presentation December 2020

Expendable Maintenance Trust Fund

- The Expendable Maintenance Trust Fund warrant article was approved by the voters at the March 15, 2003 town meeting.
- Description of approved EMTF warrant article no. 5

To see if the Town will vote to create an expendable general trust fund under the provisions of RSA 31:19-a to be known as the Maintenance Trust Fund for *the purpose of repairing and maintaining town facilities* to raise and appropriate the sum of ONE HUNDRED THIRTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$137,500) for this purpose and to authorize the Town Council as agents to expend. This shall be a non-lapsing fund.

- FY2022 EMTF warrant article current request is \$180K.

Expendable Maintenance Trust Fund

- What are some examples of the types of expenses that EMTF covers?
 - Heating and cooling system replacement/repairs
 - Roof replacement and repairs
 - Exterior trim and siding replacement or repairs
 - Electrical and plumbing repairs and upgrades
 - Fire protection systems “Fire Alarms, Wet/Dry Sprinkler, Radio Boxes”
 - Other building mechanicals “elevators, security systems, vaults”
 - Winter maintenance of parking lots, sidewalks, fire lanes at Town Hall, LPD, Library, Access Center, Central Fire, Senior Center.

Expendable Maintenance Trust Fund

Town Buildings "BV obtained from PRIMEX insured coverage for building"

Description	Year Built	Building Value	Comments
Access Center	2000	\$ 575,600	
Band Stand	1997	\$110,100	
DPW – Employee Bld.	2015	\$158,100	
DPW – Garage	1970	\$ 412,000	
DPW – Utility Bld.	1970	\$ 48,000	
DPW – Salt #1	1987	\$ 240,800	
DPW – Salt #2	2010	\$ 518,400	
Fire – Central	2019	\$ 1,349,800	Pending PRIMEX BV reevaluation. BOND was approved for \$6.4.
Fire – North	2010	\$ 1,578,700	
Fire – South	2006	\$ 1,575,100	
Fuel – Farm	1980	\$ 65,800	
Building Value Sub-Total #1		\$ 6,632,400	

Expendable Maintenance Trust Fund

Town Buildings “BV obtained from PRIMEX insured coverage for building”

Description	Year Built	Building Value	Comments
Library	1973	\$ 3,436,000	
Lions Hall	1837	\$ 856,900	Rented to the Lions.
Police – Station	2004	\$ 5,510,600	
Police – Annex	2015	\$ 235,600	
Recreation Maintenance Bld.	2018	\$ 56,100	
Senior Center	1920	\$ 1,119,500	
Town Hall	2005	\$ 3,968,500	
Sub-Total #2 Building Value		\$ 15,183,200	
Sub-Total #1 Building Value		\$ 6,632,400	
Total Building Value		\$ 21,815,600	

Expendable Maintenance Trust Fund

Fiscal Yearly Expenditures "Page 1 of 2"

Fiscal Year	Expenditures	Summary of major expenses only, does not total to amount spent.
2010	\$ 102,255	\$44K Central Fire cell tower and boiler repairs. \$20K DPW driveway. \$14K Recreation spreader for fields. \$13K Leach Library HVAC, Plumbing, Electrical repairs.
2011	\$ 165,235	\$32K Leach Library deposit roof replacement, HVAC & Plumbing repairs. \$26K Old North Fire asbestos removal and building demo. \$26K Lions Hall roof. \$21K Town Common Band Stand repairs. \$15K HVAC leak repair, and HVAC repairs.
2012	\$ 198,698	\$45K DPW driveway. \$31K Library roof and HVAC, \$26K South Fire HVAC replacement, \$21K Town Hall fuel management system at fuel farm. \$21K Central fire security & roof repairs. \$20K Sr. Center paving of parking lot, sewer line repair, HVAC repairs.
2013	\$ 149,167	\$29K Leach Library HVAC #1. \$26K Sr. Center rest rooms replacement. \$28K Town Hall door security system, HVAC repairs. \$22K Central Fire generator hook up, 2 nd floor laundry room, HVAC replacement. \$19K winter maintenance.
2014	\$ 327,184	\$75K LPD HVAC replacement. \$72K Sr. Center main hall roof system replacement. \$52K Lions Hall floor replacement. \$34K winter maintenance. \$22K DPW replacement of used oil burner, vinyl siding of front, new LED lighting in garage work area. \$19K Leach Library HVAC #2.

Expendable Maintenance Trust Fund

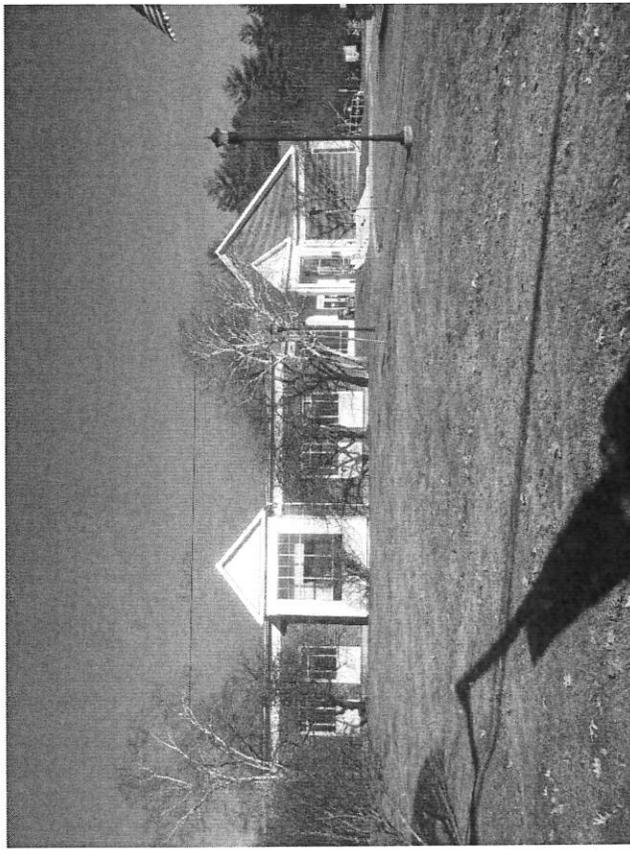
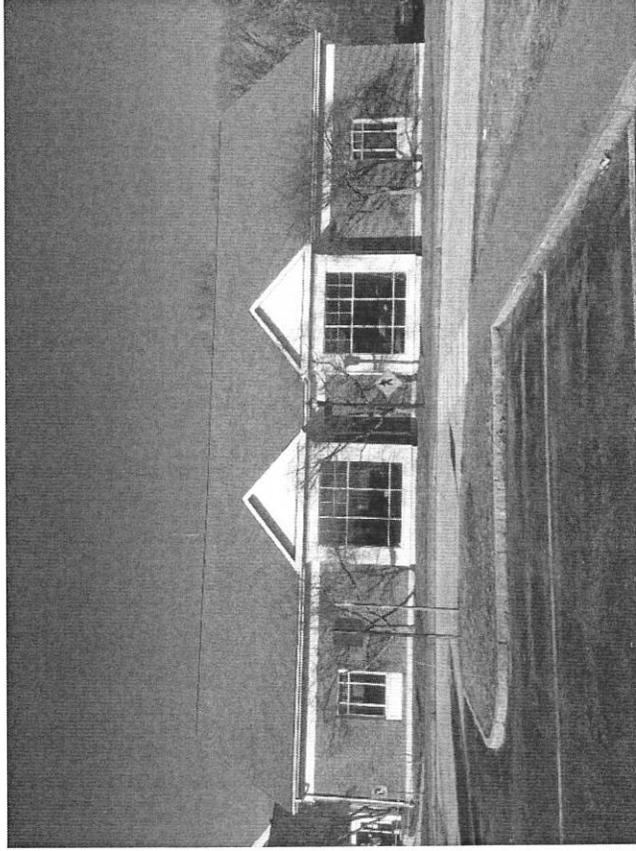
Fiscal Yearly Expenditures "Page 2 of 2"

Fiscal Year	Expenditures	Summary of major expenses only, does not total to amount spent.
2015	\$ 93,093	\$37K winter maintenance. \$17K Town Hall repairs. 14K LPD flooring & cell toilets. Sr. Center \$11K generator, painting.
2016	\$ 108,378	\$19K South Fire alarm, HVAC repairs, kitchen floor. \$18K winter maintenance. 19K LPD boiler & controls. \$19K Town Hall, mini-split replacement, door security, elevator repairs, back up generator repairs.
2017	\$ 202,430	\$51K Town Hall fuel farm repairs, oil recycling bld. repairs, concrete pad, fuel pump, stair treads. \$44K winter maintenance. \$30K carpet, HVAC blower, roof edge heating drip edge. \$34K Town Common band stand and electrical work.
2018	\$ 152,242	\$38K winter maintenance. \$35K Town Hall fuel farm lean-to, TH trim repair, painting TC area, HVAC repairs. \$30K Sr. Center HVAC replacement. \$25K for LPD Annex lean-to.
2019	\$ 133,904	\$37K North Fire siding/trim. \$36K winter maintenance. \$36K Town Hall HVAC repair/replacement, electrical Moose Hill Conf., Dry system repairs. \$8K DPW generator & vinyl siding materials.
2020	\$ 170,072	\$63K Sr. Center front repairs, \$36K winter maintenance. \$33K Town Hall mini-split server room, fire alarm system replacement.
	\$1,802,657	Total EMTF expenditures 2010 - 2020

Expendable Maintenance Trust Fund Projects

Leach Library Roof "2011" - \$42K

Removal of existing shingles, nailing of existing sheathing, new drip edge, ice & water barrier, felt paper, and shingles.

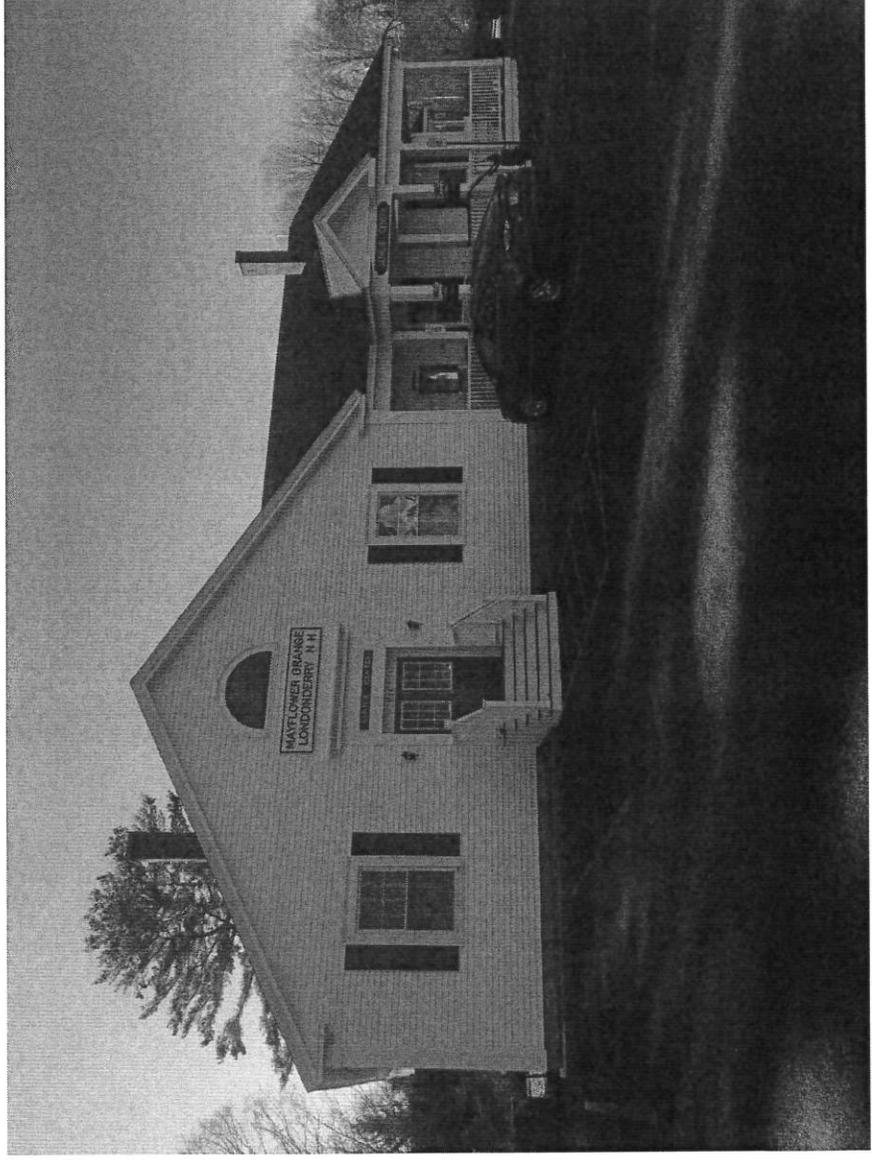


Expendable Maintenance Trust Fund Projects

Senior Center – “2019” \$63K

Front Updates

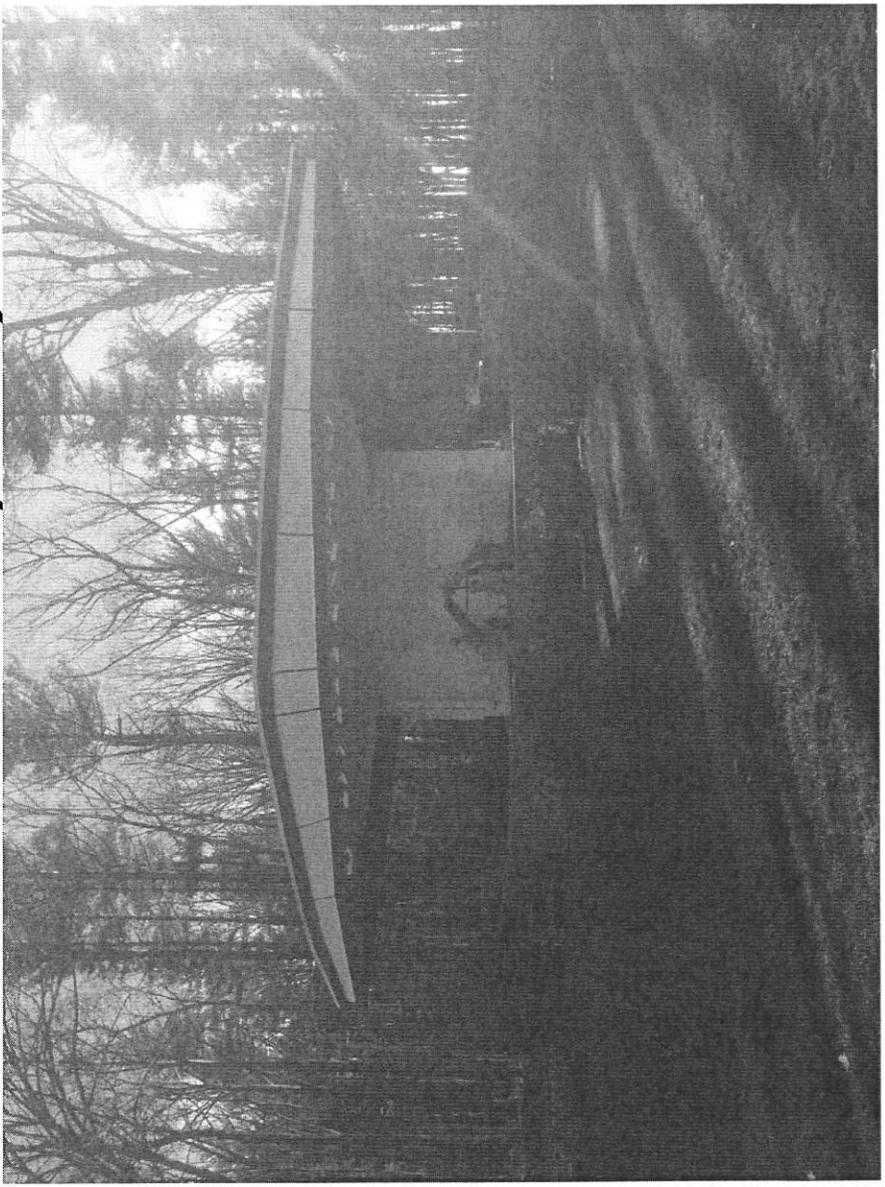
Vinyl siding, front door replaced, trim (wrap & PVC boards), stairs & railings, porch decking, repaired window, added insulation.



Expendable Maintenance Trust Fund Projects

Town Common Band Stand

“2010” \$20K, “2016” \$19K”



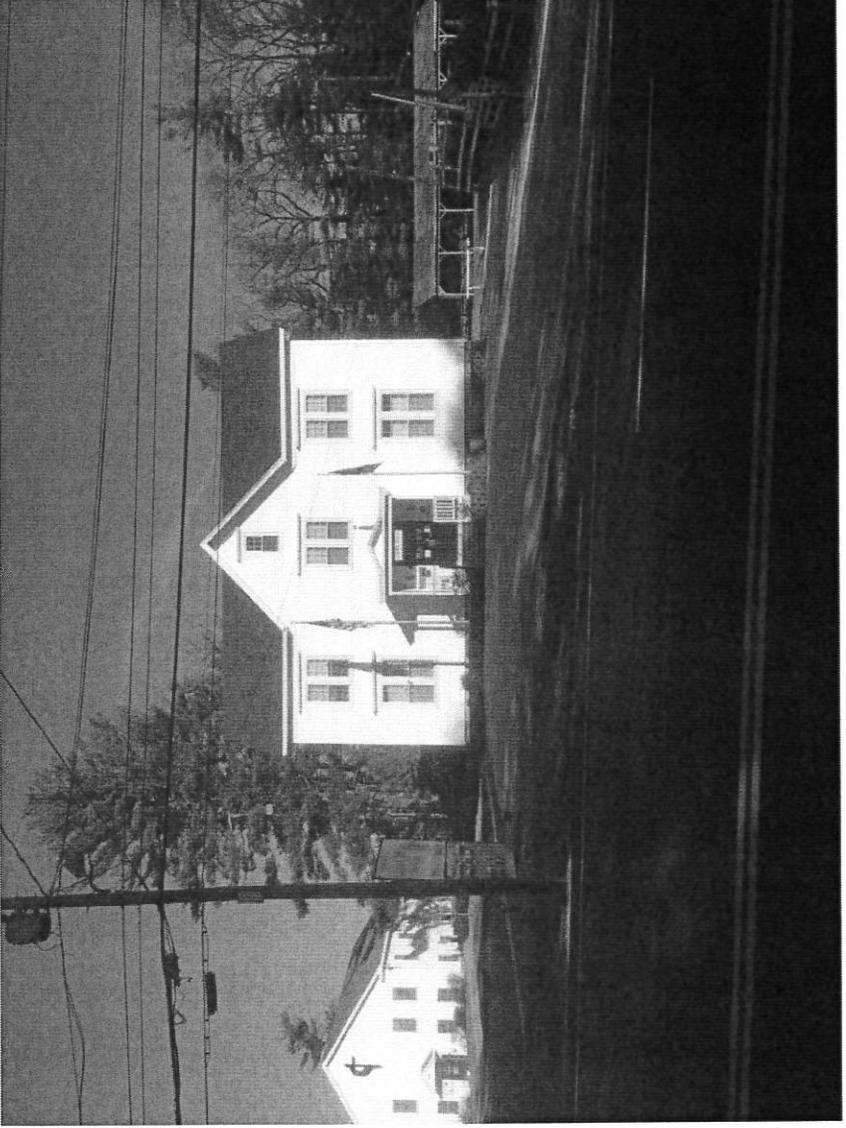
2010 repaired rot in roof sheaving, new rubber roof, painted ceiling, added metal railings to rear load dock (safety issue).

2016 vinyl siding & trim, concrete and mortar repairs, painting of ceiling, rear wall, pillars, railings, stained ramp, replaced mechanical room door.

Expendable Maintenance Trust Fund Projects

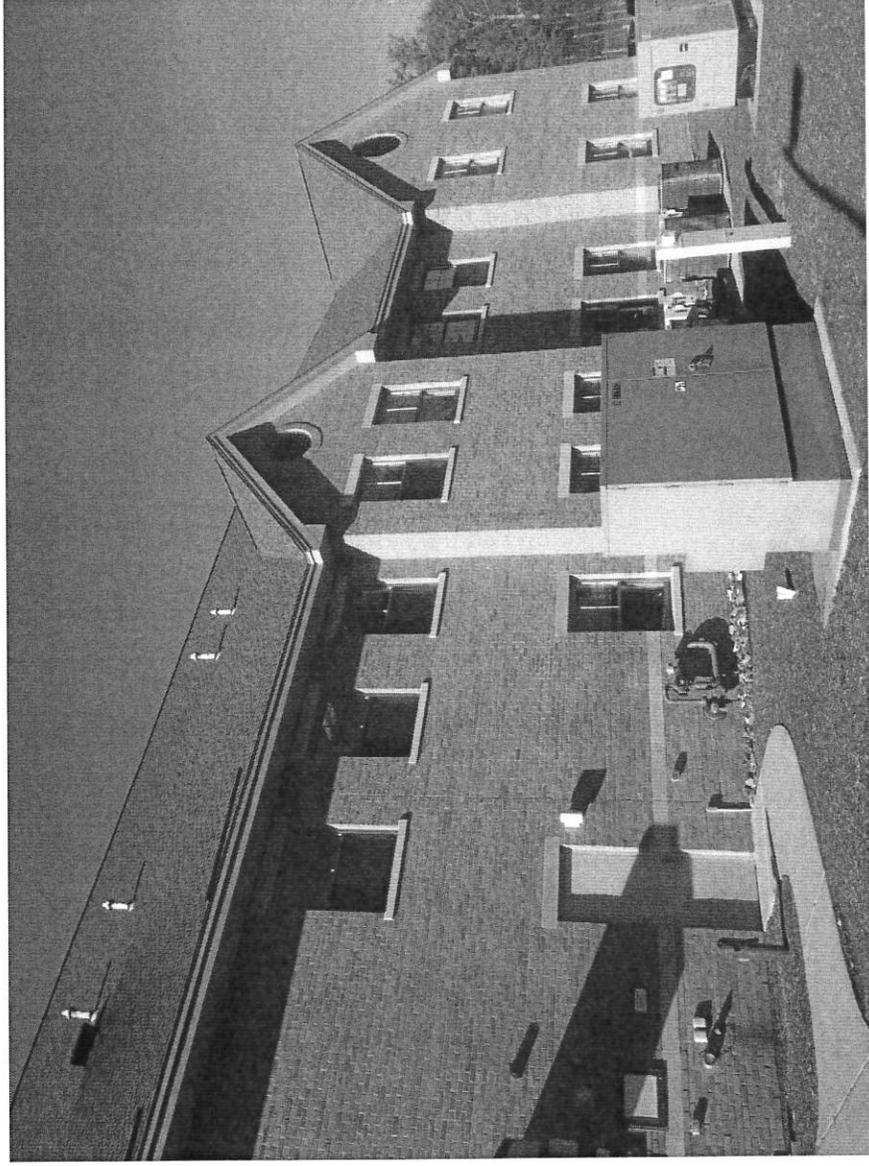
Lions Hall Roof – “2010” \$26K

Removed several layers of existing shingles, north side of roof required new sheathing replacement, new drip edge, ice & water barrier, felt paper, and shingles.



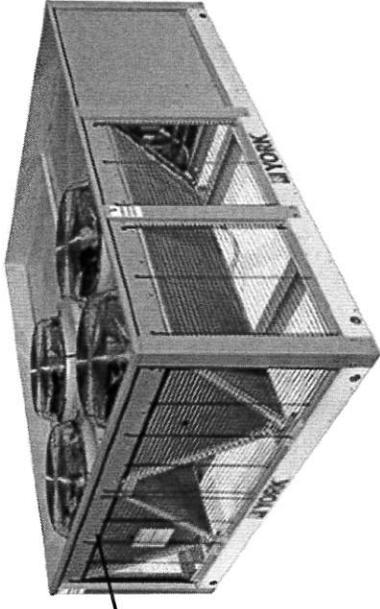
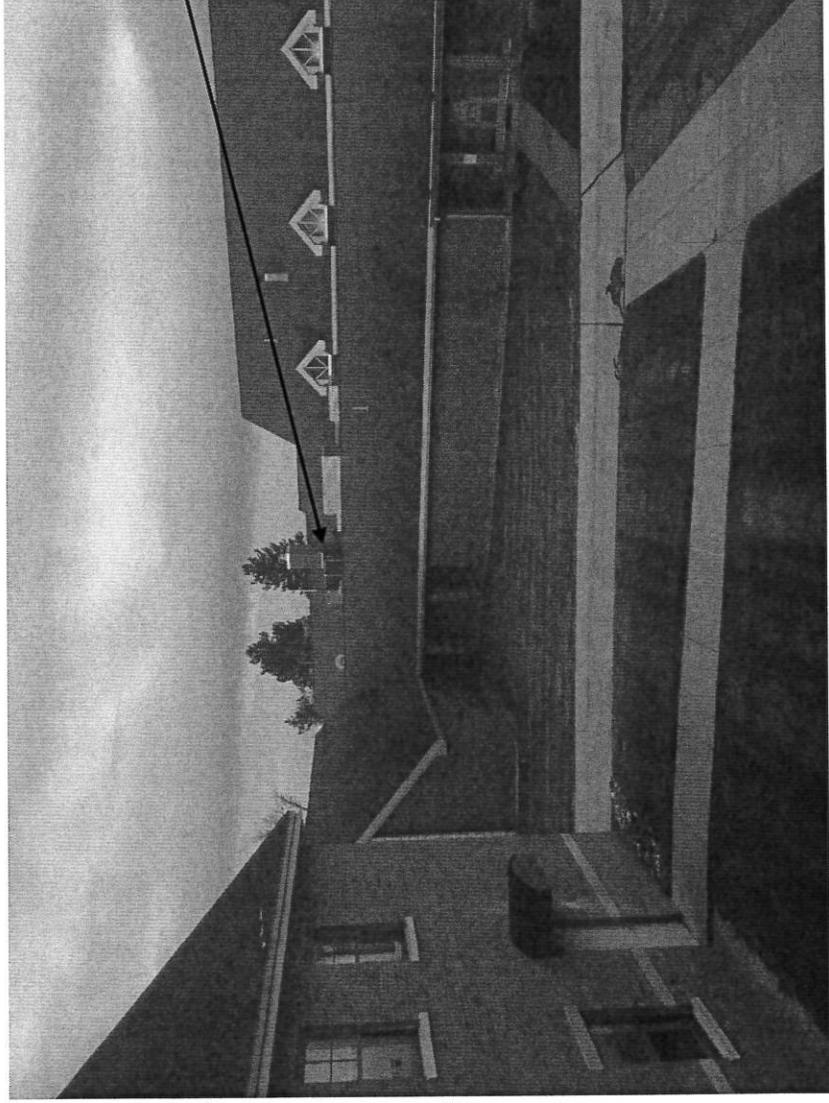
Expendable Maintenance Trust Fund Projects Town Hall Partial Trim Repair “2017” \$7K

South side eave trim only, replaced rotted trim and wrapped in metal.



Expendable Maintenance Trust Fund Projects

LPD HVAC "2013" \$75K



Expendable Maintenance Trust Fund Projects

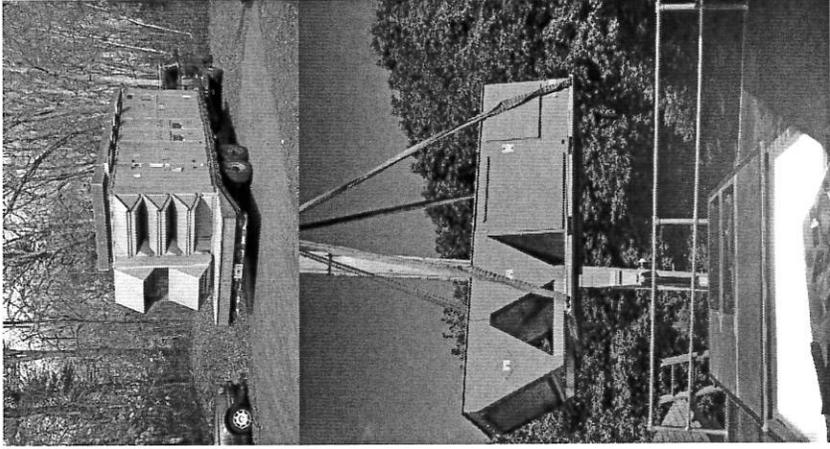
Town Hall Server Room AC "2019" \$11.5K



Expendable Maintenance Trust Fund Projects

Leach Library HVACs

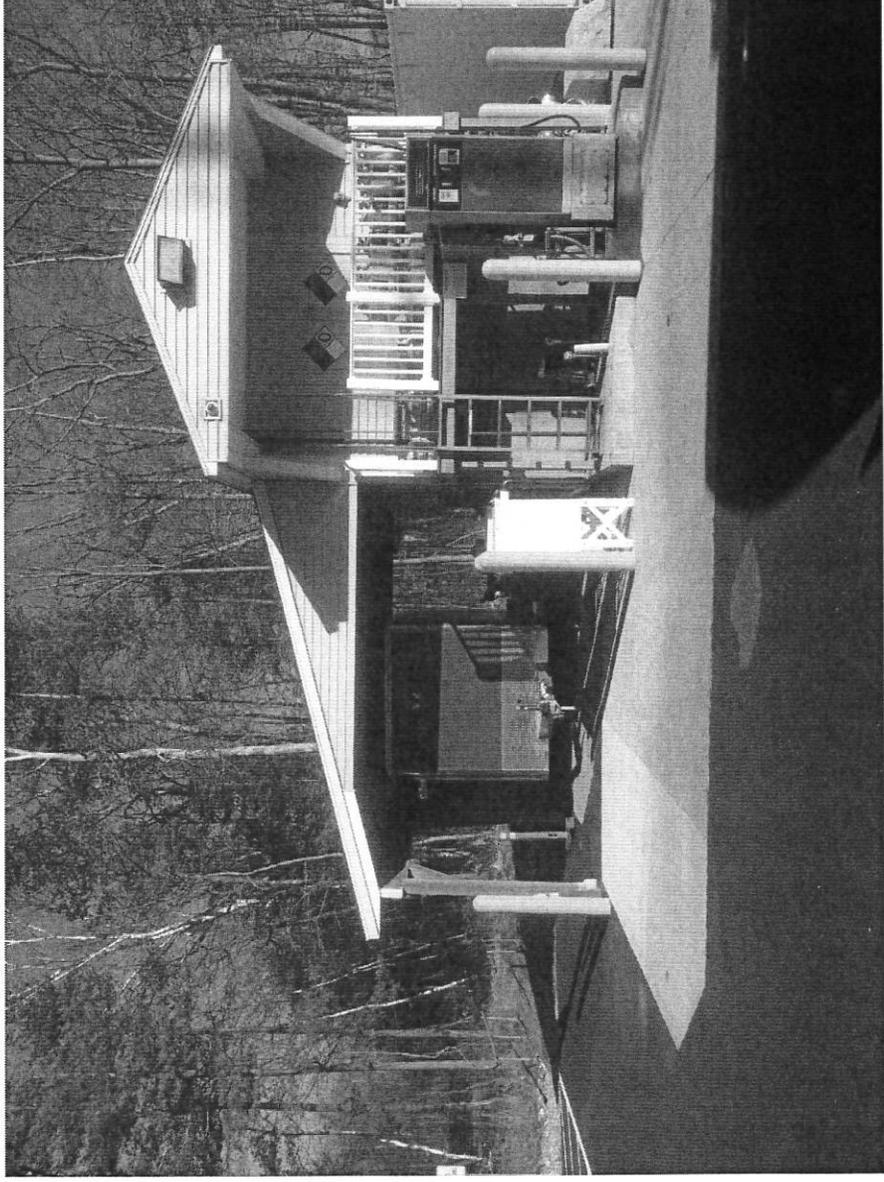
“2012” \$32.5K” Unit #1, “2013” \$17.5K Unit #2



12/18/2020 11:07 AM

Expendable Maintenance Trust Fund Projects Fuel Farm "2016" \$15K, "2017" \$13K

2016, vinyl siding, roof (sheathing & shingles), decking, railings, ladder steps, lighting fixtures.
2017 added lean-to on north side of fuel farm.



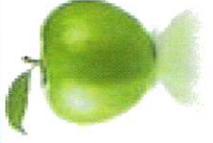
Expendable Maintenance Trust Fund

- Current EMTF balance as of 12/4/2020 is \$163,318.
- Issues needing repairs.
 - Access center roof replacement.
 - Leach Library HVAC unit #3 and historical room unit.
 - Leach Library trim replacement.
 - LPD dry wall crack repairs and painting.
 - North Fire tile floor replacement.
 - South Fire trim replacement.
 - South Fire painting of siding.
 - Town Hall trim replacement.
 - Town Hall court yard walkway replacement.
 - Unknowns

Questions?

Any additional information needed?

Thank You!



Town of Londonderry

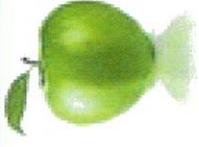
GIS Program

Presentation to the Town Council

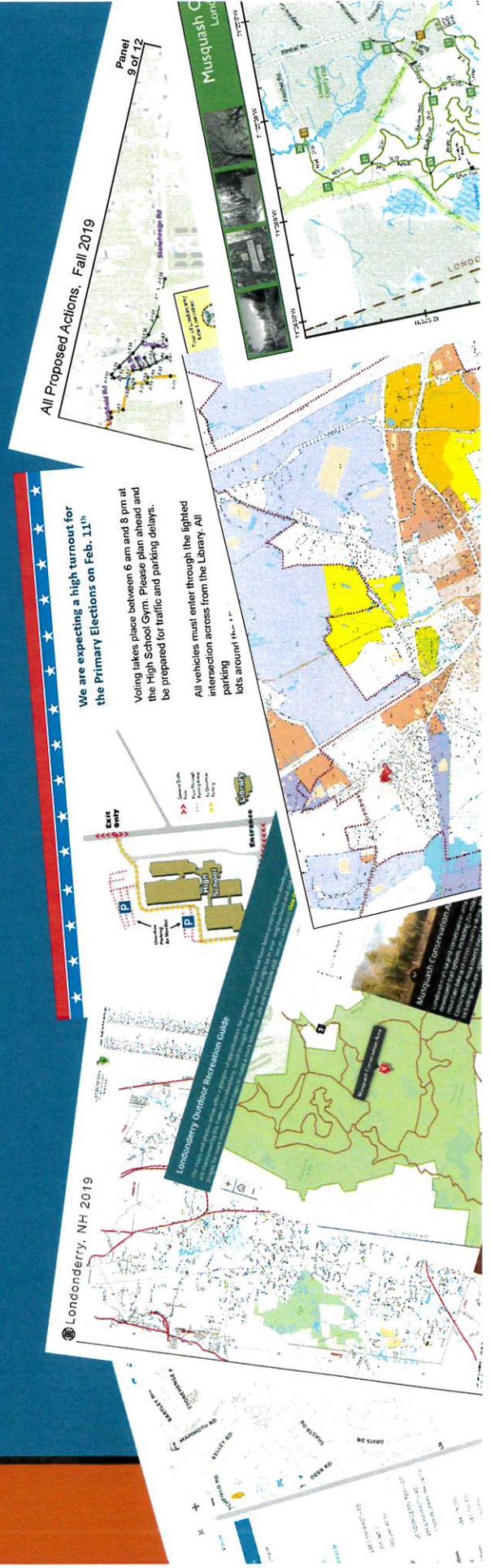
Amy Kizak

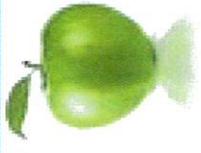
GIS Manager | Comprehensive Planner
Town of Londonderry, NH

What we do with GIS



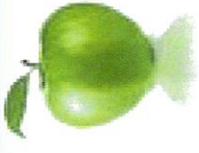
- MapGeo
- Tax Maps
- Road Maps
- Trail Maps
- Outdoor Recreation Guide
- Sewer Maps
- Election Planning



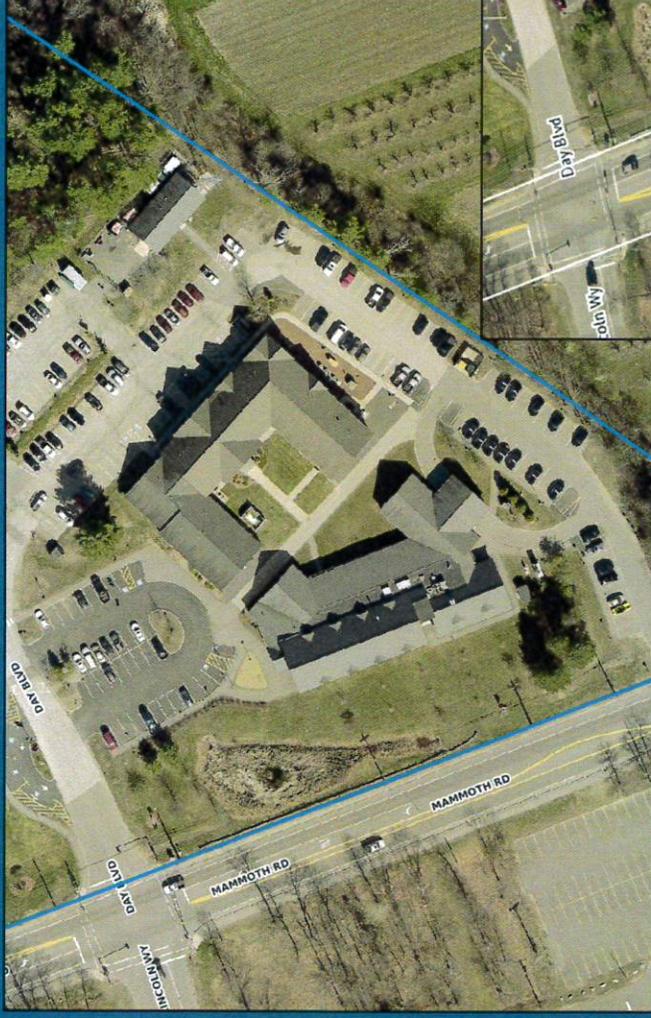


Supported Departments

- Assessing
- Fire/Police
- Public Works
- Planning/Economic Development
- Schools

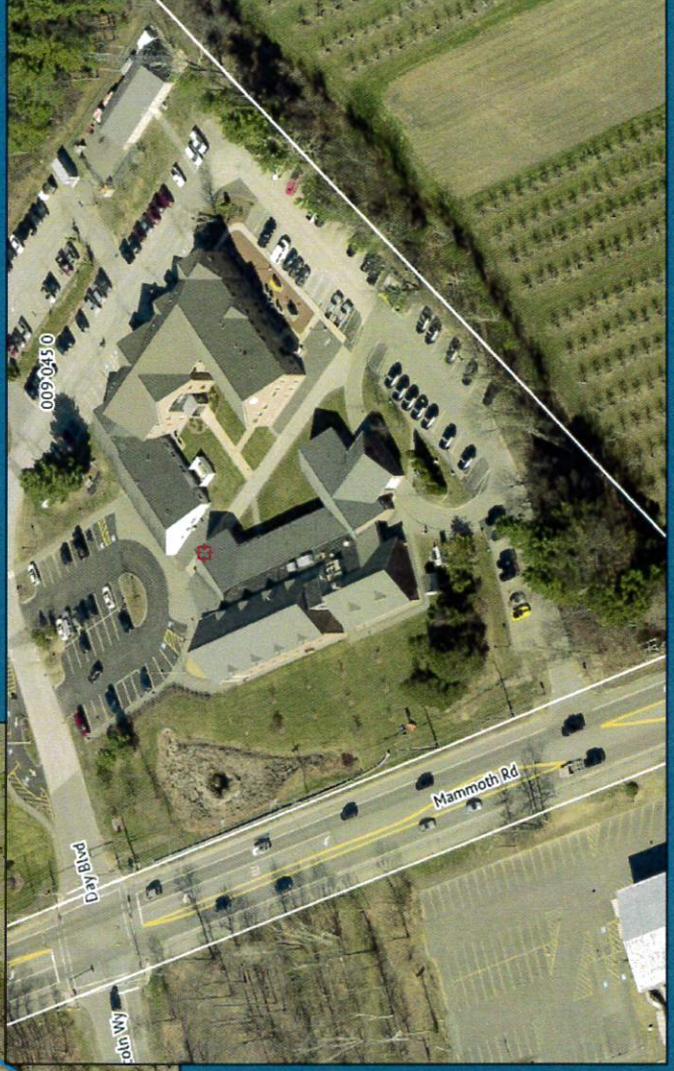


Aerial Imagery & Oblique Imagery

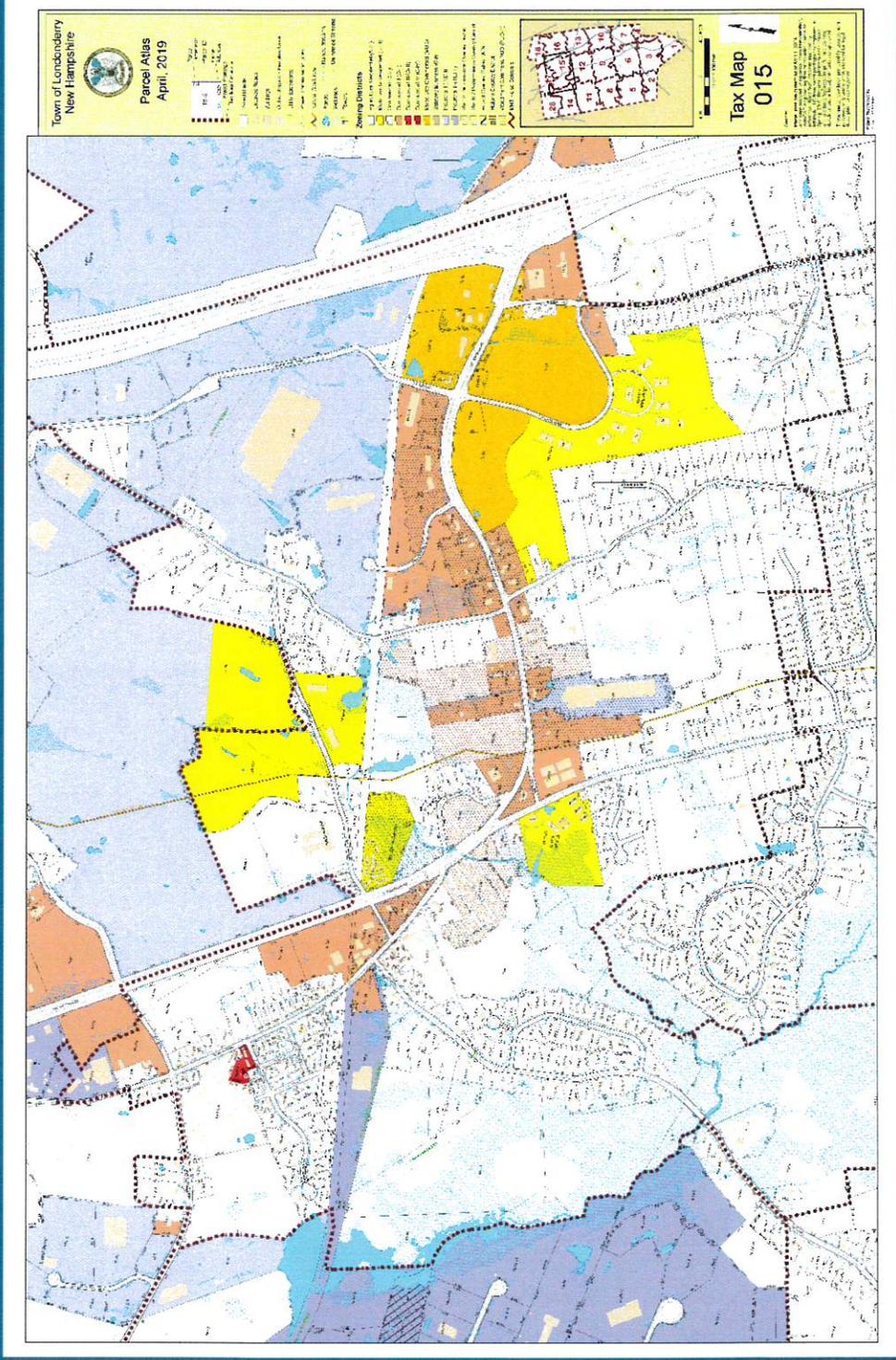
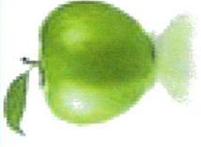


Aerial Imagery

Oblique Imagery

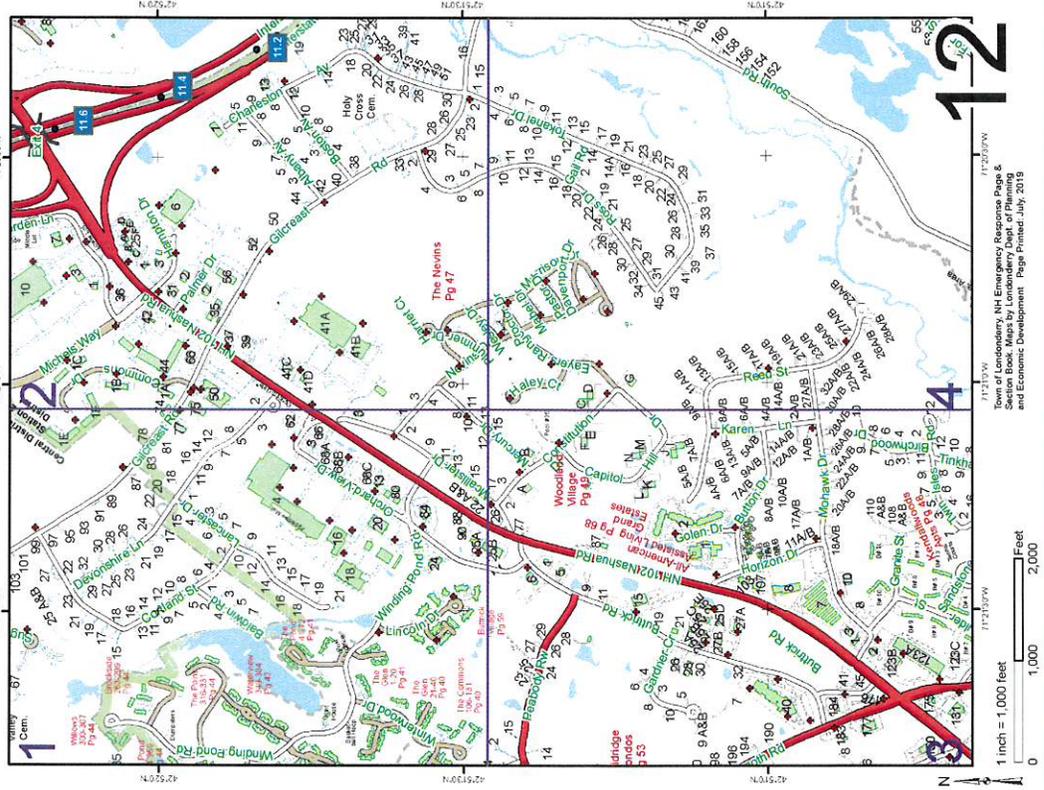


Assessing Tax Maps





Page & Section Book



12

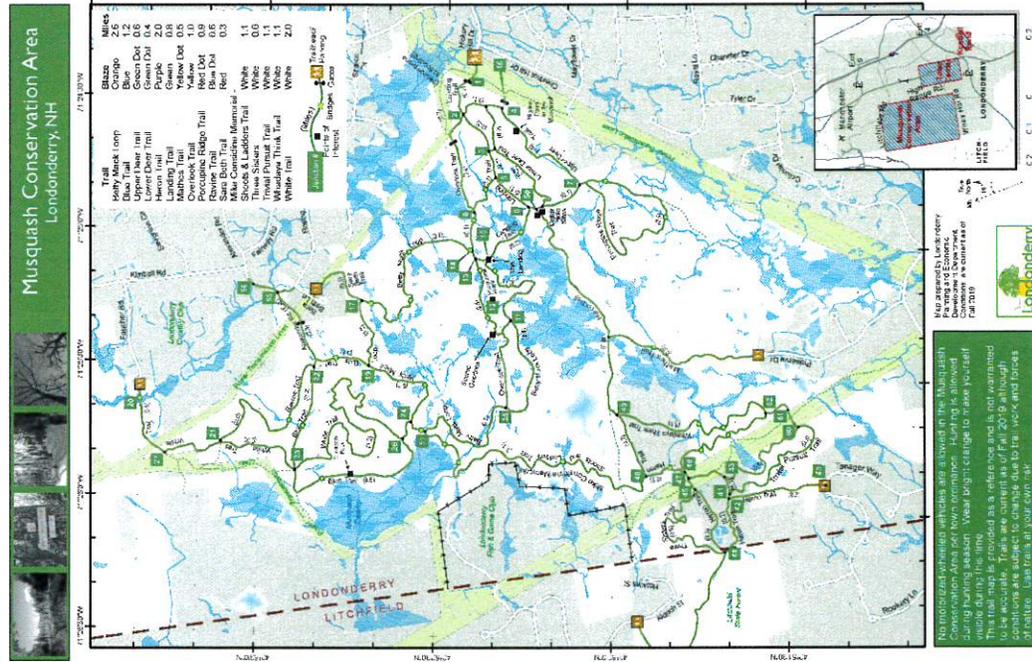
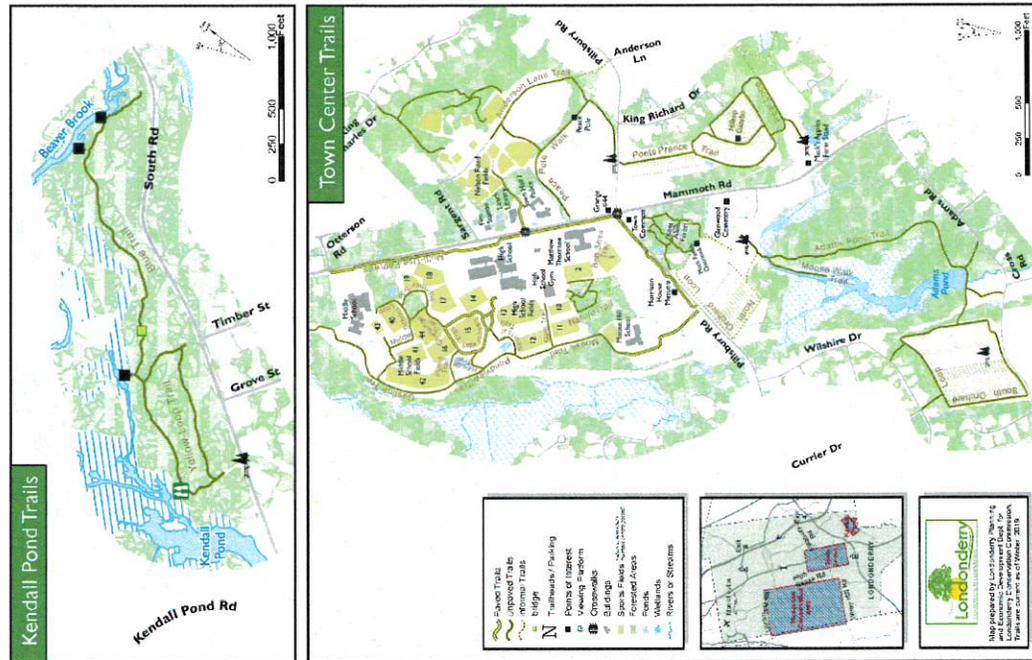
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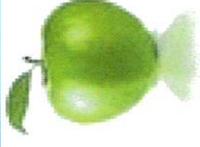
1 inch = 1,000 feet
0 1,000 2,000 Feet

Town of Londonderry, NH Emergency Response Page &
Section Book
Page Printed: July, 2018

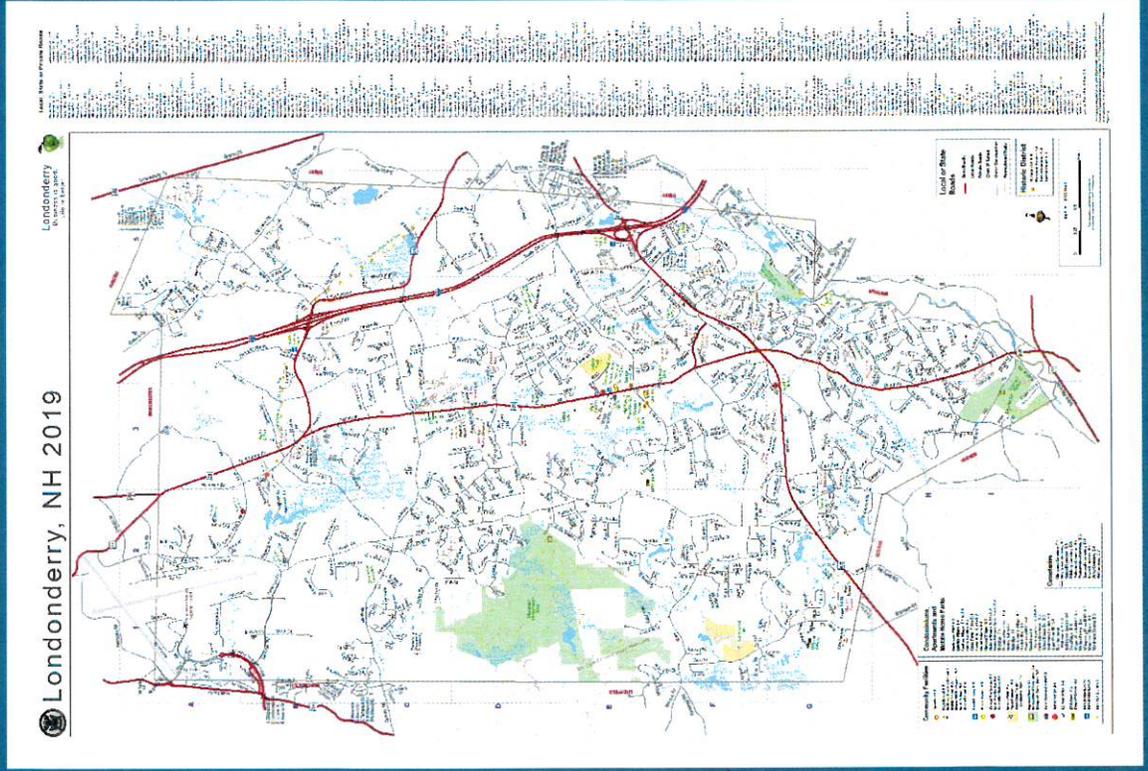


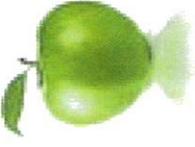
Trail Maps



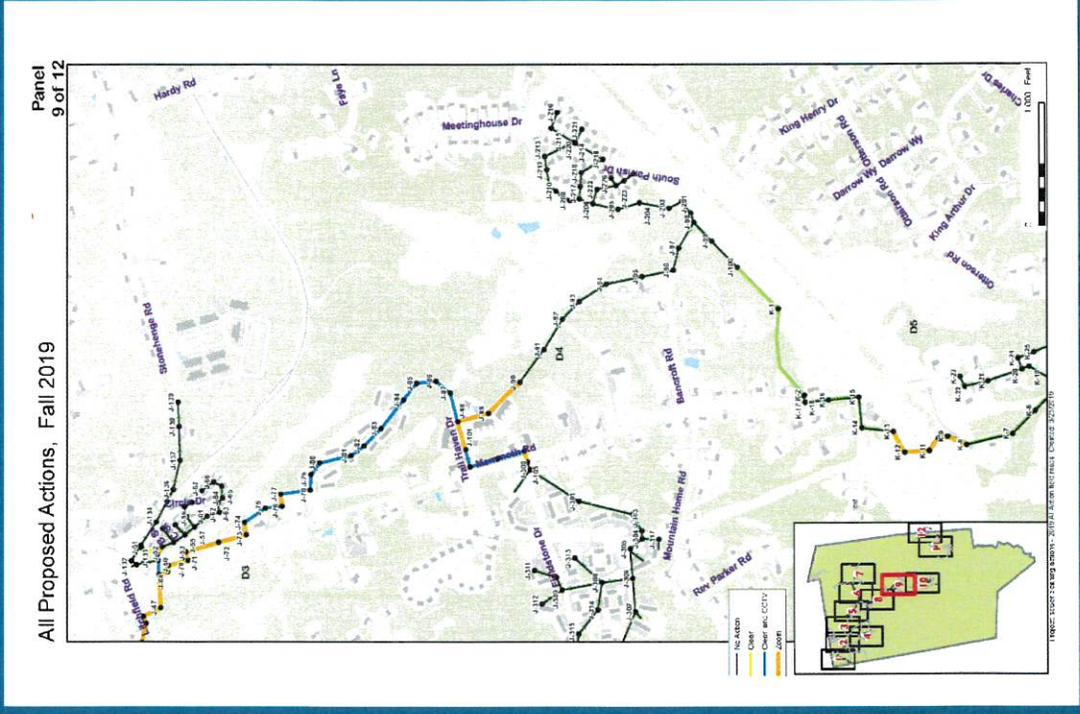


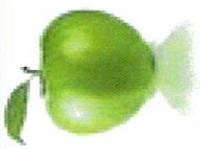
Base Maps





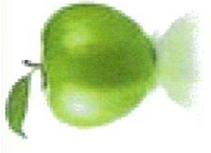
Sewer Maps





Moving Forward

- Next Fly over planned for Spring of 2022
 - Will support update to Master Plan in 2022/2023
 - Police & Fire Departments
 - Assessing Department
 - Building Department
 - Planning Department
 - Public Works Department
 - Town Boards and Commissions



Questions?