

**Town of Northwood  
Budget Committee Minutes  
January 7, 2015**

Chair Ginger Dole calls the meeting to order at 7:05 p.m.

**PRESENT:** Chair Ginger Dole, Vice-Chair Betsy Colburn, Selectmen Representative Robert Holden, School Board Representative Timothy Jandebeur, Water District Representative John Jacobsmeyer, Thomas Chase, Bunny Behm, Keith McGuigan, Joseph McCaffrey, Hal Kreider, Jon Boudreau, Nicole Roy, and Board Administrator Linda Smith.

**ABSENT:** Excused: Cove Village District Representative Brad Hall, and Daniel McNally. Mike Carlton

**MINUTES:**

***December 6, 2014***

**Mr. Jandebeur makes a motion, second by Mr. Chase, to approve the minutes of December 6, 2014, as amended as follows:**

*Page 8: Delete: ...and assistance to business owners.*

**Motion passes; 11/0/1. Mr. McCaffrey abstains as he was not at the meeting.**

***December 13, 2014***

**Mr. Jandebeur makes a motion, second by Ms. Roy, to approve the minutes of December 13, 2014, as amended as follows:**

*Page 4: Add: ...K-8 portion of the...*

*Page 7: Delete: ...all...; Add: ...driven by...*

*Page 13: Delete: ...NR...*

*Page 14: Add: ... matched by the school board.*

**Motion passes unanimously; 12/0.**

**Town Warrant Articles:**

**A. 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. **(Recommended by the Board of Selectmen 3-0) (by Budget Committee)**

**Ms. Colburn makes a motion, second by Mr. Holden, to recommend Article A, as written.**

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

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**B. 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 amount received from the sale of recyclable materials in 2014. **(Recommended by the Board of Selectmen 3-0) (by Budget Committee)**

**Ms. Colburn makes a motion, second by Mr. McCaffrey, to recommend Article B, as written.**

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

**C. 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. **(Recommended by the Board of Selectmen 3-0) (by Budget Committee)**

**Ms. Colburn makes a motion, second by Mr. Holden, to recommend Article C, as written.**

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

**D. 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) (by the Budget Committee) (No tax impact)**

**Ms. Colburn makes a motion, second by Mr. Holden, to recommend Article D, as written.**

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

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\*\*THE BOARD OF SELECTMEN HAS VOTED TO RECOMMEND THE FOLLOWING ARTICLE WITH THE LANGUAGE IN BOLD ITALIC ADDED, AND REQUEST YOUR CONCURRENCE.

**F. 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. **(Recommended by the Board of Selectmen 3-0) (Recommended by the Budget Committee 14-0).**

**Mr. Holden makes a motion to reconsider Article F; second by Ms. Colburn.**

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

**Mr. Holden makes a motion, second by Ms. Colburn, to recommend Article F, as now written.**

Mr. Kreider asks about the overall intent. He states that he recalls that the amount was proposed for \$50,000. And then it was reduced to \$35,000. Mr. Holden explains that the chief asked the selectmen to include the conceptual design as part of the article.

**VOTE: YES: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. Motion passes unanimously; 12/0.**

**E. (BY PETITION): STRUCTURAL ASSESSMENT OF TOWN BUILDINGS**

To see if the Town will vote to raise and appropriate a sum not to exceed \$25,000 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**

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**Board of Selectmen 3-0) (by the Budget Committee) (Estimated tax impact: \$.05)**

**Ms. Colburn makes a motion, second by Mr. McCaffrey, to move Article E, for consideration.**

Ms. Behm states that she feels that there is not enough funds for what is being proposed. She adds that the school is included and this should be under the school district budget. She states that she believes that some of these items are already being addressed and completed. Mr. Holden states that many of these items are being done on an ongoing basis.

Mr. McCaffrey asks if there are other people and groups overseeing the buildings and the progress.

Mr. Chase states that there is no room in the police station; there is no holding cell. He states that this could present a very difficult problem.

Mr. Jandebaur states that there is a detailed study on the deficiencies at the town hall, which are being addressed in the proposed budget and the warrant article. He states that the same thing is going on at the school and the issues are also being addressed. He adds that there is also a detailed study for the community center and the items are being addressed in warrant articles. He states that it is better to address the issues than to study them.

**VOTE: NO: BC, RH, TC, BB, KM, JM, HK, JJ, JB, NR, TJ, GD. To not recommended; 12/0.**

**OTHER**

***Re-organizational and Quarterly Meeting***

Wednesday, April 29 at 7 P.M.

***Filing Periods***

Ms. Dole notes the filing period and reads the names of those whose terms are expiring.

***Reminders-Next Meeting***

Ms. Dole reminds the committee that the public hearings are next week, Jan. 13 and 14. The dates of deliberative sessions are Saturday, Jan. 31 for the Town at 9 A.M. at CBNA and Saturday, Feb. 5 at 7 P.M. at the Northwood School.

Mr. Holden states that he will not be able to be present on Jan. 15. Ms. Dole notes that Jan. 16 is scheduled as a snow date for Jan. 14 and Jan. 15.

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Mr. Jandebaur provides new copies of the proposed warrant articles with the updated ordering of the warrant articles. He also distributes revised School Support Personnel Contracts with minor changes made. Mr. Jandebaur states that the information relative to the liability with the retirement of teachers (earned benefit) was previously mailed out and the amount is \$106,779.

**ADJOURNMENT**

**Mr. Chase makes a motion, second by Mr. Holden, to adjourn at 7:50 p.m.  
Motion passes unanimously; 12/0.**

Respectfully submitted

Lisa Fellows-Weaver  
Board Secretary