

Staffing Request Memorandum Template

To: Shaun Mullholland

From: Ilona Arndt, Senior Affairs Director

Date: 09/18/2025

Subject: Request for Additional Staffing in FY 2026 & 2027 Budget

1. Position Requested

- Senior Affairs Administrative Assistant
- Part Time
- Senior Affairs Department
- ASAP

2. Fiscal Impact (Full-Year Cost Analysis)

Cost Component	Annual Cost	Notes
Salary \$18-\$22 hr	Salary at \$18 20-30 hrs per week = 18,720 to 28,080	Initial Schedule M-F 4-hour days 8:30-12:30 (flexible)
Health Insurance - none		
Retirement Contribution - none		Cost of position will be offset by LSC income from membership and rentals (approx. 18k annually)
Payroll Taxes (FICA, etc.)		
TBD?		
Other Benefits STD, Float, Pers, Sick, Vaca, Admin		
Total Annual Cost		

Note: Costs reflect a full fiscal year of service. If position begins mid-year, costs will be prorated.

3. Justification and Value of Position

Provide details on service demand, operational capacity, efficiency gains, cost savings/avoidance, and performance improvement.

Cover administrative tasks performed by Director as membership has grown over 50% YOY since 2022, volunteers and some formally covered by the non-profit LSCI. Including but not limited to:

- Administer membership via 'My Senior Center Database' \$7-8k annual fees collected
- Administer Rental Program \$12k annual rental fees collected
- Update Resource Guide (approx. 200 contacts)
- Front desk coverage and communications to volunteers
- Order supplies
- Record donations
- TOL website updates
- Other responsibilities as assigned (i.e. general building maintenance)

This allows Director to focus on more robust program development, special events and the needs of the TOL senior population above and beyond Senior Center membership. Partnership with Recreation Dept Leadership and programs at Leach Library, Historical Society, Arts Council, Old Home Day, Senior Resource Committee, LFD, LPD and Londonderry High School. Increased dedication to transportation and housing needs and solutions.

4. Alternatives Considered

Explain other approaches evaluated (e.g., reallocation, technology, shared services) and why they are insufficient.

Current Director is limited to PT while responsibilities and membership has increased substantially. More efforts are also being made to collaborate with other TOL departments and organizations to fill the needs of our senior population.

5. Alignment with Strategic Goals

Identify how this position supports Town Council goals, Master Plan objectives, or departmental strategic initiatives.

Having a part time administrator dedicated to the day to day tasks this role requires will allow the Senior Affairs Director to shine a bigger light by throwing a larger net over the needs of the increasing senior population in Londonderry.

Recommendation

Approval of [X] additional staffing position(s) for inclusion in the FY [Insert Year] budget.

[Department Head Signature]

[Typed Name]

[Title]