LONDONDERRY BUDGET COMMITTEE

Meeting Minutes – June 18, 2026

Meeting Minutes prepared by Matt Tapley

Department of Public Works Facility and Sunnycrest Conference Room, 268B Mammoth Road, Londonderry, NH 03053

1. Attendance

Present:

· Kate Burbidge (Chair)
· Nicole Dery (Member at Large)
· Andria Hansen (Member at Large)
· Jeff Penta (Member at Large)
· Matt Tapley (Secretary)
· Kirsten Hildonen (Town, Administrative Services Director)

Absent:

· Rebecca Roe (Member at Large)
· Isaac Fernandez (Member at Large)

2. Call to Order

The meeting was called to order at 6:06 PM by Kate Burbidge at the Department of Public Works facility. The Committee participated in a DPW facility tour before moving to the Sunnycrest Conference Room at Town Hall, where the regular meeting agenda resumed at approximately 7:43 PM.

3. Pledge of Allegiance

Led by Kate Burbidge.

4. Public Comment

No members of the public were present.

5. New Committee Business

Prior to New Committee Business, the Committee participated in a tour of the Londonderry Department of Public Works facility. The tour included discussion regarding department operations, facility conditions, future space needs, and budget-related considerations.

5.1 Department of Public Works Facility Tour

· The Committee toured the DPW facility prior to moving to the Sunnycrest Conference Room for the regular meeting agenda.
· Discussion included facility limitations, needed improvements, and long-term planning considerations.
· The Committee observed areas where facility improvements are needed to support current and future department operations.

5.2 Bylaws / Rules of Procedure

· The Committee reviewed draft bylaws / rules of procedure comments provided by Town Manager Shaun Mulholland.
· Discussion included whether the document should be referred to as bylaws or rules of procedure.
· The document should refer to the group as the Advisory Budget Committee.
· The cover page should be updated with the new Town logo.
· References to Town Charter and code sections will need to be updated following July 1, 2026 changes.
· Discussion clarified that the Budget Committee’s authority and purpose are established by RSA and Town Charter.
· Vacancies are filled by the Town Council.
· The Committee discussed whether the Secretary role should be referred to as Secretary or Clerk, with either term considered acceptable.
· The Committee discussed meeting frequency language and agreed that it should reflect that the Committee meets approximately monthly outside of budget season and more frequently during budget season.
· The Committee agreed not to adopt Robert’s Rules of Order as part of the rules of procedure.
· Kirsten Hildonen will distribute the Town Manager’s draft comments to the Committee by email using BCC.
· Committee members were advised to send proposed edits to one person to avoid serial communication concerns.

· Kate Burbidge and Nicole Dery may work together on the draft because doing so does not constitute a quorum.
· The Committee expects to review and potentially finalize the rules of procedure at a future meeting.
· The Committee discussed revisiting the rules of procedure annually when officers are elected.

5.3 Electronic Document Storage / 91-A Discussion

· The Committee discussed the Town's draft policy for electronic document storage and shared online board spaces.
· The Planning Board is piloting SharePoint use for board document storage.
· If successful, the Town may consider expanding access to additional boards.
· Discussion clarified that shared online collaboration may constitute a meeting if a quorum is able to review or comment on documents outside of a public meeting.
· Documents shared with a quorum may become public records.
· Sequential communication and hub-and-spoke communication were discussed as potential 91-A concerns.
· The Committee emphasized that board business must be conducted publicly.

6. Liaison Reports

6.1 School Board

· No update was provided.

6.2 Town Council

· The Town signed the eCode contract, which will provide a searchable online platform for municipal code, ordinances, permits, and related municipal information.
· The eCode implementation was discussed as a step toward improved electronic access, reduced paper use, and potential staff time savings.
· A Town Hall access system upgrade was discussed, including badge access and guest access functionality.
· The access system is expected to integrate with the future Town Hall addition and reduce the need for staff to provide after-hours building access.
· A groundbreaking ceremony for the Town Hall addition was noted for the following Tuesday at 3:00 PM.
· The FY2028 budget schedule was approved and expected to be posted online, with the budget page anticipated by the end of the following week.

6.3 DPW & CIP

· The DPW facility working group selected an Owner's Project Manager firm to support the project.
· The selected OPM firm had not yet been publicly announced at the time of the meeting.
· The role of an Owner's Project Manager was discussed, including representing the Town's interests on budget, schedule, risk, reporting, public communication, and project oversight.
· DPW was generally understood to be in good shape approaching fiscal year-end on June 30, 2026.
· The CIP Committee held its first meeting.
· Kevin Gray was selected as Chair and Jeff Penta was selected as Vice Chair.
· The Town Manager provided an overview of projects expected to be presented for CIP consideration.
· Future CIP meetings will include presentations from departments or project sponsors to justify requested projects.
· Discussion clarified that CIP review is primarily need-based rather than budget-based.
· Budget impacts are expected to be considered later by the Town Council as the policy-making body.
· The CIP presentation schedule has been completed and is being distributed.

6.4 Fire

· No liaison update was provided due to Rebecca Roe's absence.
· The Town Council approved funds from the FY2026 budget and expendable maintenance fund for the first round of Station 2 repairs.
· Station 2, located on Young Road, has issues including rotting wood and roof-related repairs.

6.5 Police

· No liaison update was provided due to Isaac Fernandez's absence.

6.6 Planning Board

· No major Planning Board update was provided.
· An upcoming July 8 presentation by the Southern New Hampshire Planning Commission was discussed.
· The presentation will relate to the Housing Opportunity Planning grant.

· The grant provided $50,000 to review housing opportunities and current zoning regulations.
· The Planning Board previously asked for formal amendments to be brought forward.
· The grant closeout is expected in September.
· Discussion included future needs to review zoning, site plan, and subdivision regulations.
· Some work may be manageable with current staffing, while more substantive revisions may require outside assistance and future funding.

6.7 Library

· No formal Library update was provided.
· The Library continues to review its budget line by line due to recent changes.
· A more complete update is expected at a future meeting.

7. Approval of Minutes

· The Committee reviewed the prior meeting minutes.
· Kate Burbidge: Motion to approve the prior meeting minutes.
· Jeff Penta: Motion made and seconded.
· Motion passed unanimously.

8. Training / Administrative Items

· No training items were discussed.
· The Committee discussed July scheduling and continuing liaison work independently during July.

9. Upcoming Meetings / Tours

· The Committee discussed the customary practice of not holding a regular July meeting.
· Members will continue working independently with their respective departments, committees, or assignments during July.
· The next meeting was tentatively scheduled for August 20, 2026.
· The August 20 date may be adjusted if it conflicts with school tour dates.
· If needed, the meeting may be moved to Thursday before or after August 20.
· Town Hall was discussed as a possible August tour.
· Fire Department tours were discussed for September, including the possibility of visiting all three stations.
· Library was discussed as a possible October tour depending on reopening status.

· Fire Department facilities were discussed as having different needs, layouts, equipment, and capital considerations.

10. Additional Town Updates

· The School District administrative building to have a groundbreaking ceremony was noted.
· Station 2 repairs were discussed, including the use of FY2026 budget funds and expendable maintenance funds.
· No additional business was raised.

11. Adjournment

· Kate Burbidge: Motion to adjourn.
· Jeff Penta: Motion made and seconded.
· Motion passed unanimously.
· Meeting adjourned at approximately 8:10 PM.