

# **Londonderry Budget Committee**

## **Meeting Minutes**

**APRIL 28, 2022**

The Budget Committee meeting was held at 7:00 PM in the Moose Hill Conference Room, 268B Mammoth Rd, Londonderry, NH.

Present: Steve Breault-Chair, Joseph Gagnon-Secretary, Jonathan Kipp–Member at Large, Tim Siekmann–Member at Large, Ronald Dunn–Member At Large, Patrick Cassidy–Member At Large. Absent: Jennifer Kenney-Vice-Chair

### **I. CALL TO ORDER:**

The meeting was called to order at 7:00 PM by S. Breault.

### **II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE:**

S. Breault led the Pledge of Allegiance and Moment of Silence.

### **III. PUBLIC COMMENT**

None

### **IV: PROCESS IMPROVEMENTS**

S. Breault asked the committee members about the types of process improvements they would like to see during the upcoming budget season. S. Breault mentioned that he would like to see the budget presentations by departments to start off with a one page summary of the process improvements that were implemented or other key cost savings.

T. Siekmann mentioned that an overview at the start of the budget presentation would also be helpful; this would be at the Town and School level. Having the overview in the beginning will trigger the higher level questions, which may address or minimize questions later on in the budget season.

J. Kipp mentioned highlighting some of the problem areas to support the change or increase in the budget line item.

S. Breault transitioned to a discussion about Goals/Objectives that the members of the Budget Committee would like to focus on over the next few months. The group agreed that maintaining the trust of the Public is critical and we can continue to enhance that through more transparency. We should also consider meeting with the new Town Manager, Business Admin, and Superintendent, to discuss high-level objectives.

### **V: REVIEW OF ELECTION RESULTS / WARRANT ARTICLES**

S. Breault facilitated a discussion about the recent election results for some of the warrant articles, specifically the disparity between the vote from the Budget Committee and how the actual results turned out. There was a discussion regarding that maybe there was a viewpoint from the residents that we are not factoring in, or maybe more information and support needs to be shared with the Public.

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S. Breault will follow up on Article 7 of the Town Elections for more insight as to what factors may have influenced the results for that warrant article.

### **VI. TRAINING OPPORTUNITIES**

S. Breault mentioned some of the training opportunities we should consider. For the new Budget Committee members they can view material from some of the prior budget sessions. He also mentioned NH Municipal Association is offering some free training on May 17<sup>th</sup>. The registration link was shared with all the Budget Committee members. S. Breault suggested to the committee members that they register for the training to receive a copy of the recorded session if they are unable to attend the live session.

S. Breault will look into setting up a tour with DPW for some of the budget committee members.

### **VII. LIAISON REPORTS**

Police Department: See Exhibit A

Fire Department: See Exhibit B

Department of Public Works: See Exhibit C

CIP: No updates

Town Council: See Exhibit D

School: See Exhibit E

### **VIII. ADJOURNMENT:**

Motion was made to adjourn and seconded.

### **IX. UPCOMING MEETINGS:**

- Thursday, May 26, 2022, 7:00 PM, Sunnycrest Conference Room
- Thursday, June 23, 2022, 7:00 PM, Sunnycrest Conference Room
- August 2022 TBD
  - School Tours (2 days) 6:00 PM to 8:00 PM
- Thursday, September 22, 2022, 7:00 PM, Moose Hill Council Chambers

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## **Exhibit A**

Expect to be under budget in the \$40K range. Maintenance and repairs is an area that has increased.

## **Exhibit B**

Fire Department Liaison Report  
April 2022 Budget Committee Meeting

Submitted by Jonathan Kipp after a meeting with Chief Darren O'Brien held on April 26, 2022.

### Budget:

- Approximately 80% of FY budget expended, slightly lower than the calculated 82% at this point in the calendar.
- Discretionary spending has been on hold since February. Expenditures required to maintain health and safety remain the priority (e.g. mandated ladder testing, SCBA maintenance).
- Currently down 6 positions. Recruitment efforts continue; hope to have all vacancies filled by 7/1/2022.
- Overtime budget overspent. Some salary savings due to retirements being used to compensate. Hope to get back on track once all vacancies are filled.

### Grants:

- Awaiting information on three pending grants:
  - SAFER grant for five firefighter positions. Grant provides \$228,000 and requires \$21,000 local match. Expect to hear by July, 2022.
  - AFG grant of \$160,000 for equipment for the ambulances, including lifting systems and stretchers.
  - NH GOFERR Grant of \$50,000 for ambulance equipment.
- The \$40,000 EMPG grant for the equipment for the EOC has been received and the EOC will be completed shortly.
- The Fire Department continues to monitor grants availability and applies as appropriate.

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### Exhibit C

#### DPW Liaison Report

- Meeting on site with Dave at the DPW on Tuesday, April 12th from 8:17am to 10:13am.
- Discussed current staffing situations (fully staffed)
- Dave showed me around the entire DPW buildings
  - We discussed storage concerns of trucks and equipment, some safety concerns of current storage situations and how the staff maintains within the budget each year.
- Current budget vs expenses

Dave mentioned that he will be within his budget. Some of the expenses will be slightly over but he mentioned just making sure labor comes in under so that overall he will be within his budget to finish out the fiscal year end on June 30th.

Recently Dave and the staff built a closet around the air compressor in the garage. This small task reduced the noise by roughly 85%. The staff also has done a great job at maintaining clean workshop areas and keeping items in the proper tool boxes, file cabinets and storage closets.

At the end of the meeting, Dave encourages all board members to take a small tour around the DPW facility. This will give us all a great visual of what possibly will be needed in the future as we expand (especially when Woodmont is completed).

### Exhibit D

Town Council Meeting on March 28th, 2022:

Dave Wholley presented Order #2022-04. This was for plywood, shelving and other supplies to block in a noisy area and make a better work environment.

John Trottier presented Order #2022-05. This was for the purchase of parts for the trash and recycling bins. Tax Credits for Veterans. Currently at \$500, Town Council wants it moved to \$750. Mike proposed a plan to get the credit to \$625. The council asked Mike to meet with Justin and find a way to get the full \$750. Mike idea would have come from the change in use fees.

Town Council Meeting on April 11th, 2022:

A resident during public comment mentioned that the property taxes in Londonderry are going to force her to move. A grant of \$50,000 from the American Rescue Act was approved. This will be used for a water study. Justin would like to add a PT associate to his staff. The Council asked him to look into outsourcing payroll. Police Department needs more money for Duct and Vehicle maintenance. Justin and the Town Council decided on a tier pricing fee for the Transfer Station when accepting credit cards. The cost of the maintenance for the Lions Hall was discussed. What to do with the building.

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Town Council Meeting on April 18th, 2022:

Ordinance #2022-05 was discussed. This would create a Commercial and Industrial Property Tax Incentive Program. This was the first reading. It will be discussed at the Meeting on May 9th.

## **Exhibit E**

Dining Services grant for the North School refrigerator was approved for just over \$10K. Also looking into LED lighting retrofit that could generate saving in the \$233K range.