

Town of Northwood  
New Hampshire



***Voter's Guide***

Session #2 (Ballot Voting)  
Tuesday, March 10, 2015  
St. Joseph Church Parish Center  
844 First NH Turnpike

Polls open from 7:00 AM to 7:00 PM

# Town of Northwood 2015 Town Meeting Warrant

To the inhabitants of the Town of Northwood in the County of Rockingham in said State of New Hampshire, qualified to vote in Town Affairs:

You are hereby notified to meet in the **Auditorium of Coe Brown Northwood Academy**, 907 First NH Turnpike, in said Northwood on **Saturday, January 31, 2015 at 9:00 AM** to participate in the **First Session** of the 2015 Annual Town Meeting. This session shall consist of explanation, discussion and deliberation of the Warrant Articles numbered Two (2) through Twenty (20). The Warrant Articles may be amended subject to the following limitations: (a) Warrant Articles whose wording is prescribed by law shall not be amended, and (b) Warrant Articles that are amended shall be placed on the official ballot for a final vote on the main motion as amended.

**Second Session:** The Voting Session to act on all Warrant Articles, as amended, including the proposed budget, as a result of the action of the “*First Session*” will be held at the **Parish Center at St. Joseph’s Church**, 844 First NH Turnpike, in said Northwood on **Tuesday, March 10, 2015**. The polls will be open from **7:00 AM to 7:00 PM**.

**Article 1:** To choose all necessary officers for the ensuing year.

**Article 2: FIRE APPARATUS LEASE/PURCHASE**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease/purchase agreement for the sum of **Two hundred seventy thousand (\$270,000)** for the purpose of purchasing and equipping a Mini Rescue-style Pumper for the Northwood Fire Rescue Department to replace the 1997 International (Excellence) Rescue Truck and the 2004 International (Valley) Pumper Truck, and to raise and appropriate the sum of **Fifty seven thousand eight hundred twenty-two dollars (\$57,822)** for the first of five yearly payments, and to fund the payment by withdrawing the sum of **Fifty seven thousand eight hundred twenty-two dollars (\$57,822)** from the Fire/Rescue Vehicle Replacement Special Revenue Fund. This lease does not contain an escape clause. **(3/5 majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (No tax impact)**

*This article authorizes the board of selectman to enter into a lease purchase agreement to purchase a mini pumper to replace two older fire department vehicles. If approved this will be the maximum amount financed on a 5 year lease purchase, and will be the first of 5 payments. The final lease amount is expected to come in lower with the trade of the two vehicles being replaced. The payment will be made out of the fire/rescue special revenue fund used to purchase fire and rescue equipment.*

**Article 3: 2015 OPERATING BUDGET**

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$3,422,445**. Should this article be defeated, the default budget shall be **\$3,379,163** which is the same as last year, with certain adjustments required by previous action of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

**(Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.16)**

*This article is the operating budget for the Town. It contains funding for all departments and services. The 2014 budget request is recommended by both the Board of Selectmen (3-0) and the Budget Committee (14-0). The Operating Budget contains increases for contractual agreements, utilities, fuel, propane, steps and insurances. There are no cost of living adjustments (COLA) in the operating budget. This is addressed as a separate warrant article.*

**Article 4: AMBULANCE PAYMENT**

To see if the Town will raise and appropriate the sum of **Forty-eight thousand six hundred seventeen dollars (\$48,617)** for the third of five annual payments on a five year lease on Ambulance 1 and to fund this appropriation by authorizing the withdrawal of **Forty-eight thousand six hundred seventeen dollars (\$48,617)** from the Fire/Rescue Vehicle Replacement Special Revenue Fund. This lease agreement was approved at the 2013 Town Meeting and does not contain an escape clause. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (No tax impact)**

*This article authorizes the yearly payment for the new Ambulance #1 out of the special revenue fund used to purchase fire and rescue equipment. This is the third of five payments on the five-year lease/purchase plan.*

**Article 5: DEFIBRILLATOR PAYMENT**

To see if the Town will vote to raise and appropriate the sum of **Thirteen thousand, three hundred eighty-four dollars (\$13,384)** for the second of three yearly payments for two defibrillators for the Northwood Fire Department, and to fund this appropriation by authorizing the withdrawal of said sum from the unexpended fund balance as of December 31, 2014. This lease agreement contains an escape clause. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (No additional tax impact)**

*This article authorizes the yearly payment for the new defibrillators out of the special revenue fund used to purchase fire and rescue equipment. This is the second of three payments on the three-year lease/purchase plan.*

**Article 6: HIGHWAY EQUIPMENT CAPITAL RESERVE DEPOSIT**

To see if the Town will vote to raise and appropriate the sum of **Fifteen Thousand dollars (\$15,000)** to be deposited into the previously established Highway Equipment Capital Reserve Fund. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$ .03)**

*This is the yearly request to add funds to the capital reserve fund that is used to purchase large equipment/vehicles for the Highway Department (current balance is \$83,011). Yearly deposits to the fund provide an avenue of incremental funding for capital items resulting in reducing the impact to the taxpayer when purchases are made.*

**Article 7: HIGHWAY VEHICLE PURCHASE**

To see if the Town will vote to raise and appropriate a sum not to exceed **Ninety five thousand nine hundred dollars (\$95,900)** for the purchase of one truck, equipped with a dump body, plow attachments and a spreader for the Highway Department, and to fund this

appropriation by authorizing the withdrawal of **Eighty-three thousand dollars (\$83,000)** from the previously established Highway Equipment Capital Reserve Fund, and the withdrawal of **Twelve thousand nine hundred (\$12,900)** from the unexpended fund balance as of December 31, 2014. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 10-1) (No additional tax impact)**

*This article requests funding to replace one of the town's highway trucks, the two large ones being the source of numerous repairs over the past two years. The truck requested is a mid-sized (slightly smaller) model, fully equipped to better handle the smaller, narrower roads in the town.*

**Article 8: COST OF LIVING ADJUSTMENT FOR TOWN EMPLOYEES**

To see if the Town will vote to authorize a 2% cost of living adjustment (COLA) for all town employees, and appropriate the sum of \$26,551 to cover the salary and benefit costs associated with the increase. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 12-2) (Estimated tax impact: \$.06)**

*This article seeks to fund a cost of living wage adjustment (COLA) for all town employees. The last COLA was granted in 2009, which was 2%.*

**Article 9: TOWN HALL HVAC SYSTEM UPGRADE**

To see if the Town will vote to raise and appropriate the sum of **Sixty-nine thousand dollars (\$69,000)** for the purpose of upgrading the heating/cooling systems of the Northwood Town Hall, and to fund this appropriation by authorizing the withdrawal of **Forty four thousand dollars (\$44,000)** from the previously established Town Hall Improvement Capital Reserve Fund with the balance of **\$25,000** to be raised by taxation. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.05)**

*The Facilities Committee has recommended this project. The Town Hall is in need of a new heating and ventilation systems, both to upgrade their efficiency and reduce energy costs for both sections of the building. The Town is also looking into a state grant to restore the windows in the old building to complement the HVAC work. There is money available (\$44,658) in the Town Hall Improvement Fund for this work.*

**Article 10: ROAD CONSTRUCTION/RESURFACING**

To see if the Town will vote to raise and appropriate the sum of **One Hundred thousand dollars (\$100,000)** to be used for the construction, reconstruction, and/or resurfacing of town roads, and the refurbishing of ditches and culverts as recommended by the Highway Advisory Committee. **(Majority vote required) (Recommended by the Board of Selectmen 2-1) (Recommended by the Budget Committee 13-1) (Estimated tax impact: \$.21)**

*This article seeks additional funding for road maintenance/construction/resurfacing. The amount budgeted in the Operating Budget (\$221,668) is insufficient to keep pace with the work needing to be done according to the town's Road Surface Assessment and Seven Year Maintenance Plan as presented by the Highway Advisory Committee.*

**Article 11: LAGOON MAINTENANCE AND REPAIR EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **Fourteen thousand dollars (\$14,000)**, to be placed in the Lagoon Maintenance and Repair Expendable Trust Fund and to fund this appropriation by authorizing the withdrawal of that amount from the Lagoon Special Revenue Fund held by the Northwood Treasurer. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by Budget Committee 12-0) (No tax impact)**

*This article requests approval to deposit the 2013 proceeds of the operation of the lagoon into the expendable trust fund set up for its operation and maintenance. The fund currently has a balance of \$58,430 and is used to pay for monitoring of septic volume by hauler and more importantly, the monitoring of water quality in the wells used for that purpose.*

**Article 12: FACILITIES COMMITTEE EXPENDABLE TRUST**

To see if the Town will vote to raise and appropriate the sum of **Twenty-two thousand dollars (\$22,000)** to be deposited into the Facilities Committee Expendable Trust Fund previously established for the maintenance, improvement, repairs and replacement of general government buildings. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.05)**

*The article requests an annual appropriation into the trust fund that is used to repair and maintain all of the town buildings. The committee has earmarked \$7,000 for repairs to the Library side stairs and walkway and a concrete pad for their shed. In addition, \$15,000 has been allocated for several safety and code compliance repairs at the Town Hall discovered as a result of a survey conducted by building officials.*

**Article 13: TRANSFER STATION EXPENDABLE TRUST DEPOSIT**

To see if the Town will vote to raise and appropriate the sum of **Twenty one thousand six hundred fifty-nine dollars and sixty-one cents (\$21,659.61)**, to be placed in the existing Transfer Station Expendable Trust Fund previously established for the purpose of purchasing transfer station equipment and repairing and maintaining the transfer station buildings and to fund this appropriation by authorizing the transfer of that amount from the unreserved fund balance as of December 31, 2014. This amount is the equivalent of the amount received from the sale of recyclable materials in 2014. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 12-0) (No tax impact)**

*This article requests approval to transfer all of the funds received from recycling fees generated at the Transfer Station to the expendable trust fund used for the maintenance, repair and purchase of new equipment for the facility. The current balance in the fund is \$64,033.*

**Article 14: APPOINTING AGENTS TO EXPEND**

To see if the Town will vote to appoint the Board of Selectmen as agents to expend from the previously established Recreation Revolving Fund established in 2002. **(Majority vote required) (Recommended by Board of Selectmen 3-0)**

*This is a housekeeping article. At the time of passage, this article did not contain agents to expend. The Department of Revenue Administration recommends this for clarity.*

**Article 15: MILFOIL TREATMENT AND CONTROL PROGRAM EXPENDABLE TRUST**

To see if the Town will vote to raise and appropriate the sum of **Six Thousand dollars (\$6,000)** to be deposited into the previously established Milfoil Treatment and Control Program Expendable Trust Fund. **(Majority vote required) (Recommended by the Board of Selectmen 2-1) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.01)**

*This article represents the annual request for funds to support efforts to eradicate the invasive milfoil weed in our lakes and also assists in funding the Lake Host Program that informs boaters, and monitors watercraft for signs of milfoil. The current balance in the account is \$4,109.*

**Article 16: RENAMING MILFOIL EXPENDABLE TRUST FUND**

To see if the Town will vote to expand the purposes of the previously approved Milfoil Treatment and Control Program Expendable Trust to include treatment and control of any aquatic invasive species and to change the name of the fund to the **AQUATIC INVASIVE SPECIES TREATMENT AND CONTROL EXPENDABLE TRUST. (2/3 Majority vote required) (Recommended by the Board of Selectmen 3-0)**

*This article seeks to expand the purpose of the funding originally put forth to combat milfoil as other invasive species have been found and require the same level of effort to eradicate or at least control.*

**Article 17: BENEFIT PAY VESTED TIME EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **Fifteen Thousand dollars (\$15,000)** to be added to the Benefit Vested Time Expendable Trust Fund previously established. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.03)**

*The establishment of this fund was approved by the voters several years ago as a way to limit the impact of a long-term employee retiring and collecting accrued separation benefits. Without this fund, the money would have to come directly from the department budget line for salary, precluding the town from replacing the employee for several weeks. In emergency services, this could be a critical issue. The 2015 accrued liability for the town is \$175,499, and the fund currently has balance of \$42,280.*

**Article 18: CABLE EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **Thirty four thousand nine hundred thirty-five dollars and four cents (\$34,935.04)**, to be deposited into the previously established Cable Expendable Trust Fund and to fund this appropriation by authorizing the transfer of that amount from the unreserved fund balance as of December 31, 2014. This amount is equivalent to the amount received as cable TV franchise fees in the year 2014. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by Budget Committee 12-0) (No tax impact)**

*This article requests approval to transfer all of the funds received from cable franchise fees to the expendable trust fund used for the broadcasting of town events, as well as the coordinator salary, maintenance, repair and purchase of new equipment for the community television operations for the town. The current balance in the fund is \$64,033.*

**Article 19: CEMETERY IMPROVEMENT EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of **Four Hundred dollars (\$400)** to be deposited into the previously established Cemetery Improvement Expendable Trust Fund and to fund this appropriation by authorizing the transfer of that amount from the unreserved fund balance as of December 31, 2014. This amount is the equivalent of the amount received from the sale of cemetery lots in 2014. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 12-0) (No tax impact)**

*This article requests approval to transfer funds received from the sale of cemetery lots to the expendable trust fund used for the maintenance and perpetual care of the town's cemeteries.*

**Article 20: APPOINTMENT OF TOWN HIGHWAY (ROAD) AGENT**

To see if the Town will authorize the selectmen to appoint the town highway (road) agent in accordance with RSA 231:62, rather than electing a highway agent. If approved, the elected highway (road) agent will continue to hold office until the March, 2016 town meeting, at which time the elected office shall terminate. **(Majority vote required) (Recommended by the Board of Selectmen 2-1)**

*Currently, the election of the Highway (Road) Agent precludes the town from setting any standards or job requirements for this position, which is responsible for maintaining the town's highway system both in reconstruction, construction, paving, plowing, treating and widening. This would allow the governing body to establish minimum standards both for job performance and qualifications in the management of all highway and solid waste activities.*

**Article 21: NORTHWOOD'S 250<sup>TH</sup> ANNIVERSARY EXPENDABLE TRUST**

To see if the Town will vote to raise and appropriate the sum of **Five hundred (\$500) dollars** to be deposited into the 250<sup>th</sup> Anniversary Expendable Trust fund to support efforts to recognize the town's 250<sup>th</sup> anniversary. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: Less than \$.01)**

*A group of dedicated citizens has taken the lead to insure that a properly funded and historically appropriate dedication of our 250<sup>th</sup> birthday is held. This article will be the catalyst to that end.*

**Article 22: RECREATION FACILITY CAPITAL RESERVE FUND DEPOSIT**

To see if the Town will vote to raise and appropriate the sum of **Fifty thousand dollars (\$50,000.00)** to be deposited in the Recreation Facility Capital Reserve Fund for the purpose of continuing construction of the new athletic fields on Route 4. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0) (Estimated tax impact: \$.10)**

*This article seeks additional funds to continue the construction of the athletic facility complex (ballfields), and will fund the completion of the combination baseball and soccer fields and the parking area in Phase II.*

**Article 23: PUBLIC SAFETY COMPLEX EXPENDABLE TRUST FUND**

To see if the Town will vote to establish a **Public Safety Complex Expendable Trust Fund** under the provisions of RSA 31:19a for the purpose of a study to include a conceptual design for

a Public Safety Complex and to raise and appropriate the sum of **Thirty five Thousand dollars (\$35,000)** to be placed in this fund and furthermore to appoint the Selectmen as agents to expend. This is a special warrant article per RSA 32:3, VI. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 12-0) (Estimated tax impact: \$.07)**

*The Board of Selectmen appointed a Public Safety Complex Committee in late 2013 to study and make recommendations for a new public safety complex to accommodate the growing needs of our police, fire and emergency management departments. They have been meeting regularly to formulate strategy and plans and are requesting funding for assistance in this area.*

**Article 24 (BY PETITION)(AS AMENDED): STRUCTURAL ASSESSMENT OF TOWN BUILDINGS**

To see if the Town will vote to raise and appropriate a sum not to exceed **\$1.00** to engage the services of a professional architectural firm and any other professions as needed to conduct a functional assessment of all Town buildings to include the library, fire stations, police station, elementary school, community center, town hall, Highway Department needs and transfer station building. The functional audit should include but not be limited to the level of compliance of each building with the appropriate current building codes at the state and local level, space needs, functional deficiencies, and strengths of the buildings in regards to the building's ability to assist the departments in their providing of services for the town. This assessment may also provide additional justification for facility related capital needs including HVAC, power, electrical, communication, computer, and security systems. This assessment should be completed and presented to the Town through the Board of Selectmen no later than October 1, 2015. **(Majority vote required) (Not Recommended by the Board of Selectmen 3-0) (Not Recommended by the Budget Committee 12-0) (Estimated tax impact: Less than \$.01)**

**Article 25 (BY PETITION)(AS AMENDED): TOWN-OWNED VEHICLE POLICY**  
Shall we instruct the Board of Selectmen and Police Commission to review the town-owned vehicle policy? **(Majority vote required)**

**Article 26: OTHER BUSINESS**

To transact any other business that can legally come before this meeting.