



TOWN OF NORTHWOOD, NEW HAMPSHIRE

**BUDGET COMMITTEE
MEETING MINUTES**

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586 Extension 211 Facsimile: (603)942-9107

January 13, 2021

Chair Ginger Dole called the meeting to order at 6:30 PM and opened the work session

“As Chair of the Northwood Budget Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are: a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom platform for this electronic meeting. All members of the Budget Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through details located on our website and posted outside the Town Hall.

If for any reason you cannot join or listen to this meeting, please call 603-942-5586 extension 2005”

PRESENT:

Chair Ginger Dole, Vice Chair Thomas Chase, Selectmen Representative Pam Sanderson, Gulf Village District Representative Eric Buckland, Cove Village District Representative Michael Jobin, Water District Representative Bob Young, School Board Representative Brian Winslow, Betsy Colburn, Betty Smith, Michael Moore, Steven Robinson, Paul Tudor, and Ted Wilkinson

Absent: (Excused): Brad Hall and Grace Mattern

Absent (Not Excused) Dan McNally

Town Staff:

Land Use Specialist Linda Smith, Land Use Assistant Susan Austin, Town Administrator Walter Johnson

Selectmen:

Hal Kreider, Matt Frye, Beth Boudreau

School Board Members and Staff:

Nate Byrne, Student Service

WORK SESSION

Minutes

T. Wilkinson made a motion to create a subcommittee of Ginger Dole, Betsy Colburn and Tom Chase to review the minutes of December 5, 7, 9, and 12, and make any amendments needed, for the sake of efficiency. B. Smith seconded. Motion carried by roll call vote 13/0

Town (Continued)

Article 5: AMBULANCE LEASE PURCHASE

To see if the Town will vote to raise and appropriate **twenty-six thousand two hundred twenty-five dollars (\$26,225)**, as the first payment on a 7-year lease/purchase agreement for an Ambulance with said funds to come from the Fire Rescue Vehicle Replacement Special Revenue Fund established for this purpose. If this article is defeated the vehicle must be returned and the town loses the \$100,000 down payment it has spent on it. This purchase is in accordance with the Town’s Capital Improvement Plan. **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0)**

P. Sanderson made a motion to recommend Article 5, Ambulance Lease Purchase. T. Wilkinson seconded. Motion carried by roll call vote 13/0

Article 7: EXPENDABLE TRUST FUND DEPOSITS

To see if the Town will vote to raise and appropriate the sum of **Ninety-six thousand three hundred and ninety-one dollars (96,391.00)**, to be placed in the following existing expendable trust funds created under RSA 31:19 - a. These amounts represent the amount of user fees deposited in the general fund in 2020 for these purposes, and the appropriation shall be funded by the withdrawal of the sum from the unexpended fund balance as of December 31, 2020. Current balance as of December 31, 2020: Cable \$63,478, Transfer Station \$98,291, and Cemetery: \$57,633.

Cable Expendable Trust Fund \$40,617.00	Transfer Station Expendable Trust Fund \$53,674.00	Cemetery Expendable Trust Fund \$2,100.00
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(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0)

P. Sanderson made a motion to recommend Article 7, Expendable Trust Fund Deposits. B. Colburn seconded. Motion carried by roll call vote 13/0.

Article 12 LAGOON MAINTENANCE AND REPAIR EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **five thousand six hundred and eighty-one dollars (\$5,681)**. to be placed in the Lagoon Maintenance and Repair Expendable Trust Fund and to fund this appropriation by authorizing the withdrawal of that amount from the Lagoon Special Revenue Fund held by the Northwood Treasurer. Current balance as of December 31, 2020: \$118,027 **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen (4-0)**

P. Sanderson made a motion to recommend Article 12, Lagoon Maintenance and Repair Expendable Trust Fund. T. Wilkinson seconded. Motion carried by roll call vote 13/0.

Article 24 Establish a Road Improvement Expendable Trust Fund

To see if the Town will vote to establish a Road Improvements Expendable Trust Fund for improvements to Town roads including but not limited to paving, installing, and replacing culverts, ditching, grading, and full reconstruction, etc. and to raise and appropriate the sum of **One Hundred and Fifty Thousand Dollars (\$150,000)** to be placed in said fund and further to name the Board of Selectmen as agents to expend from said fund without further authorization. Said amount to come from the unassigned fund balance as of December 31, 2020. Said funds will be used for road improvement projects as outlined in the Town’s Road Surface Management Plan and for emergency road repairs as they arise. **(No Tax Impact) (Recommended by the Board of Selectmen (5-0))**

D. McNally joined the meeting at 6:57

P. Sanderson made a motion to recommend Article 24, Establish a Road Improvement Expendable Trust Fund. T. Wilkinson seconded. Motion carried by roll call vote 13/1, with P. Tudor voting no.

Chair Dole Closed the Work Session.

Chair Dole opened the Public Hearing

“As Chair of the Northwood Budget Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are: a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom platform for this electronic meeting. All members of the Budget Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through details located on our website and posted outside the Town Hall.

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PRESENT:

Chair Ginger Dole, Vice Chair Thomas Chase, Selectmen Representative Pam Sanderson, Gulf Village District Representative Eric Buckland, Cove Village District Representative Michael Jobin, Water District Representative Bob Young, School Board Representative Brian Winslow, Betsy Colburn, Betty Smith, Michael Moore, Steven Robinson, Paul Tudor, Dan McNally and Ted Wilkinson.

Absent (Excused) Brad Hall and Grace Mattern

TOWN WARRANT ARTICLES

Article 4: FIRE APPARATUS LEASE/PURCHASE

To see if the Town will vote to raise and appropriate **Fifty-six thousand six hundred seventy-two dollars (\$56,672)** as the first payment on a 5-year lease/purchase agreement for a Tanker Truck with said funds to come from the Fire Rescue Vehicle Replacement Special Revenue Fund established for this purpose. If this article is defeated the vehicle must be returned and the town loses the \$300,000 down payment it has committed to spend. This purchase is in accordance with the Town’s Capital Improvement Plan. **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 5: AMBULANCE LEASE PURCHASE

To see if the Town will vote to raise and appropriate **twenty-six thousand two hundred twenty-five dollars (\$26,225)**, as the first payment on a 7-year lease/purchase agreement for an Ambulance with said funds to come from the Fire Rescue Vehicle Replacement Special Revenue Fund established for this purpose. If this article is defeated the vehicle must be returned and the town loses the \$100,000 down payment it has spent on it. This purchase is in accordance with the Town’s Capital Improvement Plan. **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget Committee 13-0)**

No public comment.

Article 6: COMMUNICATIONS EQUIPMENT PURCHASE

To see if the Town will raise and appropriate the sum of **thirty-three thousand dollars (\$33,000)** for the acquisition of communication equipment pursuant to the second year of the three-year Fire Department Mobile Communications Equipment Replacement Plan. The plan will replace all our portable and mobile radios over the three-year period. This purchase is in accordance with the Town’s Capital Improvement Plan. **(Tax Impact \$0.05) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 7: EXPENDABLE TRUST FUND DEPOSITS

To see if the Town will vote to raise and appropriate the sum of **Ninety-six thousand three hundred and ninety-one dollars (96,391.00)**, to be placed in the following existing expendable trust funds created under RSA 31:19 - a. These amounts represent the amount of user fees deposited in the general fund in 2020 for these purposes, and the appropriation shall be funded by the withdrawal of the sum from the unexpended fund balance as of December 31, 2020. Current balance as of December 31, 2020: Cable \$63,478, Transfer Station \$98,291, and Cemetery: \$57,633.

Cable Expendable Trust Fund \$40,617.00	Transfer Station Expendable Trust Fund \$53,674.00	Cemetery Expendable Trust Fund \$2,100.00
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(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget committee (13-0)

No public comment.

Article 8: VESTED BENEFIT EXPENDABLE TRUST FUND DEPOSIT

To see if the Town will vote to raise and appropriate the sum of **ten thousand dollars (\$10,000)** to be added to the Benefit Vested Time Expendable Trust Fund previously established. Current balance as of December 31, 2020: \$40,394. **(Tax Impact \$0.02) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 9: HIGHWAY DUMP TRUCK LEASE

To see if the Town will vote to raise and appropriate a sum of **Twenty-six thousand one hundred six dollars (\$26,106)** for the third year's lease payment of the seven-year lease/purchase agreement of a highway dump truck that was approved at the 2019 Town Meeting. If this is defeated the vehicle must be returned and the town loses all the money it has spent in prior years. The lease agreement contains an escape clause. **(Tax impact \$0.04) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 10: HIGHWAY EQUIPMENT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **eighteen thousand five hundred dollars (\$18,500)** to be deposited into the previously established Highway Equipment Capital Reserve Fund. Current balance as of December 31, 2020: \$107,417. **(Tax Impact \$0.03) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 11: POLICE EQUIPMENT CAPITAL RESERVE FUND

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 Police Equipment Capital Reserve Fund. Current balance as of December 31, 2020: \$17,125. **(Tax Impact \$0.01) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 12 LAGOON MAINTENANCE AND REPAIR EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **five thousand six hundred and eighty-one dollars (\$5,681)**. to be placed in the Lagoon Maintenance and Repair Expendable Trust Fund and to fund this appropriation by authorizing the withdrawal of that amount from the Lagoon Special Revenue Fund held by the Northwood Treasurer. Current balance as of December 31, 2020: \$118,027 **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen (4-0) (Recommended by the Budget Committee (14-0)**

No public comment.

Article 14: NORTHWOOD'S 250TH ANNIVERSARY EXPENDABLE TRUST

To see if the Town will vote to raise and appropriate the sum of **Eight Thousand Four Hundred Dollars \$8400 see prior article**) to be deposited into the 250th Anniversary Expendable Trust Fund to support efforts to recognize the Town's 250th Anniversary in 2023, said funds to come from the unassigned fund balance as of December 31, 2020. **(Tax Impact zero) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 15: HIGHWAY DEPARTMENT BACKHOE LEASE/PURCHASE

To see if the Town will raise and appropriate the sum of **Twenty Thousand Two Hundred Ninety-Seven Dollars and Seventy-nine cents (\$20,297.79)** for the fourth of five yearly payments for the lease/purchase of the backhoe. This lease agreement was approved in 2018 and does contain an escape clause so if the article is defeated the vehicle must be returned and all prior expenditures will be lost. **(Tax Impact \$0.03) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 16: ROAD CONSTRUCTION/RESURFACING/PAVING AND DITCHING

To see if the Town will vote to raise and appropriate the sum of **One Hundred Fifty Thousand Dollars (\$150,000)** to be used for the construction, reconstruction, paving, and ditching and/or resurfacing of town roads, and the refurbishing of ditches and culverts as recommended by the Highway Advisory Committee. This would include Town Road Projects including paving Bigelow Road, culvert work on Harmony Hill, etc. **(Tax Impact \$0.22) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget committee 12-0)**

No public comment.

Article 17: AQUATIC INVASIVE SPECIES PREVENTION EXPENDABLE TRUST FUND

To see if the Town will raise and appropriate the sum of **Seven Thousand Dollars (\$7,000)** to be deposited into the previously established Aquatic Invasive Species Prevention Expendable Trust Fund. Current balance as of December 31, 2020 is \$3,260. **(Tax Impact \$0.01) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 18: AQUATIC INVASIVE SPECIES TREATMENT AND CONTROL EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **Twelve Thousand Dollars (\$12,000)** to be deposited into the previously established Aquatic Invasive Species Treatment and Control Expendable Trust Fund. Current balance as of December 31, 2020 is \$300. **(Tax**

**Impact \$0.02) (Majority vote required) (Recommended by the Board of Selectmen 5-0)
(Recommended by the Budget Committee 14-0)**

No public comment.

Article 19: TERRESTRIAL INVASIVE SPECIES EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **Five Thousand (\$5,000)** to be deposited into the previously established Terrestrial Invasive Species Expendable Trust Fund. Current balance as of December 31, 2020 is \$1. **(Majority vote required) (Tax Impact \$0.01)
(Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 20: FACILITIES COMMITTEE EXPENDABLE TRUST 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 Facilities Committee Expendable Trust Fund previously established for the maintenance, improvement, repairs, and replacement of general government buildings including the Chesley Memorial Library. Current balance as of December 31, 2020: \$49,565. **(Tax Impact \$0.02) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 21 Establish a Public Safety Facility Site Capital Reserve Fund

To see if the Town will vote to establish a Capital Reserve Fund for acquisition of land for a new public safety facility, said purpose to include the land acquisition cost, site evaluation, design and engineering, and other costs associated with the development of the site, and further to raise and appropriate the sum of **Two Hundred and Ninety-Five Thousand Dollars (\$295,000)** to be placed in said fund, and to appoint the Board of Selectmen as agents to expend from said fund without further authorization. **Majority vote required. (Estimated Tax Impact \$0.43) (Recommended by the Select Board 5 – 0) (Recommended by the Budget Committee 12-2)**

No public comment.

Article 22 Establish an Information Technology Capital Reserve Account

To see if the Town will vote to establish a capital reserve fund for the purpose of purchasing information technology equipment both hardware and software for town departments, and to raise and appropriate the sum of **Twenty-three Thousand Six Hundred Dollars (\$23,600)** to be deposited in said fund and further to appoint the Board of Selectmen as agents to expend from said account without further authorization. Said amount to come from the unassigned fund balance as of December 31, 2020. **9 (No tax impact). Majority vote required. (Recommend by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

No public comment.

Article 24 Establish a Road Improvement Expendable Trust Fund

To see if the Town will vote to establish a Road Improvements Expendable Trust Fund for improvements to Town roads including but not limited to paving, installing, and replacing culverts, ditching, grading, and full reconstruction, etc. and to raise and appropriate the sum of **One Hundred and Fifty Thousand Dollars (\$150,000)** to be placed in said fund and further to name the Board of Selectmen as agents to expend from said fund without further authorization. Said amount to come from the unassigned fund balance as of December 31, 2020. Said funds will be used for road improvement projects as outlined in the Town’s Road Surface Management Plan and for emergency road repairs as they arise. **(No Tax Impact) (Recommended by the Board of Selectmen (5-0) (Recommended by the Budget Committee (13-1)**

No public comment.

Article 3: 2021 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 **Three Million Nine Hundred Sixty-Two Thousand and Sixty Dollars (\$3,962,060)**. Should this article be defeated, the default budget shall be **three million seven hundred three thousand sixty-six dollars (\$3,703,066)** 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. **(Tax Impact Net of estimated revenue \$3.54.) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget Committee 14-0)**

No public comment.

SCHOOL

Article #2

Shall the Northwood School District 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 Twelve Million, One Hundred Sixteen Thousand, Two Hundred Sixty-One Dollars (\$12,116, 261). Should this article be defeated, the default budget shall total Twelve Million, One Hundred Seventy-Six Thousand Six Hundred Forty-Eight Dollars (\$12,176, 648) which is the same as last year, with certain adjustments required by previous action of the Northwood School District 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.

***The operating budget warrant does not include appropriations contained in any other warrant articles.
The School Board recommends this article by a 4 to 0 vote
The Budget Committee recommends this article by a 14 to 0 vote***

No public comment.

Article #3

Shall the Northwood School vote to establish a contingency fund for the upcoming fiscal year under the provisions of RSA 198:4-b for unanticipated expenses that may arise (including but not limited to the District’s COVID related expenses) and raise and appropriate the sum of \$100,000 for this purpose? Any appropriation left in the fund at the end of the fiscal year will lapse into the general fund and the board will report it in the next annual report on the uses made of the fund.

The tax impact if this article passes is \$.15

***The School Board recommends this appropriation by a 4 to 0 vote
The Budget Committee recommends this appropriation by a 13 to 1 vote***

No public comment.

Article # 4

Shall the Northwood School District vote to raise and appropriate “up to” Twenty Thousand Dollars \$20,000 to be placed in the Special Education Capital Reserve Fund for the purpose of meeting the expenses of educating educationally disabled for the Northwood School District in accordance with the provisions of RSA35:1-b, with such amount to be funded from year end undesignated fund balance(surplus) available on July 1, 2021. Current balance at 9/30/20 is \$105,384.

***The School Board recommends this appropriation by a 4 to 0 vote
The Budget Committee recommends this appropriation by a 14 to 0 vote***

No public comment.

VILLAGE DISTRICTS

Cove Village

Article #2

To see if the Northwood Cove Village District will vote to raise and appropriate the Budget Committee’s Budget recommended amount of \$9,350 for general operations. This article does not include special or individual articles addresses.

***Recommended by the commissioners 2 to 0 vote
Recommended by the Budget Committee 14 to 0 vote***

No public comment.

Article #3

To see if the Northwood Cove Village District will vote to raise and appropriate the sum of \$2,000 to be added to the road maintenance Expendable Trust Fund previously established. Tax impact \$.14

***Recommended by the commissioners 2 to 0 vote
Recommended by the Budget Committee 14 to 0 vote***

No public comment.

Article #4

To see if the Northwood Cove Village District will vote to raise and appropriate the sum of \$2,000 to be added to the Road Maintenance Expendable Trust Fund previously established. This sum is to come from the 2020 unassigned fund balance. No amount is raised from taxation.

***Recommended by the Commissioners 2 to 0 vote
Recommended by the Budget Committee 14 to 0 vote***

No public comment.

Gulf Village Warrant Articles

Article #2

To see if the Gulf Village District will vote to raise and appropriate the Northwood Budget Committee’s recommended budget of \$17,600 for general operations. This article does not include special or individual articles addressed.

***Recommended by the commissioners 2 to 0 vote
Recommended by the Budget Committee 14-0***

No public comment.

Article #3

To see if the Gulf Village District will vote to raise and appropriate the sum of \$3,300 to be added to the Gulf Village Road Maintenance Expendable Trust Fund. Tax impact \$1.02

***Recommended by the commissioners 2 to 0 vote
Recommended by the Budget Committee 14 to 0***

No public comment.

Chair Dole recessed the public hearing, and went into work session.

WORK SESSION

Water District

Article #4

To see if the district will vote to raise and appropriate the sum of \$3,531 to be added to the Water District Capital Reserve for Major Repairs previously established. Tax impact \$.21

Recommended by the commissioners 3 to 0 vote

R. Young made a motion to recommend Article 4. B. Smith seconded. Motion carried by roll call vote 14/0

Article #5

To see if the district will vote to raise and appropriate the sum of \$10,000 to be added to the Water District Capital Reserve for System Enhancements.

Recommended by the commissioners 3 to 0 vote

R. Young made a motion to recommend Article 5. B. Smith seconded. Motion carried by roll call vote 14/0

Chair Dole opened the public hearing.

Article #2

To see if the district will vote to raise and appropriate the sum of \$25,151 for general District expenses.

Recommended by the commissioners 3 to 0 vote

Recommended by the Budget Committee 14/0

No public comment.

Article #3

To see if the District will raise and appropriate sum of \$1,000 to be added to the previously established Water District Expendable Trust for major repairs.

Recommended by the commissioners 3 to 0 vote

Recommended by the Budget Committee 14/0

No public comment.

Article #4

To see if the district will vote to raise and appropriate the sum of \$3,531 to be added to the Water District Capital Reserve for Major Repairs previously established.

Recommended by the commissioners 3 to 0 vote

Recommended by the Budget Committee 14/0

No public comment.

Article #5

To see if the district will vote to raise and appropriate the sum of \$10,000 to be added to the Water District Capital Reserve for System Enhancements.

Recommended by the commissioners 3 to 0 vote

Recommended by the Budget Committee 14/0

No public comment.

Chair Dole closed the public hearing.

ADJOURNMENT

T. Wilkinson made a motion to adjourn at 8:24 PM. B. Smith seconded. Motion carried by roll call vote 14/0

Respectfully submitted,

Susan Austin, Land Use Assistant