

# LONDONDERRY BUDGET COMMITTEE

## Meeting Minutes – April 16, 2026

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

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### 1. Attendance

**Present:**

- Kate Burbidge (Chair)
- Nicole Dery (Member at Large)
- Rebecca Roe (Member at Large)
- Andria Hansen (Member at Large)
- Jeff Penta (Member at Large)
- Kirsten Hildonen, (Town, Administrative Services Director)
- Shaun Mulholland, (Town Manager)

**Absent:**

- Matt Tapley (Member at Large)
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### 2. Call to Order

The meeting was called to order at **7:00 PM** by **Kate Burbidge**.

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### 3. Pledge of Allegiance

Led by Kate Burbidge.

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### 4. Public Comment

No members of the public were present.

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## 5. New Committee Business

### 5.1 Committee Vacancy

- Patrick El-Azem resigned from the Committee.
- Timeline for replacement:
  - Applications posted: **April 21**
  - Newspaper posting: **April 23**
  - Application deadline: **May 7**
  - Council interviews/appointment: **May 18**
  - Target start date: **May 21 meeting**

### 5.2 Strategic Plan Discussion

The Committee reviewed the Town Strategic Plan and discussed its role in long-range fiscal planning.

#### Key Topics Discussed:

- Multi-year budgeting
- ERP replacement planning
- Capital Reserve alignment
- Debt management policies
- Budget transparency initiatives
- Public budget education
- Strategic budgeting workshops

### 5.3 Public Engagement / Budget Education

Discussion focused on increasing public participation.

#### Ideas included:

- Warrant article summaries
- Voter guides
- Budget glossaries and educational materials
- QR-code linked resources
- Increasing deliberative session attendance
- Childcare/recreation options during sessions

### 5.4 Youth Civic Engagement

- Outreach opportunities with high school students to promote understanding of local government and budgeting.

### 5.5 Economic Development

- Focus on commercial growth, expanding the tax base, and attracting aligned businesses.

## **5.6 Budget Process Improvements**

### **Proposed changes:**

- Separate Budget Committee and Town Council meetings
- Structured presentation schedules
- Department presentation time limits
- Earlier budget discussions
- Improved agenda discipline

## **5.7 Bylaws / Rules of Procedure**

- Rebecca Roe will research bylaws and comparable municipal practices.

## **5.8 FY2028 Budget Planning**

### **Potential budget scenarios:**

- CPI / Tax Cap Budget
  - Level Service Budget
  - Enhanced Service Budget
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# **6. Liaison Reports**

## **6.1 School Board (Jeff Penta)**

- Post-election discussions
- SAU building planning

## **6.2 Town Council / Town Hall (Andria Hansen)**

### **Topics included:**

- Quarterly budget reviews
- SAU building funding
- Town Hall roof replacement
- ERP modernization
- Records digitization
- Permit fee revenue increases

## **6.3 DPW & CIP (Kate Burbidge)**

- Winter budget pressure from snow/salt costs
- Financial recovery in progress
- OPM interviews underway for DPW facility
- Truck replacement and CIP planning discussed

#### **6.4 Police (Future Member)**

- New liaison assignment needed
- Department approximately **\$600,000 under budget** due to staffing shortages
- Three hires made; full staffing expected by July

#### **6.5 Fire (Rebecca Roe)**

- No update

#### **6.6 Planning Board (Jeff Penta)**

- PUB Ordinance revision workshops
- Woodmont Commons annual report and tax/service impacts

#### **6.7 Library (Nicole Dery)**

- Mold remediation and roof concerns
  - Facility maintenance and CIP planning
  - Insurance reimbursement discussions
  - Grants and fundraising updates
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### **7. Training / Administrative Items**

- NHMA Budget & Finance Workshop: **September 24, 9:00 AM – 4:00 PM**
  - Registration opens: **August 5**
  - Costs covered by the Town
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### **8. Department Tours**

- First tour: **Police Department – May 21 at 6:00 PM**
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### **9. FY2028 Budget Season Goals**

- Separate hearings from Town Council meetings
  - Increased public education/outreach
  - More efficient presentations
  - Earlier department engagement
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## 10. Approval of Minutes

- Motion to approve March 19, 2026 minutes
  - **Motion:** Rebecca Roe
  - **Second:** Jeff Penta
  - **Result:** Passed unanimously
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## 11. Upcoming Meetings

- **May 21, 2026 (6:00 PM):** Police tour + regular meeting
  - **June 18, 2026:** Regular meeting
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## 12. Other Business & Adjournment

- Discussion on summer meeting schedules and liaison coordination
- Continued independent liaison work during summer

### **Adjournment:**

- Motion: Rebecca Roe
- Second: Jeff Penta
- Passed at approximately **7:59 PM**

Minutes prepared by Matt Tapley, Secretary | Londonderry Budget Committee