



Northwood Board of Selectmen Meeting Minutes of January 19, 2007

Town Hall Northwood NH – January 19, 2007 -- 6:00 p.m.

Call to Order

Selectman Witham called the meeting to order at 7:15p.m.

Roll Call

Selectman Witham, Selectman Hadley and Town Administrator Harriet Cady

Mr. Witham stated that Chairman Bryer was absent due to a work trip to Arizona

Mr. Witham stated that they were there to discuss the overall operating budget of the Town Of Northwood.

Ms. Cady stated that the subtotal for the selectmen is ten thousand two hundred ninety nine dollars and thirty cents (\$10,299.30) has not changed and the subtotal for the Town Administrator is seventy five thousand seven hundred ninety seven dollars and sixty two cents (\$75,797.62) has not changed as well.

Discussion was held on the COLA and steps and Mr. Witham stated to Mr. Hadley that not everyone was getting steps. Ms. Cady stated that the health insurance and dental increase was 13.4% this year.

Ms. Cady stated that one of the things that increased in the budget was Network Managers. Ms. Cady stated that Network Managers came in on January 18, 2007 with their contract and we were paying two thousand five hundred (\$2,500) and then an additional three thousand eight hundred and twenty one dollars (\$3,821.) for repairs and if they have to come to the office. The contract of five thousand dollars (\$5,000) is in the budget now.

Ms. Cady stated that she had changed the retirement, before it was .681 and it increased to .874 as of July 1, 2007 per the letter received. Mr. Hadley stated that the budget stated health and dental was 13.7% not 13.4%.

Ms. Cady stated that there were two things that increased in the part time Cable Coordinator budget. The increases were in the salary which was eight thousand (\$8,000) last year and has increased to sixteen thousand one hundred twenty dollar (\$16,120) due to adding an additional twenty hours to his time. Ms. Cady reminded the board that they instructed her to increase the Deputy tax collector/ Town Clerks salary and stated that this was another increase in the budget.

Mr. Hadley asked if the elections were ok now. Ms. Cady stated that she reduced the moderator from seven hundred (\$700) to two hundred (\$200) per the Board of Selectmen.

Ms. Cady stated that Sandy had done up the wage criteria with the hours of the Executive Secretary at twenty hours (20) and twenty four (24) hours for the Municipal receptionist and twenty hours (20) for Office Assistant, Kathy Todt. And they were all hired at twenty eight (28) hours. Ms. Cady stated that she changed these figures to reflect the hours they were hired at.

Mr. Hadley asked Ms. Cady if the audit had been scheduled for the year. Ms. Cady replied that it had not been scheduled as of this time but all of the materials are being gathered to be sent to start the process.

Mr. Hadley asked Ms. Cady if she had changed the wording on the legal line and Ms. Cady stated that she had changed the wording on the legal line. Mr. Hadley also asked Ms. Cady if the wage study money was taken out of the budget of 2006. Ms. Cady stated that it was.

Mr. Hadley stated on the budget it stated one year prior and was written as 2007 and Ms. Cady stated that this was wrong it should be 2006. Ms. Cady stated that the program is designed to change the dates for the years and it has changed the dates in the budget. Ms. Cady stated that she would have to call ADS and ask them why it changed the date.



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Mr. Hadley pointed out that the Workers Compensation was fifteen thousand eight hundred (\$15,800) in 2006 and this year it has gone up to twenty eight thousand (\$28,000) for 2007 and wanted to know why. Ms. Cady stated that this was the bill that the town received. Ms. Cady stated that the crossing guard at Coe-Brown was hit by a car and Ms. Garrett had sprained her ankle so the bill could reflect the accidents by the town.

Ms. Cady stated that another increase was the Police School Resource Officer insurance per the board meeting and Ms. Cady stated that this is money they get back from Coe-Brown.

Mr. Hadley asked about the retirement and stated that he saw it had gone down. Mrs. Cady stated it had not gone down but in fact they were notified that it was at .874 starting July 1, 2007 up from .681 for this year.

Mr. Hadley stated that there was a memo in regards to the Building Inspector reducing his hours. Ms. Cady stated that the Chief Building Inspector had asked to reduce his hours. Mr. Witham asked how much the building department's budget had increased. Mr. Hadley stated that their budget went from sixty thousand (\$60,000) to approx. one hundred thousand (\$100,000).

Ms. Cady stated that the Warrant Article that Mr. Hadley had for the Transfer Station, she had taken out the "Two (2) containers as they are in the budget line for equipment at the transfer station so there is an eight thousand dollar (\$8,000) increase in that line. Discussion was held on the condition of the containers and if they are in good shape. Mr. Witham stated that he had a meeting with Lamprey on January 24, 2007. Discussion was held on the warrant articles for the Transfer Station and lease agreements for the compactors.

Discussion was held on the Assessing Department and what was budgeted in the previous years and the salary for the department. Mr. Witham stated that it was previously budgeted for a full time for the assessor.

Mr. Hadley stated he would like to put a note in regarding the wage study and Ms. Cady stated that is suppose to be done at the end of January.

Mr. Witham asked about the line item for the Planning Development and stated that the numbers keep going up and down. Ms. Cady stated that Linda Smith asked for thirty thousand (\$30,000) for the Part Time Planner and this is five thousand dollars (\$5,000) less than last years and the selectmen budgeted five thousand (\$5,000) less than the Planning Board is asking for. Ms. Cady showed the differences from last year and this year for the Planning Department salary.

Discussion was held on the ADS system and the errors that Ms. Cady has been seeing. Mr. Hadley asked if the copies of the budgets are ready to give the public. Ms. Cady stated no because of the errors in the budget because of the ADS system. Ms. Cady stated they are having problems printing the budget from the ADS system. Ms. Cady gave examples to the board of the problems they are having with the budget and ADS system. Mr. Witham stated that he feels that there is a big problem. Ms. Cady stated that the system will not let her put columns together with the notes and the person from ADS stated it was not possible to do this. Ms. Cady stated the price for the ADS software per year is three thousand eight hundred and eleven dollars (\$3,811). Discussion was held on the training of the ADS system and the need for fifteen hours, per the ADS representative. Mr. Hadley asked Ms. Cady if she, in speaking with ADS representatives, thinks this will be resolved as of today and if she has reviewed the manuals to see if she could fix the problems. Ms. Cady stated that it is not written in the manuals for these problems and she does not see the problem resolved at this time.

Discussion was held on the wages of the Health Officer and the increase in his pay of the 3.3% COLA. Mr. Hadley stated that there was a 20% increase and was asking where it was coming from. Mr. Witham stated that he did not like that the salary line had been increased when the Board of Selectmen stated that they did not want I the bed bottom inspections and that the salary line had increased based on the Health Officer wanting to do them. Mr. Witham stated he did not know how this line got increased but he doesn't like it because the selectmen said no.

Discussion was held on the animal control officer and the allocation of a new vehicle. Mr. Hadley stated that the line was two thousand five hundred dollars (\$2,500) for a new vehicle and Ms. Cady stated that it was voted that there would be five thousand dollars (\$5,000) allocated for the purchase of a new vehicle. Mr. Hadley stated that the budget needed to be changed to reflect this amount. Ms. Cady stated that she didn't think that Mr. Witham disagreed with Mr. Bryer's decision to make the line for the Animal Control Officer five thousand dollars (\$5,000). Mr. Witham stated he would like to see this meeting again where this was discussed because he doesn't remember saying anything regarding this expenditure.



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Ms. Cady stated another line that has increased was the Fire Department Salary which increased from seventy nine thousand thirty nine dollars (\$79,039) to eighty two thousand six hundred sixty four dollars (\$82,664) with the 3.3% COLA. Ms. Cady stated that the Assistant Fire Chief was in last week and stated that the salaries had not yet been increased.

Mr. Hadley asked about the Warrant Article for the Recreation Director being full time and if it was still a Warrant Article when it is in the operating budget. Ms. Cady stated that Ms. Locke had presented the board with a petition for a special town meeting to instruct the Board of Selectmen to make the Recreation Director full time. Ms. Cady stated it had nothing to do with the Warrant Article to have the Recreation Director full time. Ms. Cady stated that when she was hired there was a petition to withdraw the petition but there was never a warrant article for just the Recreation Director to be full time. Ms. Cady stated that if the Board of Selectmen do not put it in as a warrant article then Chris Andrews is willing to put it in. Ms. Cady stated that there would be no cost because it was already budgeted last year. Mr. Witham stated legally the Board of Selectmen could make this a full time position. Ms. Cady stated that warrant are directed to the selectmen but in the long run the selectmen have the authority to run the town and if the warrant article says to do it or if they feel that they can't do it, the board does not have to. It is incumbent upon the selectmen to do what the people want but they aren't required to do so.

Mr. Witham stated that he wanted to discuss Highway Department vehicle purchase. Mr. Witham stated that there is ten thousand dollars (\$10,000) that is going into the capital reserve and there is twenty three thousand dollars (\$23,000) in there already. Ms. Cady stated that this article was taken out because they were going to expend the money so there is no reason to put it in. Discussion was held on the selling of the truck and/or the trade in the vehicle. Ms. Cady stated that she was concerned about the wording in this article that states "A purchase of a new truck with a Fisher plow". Ms. Cady stated that if they were unable to get a Fisher plow then they would not be able to buy the truck. Ms. Cady stated that "Fisher" should be taken out for it just to read "plow". Mr. Witham agreed that is what needs to happen. Ms. Cady stated if the truck was traded the tax impact would be less.

Discussion was held on the Capitol reserve fund and what it is used for.

Mr. Hadley brought up discussion on the Benefit pay and it being raised to fifteen thousand (\$15,000). Ms. Cady stated that she had put in ten thousand (\$10,000) and Mr. Bryer wanted to see it raised to fifteen thousand (\$15,000) and Mr. Witham wanted it to stay at ten thousand (\$10,000). Mr. Hadley had stated he wanted it to go to fifteen thousand (\$15,000).

Mr. Hadley stated that there should be a warrant article put in to be able to tape school meetings with the cable fund. Ms. Cady stated she would draft the article. Mr. Witham stated that this should definitely be done. Mr. Witham stated that the board gave the facilities committee an option to either tear the Teen Center down or to fix the Teen Center. Ms. Cady stated that Ms. Knox, of the Facilities Committee, recommended that the Teen Center be torn down and let the Fire Department to burn it but the Fire Department stated that the Teen Center is made of mostly cement block and would cost too much to haul it away. Ms. Cady stated that which ever the town meeting decides the selectmen will withdraw the other article regarding the Teen Center.

Discussion was held on the budget and the bottom line between 2007 and 2006 and what the increase is. Mr. Hadley wanted to know the difference between years and the big increases in 2007. Ms. Cady stated the changes in the departments from 2006 to 2007. Mr. Hadley stated that if someone from the budget committee wants to know why things were reduced or increased he wants to be able to answer to why this happened. Mr. Witham stated that he did not vote yes for the final budget he only voted yes for the preliminary budget.

Ms. Cady stated that there is an amount for five thousand dollars (\$5,000) for a person to do the lawn mowing as well as a warrant article for another Highway laborer. Ms. Cady stated that if the warrant article is passed for a new highway laborer then the line item for the lawn mowing can be reduced by five thousand dollars (\$5,000).

Discussion was held on the Cola and steps for employees and where the employees come in when the wage study is completed. Ms. Cady stated that some of the money that was budgeted for wages might not be spent if the employees are not put into a higher wage bracket.

Mr. Witham stated that he would like to go into a non-public session. Mr. Hadley stated that this meeting was posted for budget session and does not want to discuss other issues at this time.



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Ms. Cady stated that she has called and spoken with ADS many times and the problem is the numbers are not being displayed correctly and feels that the budget should not be for the public at this time because the figures are not printing out right.

Mr. Hadley motioned to adjourn at 9pm, seconded by Mr. Witham, passed 2/0

Respectfully submitted,

Jennifer M. Boulay
Executive Secretary to the Board of Selectmen