

Londonderry Budget Committee

Meeting Minutes

June 25, 2020

The Budget Committee meeting was held at 7:02 PM in person and virtually on Zoom.

Budget Committee: Present in Person: Chad Franz - Chair, Jennifer Kenney - Secretary, Kirsten Hildonen – Member at Large, Christine Patton - Member at Large and Steve Breault - Member at Large. Present via Zoom: Jonathan Kipp - Vice-Chair and Paul Skudlarek – Member at Large

Staff: Justin Campo, Finance Director. Peter Curro, School Business Manager

I. CALL TO ORDER:

The meeting was called to order at 7:02 PM by Chad Franz. Chad Franz stated that P. Skudlarek and J. Kipp, who are not physically present, need to mention their reasoning as to why they are not present (via Zoom), per the Assistant Town Manager's direction.

P. Skudlarek stated that his wife was presumed COVID a few months ago and still has an underlying issue. P. Skudlarek indicated that he doesn't see a need for office setting meetings yet, and he didn't feel comfortable going back. P. Skudlarek asked if the next meeting if in a public setting, everyone should be masked for the whole meeting.

J. Kipp stated he has a surgical procedure, and he is in quarantine for that procedure, so he is not at risk.

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE:

J. Kenney led the Pledge of Allegiance. Followed by a moment of silence for those who are serving us both here and abroad.

III. PUBLIC COMMENT:

No public comment.

IV. ACCEPTANCE OF MINUTES:

Motion to accept the minutes from May 28, 2020, made by K Hildonen and seconded by C. Patton. Committee votes 7-0-0 in a roll call vote.

Member	For	Against	Abstain	Absent
Chad Franz	X			
Jonathan Kipp	X			
Jennifer Kenney	X			
Kirsten Hildonen	X			
Steve Breault	X			
Christine Patton	X			
Paul Skudlarek	X			

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V. COMMITTEE BUSINESS:

C. Franz stated that both Town Finance Director Justin Campo and School Finance Director Peter Curro are both here to present to the public and the committee about the budget process from start to end and the adoption of warrant articles and the default budget.

P. Curro presented. P. Curro went over some FAQs. P. Curro went over GASB pronouncements and fund accounting principals, as well as the year-end audit. The school administration has to make sure all postings are consistent with GASB/GAAP, and they always need to meet the purpose of the fund. P. Curro stated that each fund has a purpose. Grant funds do not lapse, and they can go past each fiscal year (ending June 30th). The Town and School both have a June 30th year-end. P. Curro reviewed the different kinds of budgets, the operating budget, and the default budget.

The operating budget is the budget, exclusive of special warrant articles as defines by RSA 32:3 and exclusive of other appropriated voted on separately. The default budget is the previous year's authorized operating budget, increased/reduced by debt services, contracts, and other obligations previously incurred or mandated by law and reduced by one-time expenditures that were contained in said budget. P. Curro went over gross basis budgeting, the warrant, and the Department of Revenue Administration.

J. Campo went over the town departments and the budgets on the town side, line by line. J. Campo mentioned that both the town and school use different audit firms for the year audits each. J. Campo said that we are still waiting to hear back from the State of New Hampshire related to COVID-19 grant funds. Detailed instructions in regards to where the budget information can be found (town website and school website). The Budget Committee asked questions throughout the presentation related to both school and town budgets.

C. Franz mentioned at the end of the presentation, the importance of the residents attending the deliberative budget sessions. C. Franz agreed that yes, the meetings are long but very informative for the residents of the town. The deliberative sessions are a critical factor in the budget process. J. Campo mentioned that all of the deliberative sessions are recorded and can be viewed by all residents.

VI. LIAISON REPORTS:

I. Department of Public Works – Steve Breault

1. S. Breault spoke with Janusz in regards to the upcoming budget. The department is looking at ways to reduce the budget. Janusz plans to have some preliminary numbers by the end of June/July 2020. J.Campo mentioned that the departments are all looking at ways to reduce their budgets this year.

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II. Police Department – Paul Skudlarek

1. P. Skudlarek met with Chief Hart via zoom on June 24, 2020. The police department is looking a fairly significant surplus. Some of the factors that play into the surplus is the hiring freeze, spending freeze and redeploying resources that typically would have been at the airport. The overall moral has been positive at the police department. They added an internal ad hoc committee for the redeployment of resources movement that is happening.

III. Fire Department – Jonathan Kipp

1. J. Kipp reached out to Chief O'Brien this week but he was not able to connect with him. Nothing to report.

IV. Capital Improvement Plan – Christine Patton & Steve Breault

1. C. Patton mentioned that there is nothing on the plan to review. There is a meeting scheduled in July to discuss capital improvements that were completed in the past. There are not any large improvements to be discussed.

V. Town Council – Chad Franz & Christine Patton

1. Nothing to report.

VI. Schools

1. School Board – Kirsten Hildonen

- i. K. Hildonen mentioned that there was an unexcepted electrical repair at the highschool. They are expecting to recover a huge portion of it through the insurance claim that was submitted. The school anticipates possibly up to 80% reimbursement.
- ii. At the last school board meeting there was a disucussion in regards to the expendiable trust fund and the general fund. The school board wants to make sure that the expenditures in the trust funds are accurate, as far as what the funds are supposed to be used for. They are going to continue working on more details around what the funds could be used for in the future.

2. Finance – Jennifer Kenney

- i. Nothing to report.

3. Superintendent – Paul Skudlarek

- i. P. Skudlarek reach out to Scott, he knew P. Curro would be at the meeting and didn't have anything else to add. Nothing to report.

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VII. PUBLIC COMMENT:

No public comment.

VIII. ADJOURNMENT:

Motion to adjourned made by K. Hildonen and seconded by S. Breault. Committee votes 7-0-0 in a roll call vote.

Member	For	Against	Abstain	Absent
Chad Franz	X			
Jonathan Kipp	X			
Jennifer Kenney	X			
Kirsten Hildonen	X			
Steve Breault	X			
Christine Patton	X			
Paul Skudlarek	X			

The meeting was adjourned at 9:17 PM.

SCHEDULE OF UPCOMING MEETINGS

- a. Thursday, July 23, 2020 at 7:00 PM, Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, New Hampshire 03053.
- b. Tuesday, August 25, 2020. School tours with the school board.
- c. Thursday, August 27, 2020. School tours with the school board (no Budget Committee meeting).
- d. Thursday, September 24, 2020 at 7:00 PM, Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, New Hampshire 03053.
- e. Thursday, October 22, 2020 at 7:00 PM, Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, New Hampshire 03053.