



Northwood Board of Selectmen November 1, 2016

Chairman Bryer called the meeting to order at 6:00 p.m.

Chairman Bryer led the pledge of allegiance.

Roll Call

Selectman Donald Hodgdon, Selectman Rick Wolf, Chairman Scott Bryer, and Town Administrator Joe Gunter.

Absent- None

2017 Budget

Finance Administrator Sandy Garrett was present to discuss the budget.

Chairman Bryer stated that final budget as of November 1, 2016 is \$3,636,713.00. Chairman Bryer stated that they were going to go through each page and briefly discuss any issues or questions.

Executive office: Chairman Bryer clarified that the contracted services line has been increased to reflect the purchase of the server. Chairman Bryer also clarified that the new accounting software package was under Finance at \$14, 200. Chairman Bryer asks Ms. Garrett if they will able to bring information to the budget committee about the new finance software when they meet in December. Ms. Garrett stated that she hopes to have exact numbers along with an informational brochure to present to the committee.

Audit services: Chairman Bryer asked if the actuary review for \$6,000 was in that line also. Ms. Garrett stated yes. Chairman Bryer stated that he would like something to provide to the budget committee to explain why they were spending the extra \$6,000 in order to get the modified opinion.

Police Department: Chairman Bryer asked what else was cut from this line. Ms. Garrett stated that they reduced the gas line.

Fire Department: Chairman Bryer asked what was added back into this line. Ms. Garrett stated that the training was bumped up. Chairman Bryer clarified that a big part of the savings was because of a personal change. Ms. Garrett stated that they reduced the cell phone line as well. Mr. Gunter stated that the Chief wanted him to talk about the wage part time line. Mr. Gunter stated the Chief would like to use more paramedics in a part time capacity. He stated that it would be an additional \$4,200 to his budget. Chairman Bryer stated that this year the part time line was over spent, primarily because they were down a firefighter all year, so the full time line has extra money. He stated that the part time line should go down significantly because there were two new hires. He stated that the money should be in there and they don't need to increase it. Selectman Wolf stated that he would rather they didn't hire another part time paramedic. Chairman Bryer stated that two of the firefighters are paramedics as well, so they can work in both capacities when it's needed. Selectman Wolf stated that he worried that they would be wouldn't be able to track how many hours they worked if



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that was the case. Mr. Gunter stated that he spoke with the fire chief and he wanted to cover just one twelve hour shift at \$20 an hour because he's having a hard time getting people to come and work just as a paramedic at the \$15 an hour rate. Ms. Garrett stated that this is actually a savings to the department. The overage in the part time line offsets the shortage in the full time line. Selectman Wolf stated that he thinks that paying the part time paramedics more than the full time paramedics is opening the door to problems. Chairman Bryer stated that they can't exceed the full time paramedic salary. He asked if they could compromise and pay the part time paramedic \$17.50 an hour. Mr. Gunter stated that the wage scale has a \$17.23 and \$17.74. Selectman Bryer asked if the board was okay with \$17.23, with the understanding that after the budget is passed he will move up to the \$17.74.

Chairman Bryer made a motion to pay a certified part time paramedic, step nine, grade five, \$17.23 an hour. Selectman Hodgdon seconds. Motion carries 3/0.

Selectman Wolf asks if they are going to have a warrant article for the \$100,000 for the roads. Mr. Gunter stated that there is a warrant in the packet, but it is up to the board to decide if they want to put it in. Chairman Bryer asked if they were planning anything else besides Temperance Hill Road. Mr. Gunter stated that they were a few streets that they were looking at. Chairman Bryer stated that they should list the roads out that they are planning on working on for the budget committee. Mr. Gunter stated that they have a highway meeting tomorrow night and they will discuss what roads they will add to the list.

Selectman Hodgdon stated that he attended the Recycling Committee meeting last Tuesday. He stated that they are trying to make a deal to pay to ship the glass out and he knows it will substantially raise the budget. Chairman Bryer asked why they would get rid of it when it's not contaminating the environment the way they are dealing with it now. Selectman Hodgdon stated that he wasn't sure, they were just discussing it. Chairman Bryer stated that he doesn't see why they would raise the budget if it's not an issue. Selectman Hodgdon stated he just wanted to make the board aware that they were discussing it.

Selectman Wolf asked why animal control was up so much. Chairman Bryer stated that he thought they budgeted as if they had the regular full time person working. Selectman Wolf stated that he scrutinizes the time cards. He stated that the dog officer has been out chasing turkeys, raccoons and snakes off of people's properties. That is Fish and Game's job. The town dog officer shouldn't be out on those calls. The dog officer billed for hours that he shouldn't have been working. Chairman Bryer stated that the position is under the Police Department. In order to do anything they would need to move the position back to the Selectmen. Selectman Wolf stated that when the position has been filled, it's been consistently billed at 20 hours a week, when it should vary week to week since it's an on call position. Chairman Bryer stated that it's hard to keep the position full when they can't guarantee hours. Selectman Wolf stated that he just



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doesn't like to see the position abused. Chairman Bryer asked if they should make any changes to that budget or do they even need an animal control officer since they haven't had one in 5 months. Selectman Wolf stated that he has no problem having an officer, he just thinks there needs to be better supervision. Chairman Bryer stated that they can come back to this issue at another time.

Selectman Wolf asked what the increases in Parks and Recreation were. Chairman Bryer stated that the training for the life guards, and the addition to new programs for seniors.

Chairman Bryer stated that they reduced the Conservation Commissions budget by eliminating the contracted services line. Mr. Gunter stated that he spoke with Ms. Smith and she stated that there were no planned projects at the moment, and that they require planning well in advance.

Chairman Bryer stated that he wanted everyone to get the opportunity to ask any questions on the final budget. Over all, the budget is up \$124,000, which represents a 3.5% increase from last year. He stated they want to keep in mind that the default budget might be lower. The only risk is that on voting day, the voters could come in and vote on the default budget. So they may have to go in and make some cuts. They can only cut new services, not already contracted services. Ms. Garrett stated that they can put in one time purchases in the default, such as the server and accounting software, but they have to take it out the following year. Chairman Bryer asked to see the legislation on that at the next meeting.

Chairman Bryer asked Ms. Garrett if they are expecting any other changes on the budget in front of them. Ms. Garrett stated that she didn't foresee any changes.

Chairman Bryer asked if they were going to talk about the ZBA appointment. Mr. Gunter stated that He emailed Ms. Smith and explained that because of the scheduling they were going to schedule a meeting with the ZBA on November 22.

New Business

Acceptance of minutes – September 27, 2016

Selectman Hodgdon made a motion to approve the minutes for the September 27, 2016 meeting as written, seconded by Selectman Wolf. Motion Carries; 3/0

Acceptance of minutes – October 4, 2016

Selectman Hodgdon made a motion to approve the minutes for the October 4, 2016 meeting as written, seconded by Selectman Wolf. Motion Carries; 3/0

Chairman Bryer made a motion to approve the Selectmen's recommended budget



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of \$3,636,713. Seconded by Selectman Hodgdon. Motion carries 3/0.

Process Assessing Forms and Applications

Mr. Gunter provided the Board with a sale of a cemetery lot to Joseph and Marion Lovely. **Selectman Hodgdon made a motion to accept the sale of four gravesites and perpetual care at \$100 each site and \$100 each for perpetual care. Seconded by Chairman Bryer. Motion carries; 3/0.**

Mr. Gunter provided the board with intent to cut for Ms. Heigis. All taxes have been paid. **Selectman Hodgdon made a motion intent to cut where all taxes have been paid. Seconded by Chairman Bryer. Motion carries; 3/0**

Approval of Manifest(s)

Selectman Hodgdon made a motion to accept the vendor manifest #V-2016-21 in the amount of \$469,675.20. Selectman Wolf seconded. Motion carries 3/0.

Mr. Gunter provided the board with a blanket purchase order for road salt from the road agent. **Selectman Hodgdon makes a motion to accept the purchase order in the amount of \$10,000 for Morton Salt, inc. Chairman Bryer seconded. Motion carries 3/0.**

**Non-Public Session RSA 91-A:3, II (a, b c, d,e)
Chairman Bryer made a motion to go into non-public under RSA 91A-:3, II (C), seconded by Selectman Hodgdon at 6:57pm. Motion carries; 3/0.**

Roll Call

**Selectman Wolf – Yes
Selectman Hodgdon – Yes
Chairman Bryer – Yes
Motion carries; 3/0.**

Selectman Hodgdon made a motion to come out of non-public, seconded by Selectman Wolf. Motion carries; 3/0.

Roll Call

**Selectman Wolf – Yes
Selectman Hodgdon – Yes
Chairman Bryer – Yes
Motion carries; 3/0.**

Selectman Hodgdon made a motion to seal the minutes, seconded by Selectman Wolf. Motion carries; 3/0.



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Miscellaneous Signatures/Approvals

Mr. Gunter provided the board with signature request from the treasurer. **Selectman Hodgdon made a motion to sign the delegation of deposit authority signature request from. Selectman Wolf seconds. Motion carries 3/0.**

Mr. Gunter provided the board with a RSA-674.41 for 10 Simpson Lane. **Selectman Hodgdon makes a motion to approve the RSA-674.41 for 10 Simpson Lane, Map 105 Lot 36. Selectman Wolf seconds. Motion carries 3/0.**

Mr. Gunter stated that the road agent had some concerns with the heat in the shack at the transfer station. He is asking for approval to put in a mini split at a cost of \$3,975 to be taken out of the expendable trust fund. **Selectman Hodgdon made a motion to pay Central Energy, LLC for the installation of a mini split into the transfer station for heating and cooling purposes in the amount of \$3,975 to be taken out of the expendable trust fund. Selectman Wolf seconds. Motion carries 3/0.**

Mr. Gunter stated that he would like to praise Ms. Garrett for single handedly grabbed the water districts budget and all of their figures and straightened them all out. If she hadn't they still wouldn't have the tax rate set. The initial tax rate went down \$.04 this year. It was at \$24.94. The board needs to decide how much they need to buy this rate down by. Mr. Gunter provided the board a page with four boxes on it that has the buy down amount, what the town tax rate would be, and what the total tax rate would be with that number buying down the tax rate. It would remain at \$24.94 if they did nothing. Chairman Bryer explains that there is a surplus, but before they can do anything with that, there is a recommended amount of money that they keep in the surplus. If they wanted to have a 10% reserve, they could still buy down \$316,000 and still have 10% reserve. They have a policy that they don't go below 6%. He feels that if they picked 9%, they would still have almost 9% in the surplus, and they would also be reducing the tax rate by a full dollar.

2016 Tax Rate

Chairman Bryer made a motion to pick option 2, with 9% retention, and they will use \$445,000 to buy down the tax rate which would result in a town tax rate of \$4.59 and the total tax rate would be \$23.98. Selectman Hodgdon seconded. Selectman Wolf asked if the surplus included anything that they are getting back from the school. Chairman Bryer stated that it did include what the school is getting back. This decrease will show up on the next tax bills. This tax rate applies to the budget that they approved last year. **Motion carries 3/0.**

Warrant Articles

Mr. Gunter stated that the dollar amounts are not correct until they have a budget set. This is just a preliminary look at them to make the board aware of what's currently on the warrants and allow them to make changes. The articles would still have to go to legal.



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Chairman Bryer stated that he feels that the milfoil issue is starting to turn into a can of worms. So he is wondering if they want to budget all of the money in to article 11, and call it Aquatic Invasive Species Prevention Fund and a Milfoil Prevention Fund and write the article as an expendable trust fund, and let the voters decide.

Mr. Gunter stated that he has financing options and a quote for a new backhoe. He received 5 quotes. Selectman Hodgdon would like it to be written in the article that they will be trading in the old backhoe.

Chairman Bryer clarifies that the Scenic Road designation is a petition.

Town Administrator Report

Mr. Gunter stated that over the weekend he sent an email stating that the furnace in the fire department went out. The repair costs are about \$3,500.

Selectman Reports

Selectman Wolf stated that the bathrooms on some of the beaches are still there. Mr. Gunter stated that they were to be picked up by the 31st.

Selectman Hodgdon stated that he would like to see the transfer station job posted at the transfer station.

Chairman Bryer –no report.

Non-Public Session RSA 91-A:3, II (a, b c, d,e)

Chairman Bryer made a motion to go into non-public under RSA 91A-:3, II (A,C), seconded by Selectman Hodgdon . Motion carries; 3/0.

Roll Call

**Selectman Wolf – Yes
Selectman Hodgdon – Yes
Chairman Bryer – Yes
Motion carries; 3/0.**

Selectman Hodgdon made a motion to come out of non-public, seconded by Selectman Wolf. Motion carries; 3/0.

Roll Call

**Selectman Wolf – Yes
Selectman Hodgdon – Yes
Chairman Bryer – Yes
Motion carries; 3/0.**



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Selectman Hodgdon made a motion to seal the minutes, seconded by Selectman Wolf. Motion carries; 3/0.

Selectman Hodgdon made a motion to adjourn. Seconded by Selectman Wolf. Motion carries; 3/0.

***Respectfully Submitted,
Susan Jastremski -Austin
Land Use Secretary***