LONDONDERRY BUDGET COMMITTEE

Meeting Minutes – August 20th, 2026

Meeting Minutes prepared by Matt Tapley

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)
· Rebecca Roe (Member at Large)
· Isaac Fernandez (Member at Large)
· Kirsten Hildonen (Town, Administrative Services Director)

Absent:

· Matt Tapley (Secretary)

2. Call to Order

Chair Kate Burbidge called the meeting to order at 7:02 PM. The Committee recited the Pledge of Allegiance.

3. Public Comment

No members of the public were present. Public comment was skipped at both opportunities on the agenda.

4. New Committee Business

4.1 School Tours

• School tours were scheduled for 6:00 PM on August 26 and August 27, 2026. North School, Moose Hill, and Londonderry High School were scheduled for August 26; South School, Londonderry Middle School, and Matthew Thornton Elementary School were scheduled for August 27.
• The tours are public meetings and are open to the public, with relevance to the School Board, Budget Committee, new members, and administrators. Members were encouraged to attend because kindergarten had moved into elementary schools and Moose Hill had changed accordingly.

5. Liaison Reports

5.1 School Board

• No update was provided.

5.2 Town Council / Town Hall

• The Committee discussed the Town legal budget. The prior budget reduced the legal line by $75,000, while hourly legal rates and the number of retained firms have increased. Finance is reviewing invoices and separating routine from non-routine matters to support a more realistic projection for the next budget.
• A rescission memo placed certain planned paving funds on hold as a flexible source to address legal costs. Members clarified that previously encumbered paving funds remain available and that the action does not mean paving will stop. Once a fiscal year begins, administration of the operating budget is generally delegated to the Town Manager.
• The Town is considering budgeting expected winter-maintenance costs directly rather than relying heavily on the expendable maintenance trust fund. Details will be presented during the budget process.
• Approximately 98% of taxes had been collected, with approximately $500,000 in tax liens. The School District administrative office project was reported to be three weeks ahead of schedule and within budget.
• Department budget meetings were expected in September. The final reconciliation report was anticipated in October after year-end close-out and audit work.

5.3 Department of Public Works

• The liaison had not yet been able to complete a summer budget meeting with DPW. The relevant rescission and paving update was addressed during the Town Council report.

5.4 Capital Improvement Program

• The CIP Committee received presentations from Police, Recreation, Fire, the School District, and Library. Prioritization was expected to begin in September.
• The six-year project list totaled approximately $175 million. Members noted that inclusion documents the need and supports prioritization, grant opportunities, fundraising, bonding, and future warrant articles; inclusion does not mean every project will proceed.
• Examples discussed included the Police Department roof and solar work, school athletic turf sponsorships, water-project grants, and possible tennis-court grants. Smaller projects may be funded from available year-end balances, while larger projects require the normal budget, warrant-article, or bonding process.

5.5 Fire Department

• The liaison planned to meet with Chief Young regarding the upcoming budget. Station 2 repairs were estimated at approximately $800,000. The Town had authorized approximately $345,000 from FY2026 operating funds and approximately $125,000 from the expendable maintenance trust fund for the work.
• A Fire Department open house was announced for Saturday, September 19. Members discussed coordinating future station tours with Chief Young or Deputy Chief LeBlanc, possibly after repairs or during October.
• The Town approved an intermunicipal agreement to provide Litchfield with fire dispatch and ambulance transport services. Litchfield will continue to provide its own first response. The agreement was described as revenue-positive even after adding personnel, providing Londonderry with additional staffing without added taxpayer cost. Final memoranda were being completed.

5.6 Police Department

• The liaison met with Chief Bernard, Deputy Chief Breen, and the department executive administrator. The staffing level of approximately 68 officers has remained generally unchanged for roughly 20 years despite community growth.
• Preliminary nonsalary operating increases were approximately $130,000, or about 1%, subject to review with the Town Manager. The department had adjusted nonsalary lines that had historically been supported by salary vacancies so that it could recruit toward full staffing while meeting operating needs.
• The department has insufficient women's locker capacity and is considering converting gym space. Members supported addressing immediate need but encouraged consideration of a longer-term facility solution through the CIP process so that recruitment, locker capacity, and fitness space can all be supported.

5.7 Planning Board

• A public engagement session concerning planned unit developments (PUDs) had been held. A potential development near Auburn Road was discussed, including the importance of keeping neighboring residents informed before a formal plan is submitted.
• The Committee requested that Town Manager Shaun Mulholland be invited to the September Budget Committee meeting to provide a PUD presentation.

5.8 Leach Library

• The Library had submitted a draft budget with a modest overall increase and several line-item corrections or recategorizations. Members noted that the prior-year budget included a temporary $50,000 reduction that deferred a part-time librarian and reduced services such as museum passes; restoring those items should be viewed in that context.
• Reopening work included carpeting, cleaning, painting, elevator work, toilets, roof repairs, and electrical work. Mid-September was the target, pending mold testing and resolution of roof and entryway leakage concerns.
• Aging rooftop units do not adequately manage moisture and humidity, and the roof holds water. Future phases may include roof work and replacement units. The Library was also considering a maintenance trust fund, union-related costs, and possible additional staffing.
• The Library was exploring becoming a U.S. passport acceptance facility as a possible revenue source. The Town had no current staffing request for a grant writer.
• Other items included flagpole repairs, tree trimming, janitorial services, and possible use of Town servers to reduce duplicated technology costs. Missing deposit slips associated with a bank-account transition may be noted in the audit; the funds were accounted for.
• The Town has eight bargaining units, plus nonrepresented personnel. Library and firefighter negotiations were ongoing. Five other units were in the second year of three-year agreements, with negotiations expected to begin the following year. The Town Manager expected to handle much of that work internally, with part-time HR support for documentation and agreement revisions.

6. Old Committee Business

6.1 Bylaws / Rules of Procedure

• No additional member edits were received beyond those previously provided by Town Manager Shaun Mulholland. A clean copy incorporating his edits will be prepared for formal consideration and vote at the next meeting.

7. Other Business

7.1 New-Member Onboarding Checklist

• A draft onboarding checklist prepared with input from Nicole Dery will be sent to the Chair for distribution. Revisions will be discussed publicly at the September meeting.

8. Approval of Minutes

• A motion was made and seconded to approve the June meeting minutes. The motion passed unanimously.

9. Upcoming Meetings and Events

• The next Budget Committee meeting was scheduled for Thursday, September 17, 2026, at 7:00 PM. The following regular meeting was scheduled for October 15, 2026.
• The initial budget presentation was scheduled for the first Saturday in November. The approved budget-season calendar and budget page were being finalized for publication on the Town website.
• A traffic-focused public engagement session was scheduled for September 30; location was to be announced. A budget question-and-answer engagement session was being considered for the week of November 9-14, following the initial budget presentation.

10. Adjournment

• A motion was made and seconded to adjourn. The motion passed unanimously. The meeting adjourned at approximately 8:03 PM.