



TOWN OF NORTHWOOD, NEW HAMPSHIRE

**BUDGET COMMITTEE  
SUBCOMMITTEE**

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Extension 211 Facsimile: (603)942-9107

**September 21, 2021**

Chair Ginger Dole called the meeting to order at 9:45 am

**PRESENT:** Chairman Ginger Dole, Vice-Chair Tom Chase, Betsy Colburn, Land Use Specialist Linda Smith

The subcommittee discussed the existing procedures and recommended changes to be considered by the full committee. The title Board Administrator was changed to the current title of Land Use Specialist in the appropriate lines. Changes were made to clarify the timing for mailing of budget committee information prior to a regular scheduled meeting. There was an addition to this section to require 2/3 vote of members present to waive this section. A change is recommended for new information requested when there is not enough time to mail information based on timing of two consecutive meetings.

An addition to the procedures is recommended to reflect electronic meeting attendance and requiring a 72-hour advance notice by email or phone to the Land Use Specialist for any member who requests virtual attendance.

Discussion was held on processing requests for information. A change is recommended that all requests will go to the Land Use Specialist who will compile and provide to the appropriate officials, and will provide the response to all members.

Discussion was held on changing the Saturday work sessions and it is recommended to change the end time to 4 pm.

An addition is recommended to add that the Land Use Specialist may delegate responsibilities within the procedures to the Land Use Administrative Assistant as needed.

**ADJOURNMENT**

**Vice-Chair Chase made a motion, second by Betsy Colburn to adjourn at 11:05 am. Approved.**

*Respectfully submitted,*

*Linda Smith, Land Use Specialist*