

Town of Londonderry CIP Committee

268B Mammoth Road - Moose Hill Council Chambers AGENDA

August 25, 2025 6:30 PM

I. Call To Order

II. Approval Of Minutes From Prior Meeting

Documents:

[LONDONDERRY CIP COMMITTEE DRAFT MINUTES 8-11-25.PDF](#)

III. Project Overview And/Or Presentations

a. Town Manager -OpenGov Permitting & Licensing Software

[HTTPS://OPENGOV.COM/PRODUCTS/PERMITTING-AND-LICENSING/](https://opengov.com/products/permitting-and-licensing/)

Documents:

[TM_OPENGOV_2025 CIP WORKSHEET AND SUBMISION FORM.PDF](#)

b. School Projects

i. Full Day Kindergarten

ii. SAU Office

Documents:

[III. CIP PRESENTATION 2025 PROJECTS 1-2.PDF](#)

[III.A.I - FULL DAY K SUBMISSION FORM.PDF](#)

[III.A.II - SAU OFFICE SUBMISSION FORM.PDF](#)

IV. FY 2027-2032 CIP Committee Deliberations

a. Project Scoring, Prioritization And Placement

V. Other Business

VI. Adjournment

Londonderry CIP Committee Minutes
August 11, 2025
6:30 p.m.
Moose Hill Council Chambers

Meeting Link: <http://173.166.17.35/CablecastPublicSite/show/13010?channel=4>

Members Present: Vice Chair Sarah Meier; Members Lynn Wiles, Deb Paul

Members Absent: Chair Kevin Gray; Member Art Rugg

Others Present: Town Manager Shaun Mulholland; Assistant Town Manager/Director of Economic Development Kellie Carron; DPW Director Dave Wholley

I. Call to Order

Ms. Meier called the meeting to order at 6:30 p.m.

II. Approval of July 14, 2025, Minutes

Mr. Wiles made a motion to approve the July 14, 2025, meeting minutes as presented. Ms. Paul seconded the motion. The motion carried 3-0-0.

III. Project Overview and/or Presentations

A. Department of Public Works – Facility Master Plan

DPW Director Dave Wholley explained that a feasibility study was conducted regarding construction of a facility to house the DPW. He described the existing site and the challenges it presents, and the need for the entire department to be located in one place. He stressed the importance of ensuring the safety of the site and streamlining the operation.

Matt Doyle of Weston & Sampson reviewed the process of evaluating the spatial needs of the Department.

Daniel Tenney of Weston & Sampson reviewed the proposed design and phased construction of the facility. He noted the plans factor in additional space to allow for growth. Director Wholley added that the Police and Fire Department could utilize aspects of the site. He noted the need for residents to have a safe location to obtain salt and sand mix.

Director Wholley explained the importance of proper preservation of equipment in terms of longevity. Mike Richard of Weston & Sampson and Mr. Tenney offered

48 information on the benefits of storing equipment indoors as opposed to outdoors.

49
50 Director Wholley reviewed the proposed timeline of the project. He also explained his
51 scoring and prioritization of the project, which the Committee discussed.

52
53 **B. Reverend Morrison Meeting House**

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55 Town Manager Mulholland said this project is not ready to move forward, so he has
56 pulled it from the CIP list at this time.

57
58 **IV. Other Business**

59
60 None

61
62 **V. Next Meeting**

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64 The next CIP meeting will be held on August 25, 2025, at the Moose Hill Council
65 Chambers.

66
67 **VI. Adjournment**

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69 **Ms. Paul made a motion to adjourn the meeting. Mr. Wiles seconded the motion. The**
70 **motion carried 3-0-0.**

71
72 The meeting was adjourned at 7:33 p.m.

73
74 Respectfully submitted,

75
76 Beth Haggeli
77 Recording Secretary



Projects Submitted for 2027-2032 CIP

Project Name: OpenGov Software	Department Priority ____ of ____ projects
Department: Town Manager	
Primary Effect of Project: (check one)	<input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input checked="" type="checkbox"/> Expand capacity of existing service level/facility <input checked="" type="checkbox"/> Provide new facility or service capacity
Service Area of Project: (check one)	<input type="checkbox"/> Region <input type="checkbox"/> Town Center <input checked="" type="checkbox"/> Town-wide <input type="checkbox"/> Street <input type="checkbox"/> School District <input type="checkbox"/> Other Area <input type="checkbox"/> Neighborhood
Project Description: This project involves the implementation of OpenGov Permitting & Licensing Software to streamline and modernize the Town’s development and code enforcement review processes. The software will provide an online portal for permit applications, plan submissions, fee payments, and interdepartmental reviews. It will replace or supplement existing workflows that rely heavily on manual processes and emails, increasing efficiency, transparency, and user satisfaction for both staff and the public.	
Rationale for Project: (check those that apply, elaborate below)	<input type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health or safety <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input checked="" type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long term operating costs <input checked="" type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for a limited time
Narrative Justification: The current permitting process is paper-heavy, inefficient, and lacks centralized tracking, creating challenges for both staff and applicants. Implementing a modern, centralized system will improve coordination among departments such as Planning, Building, Fire, DPW, Health, and Engineering, while advancing the Town’s efficient government goals and commitment to modernization and digital service delivery. This approach will enhance public transparency by providing easier access to permit status, records, and timelines, support the implementation of the Master Plan and regulatory updates, and eliminate reliance on outdated or fragmented tools such as emailed PDF submissions and dropbox folders.	



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



<p>Cost Estimate</p>	<p>Capital Costs Dollar Amount (In current \$)</p> <p>\$ _____: Planning/Feasibility Analysis \$ _____: Architecture & Engineering Fees \$ _____: Real Estate Acquisition \$ _____: Site Preparation \$ _____: Construction \$ _____: Furnishings & Equipment \$ _____: Vehicles & Capital Equipment \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____ \$ _____: Other _____</p> <p>\$ 50,000-80,000 _____: Total Project Cost</p>	<p>Impact of Operating & Maintenance Costs or Personnel Needs</p> <p><input type="checkbox"/> Add Personnel <input type="checkbox"/> Increased O&M Costs <input type="checkbox"/> Reduce Personnel <input type="checkbox"/> Decreased O&M Costs</p> <p>Cost of impacts, if known: + \$ _____ Annually (-) \$ _____ Annually</p>
<p>Source of Funding</p>	<p>\$ _____: Grant (Source:) _____ \$ _____: Loan (Source:) _____ \$ _____: Donation/Bequest/Private \$ _____: User Fees & Charges \$ _____: Capital Reserve Withdrawal \$ _____: Impact Fee Account \$ _____: Current Revenue \$ _____: General Obligation Bond \$ _____: Revenue Bond \$ _____: Special Assessment \$ _____: Other: _____ \$ _____: Other: _____</p> <p>\$ 50,000-80,000 _____: Total Project Cost</p>	
<p>Form Prepared by:</p>	<p>Name_ Kellie Caron _____ Title ____ Assistant Town Manager _____</p> <p>Signature ____ Kellie Caron _____</p> <p>Dept./Agency _____ Town Manager's Office _____ Date Prepared ____ June 30, 2025 _____</p>	



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



Project Name: Open Gov Permitting Software

Department: Town Manager

EVALUATION CRITERIA

Enter an evaluation score from 0 (very low) to 5 (very high) for each criteria

3 Addresses an emergency, public safety or school safety need

5 Addresses a deficiency in service or facility

5 Provides capacity needed to serve existing population or future growth

4 Results in long term cost savings

4 Supports job development/increased tax base

5 Leverages the non-property tax revenues

3 Matching funds available for a limited time

29 Total Project Score (out of a possible 35 points)

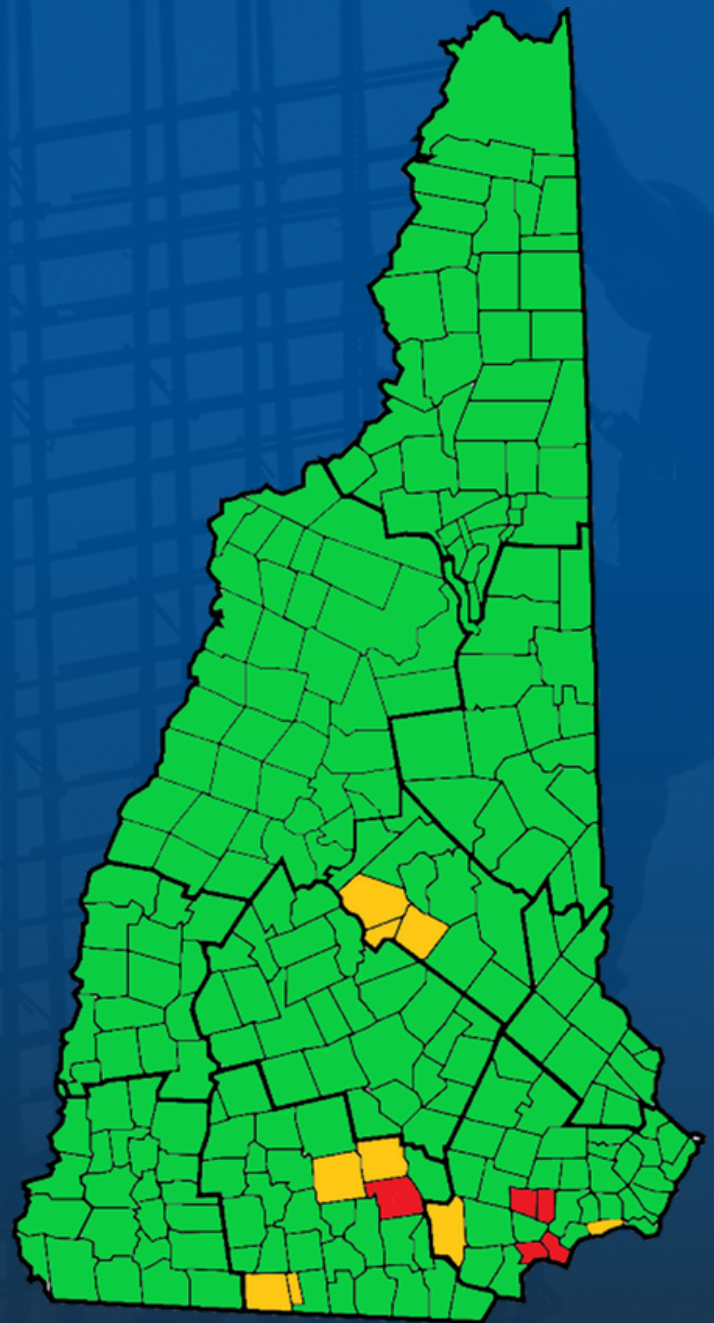
School District: Projects 1 & 2



2025 CIP
Committee

Project 1: Full Day Kindergarten ESTIMATED COST \$7,287,571

- Offering full day K to our students is a priority to our District as we are one of the last districts in the nation to institute full day K.
- Due to lower elementary enrollment numbers over the past 3 years, **the build** for this project is less of our priority--we are carefully looking at enrollment to future plan to get full day K in our community. A presentation to the School Board on enrollment and space needs is being put together now that will be shared with the School Board on 8/5.
- The School Board opted to keep the price for the project that was brought to voters last March. This is the cost to add modular classrooms/equipment/sitework to each elementary school. Likely this plan would be smaller due to the lower enrollment numbers.



School District: Projects 1 & 2



2025 CIP
Committee

Project 2: School District Office ESTIMATED COST \$3,000,000

- Eliminates the current 10 year lease at Kitty Hawk, which costs roughly \$155,000 annually, in addition to property taxes that total about \$28,000 for a total cost to the taxpayers of \$183,000 annually.
- This would involve a collaborative effort between the Town and the School District to build on to Town Hall
- Brings office back to center of town
- Collaboration with the Town to propose the most cost-effective approach for the community.
- The assembly of a task force between the Town and School District is currently being discussed.
- Important to note the cost estimate is just an estimate at this point.





Projects Submitted for 2026-2031 CIP

Project Name: LEEP Space Needs & Full Day K in 3 Neighborhood Schools		Department Priority ___1___ of ___5___ projects
Department: School		
Primary Effect of Project: (check one)	<input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing service level/facility <input checked="" type="checkbox"/> Provide new facility or service capacity	
Service Area of Project: (check one)	<input type="checkbox"/> Region <input type="checkbox"/> Town Center <input type="checkbox"/> Town-wide <input type="checkbox"/> Street <input checked="" type="checkbox"/> School District <input type="checkbox"/> Other Area <input type="checkbox"/> Neighborhood	
Project Description: Addition of 8 Modular Classrooms to accommodate a Full Day Kindergarten program in each of the three neighborhood elementary schools. Project would include the manufacturing, outfitting, and installation of 900-1200 square foot modular classrooms. 2 each at North and South Schools and 4 at Matthew Thornton, based on enrollment trends and projections. This project would free up some space for LEEP and Special education programs.		
Rationale for Project: (check those that apply, elaborate below)	<input checked="" type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health or safety <input type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input checked="" type="checkbox"/> Provides added capacity to serve growth <input type="checkbox"/> Reduces long term operating costs <input checked="" type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for a limited time	
Narrative Justification: Currently Moose Hill School is past capacity to service LEEP programs. Therapy and office spaces are combined and often push instruction into the hallways, which can be very noisy. Our FRIENDS program for students with Autism requires individual spaces at times for their education, and they are forced to use a large partitioned classroom. Moving to full Day K in neighborhood schools frees up space to better accommodate LEEP and eases crowded spaces for Special Education programs in the Moose Hill building.		
Additionally, Londonderry firmly believes that full day Kindergarten is the best course of action for the students in the Londonderry School District. Londonderry is behind the state and country in providing full day Kindergarten. Having this additional program would give our youngest students significantly more time to develop for future success. 90% of brain development happens by the end of Kindergarten. We need to build a strong foundation in young students to improve our outcomes. Adding this program would make Londonderry a more attractive community to move to, increasing our tax base. By building strong foundation in our young learners, costly special education needs could be minimized in some students in future years.		



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



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<p>Source of Funding</p>	<p>\$ _____: Grant (Source:) _____ \$ _____: Loan (Source:) _____ \$ _____: Donation/Bequest/Private \$ _____: User Fees & Charges \$ _____: Capital Reserve Withdrawal \$ _____: Impact Fee Account \$ _____: Current Revenue \$ <u> X </u> _____: General Obligation Bond \$ _____: Revenue Bond \$ _____: Special Assessment \$ _____: Other: _____ \$ _____: Other: _____</p> <p>\$ _____: Total Project Cost</p>	
<p>Form Prepared by:</p>	<p>Name <u>Amity Small</u> Title: <u>Business Administrator</u></p> <p>Signature _____</p> <p>Dept./Agency: <u>School</u> Date Prepared <u>5/29/2025</u></p>	



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



Project Name: Moose Hill- Full Day Kindergarten **Department:** School

EVALUATION CRITERIA

Enter an evaluation score from 0 (very low) to 5 (very high) for each criteria

- 0 Addresses an emergency, public safety or school safety need
- 5 Addresses a deficiency in service or facility
- 5 Provides capacity needed to serve existing population or future growth
- 3 Results in long term cost savings
- 4 Supports job development/increased tax base
- 3 Leverages the non-property tax revenues
- 2 Matching funds available for a limited time

- 22 Total Project Score (out of a possible 35 points)



Projects Submitted for 2026-2031 CIP

Project Name: SAU Office		Department Priority __2__ of __5__ projects
Department: School		
Primary Effect of Project: (check one)	<input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing service level/facility <input checked="" type="checkbox"/> Provide new facility or service capacity	
Service Area of Project: (check one)	<input type="checkbox"/> Region <input type="checkbox"/> Town-wide <input checked="" type="checkbox"/> School District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Town Center <input type="checkbox"/> Street <input type="checkbox"/> Other Area	
Project Description: Buy/build new location for District Office.		
Rationale for Project: (check those that apply, elaborate below)	<input type="checkbox"/> Urgent Need <input type="checkbox"/> Removes imminent threat to public health or safety <input type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long term operating costs <input checked="" type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for a limited time	
Narrative Justification: Londonderry currently leases office space at 6A Kitty Hawk Landing. The lease ends in June 2028. Without a new space, the District will have to either extend the current lease or find new space elsewhere.		



**Londonderry Capital Improvement Plan
Capital Project Scoring Sheet**



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<p>Form Prepared by:</p>	<p>Name <u>Amity Small</u> Title: <u>Business Administrator</u></p> <p>Signature _____</p> <p>Dept./Agency: <u>School</u> Date Prepared <u>5/29/2025</u></p>	



Londonderry Capital Improvement Plan
Capital Project Scoring Sheet



Project Name: SAU

Department: School _____

EVALUATION CRITERIA

Enter an evaluation score from 0 (very low) to 5 (very high) for each criteria

- 1 Addresses an emergency, public safety or school safety need
- 5 Addresses a deficiency in service or facility
- 5 Provides capacity needed to serve existing population or future growth
- 5 Results in long term cost savings
- 3 Supports job development/increased tax base
- 0 Leverages the non-property tax revenues
- 0 Matching funds available for a limited time

- 19 Total Project Score (out of a possible 35 points)