

LONDONDERRY BUDGET COMMITTEE

Meeting Minutes – May 21, 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)
- Rebecca Roe (Member at Large)
- Andria Hansen (Member at Large)
- Jeff Penta (Member at Large)
- Matt Tapley (Secretary)
- Kirsten Hildonen (Town, Administrative Services Director)
- Shaun Mulholland (Town Manager)

Absent: None

2. Call to Order

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

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 Police Department led by department personnel. The tour included discussion regarding department operations, staffing, facilities, and budget-related considerations.

5.1 Fiscal Year 2028 Budget Schedule

- The Committee reviewed and discussed the FY2028 budget development schedule.
- Preliminary FY2028 budget kickoff discussions scheduled for November 7, 2026.
- Separation of Budget Committee and Town Council budget meetings discussed.
- Increased liaison involvement during budget development encouraged.
- Warrant article planning to begin earlier in the process.
- Isaac Fernandez was appointed by the Town Council to fill the vacant Budget Committee position.

5.2 Priority-Based Budgeting Discussion

- Discussion focused on preparation for future implementation of Priority-Based Budgeting techniques.
- Discussion included long-term planning, strategic alignment, departmental accountability, and return on investment concepts.
- Shaun Mulholland discussed the potential need for training beginning in January should the Town move forward with implementation.

5.3 Bylaws / Rules of Procedure

- Rebecca Roe distributed draft bylaws and rules of procedure documents for future review.

6. Liaison Reports

6.1 School Board (Jeff Penta)

- School capital reserve expenditures reviewed.
- Roof repairs, HVAC projects, technology infrastructure upgrades, and transportation costs discussed.
- Student meal debt increases and cafeteria pricing adjustments reviewed.
- District capital planning and future mechanical and roofing needs discussed.

6.2 DPW & CIP (Kate Burbidge)

- DPW facility Owner's Project Manager interviews completed.
- Discussion included long-term facility planning, project timing, and future warrant article considerations for the DPW facility project.
- Planning underway for a future FY2029 DPW facility warrant article.
- CIP Board approvals discussed.

6.3 Fire (Rebecca Roe)

- Assistant position filled with July 6 start date.
- Fire truck reserve funding and future ambulance staffing needs discussed.
- Young Station water leakage repairs reviewed.

6.4 Police (Isaac Fernandez)

- Committee members met with Chief Bernard during the Police Department tour.
- Staffing and budget planning discussions occurred.

6.5 Planning Board (Matt Tapley)

- Jeff Penta provided the Planning Board liaison update on behalf of Matt Tapley.
- PUD ordinance revisions and Auburn Road development discussions were reviewed.
- Discussion included balancing commercial growth, infrastructure requirements, traffic mitigation, and long-term taxpayer impacts associated with future development.

- Traffic impacts, infrastructure requirements, and development agreement considerations were discussed.
- Woodmont Commons annual reporting was reviewed including discussion regarding tax base impacts, future development potential, and municipal service considerations.

6.6 Library (Nicole Dery)

- August reopening target discussed.
- Mold remediation estimates and facility improvement planning were discussed.
- Insurance reimbursement related to remediation efforts was reviewed.
- Facility improvements, CIP planning, and donations reviewed.

7. Committee Goals Discussion

- Earlier involvement in department budget development.
- Preparing for future implementation of Priority-Based Budgeting.
- Maintaining efficient and focused budget meetings.
- Improving onboarding and budgeting education for members.
- Expanding understanding of Town revenue sources and financial tools.

8. Training / Administrative Items

- NHMA budget training opportunities discussed.
- Town will cover registration and mileage costs for approved training sessions.
- Approval of April meeting minutes deferred until the June meeting.

9. Upcoming Meetings / Tours

- June 18 meeting to begin at the DPW facility at 6:00 PM followed by department tour and regular meeting.
- Committee consensus reached to not hold a regular July meeting.

- Additional department tours planned for August and September.

10. Additional Town Updates (Shaun Mulholland)

- Sale of 10 Beacon Street tax deed property discussed.
- Fire station roof repairs and water infrastructure grants reviewed.
- Traffic improvement grant applications discussed.
- Priority-Based Budgeting implementation considerations reviewed.

11. Adjournment

- Motion to adjourn.
- Motion: Rebecca Roe
- Second: Jeff Penta
- Meeting adjourned at approximately 9:39 PM.