



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood 818 First NH Turnpike Northwood, NH 03261
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**Board of Selectmen Budget Work Session Minutes
November 1, 2022**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Tim Colby, Select Board Member Beth Boudreau, Select Board Member Jim Guzofski, and Select Board Member Pamela Sanderson.

STAFF PRESENT: Town Administrator Walter Johnson, Finance Director Cheryl Eastman

6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the Pledge of Allegiance.

Town Clerk/Tax Collector: Marisa Russo presented this budget. J. Guzofski asked about the change in wage line #4004 from the Department amount of \$39,177 to the BOS amount of \$40,367. The Deputy Town Clerk/Tax Collector has recently received her annual performance evaluation and was granted a Step increase. That change is reflected in this line. Finance Director Eastman explained that some lines had been shifted in this budget between the Software and the Contracted Services line to show expenses in the proper lines. In the past (2018 default budget) some software costs were shown in the Executive budget as well.

Restoration of records: Marisa Russo presented this budget. She is waiting on a quote for restoration of more volumes of vital records. The proposed amount of \$6,984 should cover at least 2 more volumes. By law we have to preserve these documents and have 4 or 5 more volumes to preserve.

Highway Administration:

PW Foreman Chris Brown presented this budget. The overtime line has been increased a little due to the increased wages. H. Kreider commented that it is beneficial to have Chris out there plowing and it saves us money on outside contractors. TA Johnson added that he can manage the various subs while he is out there also. There are two on-call staff that are called in when needed, which also reduces the contractor expense. The electricity line is subject to change with the increase in kw hour costs but is offset by the reduction in usage due to the new light fixtures. The heating line has \$1 because they utilize the waste oil burner instead of purchased fuel. The Contracted Services line is for building and grounds maintenance for highway buildings and the grading of roads. Vehicle maintenance should be a little less than in the past due to a newer fleet of vehicles with less potential problems. Currently the 1-ton truck is in for

42 general maintenance and brake work – items that are standard wear and tear. The truck is still under
43 warranty. The new 6-wheeler is coming off warranty soon, but we don't foresee any issues with it. There
44 is an increase in the tools and supplies due to doing more repairs and maintenance in-house. The backhoe
45 is also off warranty and has had lots of maintenance issues. The department tracks the vehicle
46 maintenance and equipment maintenance separately.

47 Highways and Streets – Paving: Chris Brown presented this budget. Some of the paving work is under the
48 Block Grant line. To contribute to a reduction in the budget, TA Johnson suggested moving \$95,000 out
49 of that line in the operating budget and put it into the Road Improvement Expendable Trust Fund article
50 instead. The road plan for 2023 should cost around \$350,000, if not more. \$100,000 will be left in the
51 Road Improvement Expendable Trust Fund at the end of the year. There is a warrant article to add
52 \$50,000 to that. The warrant article for the Capital Appropriation for paving has \$200,000. Allen Farm
53 Road can be deducted from the road plan because it was completed this year. TA Johnson said the road
54 plan is almost at the point of balancing the ongoing maintenance vs the reconstruction of roads. After
55 discussion of the best way to fund the amount needed for the road plan next year, the consensus of the
56 Board is to leave \$10,000 in the line # 4501 (Paving – Misc. Small Projects). The Tree Work line has been
57 reduced. This line is only for tree removal work that is not related to road reconstruction projects. The
58 Contracted Services line includes the roadside mowing costs. This does not include the mowing at the
59 recreation fields. The Board discussed crushing the gravel removed from the recreation fields vs buying
60 gravel. The Equipment Rental line is for the cost of renting an excavator for 3 months.

61 Highway – Snow Removal: Chris Brown presented this budget. The Contracted Services line is a reduction
62 due to in-house staff plowing prior to contractors being called in. It is starting to pay off having the
63 equipment and personnel on hand. Last year's frequent ice events led to more usage of sand and salt.
64 The Equipment Maintenance line covers the cutting edges for the plows. J. Guzofski asked if there were
65 any other costs that could be removed from the operating budget and funded through the unassigned
66 fund balance to reduce the budget. TA Johnson said everything else is operations related and should be
67 included in the operating budget.

68 Sanitation: Chris Brown presented this budget. The wage line proposes a part-time Attendant #4 for 13
69 hours per week. The current staff of three covers the 26 hours a week at the transfer station but an
70 additional 13 hours a week would allow them to be on a rotating schedule. This would give everyone one
71 weekend off a month. It will also reduce the hours that Chris and Jeff Call now spend to run the transfer
72 station which takes them away from Highway work. They are hoping to hire someone who can run the
73 equipment and handle some of the weekly tasks that Chris and Jeff do on a regular basis. If this person
74 had any hours available, they could also swing over to the Highway department and help there as needed.
75 This would be an extra laborer position in highway, not a heavy equipment operator. B. Boudreau asked
76 if they could help with building maintenance tasks as well. There was concern over being able to find
77 someone to work for only 13 hours a week. H. Kreider suggested increasing the hours to 26 each week.
78 P. Sanderson said to stay with 13 hours with the knowledge that we could increase those hours later. B.
79 Boudreau feels it looks sneaky if we hire someone for 13 hours a week and then the hours increase. The
80 Board agreed to compromise at 20 hours per week. The Facility Improvements, Maintenance, and Repair
81 line includes costs for glass crushing. Chris Brown explained this is still up in the air, pending the official
82 report from DES. Until we have that report, we don't know what we will need to do with the glass and
83 what the costs will be. If we need to contract someone to haul the glass away, it could be a substantial
84 increase. The Board discussed the participation in the annual Household Hazardous Waste Day in
85 Rochester and if it was worth the cost to the town to join.

86 Solid Waste: TA Johnson said that Chris Brown has done a good job of finding another transport hauler
87 to save money. The Board discussed the amount of demolition and furniture at the transfer station and
88 revenue received. The revenue goes into the general fund and doesn't come back to the budget to directly
89 offset the expenses.

90 Cemeteries: TA Johnson said they will go out for bid this year for the cemetery mowing contract unless
91 they can get the vendor to negotiate an extension of the existing contract.

92 General Government Buildings: The improvements made to the Community Hall building will hopefully
93 help with heating costs. The Contracted Services line covers the pest control program and cleaning
94 services. At the parade buildings, the town hall will start to use oil heat in November. The mini split
95 system alone can't heat the meeting room sufficiently in the winter. The Grounds Maintenance line is the
96 second part of the mowing contract. None of this mowing contract is allocated to the Recreation
97 department. TA Johnson reminded the Board the Recreation department is requesting a part-time person
98 to do all the mowing for recreation. TA Johnson said the town hall needs to be painted. A quote of \$9,500
99 was received to do the whole building except the 1974 addition. Currently, figures for that work are not
100 budgeted. The work on the back of the town hall is critical. Chris Brown did a temporary patching of
101 clapboards, but they need to be replaced on the back and where the building meets the 1974 addition
102 due to rotting. The Board discussed using ARPA funds for the work on the town hall, but not the Center
103 School building. J. Guzofski, P. Sanderson, and T. Colby are OK with using ARPA funds for maintenance
104 items. Landscaping on the parade grounds was also discussed. A figure of \$22,000 would cover the town
105 hall painting, expansion of the lobby and siding repairs.

106 **Motion: "To spend up to \$22,000 from the ARPA funds to fix clapboards on the town hall, paint the**
107 **town hall, and install landscaping."**

108 **Motion: T. Colby**

109 **Second: J. Guzofski**

110 P. Sanderson has personal reservations about the amount of ARPA funds that are being spent on these
111 town buildings instead of out in the town.

112 **Motion carried by vote of 5/0.**

113 PW Warrant Article: Chris Brown is requesting a 25,900 pound, 20' deck trailer with dual axels, beaver
114 tail, and loading ramps for hauling the backhoe and excavator. He has been using his personal ramp truck
115 in the past at no cost to the town. He has a quote for \$18,000 and it will be able to be hauled with any of
116 the highway department trucks.

117 There is also a warrant article asking to put \$40,000 in the Highway Equipment Capital Reserve Fund.

118 CIP Request: Chris Brown had requested to purchase an excavator in the CIP. The Committee denied the
119 request stating it is cheaper to rent one. He is OK with renting an excavator for three months a year and
120 it is in the budget.

121

122 Outside Agencies/Vendor Payments: After discussion by the Board, they tabled this budget until each
123 service can provide information about how many Northwood residents they serve and what services they
124 supply.

125

126 Patriotic Purposes: An increase was requested from the VFW to cover increased costs of police details and
127 flags and hardware. This budget was tabled until the Police Chief is asked if he needs a detail officer for a
128 minimum of 4 hours for a detail for the parade that lasts for about ½ hour.

129

130 Economic Development: The Board reduced this budget down to \$1 until such time as an active
131 committee is formed.

132
133 Donations: This budget was tabled until the Historical Society can tell the Board for what purpose they
134 use the \$500 given to them.

135
136 WARRANT ARTICLE REVIEW:

- 137 4. Operating budget – still to be determined.
- 138 5. Highway Equipment Trailer Purchase - \$20,000 to come from the Highway Equipment Capital
139 Reserve Fund.
- 140 6. Northwood Elementary School Emergency Shelter Generator – Cost of \$190,000, with a potential
141 grant of up to \$75,000 and \$115,000 to come from the unassigned fund balance.
- 142 7. Road Construction/Resurfacing/Paving and Ditching – Projects in 2023 include crack sealing on
143 Bow Lake Road, paving and shimming on Church St, Harmony Road, and Jenness Pond Road.
144 \$200,000 to come from the unassigned fund balance.
- 145 8. Recreation Complex Improvements – This article consists of \$20,000 to create gravel out of the
146 ledge removed at the recreation fields and the items backed out of the operating budget
147 consisting of benches, picnic tables, and fencing to come from the unassigned fund balance.
- 148 9. Master Plan Update – H. Kreider proposed the article should be for \$45,000 with a potential grant
149 up to \$15,000 and \$30,000 from unassigned fund balance or the ARPA funds. The consensus of
150 the Board is to take it from the unassigned fund balance.
- 151 10. Ambulance Cab and Chassis Lease/Purchase - \$200,000. The Board discussed the funding source
152 and after reviewing the projection of revenue and expenses from the fund agreed \$75,000 to
153 come from the Ambulance Revenue Fund and \$125,000 to come from a lease purchase
154 agreement.
- 155 11. Forestry Vehicle - \$60,000 to create a new forestry truck with the old ambulance cab & chassis.
156 After reviewing the projection of revenue and expenses from the fund, the Board agreed to fully
157 fund this from the Fire Rescue Vehicle Replacement Special Revenue Fund.
- 158 12. Tanker lease payment - \$52,237 to come from the Fire Rescue Vehicle Replacement Special
159 Revenue Fund.
- 160 13. Ambulance lease payment of \$26,225 to come from the Fire Rescue Vehicle Replacement Special
161 Revenue Fund.
- 162 14. Expendable Trust Fund Deposits – amounts to be determined after year end.
- 163 15. Vested Benefit Expendable Trust Fund Deposit - \$10,000 to replenish the fund after several
164 longer-term employees left employment.
- 165 16. Highway Equipment Capital Reserve Fund Deposit - \$40,000 to come from the unassigned fund
166 balance.
- 167 17. Police Equipment Capital Reserve Fund Deposit - \$6,000 - same as last year.
- 168 18. Lagoon Maintenance and Repair Expendable Trust Fund Deposit – amount to be determined after
169 year end.
- 170 19. Aquatic Invasive Species Prevention Expendable Trust Fund Deposit - \$7,000 same as last year.
- 171 20. Aquatic Invasive Species Treatment Expendable Trust Fund Deposit - \$12,000 – same as last year.
- 172 21. Terrestrial Invasive Species Expendable Trust Fund Deposit - \$10,000 for Japanese Knotweed
173 spraying.

- 174 22. Facilities Committee Expendable Trust Fund Deposit - \$30,000 to come from the unassigned fund
175 balance.
- 176 23. Information Technology Capital Reserve Fund Deposit - \$6,000. TA Johnson said the fund
177 currently has \$26,400 in it. He has requested that funds to replace the town hall server and
178 replace two routers at the fire department come out of the ARPA funds. If that does not happen,
179 this article may need to be increased to cover those costs along with the upcoming computer
180 replacements. P. Sanderson said she would rather see the server and router replacements come
181 from the ARPA funds and leave \$6,000 in this article. H. Kreider agreed. The remaining selectmen
182 want to not fund this Capital Reserve Account this year and use APRA funds for the server and
183 routers replacements. This article will be removed from the warrant.
- 184 24. Road Improvement Expendable Trust Fund Deposit - \$50,000 to come from the unassigned fund
185 balance.
- 186 25. COLA of 5% - the Board felt that 5% was too high and decided on a 3% COLA and to remove “in
187 the event of the proposed 2023 town budget not passing,” from the wording.
- 188 26, 27, 28. Full Time Code, Compliance & Building Inspector Position with a cost impact of \$42,700.
189 Full Time Assistant Librarian Position with a cost impact of \$17,100. Full Time Technology
190 Librarian Position with a cost impact of \$16,700.
- 191 B. Boudreau feels the cost estimates in these three articles are deceiving because they should all
192 be budgeted based on a family plan for insurances. The Board discussed the non-binding vote
193 from 2022 town meeting regarding full time positions. H. Kreider would like to change the
194 wording to “convert” from part time to full time. There was lengthy discussion about the Board’s
195 authority to change positions without a vote of the town, whether a precedent would be set for
196 future years, if the increases should be included in the operating budget, and how to budget the
197 costs of the impacts. TA Johnson and FD Eastman feel we need to budget for what we currently
198 have in place or know of. We are aware of what plans would be selected by the employees in
199 these part-time positions now. B. Boudreau feels since these are new positions, they should be
200 budgeted for the worst-case scenario of a family plan for benefits, in case the person in the
201 position changes. FD Eastman said by that thought process, the entire health and dental
202 insurance line in the budget needs to be refigured for everyone at the family plan level, which
203 would artificially inflate the budget significantly. The issue was tabled until the next meeting on
204 November 15 when the Board members need to be prepared to state how they want these
205 articles to read, the dollar amounts, or if included in the budget.
- 206
- 207 H. Kreider asked the Board members if they would like to see two warrant articles regarding the Center
208 School building. The first would say “To see if the town will vote to raise XXX to renovate the Center
209 School back to full use conditions, bringing it up to current codes for XYZ use.” The second article would
210 say “If the prior article fails, will the town vote to raise XXX to demolish the building and restore the land
211 to flat.” These would give the Board a good indication of what the town wants done with the building.
212 After discussion, the Board agreed to place the articles on the warrant.
- 213
- 214 Trustee of Trust Funds Warrant Article Request – TA Johnson said the Trustees are asking for \$5,000 to do
215 a research and update of the roughly 60 trust fund accounts they manage. The end product would be a
216 complete history and any modifications made over the years to all the funds. The Board asked for more
217 specific details. TA Johnson reported we have information on the town funds, but not necessarily for all

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218 the perpetual care funds and individual trust funds. The consensus of the board was to put in the warrant
219 article and take the funds from the unassigned fund balance.

220

221 At 9:37,

222 **Motion: "To go into a non-public session under RSA 91A: 3 II (b) – hiring.**

223 **Motion: P. Sanderson**

224 **Second: T. Colby**

225 **Motion carried 5/0 by roll call vote.**

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227 **Resumed public session at 9:52**

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229 **Adjourned at 9:53**

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231 Minutes respectfully submitted by

232 Cheryl Eastman

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