

**Town of Northwood
Budget Committee Minutes
April 7, 2014**

Chair Ginger Dole calls the meeting to order at 7:00 p.m.

PRESENT: Chair Ginger Dole, Vice Chair Betsy Colburn, Selectmen Representative Robert Holden, School Board Representative Timothy Jandebeur, Water District Representative John Jacobsmeyer, Daniel McNally, Bonnie Sears, Bunny Behm, Nicole Roy, Thomas Chase, Joseph McCaffrey, Keith McGuigan, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver.

ABSENT: Mike Carlton, as he has not been sworn in. Un-excused: Hal Kreider.

INTERNAL BUSINESS

Northwood Cove Village District Representative

A discussion is held regarding the membership and representation of the town's governing bodies and village districts. Ms. Dole explains that at the January 15, 2014 meeting the budget committee was made aware that the Northwood Cove Village District representative was not an elected commissioner of that district. She states that Ms. Smith researched this matter per her request and has obtained a legal opinion.

Copies of emails from NH Municipal Association Attorney Christine Fillmore are provided to members and reviewed.

Ms. Smith refers to the emails which provide an explanation and a recommendation. Ms. Smith states that Atty. Fillmore recommended in her e-mail that the budget committee be more conservative, and the district's representative be a district commissioner. State statutes are reviewed.

Mr. McNally makes a motion, second by Ms. Coburn, that the Cove Village District representative must be a commissioner of that district in order to be a member of the budget committee.

Discussion ensues regarding eligibility of members and the governing body. Ms. Smith explains that only an alternate member of the governing body can sit in for that member.

Mr. Holden explains the purpose of the Cove Village District. He notes that town governing bodies spend tax payer's funds; however, the Cove Village District only spends their own funds and it's for road maintenance, etc. He states that he will not support that the budget committee representative be a district commissioner. He explains that he understands the statute to be that to appoint someone other than a commissioner would be viable and he would prefer to have someone present that would want to be here.

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Lengthy discussion continues regarding elected officials and the interpretation of appointment. Members provide comments and concerns. Ms. Dole asks if they move forward with an appointed member, would there be future problems if other village districts are later formed in town. She states that the legal opinion states that representatives have always been elected members and it recommends a commissioner. She asks if the committee should deviate from the practice or continue it. Liability is also noted and discussed relative to the fact that there may be legal costs incurred if the representative was not a district commissioner and it is challenged.

Ms. Smith states that it is the responsibility of the district to provide a representative that lawfully meets the state statute. She adds that the Cove Village District could also provide their own legal opinion as to why they believe they can choose an alternate member. Discussion continues.

VOTE: YES: BC, DM, BB, NR, JJ, JM, TJ, GD. NO: RH, BS, TC, KM. Motion passes; 8/4, for the district representative to be a commissioner.

Discussion is held regarding clarity of the motion and **Mr. McCaffrey makes a motion to reconsider the motion, second by Mr. Jandebour.**

VOTE: YES: RH, BS, NR, TC, JM, KM, TJ. NO: BC, DM, BB, JJ, GD. Motion passes; 7/5, to reconsider.

VOTE: *Original Motion:*

Mr. McNally makes a motion, second by Ms. Colburn, that the Cove Village District representative to the budget committee must be a commissioner of the district in order to be the representative on the budget committee.

VOTE: YES: BC, DM, BB, NR, JJ, TJ, GD. NO: RH, BS, TC, JM, KM. Motion prevails; 7/5, for the district representative to be a commissioner.

A letter is to be sent to the Cove Village District notifying them of the budget committee's motion.

MINUTES

January 15, 2014

Mr. Chase makes a motion, second by Ms. Sears, to accept the minutes of January 15, 2014, as written.

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Motion passes, 9/0/3. Mr. Holden, Mr. McCaffrey, and Mr. McNally abstain, as they were not at the meeting.

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January 16, 2014

Mr. Jandebaur makes a motion, second by Ms. Roy, to accept the minutes of January 15, 2014, as written.

Motion passes, 9/0/3. Ms. Behm, Mr. McCaffrey, and Ms. Colburn abstain, as they were not at the meeting.

INTERNAL BUSINESS

Election of Officers

Chair

Ms. Sears nominated Ginger Dole for chair. Ms. Behm seconds.

Motion passes: 11/0/1. Ms. Dole abstains.

Vice-Chair

Ms. Sears nominated Betsy Colburn for vice-chair. Ms. Behm seconds.

Motion passes: 11/0/1. Ms. Colburn abstains.

BUDGET REVIEWS

First Quarter ~ Town

Mr. Holden states that the town is right on track for the first quarter and there is really nothing to report; everything is pretty straight forward.

Mr. Chase asks if the selectmen have designated any funds for the parking/driveway area at town hall. Mr. Holden states that he believes that something will be done this year. He adds that there are many more events that are being held at the town hall and the driveway area should be addressed.

Mr. Jandebaur notes that it appears that there are many overages in various printing lines. He also mentions that lines relative to winter maintenance have 16% remaining.

Cove Village District

There is no report for the village district.

With no further comments or discussions, Ms. Dole closes the work session at 8:03 p.m.

PUBLIC HEARING ~ WATER DISTRICT

Water District Commissioner John Jacobsmeyer is present. Copies of the water district's proposed budget and draft warrant articles have been provided in member's packets. Mr. Jacobsmeyer explains the documents provided noting the water district's actual expenditure items, revenues, and the district's assets. The warrant articles are read into the record by Mr. Jacobsmeyer.

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Mr. Carlton asks about all of the warrant articles. Mr. Jacobsmeyer explains that these are the warrant articles for the coming year. He explains that the district did go over budget.

Ms. Dole closes the public hearing for the Village of Northwood Ridge Water District for the 2014 budget at 8:12 p.m.

Water District Warrant Articles

Article 4. \$16,551. General District Expenses

Mr. McNally makes a motion, second by Ms. Colburn, to recommend Article 4, as written, in the amount of \$16,551.

Mr. McCaffrey asks if this amount is reflected from previous years and Mr. Jacobsmeyer explains the variables that make up good and bad years. He states that this makes the amounts vary. Further discussion is held regarding the expendable trust fund accounts. Ms. Smith states that the figures in a warrant article are not able to be altered by the budget committee. Ms. Dole explains that the process for the water district is a different process than other budgets. Mr. Jacobsmeyer further explains the assets of the district, the actual funding accounts used by the district, and the general maintenance requirements. **Motion prevails unanimously; 12/0.**

Article 5. \$1,000. Water District Expendable Trust for Major Repairs.
Ms. Behm makes a motion, second by Ms. Sears, to recommend Article 5, as written, in the amount of \$1,000. Motion prevails unanimously; 12/0.

Article 6. \$11,308.97. Water District Capital Reserve for System Enhancement.
Mr. McNally makes a motion, second by Mr. Chase, to recommend Article 6, in the amount of \$11,308.97. Ms. Dole states that this article is the amount of funds received for rent and will be transferred into the trust fund. **Motion prevails unanimously; 12/0.**

The necessary MS forms are distributed and signed by members.

OTHER BUSINESS

Resignation/Consideration of Open Position

Ms. Dole states that Mr. Ryan submitted his resignation at the last budget committee meeting, January 16. She states that an ad for members was placed in the Suncook Valley Sun and no responses to the ad have been received.

A discussion is held regarding options for the vacancy. Ms. Colburn suggests that another ad be run in the fall. Ms. Behm agrees. Mr. McNally asks if anyone ran and did not get elected and Ms. Dole replies, no. Ms. Smith states that all current postings will remain in place.

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Mr. McCaffrey makes a motion, second by Mr. Chase, to keep posting the vacancy on the website and other posting locations, and to not spend any additional funds for advertising until the fall. Motion passes unanimously; 12/0.

Audit

Mr. Chase refers to the auditor's letter regarding the processes of the town. He states that he is interested in receiving an update as to the progress of the noted improvements. Mr. Holden states that he will provide an update at the April 29 meeting.

Schedule Future Meetings

Ms. Dole states that the committee will discuss future meetings at the next April meeting. Mr. Jandebaur suggests meeting the first Monday of August, which will resolve the issue of not having the necessary figures available to the committee.

Correspondence

Ms. Dole notes that copies of the revised budget committee policies and procedures are included in this evening's packet. She refers to the changes that the committee voted on and approved.

ADJOURNMENT

Ms. Behm makes a motion, second by Mr. McGuigan, to adjourn. Motion passes unanimously; 12/0, 8:31 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary