

**Town of Northwood  
Budget Committee Minutes  
December 6, 2014**

Chair Ginger Dole calls the meeting to order at 9:10 a.m.

**PRESENT:** Chair Ginger Dole, Vice-Chair Betsy Colburn, Selectmen Representative Robert Holden, School Board Representative Timothy Jandebour, Water District Representative John Jacobsmeyer, Cove Village District Representative Brad Hall, Thomas Chase, Daniel McNally, Bunny Behm, Mike Carlton, Keith McGuigan, Hal Kreider, Jon Boudreau, Nicole Roy, Board Administrator Linda Smith, and Board Secretary Lisa Fellows-Weaver.

**ABSENT:** Excused: Joseph McCaffrey

**TOWN PERSONNEL PRESENT:**

Town Administrator Brent Lemire, Finance Administrator Sandy Garrett, Librarian Donna Bunker, Library Trustees Margaret Walker and Alternate Lorna Patey, Fire Chief James Lindquist, Police Commissioner John Schlang, Human Services Director David Balian, Town /Tax Collector Judy Pease.

**2015 TOWN BUDGET**

**Page 25**

Mr. Holden states that the total bottom line for the 2014 adopted budget was \$3,347,837. The 2015 Department Request is \$3,554,844 and the 2015 Board of Selectmen recommended budget is \$3,422,445, an increase of \$74,608. He distributes a summary sheet noting that there were areas of reductions experienced; however, the major drivers of the increases are as follows:

• Employee step increases:	\$14,926
• Technology licenses, web page and retainer:	\$8,062
• Restoration of records:	\$5,419
• Worker's Comp. insurance:	\$2,910
• Liability insurance:	\$8,554
• Part-time police officers:	\$11,294
• Fire Chief stipend:	\$16,000
• Diesel fuel – Fire Department:	\$5,000
• Vehicle maintenance – Fire Department:	\$2,500
• Highway vehicle repairs:	\$3,000
• Building maintenance items – Library:	\$3,033
• Economic Development activities	\$6,060
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	\$86,758

**Page: 11-13 Dept. 42211~Fire Department**

Mr. Holden states that the 2014 adopted budget was \$617,834. The 2015 department request is \$666,641. The selectmen have recommended \$648,142. The total increase for this department is \$30,299.

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Ms. Behm asks about line 110/Fire Chief Stipend. Mr. Holden explains that currently the fire chief is working 20-25 hours per week, 52 weeks per year, which totals about 1170 per year, or \$3.42 per hour. He states that the former fire chief worked part-time and was paid only a stipend. The proposal is for a compensation rate of \$20,000 per year, which is \$17.09 per hour. Mr. Holden states that this is supported by the selectmen. He notes that should the situation change, there is always the ability to revisit the stipend. He adds that the chief is doing a great job; he is committed to the process, has been doing a great job with improving the department and the necessary maintenance for the fleet. Mr. Holden states that this all takes time and effort.

Mr. Kreider asks if there has been any consideration given to an hourly rate rather than a flat stipend so that as the work flow fluctuates it could be adjusted. Mr. Holden replies that there has been no other discussion at the BOS level. Mr. Kreider states that by having an hourly rate the selectmen's concern of paying at a fair rate is addressed. Mr. Holden replies that currently there is a stipend and other options could be looked into. Mr. Kreider feels that this is a good amount for budgeting purposes.

Chief Lindquist comments that with a stipend he is not limited to a specific number of hours. He states that with an hourly system there is the possibility to devastate the budget. For example, with the recent storm he worked 62 hours.

Mr. Carlton asks if this is the only pay that the chief receives. Mr. Holden replies that this is the only compensation he receives.

Ms. Roy refers to line 111/Deputy Fire Chief Stipend, and asks if this is a new position. Chief Lindquist states that there has always been a deputy and he receives a stipend at the end of the year for the number of calls he has gone to. He adds that there is no increase proposed for the deputy fire chief.

Mr. Holden states that there was some discussion at the department and selectmen level relative to providing a stipend to the deputy fire chief. It was deemed prudent not to proceed this year.

Mr. Jacobsmeyer states that the description provided in the budget is not consistent with what has been discussed. Ms. Dole states that perhaps the explanation provided may need to be reworded. Ms. Garrett adds that there are many additional duties that the fire chief does other than just administrative. She states that he does all the communications for the town, phone systems and cell phones, emergency management, and dispatch, etc.

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Mr. McGuigan refers to line 820/Training and states that it appears that the department originally requested additional money on this line. Mr. Holden replies that the selectmen felt it would be better to allocate \$4,500 rather than approve the original request.

Ms. Roy asks about the grant funding lines, line 880 and 881. Chief Lindquist explains that after the budget requests were completed the grant guidelines were changed. He explains that he has since learned that the town is not eligible to receive the grant until 2016.

**WARRANT ARTICLES**

**Article B: AMBULANCE PAYMENT**

To see if the Town will vote to 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. **(Recommended by the Board of Selectmen 3-0) (by the Budget Committee).**

A discussion is held relative to the escape clause. Mr. Kreider states that he understood that if the ambulance was not paid for, the town would be sued for the amount owed. He asks if this should be proposed in the budget. Mr. Lemire states that it is presented as a warrant article because the funds for the payment come from the Fire/Rescue Vehicle Replacement Special Revenue Fund. **Mr. Holden makes a motion, second by Ms. Colburn, to recommend Article B, as written. VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD. Motion passes unanimously; 14/0.**

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

**Mr. McNally makes a motion, second by Mr. Chase, to recommend Article C, as written.**

Mr. McGuigan asks about the funding for this article. Mr. Lemire explains that the fund balance is used for the defibrillator payment and currently there is \$1.32 million in the Undesignated Fund Balance.

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**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**Article D: 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 does not contain an escape clause. **(3/5 majority vote required) (Recommended by the Board of Selectmen 3-0) (by the Budget Committee).**

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

Ms. Dole notes that there were extensive explanations provided by the selectmen regarding the proposed lease/purchase.

Ms. Behm asks if the withdrawal is to occur each year. Mr. Holden replies yes. Ms. Roy asks for the total amount in the fund. Chief Lindquist replies that there is currently \$373,068.39 in the fund as of November 20. He explains that there are two separate portions; one for fire and one for the ambulance.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**Article R. 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 studying 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 under RSA 32:3, VI. **(Recommended by the Board of Selectmen 3-0) (by the Budget Committee).**

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

Chief Lindquist explains that the funds requested are for a needs analysis, which is to be completed by a third party group. He adds that conceptual designs are not included with this proposal.

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Mr. Holden states that originally the article was presented in the amount of \$50,000. and included a conceptual design. He states that there is no land at this time and there are really no known plans for the building. He states that the vote of the selectmen was 2/1 for \$50,000. The article has since been revisited and was revised to remove "design" as well as the amount has been reduced to \$35,000. The selectmen support the amended article as did the public in attendance. It is noted that the draft provided to the committee still includes the word "design".

Mr. Chase asks what is included in a safety complex. Chief Lindquist replies that the complex would include police, fire, and emergency management. Additional discussion is held regarding the existing fire and police buildings and their current conditions.

Ms. Roy asks if it is proper procedure to vote on this article noting that the wording needs to be changed and the amount needs to be corrected. Mr. Holden suggests that when voting, remove the word design and input studying. Additional discussion is held regarding the wording relative to the establishing of this article and if there will be an option to continue with the fund. Ms. Dole replies that more than likely the entire balance will be used for the project and then a new article would need to be presented to continue the project.

***The motion and second have been withdrawn.***

The revised warrant article has been re-written and is read as follows:

**Article R. 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 studying 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 under RSA 32:3, VI. **(Recommended by the Board of Selectmen 3-0) (by the Budget Committee).**

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

Ms. Roy asks for clarification with the wording. She states that this article is establishing a new fund for the purpose of studying the complex and after the funds are expended and the town is ready for the design, the fund would not be able to be used because it was only established to do a study. Mr. Holden replies yes.

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Mr. McGuigan asks if this is how the selectmen want to proceed with this project and article. Mr. Jandebour states that he is on the safety complex committee. He explains that it is too late now to do anything relative to the warrant article. He states that the committee wanted to have a safety complex fund, funded with some money for a study and then continue to use the fund as the project goes forward with a design, land purchase, and then the building. He states that it probably should have been a generic trust fund for the entire complex project. He states that this is the beginning of the project and this will be addressed further next year.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

***Page: 9-10 Dept. 42111~Police Commission***

Mr. Holden states that the 2014 adopted budget was \$5,552. The 2015 department request is \$5,654. The selectmen have recommended \$5,654. The total increase for this department is \$102.

No discussion is held.

***Page: 10-11 Dept. 42112~Police Department***

Mr. Holden states that the 2014 adopted budget was \$791,600. The 2015 department request is \$807,367. The selectmen have recommended \$807,367. This is an increase of \$15,767.

No discussion is held.

Mr. McNally asks if a motion should be made to open the bottom line so that the committee can proceed throughout the document.

**Mr. Holden makes a motion, second by Mr. Chase to recommend the 2015 selectmen's proposed 2015 requested amount of \$3,422,445.**

***Page: 21-24 Dept. 45501~Library***

Mr. Holden states that the 2014 adopted budget was \$193,964. The 2015 department request is \$206,353. The selectmen have recommended \$199,353, an overall increase of \$5,389.

Mr. Holden states that after discussions, the library was in agreement with the selectmen's vote. Mr. Jandebour states that an item was relocated from the library budget and into the town's budget; the library will still get the item. Mr. Holden states that there are no disagreements with figures.

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**Page: 18-19 Dept. 44141~Animal Control**

Mr. Holden states that the 2014 adopted budget was \$14,677 and the 2015 department request is \$14,996. The selectmen have recommended \$14,996. He states that this is an increase of \$319.

Mr. Kreider asks if the animal control officer position is an hourly wage. Mr. Holden replies yes.

**Page: 3 Dept. 41401~Restoration of Records**

Mr. Holden states that the 2014 adopted budget was \$1. The 2015 department request is \$5,420. The selectmen have also recommended \$5,420, an increase of \$5,419.

Town Clerk/Tax Collector Judy Pease is present. Mr. Kreider asks what this section of the budget includes. Mr. Holden explains that this covers the condensing and binding of all records into a permanent volume. Ms. Pease explains this is for the town's vital records. These books contain all town records, minutes of town meetings, articles of agreements from businesses, and anything that is recorded. She adds that all these documents are very old, may be stapled onto a page, or are loose papers inset into the book. She explains that the restoration process places all of the documents into a therma-sleeve; they will not fade. She adds that the book can be taken apart if necessary. She states that the current books are falling apart.

Ms. Pease explains that 3-4 years of the town reports are also bound into one volume. She notes that in the past she received a grant for some to be bound and it is time to get back on track. She states that the schedule has fallen behind.

Ms. Roy asks if there is any electronic version for these documents. Ms. Pease replies that the documents are put onto a DVD and are retrievable. She states that the town hall and library retain a copy of the DVD. She adds that the books are kept in a fire retardant room in town hall.

Mr. Hall asks if this is an ongoing process. Ms. Pease replies yes.

Mr. Kreider asks if the schedule is behind and Ms. Pease replies yes. She states that she is now proposing 9 years of town reports and the town's records are for 1980-1987. She states that the volumes contain more than one year.

Mr. Kreider asks if the current year volume can be done with any money in the budget. Ms. Pease explains that the volumes cannot be done now because they contain more than one year.

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**Page: 3 Dept. 41402~Voter Registration**

Mr. Holden states that the 2014 adopted budget was \$2,358. The 2015 department request is \$1,358. The selectmen have also recommended \$1,358. He states that this is a decrease of \$1,000.

Mr. McGuigan asks why there is a decrease. Ms. Pease replies that there are fewer elections.

**Page: 3 Dept. 41403~Elections**

Mr. Holden states that the 2014 adopted budget was \$4,793. The 2015 department request is \$2,693. The selectmen have also recommended \$2,693. He states that this is a decrease of \$2,100.

Mr. Holden states that there is a decrease due to fewer elections.

**Ms. Colburn makes a motion to recommend the bottom line. Mr. Holden seconds. *The motion and second are withdrawn*** due to the fact that there is already a motion on the floor.

**Ms. Colburn makes a motion to move the question. Mr. Holden seconds.**

**VOTE: YES: BC, RH, TC, MC, JB, BH. NO: DM, BB, KM, HK, JJ, NR, TJ, GD. Motion passes unanimously; 6/8. Motion fails.**

Discussion resumes.

**Page: 25 Dept. 46510~Economic Development**

Mr. Holden states that the 2014 adopted budget was \$640. The 2015 department request is \$6,700. The selectmen have also recommended \$6,700., an increase of \$6,060.

Mr. Kreider provides an overview of the projects that the economic development committee (EDC) has worked on for 2014. He explains that this year a visitor version of the business directory was printed and was very well received. This project was around \$2,000. for set up and printing. He states that this year they would like to print a homeowner version, sent out to all homeowners, encouraging purchasing from local businesses. Also proposed is improvements to the town's website. He adds that there is \$1,000. included for other activities.

Ms. Colburn asks if the homeowners guide will be mailed out. Mr. Kreider replies that no final decision has been made. He notes that it has been discussed to include in the Suncook Valley Sun.

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Mr. Kreider notes that there is no postage allocated; however, the bottom line is accurate.

Ms. Roy asks if in 2015 there is evidence that printed materials make any difference in terms of bringing in business. She asks if funding should be considered for more modern technology such as social media. Mr. Kreider states that this is an ongoing debate. He explains that there is a certain percentage of people that will utilize the internet and there is a percentage that will only use printed materials. He states that printed media is being utilized.

Ms. Roy notes that the proposed amount seems extraordinary for an initiative where there is no "one for one" return on investment. Ms. Dole states that this is for two different programs. Ms. Colburn states that she agrees that the cost of printing the guide seems high. She adds that some should be printed. Ms. Behm notes that a booklet format will not be able to be included in the Sun.

Mr. McGuigan suggests that the businesses contribute to the funding for printing and distribution. Mr. Kreider states that the EDC is trying to support the businesses and there is no charge to the businesses for these documents. Mr. Holden states that the more businesses in town the better the tax base.

Mr. Jandebaur states that the booklets are advantageous to have. He states that the EDC is trying to utilize local business. He reminds the committee that three businesses have left town in one month. He states that the town needs to promote local business. He states that in the surveys that the planning board did for the Master Plan study, it is clear that the residents want business to help alleviate their taxes. He states that he likes the hard copy of the booklet and suggests printing both as a package.

*Ms. Dole calls for a recess at 10:30 a.m. Session resumes at 10:40 a.m.*

Mr. Lemire introduces David Balian as the new human services director.

**Ms. Colburn calls to move the question. Second by Mr. Holden.**

**VOTE: YES: BC, RH, BB, MC, JJ, JB. NO: TC, DM, KM, HK, BH, NR, TJ, GD. Motion passes unanimously; 6/8. Motion fails.**

Discussion ensues.

**Page: 15 Dept. 43121~Paving and Reconstruction**

Mr. Kreider reviews budgeted amounts over the past five years. He states that it appears that the budget for this department is less in terms of spending; however, costs have increased. He states that in terms of what is being done it seems as if there is less and less being done. He states that over the years the

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roads have been discussed at length. His conclusion is that \$221,000 is not enough money to get ahead and the town will never get ahead.

Mr. Holden thanks Mr. Kreider for his comments. He states that a few years ago there was a bond proposed and it did not pass. He notes that a warrant article will be presented for the roads in 2015 in the amount of \$100,000. Mr. Kreider asks if there should be more money added to the budget. Mr. Holden states that funds can be added to the budget; however, the entire budget may fail for that one line item.

Ms. Behm states that in years past the funds were not used. Mr. Kreider agrees that there were a few years where that was the case.

Mr. Lemire states that there is one outstanding invoice for paving that was recently done.

Mr. Chase asks about the bond issue that was proposed a few years ago. He explains that his opposition to support a bond to finance roads was the mistaken notion that it would be paid for by the State of NH rather than the town's budget. He states that seeing the voters reject the bond as a rejection of road maintenance is not necessarily true. He adds that the roads continue and will continue to need more attention. He adds that he is delighted to see the paving of the recent roads; however, it is only a short term cover. He states that the selectmen will need to educate the voters that having roads that are impassable is not a good way to keep up the property values of the town.

Ms. Roy states that some of the voter education comes in to play by explaining that we either pay for roads or pay for maintenance to vehicles. She states that the contribution may not be the same; however, it still needs to be addressed. In addition, Ms. Roy comments that the town's infrastructure is also a key component in decision making for new residents, small businesses, and bringing in tourism to the town and keeping it.

Mr. Jandebour states that there was a split vote with the selectmen for the warrant article. He states that he voted against the warrant article for \$100,000. He explains that everyone agrees that the roads have deteriorated over the past few years and they are getting worse. He states that he feels that we really need to look at how the money is being spent and we really do need to spend more; however, until there is a coherent and consistent policy as to how the money will be spent, he will not vote to spend any more money.

Ms. Behm states that she agrees with Mr. Jandebour; however, disagrees that he is stating this as she feels that he should be supporting the vote and should be upholding the majority of the vote. Ms. Dole states that if someone were to

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get up at deliberative session and ask why it was not a unanimous vote then he is providing his rationale.

Mr. Jandebour states that he is here today as the school board representative.

Mr. Holden states that there is a lot of truth to what Mr. Jandebour has said; however, the fact of the matter is that there are three selectmen on the board. He states that none of those three people are experts on the roads and every three years the town elects an expert. He states that there has been warrant articles proposed asking the voters if they want to appoint or elect the town's road agent and every year the town votes to elect the road agent. He adds that the warrant article is presented again this year to either appoint or elect the road agent, which is the position that has the responsibility for making the decisions for organizing the plan. He notes that the selectmen's vote is 2/1.

Mr. Kreider states that he recalls that there was a 5-7 year plan. Mr. Holden replies that there is an overall proposal. He adds that the plan has been provided to the highway department and road agent to execute.

Mr. Lemire adds that the highway advisory committee (HAC) did prepare recommendations for 2015 and he notes that this follows the 5 year plan.

**Mr. Kreider makes a motion, second by Mr. McGuigan, to increase the budget for 43121/Paving and Reconstruction from \$221,668, to \$250,000, an increase of \$28,332.**

**VOTE: YES: TC, DM, KM, HK, JJ, JB, NR, GD. NO: BC, RH, BB, MC, BH, TJ. Motion passes; 8/6.**

**Page: 8 Dept. 41913~Zoning Board of Adjustment**

Ms. Roy asks about the legal services, line 320. She states that there is only \$1 allocated in the line and the line is over expended. Mr. Holden replies that there is a legal line within the budget that distributes funds to all department legal lines, as needed.

**New Bottom Line**

**\$3,450,777. an increase of \$102,940.**

Mr. Holden comments that this is an increase over \$100,000. He states that he was not feeling really good about an increase of \$74,000; however, in looking at the breakdown he could justify most of the increases. He states the proposed amount is now over \$100,000. He suggests looking at "the budget creep" that is experienced every year. He states that he will not support the new bottom line.

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Mr. Jandebaur states that he agrees with Mr. Holden. He expresses concern that an increase over \$100,000. will cause the town to end up with a default budget. He adds that there are issues that need to be addressed in the town, the issues have been noted as well as how the selectmen have come up with this proposed budget. He states that a default budget will not be enough; items will need to be removed that are truly needed. He states that he will not support the new bottom line.

Mr. Holden states that at the end of the day the committee will look back and say that the budget did not pass because of \$25,000. that may or may not be used and is only a small fix.

Ms. Dole states that she voted in favor to add the additional funds to the highway department's budget; however, she expresses concern with how the roads are being addressed. She states that many of the roads need to be redone with a new base and this is not in the existing plans. She agrees that the additional funds being added could be the difference in approval of the proposed budget vs. a default budget.

Ms. Colburn agrees and adds that the new proposed amount will cause the town to end up with the default budget.

**Ms. Behm amends the motion, second by Ms. Colburn, to recommend the budget to the originally proposed amount of \$3,422,445, by reducing the 43121/Paving and Reconstruction by \$28,332.**

**VOTE: YES: BC, RH, BB, MC, JB, BH, NR, TJ, GD. NO: TC, DM, KM, HK, JJ. Motion passes; 9/5.**

**A. 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. **(by the Budget Committee)**

**Mr. Jandebaur makes a motion, second by Ms. Colburn, to recommend the selectmen's proposed bottom line of \$3,422,445.**

Mr. Holden reminds members that the vote is extremely important as the count is noted on the information provided to the public. He states that it would be

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nice if the committee could agree on a number and help to assure that the town does not end up with a default budget.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

Mr. Holden thanks the committee for their support.

**WARRANT ARTICLES**

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

**Ms. Behm makes a motion, second by Mr. McNally, to recommend Article E, as written.**

Mr. Kreider asks if this requested amount is sufficient based on what is anticipated to be purchased. Discussion is held regarding the capital reserve fund and the plan. Mr. Kreider asks if the capital reserve plan matches. Mr. Holden replies probably not; it is not enough.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**F. HIGHWAY VEHICLES LEASE/PURCHASE**

To see if the town will vote to raise and appropriate a sum not to exceed **One hundred sixty thousand dollars (\$160,000)** for the purchase of one truck, equipped with a dump body, plow attachments and a spreader for the Highway Department, and to fund this by authorizing the withdrawal of **Eighty-three thousand dollars (\$83,000)** from the previously established Highway Equipment Capital Reserve Fund, and to fund the balance by authorizing the withdrawal of **Seventy-seven thousand (\$77,000)** from the unexpended fund balance as of December 31, 2014. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (by the Budget Committee) (No additional impact on the tax rate).**

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

Mr. Holden explains that last year one of the concerns from the budget committee was that a plan was needed for the highway department. He states that the selectmen have been working diligently to create the plan. He explains that initially there were two vehicles proposed; however, after discussion, only one will be proposed at this time.

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Mr. Hall asks for the amount in the reserve fund. Mr. Lemire replies that the total is \$83,007. and this will deplete the account. Mr. Holden refers back to Article E, which adds \$15,000. into the account; it will not be enough.

Mr. Boudreau asks if the proposal is to replace a truck or adding to the fleet. Mr. Holden states that this will be a replacement.

Mr. Jandebaur states that the expenditures for maintenance on the existing truck are incredible; it really needs to be replaced. He adds that this truck was down during a recent snow storm.

Mr. Holden states that he believes that the truck was purchased three years ago for \$15,000. from surplus.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

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

**Mr. McNally makes a motion, second by Mr. Chase, to recommend Article G, as written.**

Mr. Kreider asks for the history of COLA over the past few years. Ms. Garrett explains that the last COLA was a 1.5% COLA and was received in 2006.

Mr. Jandebaur states that some staff have maxed out of their steps and are not receiving any raise, which is why he supports the COLA. He notes that the cost of living has gone up.

Ms. Behm asks when steps are given, every other year. Ms. Garrett replies that a step increase is given every year and is 3% per step. She adds that the COLA proposed this year is 2%.

Mr. Holden states that the increase in the budget for employee steps this year is \$41,477.

Mr. McGuigan asks if COLA increases have been proposed in previous years. Mr. Holden replies no. Mr. Jandebaur states that in prior years the selectmen felt that it was not the right timing. He adds that this year the selectmen feel it is the right timing.

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Ms. Colburn states that the employees that are qualified for a step increase will receive a 5% increase if the COLA passes. Ms. Dole replies that is correct.

Mr. Holden states that the town's revenues are up particularly auto registrations. He states that some of that increase will help fund the COLA's this year for the employees.

Ms. Roy states that this would be an additional tax burden. Ms. Dole explains that the additional revenue will help offset the increase as the additional revenues are taken into consideration when the tax rate is set. Mr. Holden states that additional revenues are added into the unexpended fund balance, which will be used to buy down the taxes; it is pretty consistent. Mr. Jandebaur states that \$200,000 was taken out of the fund balance this year to buy down the tax rate. Mr. Holden states that there will be an impact to the tax rate; however, some of the revenues from new vehicles being purchased will help to offset that.

**VOTE: YES: RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ. NO: BC, GD. Motion passes; 12/2.**

**H. 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 by authorizing the withdrawal of **Forty-four thousand dollars (\$44,000)** from the previously established Town Hall Improvement Capital Reserve Fund and to fund the balance of **\$25,000** by taxation. **(Majority vote required) (Recommended by the Board of Selectmen 3-0) (by the Budget Committee)**

**Ms. Behm makes a motion, second by Mr. McNally, to recommend Article H, as written.**

Mr. Holden asks when the amounts of the tax impact will be available. Mr. Lemire replies that the impacts should be available before the final meeting.

Mr. Carlton asks if this article has been presented before. Mr. Holden explains that last year the article passed for \$44,000 and was underfunded when the project went out to bid. He states that materials were purchased by the supplier and were returned. Mr. Holden states that companies are getting busy and the suppliers are raising prices of supplies and equipment. He states that for every year that the project is delayed the price increases.

Mr. Kreider asks why the project is so expensive. Mr. Holden replies that it is the scope of work needed due to the structure of this building.

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Mr. Jandebaur states that he supports this article. He adds that this is needed for those that work in the building. He states that \$44,000 is in a reserve and is an inadequate amount for the project.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**I. 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 in the construction, reconstruction, and/or resurfacing of town roads, and the refurbishing of ditches and culverts as recommended by the Highway Advisory Committee. **(Recommended by the Board of Selectmen 2-1) (by the Budget Committee)**

**Mr. Holden makes a motion, second by Mr. McNally, to recommend Article I, as written.**

Mr. McGuigan asks if the committee can change a warrant article. Ms. Dole replies no. Funding can be adjusted at the deliberative session. Mr. McGuigan asks why this was not taken out of the unexpended fund balance. Mr. Holden explains that a warrant article allows input from the taxpayers to support the article or not. He states that funds taken out of the fund balance are a decision made by the selectmen. He notes that the amount of the fund balance is teetering on the lower end.

Mr. Kreider states that he is wondering the basis for the \$100,000. He states that he is not opposed to the article; however, based on prior discussions of the committee how is this going to get approved by the public when it is so desperately needed. He suggests the selectmen consider reducing the amount just to get the repairs going and it will show some productivity.

Mr. Holden states that this is for paving roads and highways. He states that this amount is necessary to fund an additional project. If another project can't be taken on, a lesser amount is not really going to help.

Discussion ensues regarding the need to catch up. Mr. Kreider states that he feels that this will be a hard sell to the public and the town really needs to catch up on the road work. He suggests reducing the amount. He states that he is not opposed to the money but is opposed to the approach. Mr. Holden states that he will take this back to the selectmen for discussion for next year. Mr. Kreider expresses concern that the roads will just continue to get worse.

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Ms. Roy asks what the plan is and if there is funding. Mr. Holden states that there is plan that is published and he will make sure that this is available. He adds that the funding is what is being proposed. Mr. Holden adds that the selectmen have tried to establish a bond and it did not pass. He suggests that the board look into presenting a bond next year and try again.

Ms. Dole states that with a warrant article the focus is on a specific amount of money for a specific purpose. She states that if this article passes then the entire amount is for the roads, as opposed to it being placed in the operating budget and being accessible for other items and not the intended purpose.

Mr. Kreider suggests that the committee recommend the article as it will bring the item to the forefront showing support of the committee that something needs to be done.

A brief discussion is held explaining the process at deliberative session relative to changing a warrant article. Mr. McGuigan asks if the committee's votes are provided and Mr. Holden replies yes. Mr. McNally states that the committee is now voting to recommend or not to recommend and should the article be amended at the deliberative session the intent still stands.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, GD.  
NO: TJ. Motion passes; 13/1.**

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

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

Mr. Lemire explains that during the budget season the departments are asked to submit requests for larger repairs and this account is the funding for these repairs. He adds that the building inspectors have conducted a survey of the town hall building and there are repairs that need to be done totaling \$10,000. He adds that \$7,000. in major repairs are needed for the library. He states that all major repairs for town buildings are addressed through this account.

Ms. Roy asks if there is a current town wide Capital Improvements Plan (CIP) and any connection to the trust funds for the planned long term activities/repairs. Mr. Holden states that there is a CIP committee. Mr. Jandebeur states that the plan is within two years of being accurate. He states

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that most all of the issues in this fund are below the threshold of the CIP as it has to be a certain amount of money to be included.

Mr. Jandebour explains that there is a memorandum of understanding (MOU) with the library specifically noting what is listed as maintenance and what are improvements. He states that there are plans in place for work to be done. He adds that the facilities committee deals specifically with improvements; therefore, the selectmen moved \$7,000. from the library budget into the facilities committee for improvements as these items are improvements, not for maintenance.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**M. 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. **(Recommended by the Board of Selectmen 2-1) (by the Budget Committee)**

**Mr. Holden makes a motion, second by Mr. Jandebour, to recommend Article M, as written.**

Mr. Hall states that he is on the board of directors of the Northwood Lake Watershed Association (NLWA) who lead the fight against invasive species in the lake. He explains that his role is to coordinate the milfoil abatement programs. He states that his opinion is that this is not enough money. He states that the association and state have spent a lot of money on the treatment of milfoil. A treatment plan is done each year. Grant money has been received in the past. He adds that this year there has been explosive growth of the invasive plant. He states that they are trying to avoid chemical treatments and are using hand harvesting with divers. He states that the NLWA has reached out to the towns of Epsom and Deerfield for contributions. He states that they will need to cut back on treatments if the funds are not available.

Mr. Holden states that the selectmen did discuss this at their meetings and the initial discussion was to add \$7,500, which resulted in a split vote; therefore, the amount was reduced to \$6,000.

Discussion ensues regarding the treatments of other lakes and the potential threat to other lakes in Northwood. Mr. Kreider notes that there is a risk to the other lakes and the tax base of the town.

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Further discussion is held relative to getting more funds into the process through the involvement of the neighboring towns.

**Mr. McGuigan calls to move the question. Mr. Carlton seconds.  
Motion passes unanimously; 14/0.**

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

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

**Mr. McNally makes a motion, second by Ms. Behm, to recommend Article N, as written.**

Mr. Kreider asks what percent the town is covered for. Mr. Lemire states that the liability is \$163,000 with only \$42,000 funded.

Mr. Chase states that it is important to appreciate the town's employees with COLA increases, etc.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**P. 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 go into this fund to support efforts to recognize the town's 250<sup>th</sup> anniversary. **(Recommended by the Board of Selectmen 3-0) (by the Budget Committee)**

**Ms. Behm makes a motion, second by Ms. Colburn, to recommend Article P, as written.**

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**Q. 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

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Route 4. **(Recommended by the Board of Selectmen 3-0) (by the Budget Committee)**

**Mr. McNally makes a motion, second by Mr. Carlton, to recommend Article Q, as written.**

Ms. Dole states that she understood that last year's withdrawal of funds of \$53,000. was to complete the fields. Now this article is proposed to add another \$50,000. to continue the construction of the fields. Mr. Holden states that the fields are at the point where they need finish grading and there is not enough money to do that.

Ms. Behm states that last year the funds were to complete the project. Mr. Jandebeur explains that over the last 10 years these fields have been worked on. He states that the lower fields are soccer fields and only need slight improvements. The back field was to be a full size soccer field and a full size baseball field. He states that last year they asked to use the funds and make the fields useable. Once done the ball fields committee along with the facilities committee and recreation committee began looking further into issues. It has now been changed to be a combined overlay field for baseball and soccer. Mr. Jandebeur states that the costs have been reviewed and most of the area is ledge and requires more material to be added. He states that \$50,000. will come close to completing the project. He notes that approximately \$200,000. has already been spent.

Mr. Chase asks if the \$53,000. has also been spent. Mr. Jandebeur replies no and adds that they need to do the entire project all at once; they cannot do the remainder of the work in phases.

Ms. Dole asks what the town has for useable fields. Mr. Jandebeur replies that there are two soccer fields now and no baseball fields. He states that this will complete the combination soccer and baseball fields. Ms. Roy adds that the two lower fields are youth size and the third field will be a regulation field.

**VOTE: YES: BC, RH, TC, DM, BB, MC, KM, HK, JJ, JB, BH, NR, TJ, GD.  
Motion passes unanimously; 14/0.**

**MINUTES:**

**October 15, 2014**

**Ms. Behm makes a motion, second by Mr. Chase, to accept the minutes of October 15, 2014, with amendments as follows:**

Page 3: Change: ...Mr. Holden... to ...*Mr. McCaffrey*...

**Motion passes; 13/0/1.** *Ms. Colburn abstains as she was not at the meeting.*

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**2015 NORTHWOOD COVE VILLAGE DISTRICT**

Brad Hall, district representative, states that the village district is proposing three warrant articles. He states that Article 1 is for the elections of the district officers.

Mr. Hall refers to the materials previously provided and explains that there is a summary sheet included with the actual figures as well as the proposed budget for 2015. He states that a few changes were made resulting in a reduction of almost 2%; \$7,801. to \$7,652.

**ARTICLE 2:** *To see if the Northwood Cove Village District will vote to raise and appropriate the Northwood budget committee's recommended budget amount of seven thousand six hundred and fifty two dollars (\$7,652) for general municipal operations. This article does not include special or individual articles addressed. (Majority vote required) Commissioners recommend 3-0. Tax impact \$0.87 per thousand valuations.*

Road Maintenance	\$3,000
Plowing	\$3,700
Sanding	\$500
Miscellaneous Expense	\$452

**Ms. Behm makes a motion, second by Ms. Colburn, to recommend Article 2, as written.**

Mr. Holden states that he is a member of the Northwood Cove Village District. He thanks Mr. Hall for his hard work. He states that if funds are going to be raised for the improvements, please spend the funds and improve the roads. Mr. Hall states that this comment was raised at the last meeting and they are trying to move forward with a plan and hope to have the plan completed prior to the annual meeting.

**VOTE: Motion passes unanimously; 14/0.**

**ARTICLE 3:** *To see if the Northwood Cove Village District will vote to raise and appropriate the sum of two thousand five hundred dollars (\$2,500) to be placed in the existing Road Maintenance Expendable Trust Fund previously established to fund the maintenance of the roads, and to fund this appropriation by authorizing the transfer of that amount from the unreserved fund balance as of December 31, 2014. (Majority vote required) Commissioners recommend 3-0. No tax impact.*

**Ms. Behm makes a motion, second by Mr. McNally, to recommend Article 3, as written.**

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Mr. Hall states that this is a small budget and they are trying to attract contractors. He adds that the amount in the expendable trust fund and the money budgeted for 2015 will be a fair amount for the process.

**VOTE: Motion passes unanimously; 14/0.**

**OTHER**

Mr. Jandebeur provides copies of the school's proposed budget.

**ADJOURNMENT**

**Ms. Behm makes a motion, second by Mr. McGuigan, to adjourn. Motion passes unanimously; 1:00 p.m.**

Respectfully submitted,

Lisa Fellows-Weaver  
Board Secretary