Londonderry CIP Committee Minutes
June 30, 2026
6:00 p.m.
Moose Hill Council Chambers

Meeting Link: http://173.166.17.35/internetchannel/show/14278?channel=4

Members Present: Kevin Gray, Chair; Jeff Penta, Vice Chair; Kate Burbidge; Deb Paul, Town Council

Members Absent: Giovanni Verani, Ex-Officio

Others Present: Shaun Mulholland, Town Manager; Police Chief Kim Bernard; Police Facilities Maintenance Supervisor JR Valente; Finance Director Justin Campo; Cyber Services Director Jeremy Spaulding

I. Call to Order

Mr. Gray called the meeting to order at 6:00 p.m. He explained the Committee's goal to create an advisory document that would prioritize major capital projects to try to maintain a stable tax base.

II. New Business

A. Project Overview and/or Presentations

Town Manager Mulholland provided a new prioritization form that the Departments have been using. Projects will be removed from the CIP, if they are approved by other means.

1. Police Department

Chief Bernard and Mr. Valente discussed the need to replace the roof, noting the need to be proactive in addressing leaks and other issues. Town Manager Mulholland pointed out the benefit of combining roof projects, noting other roofs on Town buildings that need to be replaced. They can also take advantage of installing solar at the same time and benefit from a 30% tax credit.

The Committee agreed the priority for this project was critical. They asked if there would be insurance savings as a result of replacing the roof. Town Manager Mulholland explained this was not applicable, as the Town was part of a pool. He noted the cost of repairing damage caused by a leaking roof.

Town Manager Mulholland said the tax credit would be returned to the Town in the form of revenue. Mr. Campo recommended the revenue be placed on a warrant article to refund the expendable maintenance.

2. Cyber Services

Mr. Spaulding presented a proposal to replace the badging access system for the Town Hall and other Town properties. He reviewed the problems with the current system and explained the benefits of installing a new system.

The Board asked for clarification of the proposed phasing. Mr. Spaulding explained that access risk was taken into consideration, and readiness for implementing the new system.

3. Finance Department

Mr. Campo reviewed the problems with the current ERP system, and the workarounds and manpower required to utilize it. He noted the system is being sunsetted by the vendor and explained the problems this presents.

He reviewed the benefits of a new ERP system that would also incorporate HR functions, and the associated costs.

B. Approval of Minutes from 6-9-26

Mr. Penta made a motion to approve the June 9, 2026, meeting minutes as presented. Ms. Burbidge seconded the motion. The motion carried 4-0-0.

III. Other Business

Ms. Burbidge asked if the meeting schedule could be changed to accommodate travel for work. Town Manager Mulholland said she would be able to attend meetings via Zoom.

IV. Public Comment

There were no members of the public present wishing to speak.

V. Adjournment

Mr. Penta made a motion to adjourn the meeting. Ms. Paul seconded the motion. The motion carried 4-0-0.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Beth Hanggeli
Recording Secretary

Shaun Mulholland
Town Manager
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smulholland@londonderrynh.gov

Kellie Caron
Deputy Town Manager
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kcaron@londonderrynh.gov

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Capital Improvement Program (CIP) – Project Request Form

Department	**Cyber Services**
Contact Person/Title	Jeremy Spaulding / Cyber Services Director
Phone	603-421-1309
Email	jspaulding@londonderrynh.gov
Date	

1. Project Title: _Physical Security Access Control System_____

2. Project Category (select one):

☐ Facilities ☐ Infrastructure ☐Equipment ☐ Property ☒ Technology ☐ Other: _____

3. Project Priority (select one):

☐ Mandatory ☒ Essential ☐ Maintenance ☐ Leveraged☐ Desirable ☐ Acceptable

4. Project Location (or Town-wide): Town-wide in multiple phases

5. Purpose of Request (select one):

☒ New ☐ Modification ☐ Deletion ☐Emergency ☐ Equipment Purchase

6. Master Plan Consistency

Chapter: _____ Section: _____ Page: _____

7. Project History / Relationship to Other Projects:

The existing physical security system of the town hall relies on a combination of dangerously old, insecure, computer systems running on Windows 7, standalone non-programable digital keypads with publicly know codes, physical keys without any key management process, and haphazard manual checks of physical doors.

The existing system has failed to operate several times and must be monitored manually on a frequent basis. The system does not allow for fine control of operating hours and guest access, leaving town properties open to undesired access and preventing necessary public access multiple times.

This is a new project related to School Board addition to the town hall, and to correct serious deficits in town hall public safety.

8. Project Description (include scope, size, phases, resilience considerations):

We are planning to replace existing outdated building access control system with a new current system for the following town locations:

- Townhall (Year 1)
- Senior Center (Year 2)
- Town Commons (Year 2)
- Library (Year 2)
- Cable Access Center (Year 3)
- Athletic Fields (Year 3)

The new solution will have the following features to enhance the security of the town properties:

- Encrypted badge readers at all critical entrances and doorways to eliminate the use and distribution of physical keys that cannot be tracked or revoked quickly.
- Lock-down capabilities consistent with existing physical building capabilities to enable proper lock-down in the event of an active shooter or other such emergency situation.
- Enable sharing of contactless smart cards (badges) with the Londonderry Fire Department and School Board wherein the same card can be entered and recognized by the various systems outside the scope of this project, thus ensuring that appropriate first responders have quick and easy access to town buildings in an emergency.
- Enable use of mobile devices to act as permanent or temporary (guest access) cards at some or all readers to prevent the distribution of physical keys for temporary access or leaving town facilities unlocked to accommodate guest or temporary access.

The solution will be implemented in phases to include one or more buildings as annual budget allows. Partial building deployments will not be recommended.

9. Project Justification (check all that apply):

☒ Protects health and safety of employees/community
☒ Improves efficiency of existing services
☒ Preserves a previous capital investment made by the Town
☒ Reduces future operating costs
☐ Increases future operating revenues
☐ Supports efforts to promote economic vitality
☒ Supports efforts to promote a high quality of life
☐ Responds to a Federal/State mandate
☒ Consistent with Town Strategic Plan

Estimated Useful Life (years): _15___ PCI / Consequence of Failure (if applicable): _Existing solution uses insecure key fob proximity cards that can be read and duplicated by threat actors. Buildings are insecure._____

10. Six-Year Cost Estimate

BUDGET FY	TOTAL (Interest cost not included)	COST ELEMENT	PRINCIPAL	SECONDARY
Program year FY 2026	$58,000	Improvements to Buildings	Operating Budget	Debt Financing
Program year FY 2027	$40,000	Improvements to Buildings	Operating Budget	Debt Financing
Program year FY 2028	$40,000	Improvements to Buildings	Operating Budget	Debt Financing
Program year FY 2029	$12,000	Improvements to Buildings	Operating Budget	Debt Financing
Program year FY 2030	$0 CapEx	Other	Operating Budget	Choose an item.
Program year FY 2031	$0 CapEx	Other	Operating Budget	Choose an item.
Program year FY 2032	$0 CapEx	Other	Operating Budget	Choose an item.
TOTAL SIX YEARS	$ 150,000			
After Sixth Year	$0	10B. Source of Cost Estimate: Vendor Quotes		

10B. Source of Cost Estimate (engineer, vendor quote, prior bid, internal estimate): Vendor Quotes (Pelmac Industries / Meshworks)

11. Equipment (if applicable)

Units Requested: _____ Similar Units in Operation: _____

12. Net Effect on Operating Expenditures (±):

Personnel: _____ Services: __+8K____ Materials: _____ Utilities: _____ Other: _____

13. Net Effect on Municipal Revenue (±): $0

Prepared by: ___Jeremy Spaulding_____ Title: _Cyber Services Director____ Date: _____



PROPOSAL · JUNE 2026

Access Control & Door Security System

Town of Londonderry, New Hampshire

Prepared by **Sentinel Integrated Security**

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01 EXECUTIVE SUMMARY

A unified, accountable approach to facility security

The Town of Londonderry currently relies on mechanical keys and an aging, insecure proximity card system across its municipal buildings, leaving little to no record of who enters which spaces or when. This proposal outlines a modern, IP-based access control platform that secures every entry point and gives staff a single dashboard to manage credentials, generate ad-hoc guest access control for after-hours use, monitor doors, and produce audit reports on demand.

6	Municipal facilities secured
28	Doors brought under control
24/7	Tracking & audit trail

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02 THE CHALLENGE

Why the current aged system falls short

01 Aging prox. badge system

Running unsupported, insecure Windows 7, and using easily cloned proximity badges.

02 Limited audit trail

Where only keys are used, there is no record of who opened a door or when, complicating incident response and accountability.

03 Zero interoperability

No compatibility with Fire, School, or Police systems requiring multiple badges, fobs, and keys to access various town systems.

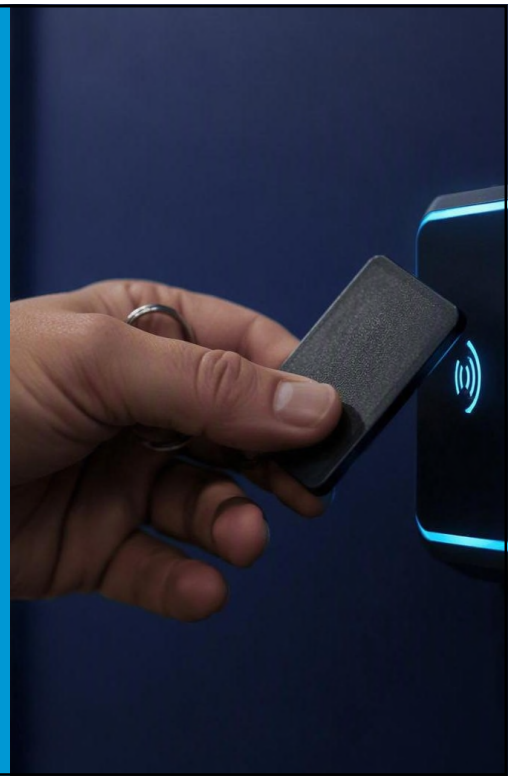
04 Uncontrolled key copies

Keys are easily duplicated and shared, leaving the Town unable to track outstanding credentials.

03 THE SOLUTION

One platform for critical door, credential, and event

- **Credential in seconds**
  Issue or revoke card, guest access, and mobile credentials instantly from a central console.
- **Complete visibility**
  Every door event is logged in real time.
- **Scalable & standards-based**
  Open IP hardware grows with the Town and integrates with video and alarm systems.
- **Cross-platform interoperability**
  Credentials from the Town system can be entered into the Fire, Police, and School systems for those who need access to multiple spaces, without requiring multiple badges, and without compromising mission specific security needs.



04 SYSTEM COMPONENTS

What the platform is built from

Networked door controllers
IP controllers manage locks, sensors, and request-to-exit at every opening.

Smart readers
Encrypted card, fob, QR code, and PIN readers rated for indoor and exterior doors.

Mobile credentials
After-hours guests badge in with temporary access on a phone — no plastic to issue, lose, or replace.

Cloud management
A single browser dashboard for credentials, schedules, and live door status.

Video integration
Door events link to camera footage via time-stamp for fast, visual incident review.

Audit & reporting
One-click access reports for compliance, grants, and investigations.

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05 SCOPE OF COVERAGE

Facilities in scope

Town Hall	15 doors
Leach Library	4 doors
Senior Center	4 doors
Town Commons	1 door
Cable Access Center	3 doors
Athletic Fields	1 door

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06 IMPLEMENTATION PLAN

A phased rollout with no service disruption

1	2	3	4
PHASE 1	PHASE 2	PHASE 3	PHASE 4
Town Hall	Senior Center	Town Commons / Cable Access	Athletic Fields
2026	2027	2028	2029

07 INVESTMENT SUMMARY

Preliminary investment estimate

Town Hall	$58,000*
Senior Center	$40,000
Town Common and Cable Access	$40,000
Athletic Fields	$12,000

ESTIMATED TOTAL

$150,000

3 year capital + 3-yr software

*Town Hall access system implemented under FY2026 budget

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WHY NOW

The Case for Replacing Our Core System

Account Number	Account Description	2026 Amended Budget	2026 Projected Amount	2026 Actual Amount
4436-000	Road Maintenance Services	1,000,000.00	134,197.90	589,342.71

New World's anticipated total spend for FY 2026

Actual amount expended at time of projection

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WHY NOW

Additional Case for Replacing Our Core System

Three pressures make a modern, integrated ERP and HRIS an essential — not optional — investment for the Town.

Aging core system

Our current New World ERP is being phased out by the vendor, with no significant product enhancements planned.

Fragmented & manual

Current system forces duplicate data entry, manual workarounds, and significant staff time.

3

PROJECT REQUEST FORM

The Project at a Glance

PROJECT TITLE
Finance & Human Resources ERP and HRIS System

PROJECT CATEGORY
Technology

PROJECT PRIORITY
Essential

PROJECT LOCATION
Town-wide — used by all departments

LEAD DEPARTMENT
Finance, in partnership with Human Resources

CIP CYCLE & DUE DATE
FY2028–FY2033

3

4

THE TOWN'S CURRENT CHALLENGE

An aging system, on an island

- **No longer supported** Our current ERP (New World) is no longer sold or upgraded with new features.
- **Alone in New Hampshire** Londonderry is the only NH municipality still running New World, leaving us isolated for fixes and support.
- **A confirmed sunset** The vendor, Tyler Technologies, has stated New World will be retired.
- **Fragmented & manual** Disconnected finance and HR systems force duplicate data entry and waste staff time.



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THE OPPORTUNITY

One modern platform, town-wide

A unified, cloud-based ERP & HRIS integrates the work of every department into a single, secure system.

Efficiency & accuracy

Eliminate duplicate data entry and strengthen internal controls across departments.

Transparency

Clearer financial and workforce reporting for leadership, elected officials, and residents.

Security & compliance

Modern cybersecurity, automatic updates, and disaster recovery are built in.

Employee self-service

Staff manage timesheets, benefits, and records online, cutting administrative workload.

6

BUSINESS JUSTIFICATION

One Integrated Platform — Not Fragmented Systems

A modern ERP and HRIS integrate finance and workforce functions into a single, centralized system.

This integration improves data accuracy, strengthens internal controls, and enables better financial and workforce reporting for leadership, elected officials, and the public.

Both Finance and Human Resources agree: a single integrated product is preferable to maintaining two separate systems.

FUNCTIONS UNIFIED IN ONE SYSTEM

- Finance & accounting
- Payroll
- Budgeting
- Procurement
- Timekeeping
- Benefits administration
- Performance management
- Recruitment & onboarding
- Personnel records

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CIP ALIGNMENT

How This Request Meets CIP Criteria

ELIGIBILITY

> $100K

capital cost threshold

3+ years

useful service life

This project qualifies on both counts — Priority: Essential.

Improve service efficiency

Eliminates duplicate entry and manual processes across departments.

Preserve prior investment

Protects years of data and workflows built on the existing system.

Advance Town plans

Supports Master Plan and Strategic Plan goals for modern service delivery.

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Benefits & Reasons to move forward

Allow for new technology integration

- New ERP systems have significantly more automation capability
  - Allow for staff resources to be allocated to different projects
- Accounts Payable
- Timekeeping – Increase Department of Labor compliance
  - Potential for increase efficiency in processing

Improve personnel records and maintenance

Improved reports and projection analysis

Improved budgeting modules and budgeting

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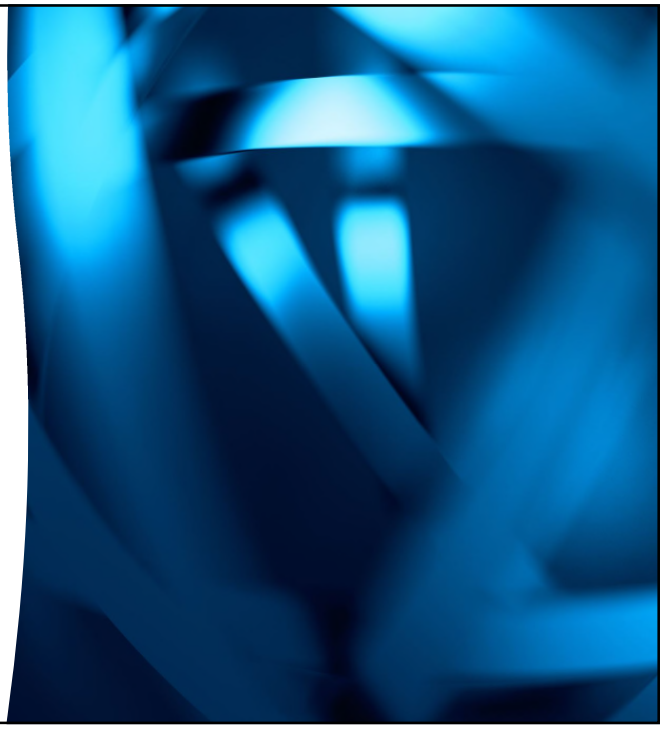
Risks of Delaying

Increased operational risk from unsupported legacy platform.

Potential future vendor-driven transition under compressed timeline.

Continued inefficiencies and duplicate processes.

Growing cybersecurity and business continuity concerns.



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NEXT STEPS

1

Educate stakeholders

Brief Town Council and residents on the operational need and the cost of inaction.

2

Finalize requirements

Confirm SaaS requirements and conduct vendor demonstrations across top options.

3

Confirm pricing & scope

Lock budgetary pricing and integration boundaries with OpenGov and Avatar.

4

Secure CIP funding

Pursue funding within the FY2028–FY2033 Capital Improvement cycle.

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