

# **LONDONDERRY BUDGET COMMITTEE**

## **Agenda**

### **Minutes for June 23, 2022**

The Budget Committee meeting is at 7:00 PM in the Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, NH 03053.

#### **1. CALL TO ORDER**

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

#### **2. PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

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

#### **3. PUBLIC COMMENT**

None

#### **4. ACCEPTANCE OF MINUTES**

Meeting minutes from May 26, 2022, were reviewed and approved. Motion to approve by T. Siekmann and seconded by R. Dunn. Minutes approved with a vote of 6-0-1.

<b>Member</b>	<b>For</b>	<b>Against</b>	<b>Abstained</b>	<b>Absent</b>
Steve Breault	X			
Jennifer Kenney	X			
Joseph Gagnon				X
Jonathan Kipp	X			
Tim Siekmann	X			
Patrick Cassidy	X			
Ronald Dunn	X			

#### **5. COMMITTEE BUSINESS**

Peter Curro and Lisa McKenney were in attendance to review the school budget process with the Budget Committee.

A brief discussion regarding the trustee of the trust fund between P. Curro and P. Cassidy. The discussion was around the small amounts in the trust funds that are being researched and reviewed by the school board. P. Curro mentioned that the school secretary/admin will be reviewing all trust funds this summer. At the end of the research, next steps will be discussed with the school board.

## **A) Budget Briefing**

- i. School Budget Overview
- ii. Expectations / Process Improvements

Discussion with both L. McKenney and P. Curro.

This section was covered through a series of questions as outlined below:

Question 1) How is the budget book organized and what are the key pages that everyone should be familiar with and review?

- First section of the budget book includes introduction and summaries and then the detail is provided by departments and object codes.
- Everyone should read through the Superintendent's report and the written summaries, which will help explain some of the goals and objection for that fiscal year. The tax rate sheet is also another important document to review.
- Superintendent report provides a high-level summary of the entire budget.
- Different tab for each department
  - Details – department sections
  - Summaries are in the front part of the book
  - Object codes / cost centers
  - Budget Analysis by department
  - Tax rate sheet
  - Revenue listed out and total budget
  - Warrant articles listed out

Question 2) Current state of budget vs actual for FY 2021-2022 school year, quick overview.

- \$700k for surplus for FY 2021-2022
  - \$600k is accounted for the master plan
  - \$100k-\$150k give or take
  - Substitutes for teachers are coming in more, since we increased the rate of pay.

Question 3) Update on Peter's position?

- Lisa will be filling that position effective 7/1/22.
- Peter will continue to provide support, but more of a consulting role.
- Lisa's open position will be posted in the fall of 2022.

Question 4) What process improvements have been implemented and where did we discover some expense savings?

- Highlight those in the summaries, and presentations should get the principals more involved in overall process improvements.
- Highlight any process improvements, even if the savings is not substantial, the objective here would be to create some level of collaboration, because a small change can trigger other opportunities for improvements.
- Converting the lighting at the schools to more efficient LEDs, was one example of a process improvement along with HVAC renovations.
- Some of the maintenance staff attend conferences and training on energy efficiencies.

Question 5) What are we expecting for a trend in enrollment numbers over the next five years?

- Modest increase in enrollment is expected over the next five years.
  - Steady or possibly 25/30 kids
- Superintendent process goes through the enrollment process.

Question 6) The master plan outlines general plans for revamping sections of the schools and adding more space to the schools. Would the need for more space in the high school still be a factor if the Hooksett students were not part of the enrollment numbers?

- L. McKenney stated that it would have no effect on the need for space.
  - Sept 2022 – MOU revising that this year
- Hooksett tuition will be reviewed if the plans for school expansion move forward, and we would expect an increase.

Question 7) If the plan is to move forward with adding more space to the high school, wouldn't this trigger an increase to the tuition for the Hooksett students, since enrollment capacity is a factor.

- See the responses above related to question 5

Question 8) What advice would you give the budget committee as we approach the next budget season?

- Review the goals and objectives outlined in the summaries and determine if the budgets properly support those goals.
- If there are requests to reduce the budget, it should be defined to specific areas, and not a general reduction, because priorities of the programs and objectives need to be considered.
- Need to understand what the value of the education is? What is the goal of the educational program, and cost of this program? Are there other ways to achieve those costs? Build the budget based upon what those expectations are and go from there.

**B) Master Planning & Feasibility Study**

- iii. General overview
- iv. Questions for School Board

- P. Curro provided the Master plan that was presented during a school board meeting. This was the master plan that was prepared about 1 year ago.
- Top three items according to P. Curro that should be addressed:
  - High School: The original phase 1 section with the plywood construction floor foundation.
  - Moose Hill: Additional space to accommodate full-day kindergarten if that is the direction of the town/residents.
  - South School: Current construction design does not meet objectives, resulting in rebuild.

**C) Enrollment Numbers**

- i. Brief discussion
- Enrollment numbers were reviewed and S. Breault noted that it would be helpful to see a projection to support the objectives of the feasibility study.

**D) Liaison Reports**

- i. Police Department
- ii. Fire Department
- iii. Department of Public Works
- iv. CIP
- v. Town Council
- vi. School
  - i. Superintendent and School Board
  - ii. School Finance

**Police Department:** Police department is still under budget for the 2021-2022 budget year. Expectation is around \$150K – \$200K under budget for the year. Department is down seven police officers at this time. Expecting two new hires in August of 2022 and will likely post another vacancy announcement in September. Overtime primarily related to pandemic related situations. Building maintenance and repair is severely underfunded, as well as management services, i.e., IT.

**Fire Department:** Will end the fiscal year in the black.

- Currently down 8 positions, primarily due to retirements.
- Seven (7) new hires start on 7/25/22.
- The budget is sustainable as is. However, priorities for budget increases are:
  - Safety, which includes turnout gear. This line has been at \$30,000 since 2010, when turnout gear was far less expensive. It is now \$7,500/set, and every member needs two (2) sets.
  - Fleet maintenance. Our fleet is worth \$10M, and the annual maintenance budget is \$85,000.
  - Station maintenance.
- Grants:
  - Awaiting information on three (3) pending grants:
  - SAFER grant for five firefighter positions. Grant provides \$228,000 and requires \$21,000 local match. Expect to hear any day.
  - 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 Fire Department continues to monitor grants availability and applies as appropriate.

**Department of Public Works:** The Public Works department is projecting to remain on track with the budget, as noted from Justin Campo. While we are on track for fiscal year end, we will have to be cautious moving into the FY23 beginning next month. We have seen large percentage increases in most all the materials we use e.g., salt, gravel, loam, bituminous concrete, etc. A hard look into this will be in consideration of the next budget process, per Dave Wholley.

The department of public works, has had preliminary discussions with the Finance Director and Town Manager regarding the requests for Fiscal Year 2024's budget. These discussions will continue until the budget process officially starts in the fall of 2022, as noted from Justin Campo.

There are many challenges we face in the next coming budget process in consideration of the economy, material costs, equipment, and staffing needs, as well as, balancing against other Town operational budgetary needs, as noted by Dave Wholley.

**CIP:** Kickoff meeting was held on 06/13/22. Steve Breault was appointed as Chair and Bob Slater was appointed as Vice-Chair. Project submission forms are due by end of day on Friday July 1, 2022.

- Monday July 25, 2022 – 6:00 pm – Moose Hill Council Chambers – Project Presentations. Presentations to the CIP committee are only required for projects costing in excess of \$1million.
- Monday August 1, 2022 – 6:00 pm – Moose Hill Council Chambers – Project Review and Scoring.
- The Planning Board Work session to present the CIP report will be Wednesday September 14, 2022 at 7:00 pm, with the Public Hearing on Wednesday October 5, 2022 at 7:00 pm.

**Town Council:** Tax incentive program was discussed, projects over \$15M would qualify. There were additional discussions about tax incentive program during the following Town Council meeting and it did pass. Companies still need to go through an approval process.

**School:**

- Superintendent and School Board / No updates
- School Finance / No updates

6. PUBLIC COMMENT  
None

7. ADJOURNMENT

Motion to adjourn by R. Dunn, seconded by T. Siekmann. Meeting was adjourned at 8:38 PM.

Member	For	Against	Abstained	Absent
Steve Breault	X			
Jennifer Kenney	X			
Joseph Gagnon				X
Jonathan Kipp	X			
Tim Siekmann	X			
Patrick Cassidy	X			
Ronald Dunn	X			

8. MEETING SCHEUDLE

- a. Thursday, July 28, 2022, 7:00 PM, Moose Hill Council Chambers
- b. Wednesday, August 24, 2022, 6:00 PM, School Building Tours
  - i. 6:00 -6:30 pm North School
  - ii. 6:45 - 7:15 pm Middle School
  - iii. 7:30 - 8:00 pm High School
- c. Thursday, August 25, 2022, 6:00 PM, School Building Tours Cont.
  - i. 6:00 - 6:30 pm South School
  - ii. 6:45 - 7:15 pm Moose Hill
  - iii. 7:30 - 8:00 pm Matthew Thornton
- d. Thursday, September 22, 2022, 7:00 PM, Moose Hill Council Chambers