



## DRAFT MINUTES

TOWN OF NORTHWOOD, NEW HAMPSHIRE

### BUDGET COMMITTEE DRAFT MINUTES

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

June 30, 2020

3

4  
5 Chair Ginger Dole called the meeting to order at 7:05

6  
7 “As Chair of the Northwood Budget Committee, I find that due to the State of Emergency  
8 declared by the Governor as a result of the COVID-19 pandemic and in accordance with the  
9 Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is  
10 authorized to meet electronically. Please note that there is no physical location to observe and  
11 listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s  
12 Emergency Order. However, in accordance with the Emergency Order, I am confirming that we  
13 are: a) Providing public access to the meeting by telephone, with additional access  
14 possibilities by video or other electronic means: We are utilizing Zoom platform for this  
15 electronic meeting. All members of the Budget Committee have the ability to communicate  
16 contemporaneously during this meeting through this platform, and the public has access to  
17 contemporaneously listen and, if necessary, participate in this meeting through details located  
18 on our website and posted outside the Town Hall.

19 If for any reason you cannot join or listen to this meeting, please call 603-942-5586”  
20 extension 211”

21  
22 **PRESENT:**

23 Chair Ginger Dole, Vice-Chair Tom Chase, Brian Winslow, Betty Smith, Michael Moore, Ted  
24 Wilkinson, Cove Village District Representative Michael Jobin, Water District Representative  
25 Robert Young, Selectmen’s Representative Matt Frye, Paul Tudor, and Gulf Village District  
26 Representative Eric Buckland, Brad Hall, Steve Robinson, Dan McNally and Betsy Colburn

27  
28 **ABSENT:**

29 **(Excused)** Grace Mattern.

30  
31 **Town Staff:**

32 Linda Smith and Susan Austin

33  
34 **MINUTES**

35 ***February 20,2020***

36 **Ms. B. Smith made a motion to approve the minutes of January 15, 2020 as amended.**  
37 **Mr. Chase seconded. Motion carried 9/0/6 (Mr. Winslow, Mr. Moore, Ms. Colburn,**  
38 **Selectman Frye, Mr. Young, and Ms. Dole abstained.)**

39 **Election of Officers**

40 **Mr. Chase nominated Ms. Dole to be the Chair of the Budget Committee. Mr. Wilkinson**  
41 **seconded.**

42 **Motion Carried by roll call vote 14/0/1 (Selectman Frye abstained)**

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1 **Ms. B. Smith nominated Mr. Chase to be the Vice Chair of the Budget Committee. Mr.**  
2 **Robinson seconded.**

3 **Motion Carried by roll call vote 14/0/1 Selectman Frye abstained**

### 4 **School Review**

5 Mr. Winslow stated that the business administrator continues to be on a medical leave, Mr.  
6 Waring, the contracted CPA, was acting as business administrator part time. They had their  
7 annual audit this year. They have a surplus in the general fund of \$533,825. There are some  
8 changes to how things were spent due to the school closing, and some unexpected things that  
9 came up. Mr. Winslow explained the changes to the new reports due to the new software.

### 10 **Revenue**

11 Ms. Colburn asked why all of the new sections with zero balances were created? Mr. Winslow  
12 stated that he wasn't exactly sure what that meant. He stated that he will find out and get  
13 back to the committee. Ms. Colburn also noted that the food service revenue was not included.

### 14 **Expenditure Report**

15 Page 1- Ms. Colburn asked if the first two lines were default for dental insurance and FICA.  
16 Mr. Winslow stated he would find out. Chair Dole asked that they change Column 1, *Last Year*  
17 *Period* to reflect full year expenditures for previous year, rather than limiting to just 1/1/XX –  
18 date of report.

19 Page 5-Mr. Moore asked what the athletics stipends were for? Mr. Winslow stated it was for fall  
20 and winter athletics.

21 Page 9-Chair Dole asked about the tech replacement equipment. Mr. Winslow stated tat he  
22 has a question about that as well. He stated that they approved surplus spending, so he's not  
23 sure why they are seeing such a deficit there.

24 Page 11-Mr. Tudor asked if there was a reason why they are \$10,000 over on secretarial  
25 wages? Mr. Winslow stated that they had a staff change, he's not sure if that accounts for all  
26 of the differences though.

27 Page 12-Ms. Coburn asked about new equipment and maintenance, it was against a zero line.  
28 Mr. Winslow stated that they had a significant problem with the furnace and the water heater.  
29 Those projects were larger than this amount, so he's not sure if this is part of it. Mr. Tudor  
30 asked about custodian overtime being over by 150%. Mr. Winslow stated that the custodians  
31 are quite busy in the school doing the summer deep cleaning. There are still people in the  
32 school working. There was a custodian on medical leave also in the fall for a time.

33 Page 13-Mr. Tudor asked about transportation, the whole category is over budget. Mr.  
34 Winslow stated that he knows special ed transportation can change throughout the year as  
35 needs change. The extended school year transportation would have come from last July,  
36 because that's when that school year is taking place. Chair Dole stated that all four of those  
37 lines are dependent on those students that need those services. It's hard to budget in advance  
38 when you don't know how many students or what the services that they might need.

39 Page 14-Mr. Chase asked if Mr. Winslow could go through the total four general fund  
40 numbers. Mr. Winslow stated that the first column called "extended PTD" that's period to date.  
41 So, for the month of June it's \$909,171.71 was spent. The original budget column of zero that

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1 is zero all the way through the chart, he does not know what that column is. The amended  
2 budget, he believes was the adopted budget, which is \$11,366,106.50. The expended YTD is  
3 the expended Year to Date, which is \$9,924,559.22. That is what has been spent since July 1  
4 of 2019. Encumbered year to date, that is the amount that is set aside for purchase orders  
5 that have been approved and the checks haven't gone out yet, but are in the process of  
6 working through the purchase orders. That amount is \$907,721.88. The unexpended balance,  
7 that's where they see the surplus, that is \$533,825.40. The final one is percent used, that is  
8 the percent is what was spent compared to what was budgeted. They have used 95.30% of the  
9 budget.

10 Ms. Colburn stated that the bottom line does not include funds for food service. The balance  
11 should be less because of the food service expenditures. Mr. Winslow stated that he wasn't  
12 sure why they left them out. Ms. Colburn asked if he could let them know that they want fund  
13 4 as well as fund 1. Mr. Winslow stated that in the Capital reserve fund line, there is \$38,248.  
14 He believes that money is for the replacement of the sign out front. That fund was added  
15 through the vote of the town, there is a onetime adequacy grant surplus. The town voted to  
16 put it into the capital reserve fund.

### **Audit**

18 Mr. Wilkinson stated that he appreciates Mr. Winslow answering all of their questions,  
19 especially when they are dealing with new software. Mr. Wilkinson stated that he wanted to  
20 point out how strikingly similar this audit is to the draft audit that they received for the town  
21 dated 10-22-2019. It's almost word for word, except for the specific items that are identified as  
22 significant audit findings. This is a very helpful format. Audits are supposed to inform their  
23 clients of what could be fixed and repaired so that things could go better in the future. Some  
24 of the items called out in the school audit are repeat comments. The town received a number  
25 of repeat comments as well. In both cases, they are road maps telling the client what they  
26 need to do. He thinks that the school is well on their way to doing it, and he sincerely hopes  
27 that the town is as well.

### **Town**

29 Selectman Frye stated that the Finance Specialist has resigned as of a few weeks ago. They  
30 have received a few applications in terms of filling that position. In the meantime, they still  
31 have the contracted workers as well as having approved a new Deputy Finance Assistant. Staff  
32 is doing it's best to fill the gap. They did just complete the audit; they are awaiting the  
33 findings. They have been specifically tracking expenditures related to Covid-19.

### **Expenditures**

35 Mr. Wilkinson stated that he is glad to see the report that they are looking at no longer carries  
36 a separate expenditure line for health and dental for the TA and various other positions. I  
37 stated he was then surprised to see in the first quarter report ending March 31, 2020 that  
38 there was still a line for health and dental. He found that the only department that didn't show  
39 that was the continued expenditure. Now in the new current report it seems to have been  
40 removed. His question is how is the town paying for this? What line does that show up in?  
41 Chair Dole stated that it is found on page 6, under personnel administration. She also stated  
42 that the reason that the reports differed was because that there have been multiple style  
43 reports that have been created in the last year. Those individuals who were responsible for  
44 creating the report that was produced at the end of April, picked the old format.

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1 Page 1-Ms. Colburn asked that they change Column 1, *Last Year Period* to reflect full year  
2 expenditures for previous year, rather than limiting to just 1/1/XX – date of report.  
3  
4

5 Chair Dole stated that she had questions pertaining to the TA salary line, why is it only  
6 slightly different from this time last year, when the TA is out on disability? Selectman Frye  
7 stated that it was his understanding that when an employee is out on disability, they pay the  
8 employee and receive a payment back from the insurance company. Chair Dole stated that if  
9 someone is on worker's comp, long or short term, once approved, those payments go directly  
10 to the employee. The employee can use whatever unused time they have on the books, they  
11 can use that to make up the difference between the 66% and their full pay. Disability is not  
12 reimbursing the Town. If in fact disability is coming into play, and they have been paying the  
13 full salary for an individual out on disability or worker's comp, that individual is going to end  
14 up paying the town back for the difference. It might be wise if the BOS verify what that status  
15 is. Mr. Moore stated that Contracted Services in general is over budget. Selectman Frye stated  
16 that they have a lot of contractors right now, as there has been a fair bit of turnover in town  
17 hall. They have had finance contractors and the interim TA.  
18

19 Chair Dole stated and the Budget Committee agreed they would like a detailed printout of all  
20 entries from:

- 21 1/1/20 to 5/31/20 for the following salary lines:
  - 22 Line 100-41302-110 Salary - Town Administrator
  - 23 Line 100-41501-110 Salary – Finance Administrator
  - 24 Line 100-45201-121 Salary PT Rec Director
  - 25 Line 100-41501-330 Finance Contracted Services
- 26

27 There were several questions about these lines that revolved around whose wages and  
28 amounts are being charged to these lines, including the Interim TA, and current two contract  
29 Finance Specialists.  
30

31 Page 4-Line 100-41502-301 Audit Services. Selectman Frye explained that the Audit had just  
32 been performed, and as of 5/31/20 no invoice was received. This should have been  
33 encumbered.  
34

35 Page 7-Line 100-41940-410 Electricity Community Hall. In 2019 \$384.22 was spent for the  
36 year, yet nothing expended this year. All buildings separate from Town Hall each have their  
37 own lines. Did charges for the Community Hall get applied to a different electric line?  
38 Selectman Frye stated that he would find out.  
39

40 Page 8-Line 100-41941-490 Alarm Monitoring Parade Buildings. It was noted that for the  
41 same period in 2019 \$175.00 was paid, but nothing paid this year.  
42

43 Page 8-Line 100-41961-520 General Town Insurance. When does this insurance invoice  
44 typically come in to be paid? Chair Dole stated that this is another example of a line that  
45 should be encumbered, as it must be paid.  
46

47 Page 11, Line 100-42211-331 COMM MGMT SERV FIRE. What does this line refer to? What is  
48 the service? It was noted that the line is anticipated to be a deficit for approximately the

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1 amount spent in 2019. Is this a double billing/entry? Selectman Frye stated he would find  
2 out.

3  
4 Page 11, Line 100-42211-430 Maintenance & Repair Bldg Fire Dept. Questions concerned the  
5 amount spent and encumbered, totaling \$2,631.95. The Committee would like details for this  
6 line, including which station the repairs were made at. General discussion ensued regarding  
7 the Fire Department, including numbers of employees (FT vs PT, FF vs EMT). There have been  
8 reports of additional staff hired, some needing Academy and/or EMT training, yet very little  
9 expended for Gear and Uniforms. Nothing has been spent as of 5/31/20 for EMS Training.  
10 General review of this department's lines would be appreciated.

11  
12 Page 13-14-Highway Administration. What is the number of Highway Department employees,  
13 and are they full time or part time? It was noted that little salary seems to have been applied  
14 to 5 separate wage lines. Additionally, there is \$10,271.84 applied to Public Works Foreman  
15 Salary line, which has \$0.00 versus \$1.00 on the line. DRA does not allow any zero lines.

16  
17 Page 14-Lines 100-43111-340 Telephone HWY; Line 100-43111-343 Cell Phones HWY; Have  
18 charges for cell phones applied to regular Telephone line?

19  
20 Lines 100-43111-410 Highway Electric; Line 100-43111-412 Electric Recycling BLDG. Both  
21 lines have very small remaining balances in this line, why are the electric bills so high?

22  
23 Page 15-Line 100-43163-410 Electric Street Lighting. Northwood has not had Street Lighting  
24 for several years, so why is \$1,013.29 charged to it?

25  
26 **UPCOMING MEETINGS**

27 August 5, 2020 7PM (zoom)

28 Chair Dole stated that she would like to address the reports, the end of year for the school, the  
29 town expenditure report from July 15, 2020, reviewing the answers to the questions and the  
30 June 30, minutes and hopefully filling the vacancy. Letter of interest should be submitted by  
31 July 20, 2020 at 4PM.

32 **ADJOURNMENT**

33 **Ms. B. Smith made a motion to adjourn at 10:05 PM. Mr. Wilkinson seconded. Motion**  
34 **carried 15/0**

35  
36 *Respectfully submitted,*

37  
38  
39 *Susan Austin, Land Use Assistant*