

**LONDONDERRY BUDGET COMMITTEE**  
**Minutes for March 19, 2026**

Sunnycrest Conference Room, 268B Mammoth Road, Londonderry, NH 03053

**Present (new roles are voted at this meeting and J. Gagnon is excused):** Joseph Gagnon - Chair, Kate Burbidge – Vice Chair, Nicole Dery – Secretary, Rebecca Roe - Member at large, Matt Tapley - Member at large, Andria Hansen - Member at large, Jeff Penta - Member at large)

**Absent:** Patrick El Azem- Member at large

1. **CALL TO ORDER:** The meeting was called to order at 7:00pm by J. Gagnon.
2. **PLEDGE OF ALLEGIANCE:** J. Gagnon led the Pledge of Allegiance
3. **PUBLIC COMMENT:**
  - a. Motion to open K. Burbidge, second N Dery
  - b. no public members present
  - c. Motion to open K. Burbidge, second R Roe
4. **ELECTION OF OFFICERS:** The Committee held elections for the leadership roles for the upcoming term
  - a. **Chair:** Kate Burbidge was nominated and elected unanimously.
  - b. **Vice Chair:** Nicole Dery was nominated and elected unanimously.
  - c. **Secretary:** Matt Tapley was nominated and elected unanimously. (Noted: 91A requirements state minutes must be posted within 5 business days).
5. **LIAISON ASSIGNMENTS:** Members were assigned to various town boards and departments to monitor budget-related developments (e.g., unexpected expenses, warrant articles):
  - a. **School Board:** Jeff Penta
  - b. **Town Council:** Andria Hansen
  - c. **Town Hall (Finance/Town Manager):** Andria Hansen
  - d. **DPW & Capital Improvement Plan:** Kate Burbidge
  - e. **Police:** Patrick El-Azem (confirmed in absentia)
  - f. **Fire:** Rebecca Roe
  - g. **Planning Board:** Matt Tapley
  - h. **Library:** Nicole Dery
6. **DEPARTMENT TOURS:** The Committee discussed the importance of tours for the four new members to understand department operations.
  - a. **Plan:** Tours will be spread out, starting with the **Police Department** in April or May.
  - b. **Summer Break:** Tours will likely pause during the summer months and resume in the fall (DPW, Fire, and Library—pending mold remediation).

7. **GOALS AND STRATEGY FOR UPCOMING FISCAL YEAR** – The Committee discussed moving toward **Strategic Budgeting** to align with the Town's Strategic Plan.
- a. **Independent Meetings:** A proposal was made to separate Budget Committee hearings from Town Council meetings to allow for more focused, efficient presentations (targeting 20-30 minutes per department).
  - b. **Early Start:** The goal is to begin the process earlier (September/October) rather than waiting until November.
  - c. **Proactive Liaison Work:** Liaisons are encouraged to meet with department heads *during* the budget-building phase to understand their logic and advocate for strategic priorities (e.g., long-term savings like EVs vs. gas vehicles).
8. **ADMINISTRATIVE UPDATES** (Kirsten Hildonen):
- a. **Staff Support:** Tanya Pinter (Executive Assistant) will now provide staff support, including agenda preparation and document hosting.
  - b. **Strategic Plan:** A draft is being sent to departments for feedback on KPIs.
    - **Workshops:** April 13th and April 22nd at 6:30 PM.
    - **Public Hearing:** May 18th.
  - c. **Training:** A 91A (Right to Know) workshop is scheduled for Wednesday, March 25th at 6:30 PM.
  - d. **Logins:** Members will receive NHMA (NH Municipal Association) logins for access to training materials.

## 7. OTHER BUSINESS & ADJOURNMENT

- **Bylaws:** The Committee will add a discussion regarding the creation of bylaws/rules of procedure to next month's agenda.
- **Next Meeting:** Scheduled for **April 16th** at 7:00 PM.
- **Action Item:** Liaisons should introduce themselves to their respective department heads via email before the next meeting.
- **Adjournment:** Motion to adjourn R. Roe, second J Penta (passed at 7:38 PM)