

Londonderry Budget Committee

Meeting Minutes

August 20, 2020

The Budget Committee meeting was held at 7:00 PM in the Moose Hill Council Chambers.

Present in Person: Chad Franz - Chair, Jonathan Kipp - Vice-Chair, Jennifer Kenney - Secretary, Christine Patton - Member at Large, Steve Breault - Member at Large and Paul Skudlarek – Member at Large

Absent: Kirsten Hildonen – Member at Large

Staff: Kevin Smith, Town Manager, and Scott Laliberte, School Superintendent

I. **CALL TO ORDER:** The meeting was called to order at 7:00 PM by Chad Franz.

II. **PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

C. Franz led the Pledge of Allegiance. Followed by a moment of silence for those who are serving us both here and abroad and for those who have lost loved ones from COVID.

III. **PUBLIC COMMENT:**

J. Kipp accepted nomination as Town Moderator.

IV. **ACCEPTANCE OF MINUTES:** Motion to accept the minutes from June 25, 2020 made by J. Kipp and seconded by C. Patton. Committee votes 6-0-1 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			

V. **COMMITTEE BUSINESS:**

A) Budget Planning Process

C. Franz asked both Town Manager Kevin Smith and School Superintendent Scott Laliberte to present to the public and the committee about the budget process. C. Franz stated that the Budget Committee wants to be involved in the budget process earlier than they normally have. C. Franz stated that the participation shows the public that everyone is working together.

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K. Smith stated that the town has received Federal and State level grants and will continue to receive more. K. Smith stated that the town will have a significant surplus. The surplus will be returned to the Undesignated Fund Balance. K. Smith stated that it is early in the fiscal year and things are on project, expenditures are being held in line and revenue is healthy. Car registration and building permits brought in about \$9 million in revenue. There is an increase in new vehicle purchases and building permits with pools, decks and additions.

K. Smith stated that the town is still under a budget freeze. The town has over \$1k that needs to be reviewed by K. Smith and J. Campo and there will most likely be a budget freeze throughout the current fiscal year. S. Smith stated that everything is right on track going into this fiscal year. K. Smith stated that rooms and meals revenue will stay the same. Not anticipating any drop. There is a \$20k drop in highway block ramp money, which isn't huge. K. Smith stated that there is a lot unknown. K. Smith stated that they are starting to look at FY 2021/2022. The plan is to budget conservatively in FY2020. K. Smith stated that the town will assume the same revenue from the prior fiscal years.

S. Laliberte stated that the School District is ending with a \$1M surplus which will go towards the fund balance on the school side. S. Laliberte stated that 80% of the school will be in person and 20% remote. There will be CARES act funding of \$168K. S. Laliberte stated that the budget process will start in September and a lean budget proposal will happen for the 2021/2022 school year.

C. Patton asked about the bus situation and if there is a shortage of buses. A survey showed that 1800 students opted out of riding the bus.

J. Kenney asked K. Smith if the freeze would continue through this current fiscal year. K. Smith stated that it will be but also stated that there can't be a freeze on salaries but an expense freeze will continue. J. Kenney asked S. Laliberte about the number of buses and contracted drivers. S. Laliberte stated that there are 40 buses. There is a contract and the company must provide the number of drivers needed no matter what, even if managers have to drive.

J. Kipp stated that there should be a limited budget and spending. K. Smith stated that always spend less but cannot ask for more. Look at the budget and combined the buying power.

K. Smith stated that there are not any financial efficiencies from COVID. Trying to get credit card payments at the transfer station is on hold due to COVID. We need to cap certain line items and move forward that way. K. Smith stated that the software licenses had to be paid and the town will be reimbursed.

P. Skudlarek asked about reimbursement to the town regarding COVID. K. Smith stated that the town has received from FEMA grant awards but not any of the gofer money yet. K. Smith stated that when they first put out the guidelines of what it could be spent on, it was very limited. K. Smith stated that the town has asked for reimbursements from up to \$200K as of right now. K. Smith stated that there will be PPP loans for the town for first responders salaries only. P.

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Skudlarek asked with the budget freeze in place, what has not been able to be done yet. K. Smith stated that departments are holding off on certain purchases, for example the dues to SNHPC, about \$20k we have had to hold off on.

C. Franz stated that he has heard people in the community say that if the tax rate is adjusted from funds from the Designated Fund Balance, it could have an adverse effect with a sharp increase in the following FY. K. Smith stated that it is a one-time infusion of revenue. It helps on that year but if you're not using it the following year and your expenditures are even, it will decrease the rate and go back up. K. Smith stated that it still results in a tax decrease either year. K. Smith stated that the addition to Town hall will be held off for a while since the bids came in high.

B) Non-Profit Application & Process

C. Franz went over the non-profit application process. C. Franz stated that the finance department put together an application. Non-profits will reach out like they have an be given an application. They will be provided with a three-page application, etc. C. Franz stated that the Budget Committee will review applications by the October meeting and vote at the end of the month. C. Franz stated that the applications are due no later than the 1st of October. A copy has been emails out to the committee. C. Franz stated that members should be ready with questions and comments. There will be a limit of ten pages to submit an application. In 2019 there were 13 applicants and \$50k. Twelve applicants received money, and one applicant was cut.

C. Patton stated that the service grant program, the committee adopted in 2018, which has a list of questions, C. Patton recommended that they get added to the packet. It will help minimize the amount of pages. C. Patton stated that she feels with COVID; a lot of people will ask for money this year.

C. Patton motioned that she feels comfortable with C. Franz plan as amended. Second by S. Breault. The Committee voted on the application. Committee votes 6-0-1.

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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VI. LIAISON REPORTS:

- i. Department of Public Works – Steve Breault
 - a. Meeting next week
- ii. Police Department – Paul Skudlarek
 - a. Chief Hart – Down five employees - nothing additional
- iii. Fire Department – Jonathan Kipp
 - a. Chief O’Brien - \$300k over budget (COVID – overtime, disposable equipment)
 - i. Grants – Hoping to receive and will cover the extra expense
 - ii. Self-contained breathing apparatus \$211k – grant
 - iii. Defibrulators- \$40k to extend the warranties for five more years
 - iv. Fire station is complete
- iv. Capital Improvement Plan – Christine Patton & Steve Breault
 - a. Next meeting – 9/9/20 – presenting to the planning board
 - b. 9/14/20 – public meeting
- v. Town Council – Chad Franz & Christine Patton
 - a. Kevin addressed prior in his budget
- vi. Schools
 - a. School Board – Kirsten Hildonen (absent)
 - b. Finance – Jennifer Kenney
 - i. Nothing to report
 - c. Superintendent – Paul Skudlarek
 - i. Nothing to report

VII. ADJOURNMENT:

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

Motion to adjourn made by J. Kipp and second by P. Skidlarek. Committee votes 6-0-1 in roll call vote. The meeting was adjourned at 8:46 PM.

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SCHEDULE OF UPCOMING MEETINGS

- a) Thursday, September 24, 2020, at 7:00 PM, Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, New Hampshire 03053.
- b) Thursday, October 22, 2020, at 7:00 PM, Moose Hill Council Chambers, 268B Mammoth Road, Londonderry, New Hampshire 03053.
- c) Fiscal Year 2022 Budget Workshops:
 - i. November 07, 2020: Town Budget Workshop
 - 8:00 AM – General Overview by Town Manager
 - 8:30 AM – Police Department
 - 9:00 AM – Fire Department
 - 9:30 AM – Public Works Department
 - 10:00 AM – Library
 - 10:30 AM – Other Departments Summary by Town Manager
 - 11:00 AM – Council / Budget Committee Questions
 - ii. November 16, 2020, 7:00 PM: Town Budget Workshop
 - iii. November 24, 2020, 7:00 PM: Budget Presented to School Board
 - iv. December 3, 2020, 7:00 PM: School Budget Workshops
 - v. December 7, 2020, 7:00 PM: Town Budget Workshop/Public Hearing
 - vi. December 10, 2020, 7:00 PM: School Budget Workshops
 - vii. December 17, 2020, 7:00 PM: School Budget Workshops
 - viii. December 21, 2020, 7:00 PM: Town Budget Workshop
 - ix. January 7, 2020, 7:00 PM: School Budget Workshop
 - x. January 14, 2020, 7:00 PM: School Budget Public Hearing
 - xi. January 18, 2020, 7:00 PM: Second Town Budget Public Hearing, Adoption of FY 2022 Budget and Final Vote on Warrants
 - xii. February 5, 2020: School Deliberative Session
 - xiii. February 6, 2020: Town Deliberative Session