

Londonderry Budget Committee

Meeting Minutes

May 26, 2022

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

Present: Steve Breault-Chair, Jennifer Kenney-Vice-Chair, Jonathan Kipp-Member at Large, Ronald Dunn-Member At Large, Patrick Cassidy-Member At Large.

Absent: Joseph Gagnon-Secretary, Tim Siekmann-Member at Large.

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: MEETING MINUTES

Meeting minutes from the meeting on 04/28/2022 were reviewed. Motion to approve by J. Kipp, and Seconded by R. Dunn. All members approved, with the exception of J. Kenney, who Abstained, since she was not present at the prior meeting.

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			

V: BUDGET BRIEFING

Justin Campo, Finance Director, attended the meeting to provide an overview of the town budget. He provided a brief update on the current budget as of 05/25/22 and discussed the favorable results for revenues and expenditures. J. Campo noted that the actual expense results for Police and Fire were below budget, which to some extent was related to hiring delays. J. Campo then addressed some of the questions from the Budget Committee.

1. Can you provide a clear explanation of how the budget book is organized?
J. Campo addressed this question and confirmed that the summary info is generally at the beginning of the budget book, along with prior year data, actual results, etc. He then noted that a budget calendar is included, definition of key concepts, summaries, and payroll data generally follow in the latter sections.

Londonderry Budget Committee

Meeting Minutes

May 26, 2022

2. Can you provide a brief overview of the budget process?

J. Campo mentioned that during the month of September, he is meeting with the other departments regarding budgets. In October, he meets with the Town Manager and how to proceed with the budget. Once the Town Manager approves the budget, it transitions to Town Council. Budget books are available in late October or early November. The budgets are reviewed during two public hearing meetings.

3. Define appropriation, and what it means for the budget process.

J. Campo provided a brief definition and then reviewed the definition outlined in the budget book.

4. What are some of the guidelines you follow to determine if funds should be appropriated from the undesignated fund?

J. Campo noted that there are guidelines/policies that need to be followed. In some cases, we have used the funds to reduce the tax rate.

5. Correlation of Town Council and Budget Committee votes on warrant articles to actual results from the elections. Who is analyzing the results to determine trends?

J. Campo will look into this to see if we are seeing changes in trends from prior elections.

6. During budget presentations, can all departments follow a consistent process in how data is presented, such as a brief summary, process improvements that were implemented, other cost savings, and priorities.

J. Campo will follow up with the Town Manager to discuss some possible options.

VI: DEPARTMENT OF PUBLIC WORKS / TOUR OF FACILITIES

S. Breault provide a brief overview of the DPW tour on 06/24/22. He noted that the facilities include multiple storage containers, varying from steel containers to smaller wooden sheds.

P. Cassidy who also attended the tour noted that under the current setup, it actually creates more work for the employees, because to get to something in a storage container requires the removal of items to reach the products/equipment in the back section. J. Kenney also noted the condition of some storage containers requiring repairs. It was also noted that the general facilities were well organized and it appears many improvements have been made to establish more specific work areas.

VII. NH MUNICIPAL ASSOCIATION (NHMA) / TRAINING

S. Breault addressed some of the areas of the virtual training with the group. The free training was made available to all members. J. Kipp noted that the members should consider reviewing the section of the training that addresses RSA 91-A.

Londonderry Budget Committee

Meeting Minutes

May 26, 2022

VIII. LIAISON REPORTS

Police Department: See Exhibit A

Fire Department: No updates

Department of Public Works: No updates, since members attended the tour.

CIP: See Exhibit B

Town Council: See Exhibit C

School: No updates.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT:

Motion to adjourn by R. Dunn, Seconded by P. Cassidy. Meeting was adjourned at 8:27 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			

XI. UPCOMING MEETINGS:

- Thursday, June 23, 2022, 7:00 PM, Moose Hill Council Chambers
- Thursday, July 28, 2022, 7:00 PM, Moose Hill Council Chambers
- Wednesday, August 24, 2022, 6:00 PM, School Building Tours
- Thursday, August 25, 2022, 6:00 PM, School Building Tours Cont.
- Thursday, September 22, 2022, 7:00 PM, Moose Hill Council Chambers

Londonderry Budget Committee

Meeting Minutes

May 26, 2022

XII. EXHIBITS:

Exhibit A

Based on a conversation with Chief Hart on Tuesday, May 24th. He reports that the police department is still under budget for the 2021-2022 budget year. The automobile lease just posted, which is usually the last big expense for the fiscal year. The new rate for the automobile lease for the entire fleet is \$106K. The line item for this expense is \$161K because the department paid a fee to get a lower rate on the lease overall.

Exhibit B

CIP kickoff meeting on Monday 6/13 at 6:00 pm in the Town Manager's conference room on the second floor of Town Hall. During the meeting we will elect a Chair & Vice-Chair as well as give a quick overview of the process. A future meeting date to review and score the projects will also be selected during this meeting.

Exhibit C

An increase to the tax credit for veterans was approved, revised amount is now \$750. Also approved was the \$1.5M culvert project.