

Londonderry Budget Committee

Meeting Minutes

April 22, 2021

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

Present: Chad Franz - Chair, Jonathan Kipp - Vice-Chair, Jennifer Kenney - Secretary - Member at Large, Steve Breault - Member at Large, Joseph Gagnon – Member at Large, Tim Siekmann– Member at Large

Absent: Christine Patton - Member at Large

Staff: Michael J. Malaguti, Assistant Town Solicitor

I. CALL TO ORDER:

The meeting was called to order at 7:00 PM by C. Franz.

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE:

T. Siekmann led the Pledge of Allegiance. Followed by a moment of silence for the losses in the community over this past month.

III. PUBLIC COMMENT:

Deb Paul ~ 118 Hardy Road

D. Paul mentioned wanting to know why we as a town have a bottom-line budget is used instead of a line-item budget. T. Siekmann gave D. Paul a brief overview of his thoughts regarding the budget and how it's put together at the town level. Ultimately, our Town Manager and Finance Director review each department. Then the budget is sent to the Town Council and Budget Committee for review during the budget meetings and final review at the Town Deliberative session.

D. Paul mentioned a position is still budgeted for several years even if the position is vacant. She isn't sure how long the town could keep the position open and funded. She mentions that the Town Council and the Budget Committee are not seeing the true actual costs but are really seeing inflated costs of what it cost to run each department. C. Franz provided an example to D. Paul to help understand what she was asking regarding personnel cost. C. Franz mentioned that we will be inviting the Town Manager, Finance Director, School Superintendent, and School Finance Director to the next Budget Committee Meetings. The public is more than welcomed to attend and ask questions.

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Kristine Perez ~ 5 Wesley Drive

K. Perez mentioned the 117 Hooksett children attending the Londonderry Schools. K. Perez mentioned that Hooksett's home school is Pinkerton or Manchester. The Hooksett children can choose from the following schools to attend Pinkerton, Manchester, Londonderry, Bow, Goffstown, and Pembroke. She mentioned Londonderry charges the lowest rate of \$12,000 for each Hooksett student that attends the Londonderry schools.

Pinkerton (438 Hooksett Students) - \$13,230 charged each year per student; a reimbursement would be given back to those parents if the total wasn't spent in the school year or if more were spent, the parents would be charged the difference. The transportation is not included.

Manchester (49 Hooksett Students) - \$13,230 charged each year per student; a reimbursement would be given back to those parents if the total wasn't spent in the school year or if more were spent, the parents would be charged the difference. The transportation is not included.

MOU District - Bow (Hooksett Students) - \$15,470

MOU District - Goffstown (Hooksett Students) - \$14,500

MOU District - Pembroke (Hooksett Students) - \$13,165

MOU District - Londonderry (117 Hooksett Students) - \$12,000

It cost a total of \$16,488 per student currently at the Londonderry High School. The difference of \$4,488 costs the Londonderry residents more in taxes than collecting it from the parents of the Hooksett students. This is a total of \$525,096 for 117 Hooksett students. Included in the additional tax money that the Londonderry residents are paying, they are also pay for another school bus for transportation. This is included in the budget that we are paying in taxes as well.

K. Perez expressed her concern with the additional rate per student that the residents of Londonderry must pay for the Hooksett children. She also mentioned that her obligation is to the children of Londonderry and to the Town of Londonderry; her obligation is not to the students of Hooksett. T. Skiemann, S. Breault, and C. Franz included their comments regarding the students from Hooksett attending school in Londonderry. K. Perez mentioned the MOU contact was valid until 2023.

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Sandy Geisler ~ 7 Sutton Place

S. Geisler mentioned that we should be looking at the total benefits and the pension costs for the additional teachers and staff to take on the Hooksett children and potentially more. We shouldn't be just looking at their salaries S. Geisler had mentioned. She had also said looking at what the tax rate impact to have those additional teachers and not have those additional teachers.

IV. OLD BUSINESS:

a. ACCEPTANCE OF MINUTES:

Motion to accept the minutes from March 18, 2021, meeting made by T. Siekmann and seconded by S. Breault. Minutes accepted with a 6-0-1 vote.

Member	For	Against	Abstain	Absent
Chad Franz	X			
Jonathan Kipp	X			
Jennifer Kenney	X			
Steve Breault	X			
Christine Patton				X
Joseph Gagnon	X			
Tim Siekmann	X			

V. NEW COMMITTEE BUSINESS:

a. NH Right-to-Know Law (RSA 91-a) presentation Michael J. Malaguti, Assistant Town Solicitor

M. Malaguti provided great details around the Right-to-Know Law (RSA 91-a). He offered examples of what would be included in a right-to-know request. He explained how an individual would send a request and the typical turnaround time for the request to be completed. He discussed different scenarios regarding town email, text messages, social media, and more.

VI. LIAISON REPORTS:

a. Department of Public Works – Joseph Gagnon

Nothing to report

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b. Police Department – Steve Breault

S. Breault discussed with Chief Hart the budget in terms of staffing, new officers 3 or 4 will be added to the Londonderry force. Also, we discussed the body cameras, and Chief Hart mentioned they are still looking into the cost of the cameras that are still under review before a final decision is made.

c. Fire Department – Jonathan Kipp

- The department is currently approximately 2% over where it should be. Due primarily due to Covid-related overtime. Have submitted paperwork to have FEMA cover the overtime.
- The remainder of the operating budget is on target.
- Grants received:
 - \$6,000 from Homeland Security for EMS in the hot zone. This is second round. We received the first-round last year. Items purchased include Skeds – for quick removal of victims from a danger zone.
 - \$34,000 Assistance to Firefighters Grant (AFG). Denied first time, awarded this time. Reimbursement for already purchased Covid-related equipment such as special filters for SCBA. Enough for future purchases.
 - \$254,000 from different AFG grant. Replace department SCBA. Purchased using state bid list to ensure best value.
 - \$200,000 for stretcher lifting devices for the ambulances.
- Grants applied for:
 - Emergency Management Performance Grant. Applied in March. For IT equipment for department training room, which also functions as the town's Emergency Operations Center.
 - With approval of Town Council, an AFG SAFER (Staffing for Adequate Fire and Emergency Response) grant for four additional firefighter positions. 100% of salary and benefits covered for three years. If grant awarded, the department will budget money each of those three years to offset future salary and benefit costs for these positions. Answer expected mid-summer.

d. Capital Improvement Plan – Steve Breault

Nothing to report

e. Town Council – Chad Franz

C. Franz met with Justin Campo and Justin provided the information below regarding the status of the town's current fiscal year budget and grant information.

Attached you will find the most recent Expenditure and Revenue report for the end of March.

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In the perfect world everything would line up and we would be at exactly 75% of the budget.

As you are aware of this is now how things work, and payments are scattered throughout the year. You will see the bottom-line number shows the Town at 76.89% of our expenditure budget. The main reasons for this the County payment, Debt Service, and transfers that were approved by the voters in March. Removing the County payment, School Payment, and transfers, we are at approximately 71.96% of the budget with 3 months remaining. Though we are a little over 3% under budget, it is important to keep in mind that one of the larger expenditures the town has is road paving and maintenance. These expenses will come in the upcoming months when the weather is more cooperative.

The Town will also be receiving funds from FEMA to assist with the costs that the Fire department and Police department have had to incur because of the COVID pandemic.

As you can see on the revenue PDF the Town is doing very well. The town will be expecting some of the lump sum/quarterly payments in the upcoming month. These payments include the Payment in Lieu of Taxes from the airport (\$713,849), the transfers from our enterprise/revolving/special revenue accounts reimbursing the town for administrative costs (\$233,600), and the comcast cable franchise fee (~\$126,000).

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TOWN OF LONDONDERRY, NEW HAMPSHIRE

Revenue by Source

General Fund - Fiscal Year 2021

March 31, 2021 - Unaudited - 75.00% of Fiscal Year

Description	Original Budget	Adjusted Budget	Revenue This Period	Revenue Year To Date	Revenue Due	% Recvd
Property Taxes -TIF Restricted	-	-	-	-	-	0.00%
Land Use Change Tax	-	-	-	-	-	0.00%
Yield Taxes	5,000	5,000	-	2,345	2,655	46.91%
Payment in Lieu of Taxes	713,849	713,849	-	-	713,849	0.00%
Excavation Taxes	10,000	10,000	-	3,717	6,283	37.17%
Interest & Costs on Late Property Taxes	175,000	175,000	13,348	136,210	38,790	77.83%
Business Licenses & Fees	6,000	6,000	1,966	7,672	(1,672)	127.87%
Motor Vehicle Permits	8,300,000	8,300,000	1,031,838	7,045,987	1,254,013	84.89%
Boat Licenses	7,500	7,500	717	2,466	5,034	32.88%
Building Permits	500,000	500,000	41,421	326,485	173,515	65.30%
Dog Licenses	23,000	23,000	5,369	12,708	10,292	55.25%
Marriage Licenses	7,000	7,000	1,006	7,252	(252)	103.60%
Reclamation Fees	16,500	16,500	1,900	12,710	3,790	77.03%
Other Licenses and Permits	750	750	-	58	692	7.69%
Marriage Ceremonies	2,000	2,000	75	2,625	(625)	131.25%
Meals & Room Tax	1,315,387	1,329,131	-	1,329,131	0	100.00%
Highway Block Grant	624,416	604,229	-	483,383	120,846	80.00%
Water Pollution Grant	35,875	34,316	-	34,316	-	100.00%
Other State Grants	-	-	-	-	-	0.00%
Zoning Review	45,000	45,000	2,105	19,213	25,787	42.69%
General Government	82,500	82,500	-	8,002	74,498	9.70%
Police Department	66,200	66,200	11,787	30,365	35,835	45.87%
Fire Department	1,004,899	1,004,899	110,370	829,370	175,529	82.53%
Public Works Department	120,000	120,000	2,419	125,256	(5,256)	104.38%
Cable Department	500,000	532,500	-	410,646	121,855	77.12%
Recreation Department	5,000	5,000	-	-	5,000	0.00%
Senior Affairs Department	2,200	2,200	-	116	2,084	5.27%
Interest on Investments	350,000	165,000	12,972	196,874	(31,874)	119.32%
Insurance Reimbursements	50,000	50,000	-	-	50,000	0.00%
Solar Farm Revenue	-	-	-	-	-	0.00%
Other Miscellaneous Revenue	53,000	440,500	2,034	666,027	(225,527)	151.20%
Sale of Town Property	-	-	-	-	-	0.00%
Transfers from Special Revenue Fund	233,600	233,600	-	-	233,600	0.00%
Transfers from Capital Reserve Fund	17,500	17,500	-	-	17,500	0.00%
Total Revenue	14,272,176	14,499,174	1,239,327	11,692,933	2,806,241	80.65%

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Town of Londonderry, New Hampshire							
Expenditures by Department							
General Fund - Fiscal Year 2021							
March 31, 2021 - Unaudited - 75.00% of Fiscal Year							
	Original	Adjusted	Expenditures	Expenditures		Available	%
Description	Budget	Budget	This Period	Year To Date	Enc.	Budget	Expended
Town Council	12,102	12,102	-	12,989	-	(887)	107.33%
Town Manager	532,108	540,769	44,510	389,284	3,958	147,527	72.72%
Budget Committee	1	1	-	-	-	1	0.00%
Town Clerk	477,425	484,117	42,609	310,761	-	173,356	64.19%
Finance	548,820	552,950	42,286	380,380	-	172,570	68.79%
Personnel Health Insurance Holdings	21,500	21,500	960	3,293	-	18,207	15.32%
Assessing	393,911	411,389	30,367	311,484	-	99,905	75.72%
Information Technology	434,150	444,350	18,903	362,729	-	81,621	81.63%
Legal Expenses	174,500	174,500	14,095	128,368	-	46,132	73.56%
General Government	561,736	827,289	143,097	450,121	259,518	117,650	85.78%
Cemetery	38,000	38,000	550	18,886	-	19,114	49.70%
Insurance	4,376,732	4,376,732	312,432	2,996,025	-	1,380,707	68.45%
Conservation Commission	3,350	3,350	-	2,892	-	458	86.34%
Police	8,488,975	8,753,328	749,797	6,213,274	-	2,540,054	70.98%
Fire	7,553,962	7,654,694	639,425	6,011,205	-	1,643,489	78.53%
Building	397,474	416,807	40,928	294,921	-	121,886	70.76%
Highway Administration	2,232,997	2,276,567	259,636	1,621,368	-	655,199	71.22%
Highway Operations	1,711,121	1,811,121	58,951	606,621	61,421	1,143,078	36.89%
Solid Waste-Waste Collection & Recycling	2,108,762	2,108,762	145,662	1,363,029	9,710	736,023	65.10%
Social Services	50,000	50,000	-	45,700	-	4,300	91.40%
Welfare	78,000	78,000	5,333	39,527	-	38,473	50.68%
Cable	283,184	289,494	17,586	151,688	-	137,806	52.40%
Recreation	171,066	172,859	10,331	92,846	-	80,013	53.71%
Library	1,279,209	1,279,209	83,136	833,293	-	445,916	65.14%
Senior Affairs	99,437	101,992	7,032	52,502	-	49,490	51.48%
Community Development	402,520	419,871	34,270	261,967	-	157,904	62.39%
Debt Service	2,445,322	2,445,322	19,688	2,442,375	-	2,947	99.88%
Capital - Land	-	-	-	-	-	-	0.00%
Capital - Buildings	-	-	-	-	-	-	0.00%
Capital - Other	-	915,000	-	650,000	265,000	-	100.00%
Transfer to Capital Reserve Fund	-	167,500	-	167,500	-	-	100.00%
Taxes Paid to County	-	4,023,099	-	4,023,099	-	-	100.00%
Taxes Paid to School District	-	66,557,875	10,330,000	51,750,000	-	14,807,875	77.75%
Total Expenditures	34,876,364	107,408,549	13,051,584	81,988,129	599,607	24,820,813	76.89%
Operating Budget Only	34,332,154	35,192,204	2,677,074	24,995,257	330,649	9,866,297	71.96%

C. Franz mentioned creating a Town Administrative Liaison and School Administrative Liaison. The Town Administrative Liaison would be the liaison for both the Town Manager, Kevin Smith and the Town Finance Director, Justin Campo. The School Administrative Liaison would be the liaison for both the School Finance Director, Peter Curro and the Superintendent, Scott Laliberte.

C. Franz became the Town Administrative Liaison, and J. Kenney became the School Administrative Liaison.

f. Schools

a. School Board – Tim Siekmann and Joseph Gagnon

T. Siekmann gave an overview of where the school was currently with the 2020-2021 budget. He provided details from the School Board 4/20/2021 meeting that was held in the

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cafeteria of the Londonderry High School. There will be attachments included from the School Board 4/20/21 minutes when they are posted.

J. Gagnon reviewed the details regarding all 3 of the grants that the district has received and will be receiving. The details from the grants are listed below from Lisa McKenney.

b. Finance – Jennifer Kenney

J. Kenney stated the report that she received from Lisa McKenney was the same report that J. Gagnon presented for the School Board Liaison report. (Memo from Lisa McKenney with Grant details is include below).

Memo

To: Superintendent Scott Laliberte

From: Lisa McKenney

CC:

Date: 4/6/2021

Re: COVID Relief Funding

The Londonderry School District has received three COVID relief grants to date, and we have been informed that there is another allocation coming. Although all these grants provide for COVID relief, they have differences in allowable expenditures and periods of eligibility that the District must comply with. The three grants that we have been allocated total \$1,836,939 in relief funds. I will discuss each grant and how we either have spent or plan to spend the funds in a few minutes. It is important to note that each of these grants have a specific purpose and can only be used for that purpose. We could not, for example, use these funds as revenue to offset the tax rate, or spend on any items/services previously budgeted.

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Supplemental Public School Response Fund (SPSRF1&2)

- **\$971,998.51**
- Designed to provide relief and support for unanticipated costs associated with the safe opening and operation of schools during the COVID-19 pandemic.
- Period of eligibility – 3/1/20-12/30/20
- These funds have been completely spent (see chart for detail)

ESSER1

- **\$168,605.83**
- Funded by the CARES Act to help K-12 educational entities prevent, prepare for, and respond to impacts of COVID-19.
- Period of eligibility – 3/13/20-9/30/21
- We have either spent or have the allocation budgeted towards allowable purposes (see chart). We do have flexibility on this grant until the grant ends on 9/30/21, so this budget is subject to change.

ESSER2

- **\$696,335**
- Funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) to supplement schools to help in the response to COVID-19. Similar to ESSER 2 with broadened allowable use of funds.
- Period of eligibility – 3/13/20-9/30/23
- Areas under discussion for funds are:
 - Summer academy
 - After and before school tutoring
 - HVAC equipment and controllers, boilers & furnaces which provide heat for ventilation systems, air cleaners, emergency generators.
 - Technology including software on targeted areas based on student needs

ESSER3

- Although we do not officially have this allocation yet, we have received word that this allocation will be approximately 1.5 million in addition to the funds already received. We will report to the Board and the public when we receive official notification on this grant.

With the uncertainty that COVID-19 brought to our schools, we have continually attended multiple webinars on these grants to ensure that we stay compliant within the ever-changing rules and regulations. Please note, that these grants will be reviewed as part of our annual audit by our auditors and are also subject to audit by The Department of Education at any time. Our goal is to utilize these funds to the fullest allowable extent to provide support to our students during the COVID-19 pandemic.

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For the foreseeable future, financial reports will include updates on the use and available funds each grant has. The School District will be scheduling a public hearing for May 4, 2021 to accept the \$696,335 under the ESSER2 program.

Grant Sheet Details from Lisa McKenney

	SPSRF	ESSER1 (04838)	ESSER2	TOTAL COVID RELIEF
	3/1/20-12/30/20	3/13/20-9/30/21	3/13/20-9/30/23	
SUPPLEMENTAL PUBLIC SCHOOL RESPONSE FUND (SPSRF1) (04839)	802,400.00			
SUPPLEMENTAL PUBLIC SCHOOL RESPONSE FUND (SPSRF2) (04839)	169,598.51			
TOTAL SUPPLEMENTAL PUBLIC SCHOOL RESPONSE FUND (SPSRF) (04839)	971,998.51	168,605.83	696,335.00	#REF!
	Actuals	Budget	Budget -TBD	Totals
Addressing learning gaps associated with disruption in education				
summer school-summer 2020	48,057.00	6,116.00		54,173.00
Health & Safety Guidelines				
PPE, cleaning and sanitizing supplies/masks/gloves/shields, etc.	235,966.04	20,729.83		256,695.87
Communication & Signage				
Floor graphics	3,816.52			3,816.52
Facilities-related costs				
HEPA filter air purifiers (380 @ \$519/each)	197,220.00			197,220.00
storage rental units	8,285.00			8,285.00
outdoor tents/tables/barriers	26,647.87			26,647.87
sanitizing equipment	51,035.10			51,035.10
desks for social distancing	7,396.30			7,396.30
plastic shields/filters	29,469.00			29,469.00
Additional staffing needed to address health and safety guidelines				
Teaching staff for hybrid learning (additional classes)	38,489.00	71,640.00		110,129.00
Nurse (.8 FTE)	15,422.64	22,120.00		37,542.64
Custodial contract for sanitizing	41,238.80	48,000.00		89,238.80
Expanded student nutrition programs				
additional costs associated with providing meals (supplies & software)	29,041.00			29,041.00
Technology to facilitate remote learning and hybrid models				
computers (150 laptops @ \$497/each)	74,550.00			74,550.00
Interactive touchscreens	119,940.00			119,940.00
Video conference kit including wide-angle camera and speakerphone	24,450.00			24,450.00
Music (keyboards for remote instruction)	839.86			839.86
Developing an on-line/hybrid curriculum				
Additional days for staff (Summer 2020)	12,808.93			12,808.93
supplies	7,325.45			7,325.45
TBD			696,335.00	696,335.00
TOTAL EXPENDED/BUDGETED:	971,998.51	168,605.83	696,335.00	1,836,939.34

c. Superintendent – Tim Siekmann

Nothing to report.

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VII. PUBLIC COMMENT:

Deb Paul ~ 118 Hardy Road

D. Paul mentioned the presentation was excellent regarding 91-a but wanted to mention that it's a second resort. Please make sure to go to the source (department, council, committee, etc before pursuing 91-a. It does cost the town when a request is caused because of the legal fees, etc. The adequate time for a request should be completed within 5 business days after the request was made.

Kristine Perez ~ 5 Wesley Drive

K. Perez mentioned that she wouldn't be happy if the Hooksett parents paid the total amount to attend the Londonderry schools. She feels that the town must provide education for the students of Londonderry only. C. Franz mentioned that we should not exclude the children in any activities attending school in Londonderry if they are Hooksett students or another district.

Ray Breslin ~ 3 Gary Drive

R. Breslin mentioned the section on the right to know was exciting and vital. R. Breslin mentioned grant money that is available for different purposes. He wanted to know if the Budget Committee was aware of any of these grants and if the town or school would be receiving any. R. Breslin mentioned water and sewer and the contamination of our water currently. C. Franz mentioned that he has been an advocate and has mentioned grants for the past two years. C. Franz mentioned that our Finance Director, Justin Campo, has reached out regarding the grants and attended a recent seminar regarding grants.

Martha Smith ~ 38 Shasta Drive

M. Smith wanted to understand the Budget Committee overall and what precisely the Committee does. C. Franz stated overall what we are here to do as the Budget Committee; we are an advisory committee only. C. Franz mentioned that the Budget Committee is the eyes, ears, and advocate for Londonderry's residents (taxpayers).

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VIII. ADJOURNMENT:

Motion to adjourn made by J. Kipp and seconded by T. Siekmann. Vote passes 6-0-1.

Member	For	Against	Abstain	Absent
Chad Franz	X			
Jonathan Kipp	X			
Jennifer Kenney	X			
Steve Breault	X			
Christine Patton				X
Joseph Gagnon	X			
Tim Siekmann	X			

The meeting was adjourned at 9:19 PM.

XI. UPCOMING MEETINGS:

May 27, 2021 Budget Committee Meeting

June 24, 2021 Budget Committee Meeting

July 22, 2021 Budget Committee Meeting

August 26, 2021 Budget Committee Meeting

September 23, 2021 Budget Committee Meeting