



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

**Town of Northwood • 818 First NH Turnpike • Northwood, NH 03261 (603) 942-5586**

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**Board of Selectmen Meeting Minutes  
November 2, 2021**

**ROLL CALL:** Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzofski

**STAFF PRESENT:** TA Walter Johnson, Finance Director Cheryl Eastman, Jared Shaheen Building Inspector/Code and Health Officer, Scott Blewitt Recreation Director, Marisa Rowe, Donna Bunker Library Director, Gale Tobbe Library Trustee, Betty Smith Library Trustee, Pat Vaillancourt Library Trustee.

**6:00 P.M. Chairman Hal Kreider opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance**

Selectman Kreider stated that this is a work session, so they are not taking public comment at this meeting. He stated that there is a new security process being implemented for town e-mail accounts and all Board members will be contact by Mainstay IT folks if they hadn't already. He also noted after all department head presentations the Board will work on a final review of the operating budget and they move on to the capital items and other money warrant articles for reserve accounts, etc.

**Building, Code and Compliance Department**

Jared Shaheen presented his FY22 budget for his department. It was noted that a portion of the administrative assistant for the department had not been added to the budget and will increase it by about \$20,000 which is about 50% of the total salary cost. Cheryl will add the cost to the budget. Jared stated the department pickup truck will need some repairs in 2022 that will amount to about \$1500. The vehicle is a 2005 with fairly low miles. There were no other questions regarding the budget.

**Health Officer Department:**

The majority of this budget is for a salary or stipend. Jared is now the Health Officer, and a new deputy is in the process of being appointed.

**Recreation Department**

Recreation Director Scott Blewitt presented the FY22 recreation budget. Scott took over the position around June 1. The biggest challenge for the department is addressing deferred maintenance. The Town has some great recreation assets like the sports fields on Rt 4 but they need a proper mowing and maintenance plan to keep them in good shape. There is also the need for maintaining the drainage and growth around the property that was started this year. With then new playground the area is getting a lot more use and some vandals have been damaging the fields with their vehicles so fencing may be needed to address this in the future.

DRAFT

1 The town beaches can also benefit from some additional maintenance like adding sand,  
2 repairing storage buildings, etc. Scott expressed his thoughts on using the former Center  
3 School building for senior and youth programs, it has a great location and parking just needs  
4 some improvements before it can be used. He's working with the Rec Commission on this and  
5 hopefully funding can come in kind labor and donations through the friends of recreation  
6 group. Scott believes the staffing is appropriate for the department at this time with a part time  
7 director, league coordinator and seasonal beach attendants with help from the DPW when  
8 needed at least for 2022. It was noted that the budget for the porta potties will not be sufficient  
9 for 2022 and will need to increase at least \$1000. Scott explained the department also operates  
10 a revolving revenue fund that uses funds for program fees to offset some if not all of the  
11 program costs for certain programs and the rest are funded through the operating budget. The  
12 fund has about \$16,000 in it now, that is used to fund the programs prior to collecting  
13 revenues. Scott was very pleased with the new recreation department software called Rec Desk  
14 as it greatly improves tracking collecting the program fees and is a great communicating tool to  
15 community members.

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18 Town Clerk/Tax Collector Budgets

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20 Maris Rowe presented the budget for the town clerk and tax collector department noting that  
21 they expect a 3% increase in their support of their software but has not received a firm number  
22 yet. Office supplies include toner for the printers as well as the lower-level copy machine that is  
23 used exclusively by this department, the cost for the voting, machine maintenance and setting  
24 each election is included in the /elections budget, the cost of dog tags is included in the  
25 advertising line. The Board inquired about the hours of operations for the department that  
26 recently changed, the office is open to the public 30hr./week, the deputy works full time at  
27 approximately 35 hours per week as they need to come in early and stay late in order to close  
28 out this account with the State each day. The question if the deputy could be reduced to less  
29 hours was determined to be no if the same level of service is to be maintained, right now with  
30 two people on they often have lines of people waiting. The proposed budget includes replacing  
31 one computer that may be removed (\$1000) if funds are available at the end of this year.

32  
33 The Board called a recess for 5 minutes at this time.

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35 Library

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37 Librarian Donna Bunker was accompanied by member of the Library Trustees. Chair Gail  
38 assisted Donna in explain the current status of the library and the struggle to find and retain  
39 quality employees which is requiring increasing pay rates. It was noted Donna has been with  
40 the library for 35 years and her salary is below the average for similar size and locations  
41 according to a study done by the Trustees, the increase proposed is approximately 19% over  
42 the 2020 actual. This would put the position on par with the finance director, and DPW  
43 Foreman. The budget also includes funds for a full-time library assistant to cover time off for  
44 the librarian this will bring the total staff to 2 FT and 3 PT. The budget includes a onetime  
45 expense for a new book return of \$6337 they did request ARPA funding for this purchase from  
46 the Town grant. Board members questioned some of the expenses for supplies and for  
47 contracted services. It was stated with a fairly significant increase in this budget it will be  
48 important for the Trustees to "sell" the increase especially the increases in wages.

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51 Finance Department

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53 Cheryl Eastman presented the finance department budget and explained the cost of the new  
54 finance software coming online in 2022. Most of the cost will be offset by eliminating the old  
55 software support cost that was a little higher.

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58 Personnel Administration

DRAFT

1 Cheryl explained this is the budget that covers the employee medical benefits paid by the  
2 employer and the wage compensation pool from which wage increases are taken for step  
3 increases. It will be up to the Board to determine the amount of funds to be added for the  
4 compensation pool to cover wages as there is no amount currently accounted for in the budget.  
5 The Board requested a summary of the possible adjustment of a step for those employees  
6 whose adjustment is not included in the proposed FY22 budget already. Cheryl and Walter will  
7 prepare the summary for the 11/09 budget work session and forward it to the Board and the  
8 Board will determine the amount at that time.

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10 Town Administrator's Performance Evaluation

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12 Hal stated Walter's annual performance evaluation is due on 11/9 and suggested a process to  
13 review his self-evaluation and then each member do their own. All concurred with the process  
14 and Walter will send his self-evaluation to them along with a blank form for them to complete  
15 and return to Hal within 10 days.

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17 **NON-PUBLIC SESSION**

18 **Motion: To enter non-public at 8:40 PM under RSA 91-A:3, II (a)**

19 **Motion: M. Frye**

20 **Second: B. Boudreau**

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22 **Motion carried by roll call vote 5/0**

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24 *The Select Board Members entered non-public at 8:40 PM.*

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26 *Public Session Reconvened at 9:15*

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28 **Motion: "To seal the minutes as they are relative to a personnel matter, and it is  
29 determined that divulgence of this information would likely affect adversely the  
30 reputation of any person other than a member of this board"**

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32 **Motion: M. Frye**

33 **Second T. Colby**

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35 **Motion carried by Roll Call Vote 5/0**

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37 **Motion: "To adjourn at 9:16 PM"**

38 **Motion: M. Frye**

39 **Second: T. Colby**

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41 **Motion carried 5/0**

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44 ***Respectfully Submitted***

45 ***Walter Johnson, Town Administrator***