

# LONDONDERRY TOWN COUNCIL MEETING MINUTES

**April 11, 2022**

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

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

## **CALL TO ORDER**

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

## **NON-PUBLIC**

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

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

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

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### PUBLIC COMMENT

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

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

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

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

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

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

### **PUBLIC HEARING**

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

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

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

### **NEW BUSINESS**

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

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

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

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

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

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

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

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

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

### **APPROVAL OF MINUTES**

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

### **APPOINTMENT/RE-APPOINTMENT/RESIGNATIONS**

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

### **ADJOURNMENT**

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

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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***



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email: [JCampo@LondonderryNH.org](mailto:JCampo@LondonderryNH.org)

Erin Newnan, Finance Administrator  
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Sally Faucher, Accounts Payable Clerk  
email: [SFaucher@LondonderryNH.org](mailto:SFaucher@LondonderryNH.org)

Amanda Longo, Payroll Clerk  
email: [ALongo@LondonderryNH.org](mailto:ALongo@LondonderryNH.org)

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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	Estimated 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	Estimated 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	Estimated 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.*