

TOWN OF DERRY

Town Council
Derry Municipal Center

April 4 2017
Tuesday - 7:30 PM

7:30 PM Call to order

Pledge of Allegiance, warning of fire exits, handicap access, & turn off all cell phones

Roll Call: Councilors Chirichiello, Foote, Tripp, Wetherbee, Katsakiores, Morgan and Chairman Bourdon

Present: TA David Caron

Consent Agenda

17-35 Schedule Public Hearing – April 18, 2017 – Accept Willow Street and Lilac Court as a Class V roadway

Motion by Councilor Morgan to schedule a public hearing April 18, 2017 for Resolution 2017-029 to accept Willow Street and Lilac Court as a Class V roadway, seconded by Councilor Katsakiores

Roll Call Vote: 7-0-0

17-36 Schedule Public Hearing – April 18, 2017 – Determination whether to schedule ratification vote of March 21, 2017 Town Election

Motion by Councilor Morgan to table 17-36, seconded by Councilor Katsakiores

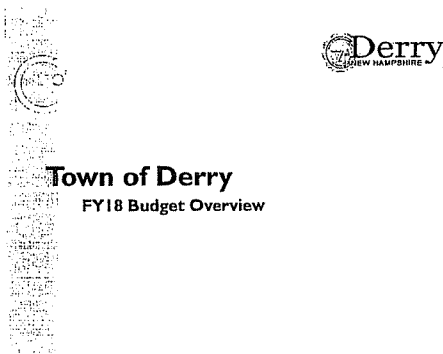
Roll Call Vote: 5-1-1 (Councilor Tripp, Councilor Bourdon abstained)

Chairman's Report – Joshua Bourdon

Town Clerk Daniel Healey is not present. He had reached out and will be reviewing the meeting and taking minutes. Chairman Bourdon would like the town council to work together as a team and if any councilor sees an error on the agenda, he would like to request that they contact him prior to the meeting if possible. Chairman Bourdon would like the councilors to come up with goals and a list of items that they would like to accomplish. Monthly reports from the town council liaisons on boards and committees will be added to the agenda of future meetings.

Town Administrator's Report – David Caron

Town Administrator David Caron and CFO gave a FY18 Budget Overview.



FY18 Budget – Executive Summary

- Fully Funds Collective Bargaining Agreements;
- Absorbs significant increase in retirement costs;
- Reduction of 3 FTE by outsourcing and efficiencies;
- Increases Veterans' Credit to \$500;
- Funds the Economic Development Office;
- Limits tax rate to \$8.46 as authorized by the Charter.
- Recommends systemic changes in how we do business.

FY18 Budget – The Numbers

Projected Town Tax Rate	
Gross Appropriations:	\$ 47,086,515.00
Less Estimated Revenues:	\$ (24,405,673.00)
ADD Veterans' Credits:	\$ 597,000.00
ADD Overlay:	\$ 300,000.00
To Be Raised:	\$ 23,577,842.00
Estimated Valuation:	\$2,786,186,486.00
Projected Town Tax Rate:	\$ 8.46

FY18 – Breaking Down the Numbers

Key Facts - FY 18 Budget			
	FY17	FY18 Proposed	Change
General Fund Operating	\$25,874,925.00	\$26,558,451.00	1.9%
Capital Investments	\$ 2,711,262.00	\$ 4,833,330.00	78.3%
Water Fund	\$ 2,591,672.00	\$ 2,758,926.00	6.5%
Wastewater Fund	\$ 2,707,563.00	\$ 2,402,500.00	-11.3%
TIF Districts	\$ 322,316.00	\$ 533,308.00	65.5%
Revenues	\$23,000,146.00	\$24,405,673.00	10.9%
Tax Rate	\$ 8.30	\$ 8.46	1.9%
Annual Impact to a \$250,000 home:		\$ 40.00	

Revenue Projections

Sustainable Revenues

- Defined as recurring revenues established by law, regulation, etc. and are relatively stable through varying economic conditions:

FY18	\$18,374,963
FY17	\$17,508,817
	\$ 866,146

Situational Revenues

- Revenues which are associated with a project, policy, grants, etc. such as fund balance, capital reserves, sale of town property:

FY18	\$ 4,030,710
FY17	\$ 4,500,329
	\$ 1,530,381

Revenue Variances

	FY17 BUDGET	FY18 ESTIMATED	CHANGE
TIF District Revenues	\$ 322,316.00	\$ 533,308.00	65.5%
Motor Vehicle Fees	\$ 5,234,500.00	\$ 5,385,500.00	2.9%
Reimbursables/Contracts (Dispatch Cr.)	\$ 368,413.00	\$ 426,383.00	15.7%
Transfer Station	\$ 500,000.00	\$ 456,500.00	-8.7%
Interest Revenue	\$ 206,000.00	\$ 234,610.00	13.9%
Reimbursables (Police Details)	\$ 233,411.00	\$ 21,960.00	-90.6%
Sale of Town Property	\$ 549,151.00	\$ 384,810.00	-30.1%
Transfer from Cable	\$ 100,000.00	\$ -	-100.0%
Bonds and Notes	\$ -	\$ 400,000.00	
Capital Lease Revenue	\$ 1,455,530.00	\$ 2,580,000.00	79.7%
Use of Fund Balance from All Sources	\$ 1,799,518.00	\$ 2,401,130.00	36.8%

FY18 – Tax Cap Limit

Calculation of Allowed Town Tax Rate	
Four Year Tax Rate (2016)	8.30
City/County Allowed by Town Charter (1.5%)	0.12
Maximum Tax Rate Allowed by Charter	8.42

[(1) Based on the Annual Average of the Northeast Region CFI (FY18) for 2018 as reported by the U.S. Department of Labor, Bureau of Labor Statistics. (Data: 2016-2018)]

<https://www.bls.gov/news.release/archives/20180101.pdf>

Expense Variances

	FY 17 BUDGET	FY18 ESTIMATED	CHANGE
Wages	\$ 14,263,557.00	\$ 15,091,761.00	5.8%
Employee Benefits	\$ 4,314,416.00	\$ 3,864,974.00	-10.4%
NHRS	\$ 3,484,310.00	\$ 3,926,725.00	12.7%
Assessing Services	\$ 195,000.00	\$ 225,000.00	15.4%
Legal Services	\$ 236,000.00	\$ 169,000.00	-28.4%
Recycling Disposal	\$ 119,800.00	\$ 192,725.00	60.9%
Diesel	\$ 133,295.00	\$ 106,613.00	-19.9%
Debt/Leases	\$ 1,540,637.00	\$ 2,098,501.00	36.2%

Capital Projects

- \$1.6M Communications project for Public Safety
- Fire Department Medic, Staff Vehicle and Rehabilitation of Forestry Unit
- Various Building & Grounds Improvements through Trust Fund
- DPW Rotational Replacements of Vehicles and Facility Improvements

Capital Improvements Plan

Reorganize Plan during FY18

- More inclusive, collaborative process;
- Expand narratives to enhance transparency;
- Continue to strengthen revenue sources

Policy Change #1

Police Detail Revolving Fund - #2017-20

- Activity difficult to estimate;
- Services are not funded by property taxes;
- Revolving Fund allows all revenues and expenses to be managed without further Town Council action;
- Removes instability from budget.

Policy Change #2

Use of Unallocated Fund Balance - #2017-21

- Business needs support reduction from 12.5% to 8% of budget/tax collection obligations;
- Reprioritize investment of excess UFB to Capital Reserve/Trust Funds for:

Fire	Police	DPW
IT	Bldgs. & Grounds	
- Target annual investment to Capital Reserves/EMT at \$1.5M annually.

Policy Change #3

Establish Expendable Maintenance Trust for Buildings and Grounds - #2017-22

- Consolidate all building/grounds improvements into one fund;
- Prioritize improvements annually;
- Trust receives proportionate share of excess UFB;
- Initial seed money from Land and Buildings Fund (\$100K).

Policy Change #4

Adjust Transfer Station Fees and Accept Outside Construction and Demo Waste #2017-23

- Increase fee to reflect market conditions;
- Town has excess capacity to accept C&D;
- Surrounding towns do not have convenient disposal options;
- Opportunity to generate revenue from outside the community to assist with Transfer Station expenses.

Policy Change #5

Designate NHDES Water Line Reimbursement as Committed Fund Balance - #2017-24

- \$2.509M currently scheduled to reimburse Unallocated Fund Balance;
- Recommend \$1.972M to Committed Fund Balance to complete Town's obligation to the Exit 4-A project;
- Recommend \$500K for Economic Development Fund.

Policy Change #6

Establish Non-Capital Reserve Economic Development Fund - #2017-25

- Fund at \$500K for economic development, such as:
 - Replenish Revolving Loan Fund;
 - Economic Development Projects and Initiatives;
 - Other ED purposes such as RSA 162-G

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2. The second part of the document is a preface. It contains the text "PREFACE" and "BY JAMES M. SMITH".

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- Economic Development Office staffed and funded;
- Commercial/Industrial facilities will benefit from and should support Office;
- Portion of Captured Assessed Value from each District to should contribute:
 - Ash Street \$ 4,246
 - Rte.28 N \$ 10,600

- Council previously established Special Revenue Fund;
- Need to convert to Revolving Fund per DRA and Town Counsel to continue segregation of Cable Fund Balance from UFB;
- Unlike Police Details, Cable Revolving Fund would be subject to annual budget review.

- April 4 Budget Overview
- April 11, 13, 18 Presentations
- April 25 Budget Review, Preliminary Vote
- May 16 Budget & CIP Hearing, Budget Adoption

Derry Town Council

Public Forum - *30 Minutes*

Open Public Forum – all agreed

Ernie St. Pierre: Sunset Ave – Thanked Councilor Chirichiello for his work as council Chairman last year. Welcomed Councilor Bourdon back and Councilor Wetherbee. Would like to see the unassigned fund balance continue to go down and it would be good if it could help lower the tax rate. Discussed the Veteran's Assistance Fund and the event at Tupelo Hall. Stated that it is saving the tax payer's money and that the man's house was torn down and a hole was dug out for the new foundation. The website is helpderryvets.org. Anyone that wants to help can reach out to him or one of the town councilors.

Michael Pelletier: Hampstead Rd – He is a bookkeeper/scorekeeper for the Pinkerton Academy girls' basketball team. Recently they played Bedford and they broadcast their games live and on the radio. He would like Derry to do something like this.

Steve Trefethen: Windham, NH – Would like the Planning Board to hold the public hearing on the Opera House sign. He believes the public should have the opportunity to discuss any concerns. He requested the sidewalks downtown to be painted.

Motion by Councilor Chirichiello to close public forum, seconded by Councilor Wetherbee – all agreed

New Business

17-37 Approve Town Emergency Operations Plan

Emergency Management Director Michael Gagnon and Deputy Emergency Management Director William Gillis presented the Town Emergency Operations Plan. The Emergency Operations Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the Town Departments and agencies involved in coordinating the local, state, and federal response activities. The Emergency Operations Plan must be reviewed and updated at least every five years as per the Federal Emergency Management Agency (FEMA) to assist the Town with grant related assistance.

Councilor Morgan MOVES THAT THE TOWN COUNCIL adopt Resolution #2017-031, which reads as follows [Read the Resolution], seconded by Councilor Wetherbee

Roll Call Vote: 7-0-0

Resolution attached

Council Requests / Open Discussion

Councilor Wetherbee – Asked if the funding for the Willow Ave. Conservation Commission project would be available after the end of the current fiscal year.

Councilor Morgan – Thanked all that attended the dueling pianos event. About 200 people attended and around \$22,000 was raised. He will be adding to the Veteran's website the process for other towns to potentially do the same thing. He is happy with the \$50 increase to the veteran's tax credit.

Councilor Tripp – He would like to know if the councilors will be made aware of which departments are presenting their budgets on certain days and he was told that they would be.

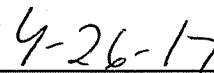
Councilor Chirichiello – The State legislatures are dealing with the 2 year budget this week.

Chairman Bourdon – Asked the councilors if anyone had any conflicts with the budget presentation dates. Thanked Ernie St. Pierre for his work with the veterans. The Sunshine Soup Kitchen will be holding an event this Saturday at Saint Thomas Aquinas School from 6pm – 9pm. There will be a raffle, prizes, and entertainment. The cost is \$75 and the tickets may be purchased from their website.

Adjournment: 9:00 p.m.



Town Clerk



Date

Recording & Transcription by: Daniel Healey, Town Clerk



RESOLUTION

Number 2017-031

To Approve the Town's Emergency Operation Plan

WHEREAS, Section 5.1. of the Town Charter empowers the Town Council as the governing and legislative body of the Town; and

WHEREAS, the Town's Emergency Operations Plan (EOP) is updated every five years and provides the Town with a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies; and

WHEREAS, maintenance of the EOP is a prerequisite for the Town to apply for and receive state and federal assistance to mitigate, prepare for and respond to disasters and emergencies; and

WHEREAS, the Town recently updated its EOP which requires Town Council adoption;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that Emergency Operations Plan as prepared for the Town of Derry under the supervision of the Emergency Management Director is hereby adopted.

This Resolution shall take effect immediately upon its passage.

Adopted: April 18th, 2016.

Attest:

x

Joshua Bourdon, Council Chair

Date: 4/11/17

x

Daniel Healey, Town Clerk

Date: 4/11/17

Archival Ref: TC agenda Item #17-37