

**Orford Budget Advisory Committee
Minutes
November 17, 2021**

Members: Ruth Hook, Chair, Larry Duffy, Lawrence Hibbard, Bob Palifka, Bill Paxton, Tom Thomson

Meeting called to order 5:30

Approve Minutes

- Bob P made the motion, Tom T 2nd to approve the minutes of 11/8/21. Motion passed.

New Business

- Ken Wiren tried to attend the meeting via Tom T's cell phone. Unfortunately, cell service was not available. Tom noted that last year Ken W was able to participate last year via his cell phone.
- A request for Heads of Departments from the Police Dept., Fire Dept. and Highway Dept. was requested at the 11/16/21 SB/BAC Meeting. Questioned was will they be attending 11/22/21 SB/BAC Meeting? Ruth H will follow up with Esther Dobbins-Marsh, Assistant Administrator.

Reviewed questions posed from 11/08/21 Minutes

Police Department

4210.10-113 PD Salaries for Records Coordinator and Part Time Officer – 2021 Budget \$1,750; 2022 Request \$4,750. (Increase of \$3,000 is for a (100 hours) part-time support officer.)

- **BAC question:** is this going to lead us into a second full time police officer in the future?
- **BAC question:** why not use the NH State Police. Esther reported that they short staffed and only come in an emergency. **BAC suggested** that the town contact the County Sheriff's Department rather than hiring a (100 hours) part-time support officer.

Fire Department

4220.10-740 FD Equipment – 2021 Budget \$6,000; 2022 Request \$8,000.

- **BAC Question:** Why an increase of \$2,000.
- **BAC Question:** What happens to radios and pagers that are replaced?

Highway Department – line item increases will need further explanations:

4312.20-440 Equipment Rental – 2021 Budget \$5,000; 2022 request \$6,000

- **BAC question:** Why up \$1,000, as of November 4th have only spent \$3,920 out of \$5,000?

4312.20-445 Contracted Services – 2021 Budget \$6,000; 2022 request \$8,000

- **BAC question:** Why would Highway (from Highway budget Justification sheet) include in Contracted Services, "if needed for extra help in plowing" when we have a 3 man highway department?

4312.20-609 Shop Supplies – 2021 Budget \$1,500; 2022 request \$3,000

- **BAC question:** Why did shop supplies double? After checking Annual Town Reports, this line item was added for the 2020 Budget \$700 – Spent \$3,483; 2021 Budget \$1,500 – as of November 4th, Spent \$2,686, (2 year total so far \$6,169.44) and 2022 Requesting \$3,000. In the past, what line item did these purchases fall under? And what are we buying for shop supplies?
- **11/17/21** Received list of items purchased 2021 & 2022.

4312.20-637 Propane – 2021 Budget \$2,000, 2022 request \$4,500

- **BAC question:** How was this figure calculated as a new furnace was purchased 9/22/20 and as of November 4, have only spent \$2,315.76 with only 2 months left this year?

4312.20-640 Building Maintenance – 2021 Budget \$4,000 2022 request \$10,000.

- From the Road Agent’s justification sheet, *“would like to replace the 3 overhead doors with more efficient insulated doors. The three doors that are installed now are in desperate need of repair/replacement. As well as miscellaneous building repairs, and maintenance and doing miscellaneous upgrades to the building that was part of the November 2019 Primex safety inspection.”* Ruth H noted that at the October 25, 2021 SB Meeting, the SB approved the expenditures for the 3 overhead doors and the office egress door (Road Agent estimated around \$10,000+/- 3 overhead doors and the egress door estimated around \$2,000/\$3,000, He was waiting for official estimate) at the town garage from the *Town Buildings Maintenance Capital Reserve Fund*. She also noted that this Capital Reserve Account was established in 1991 as the *Orfordville Town Buildings CRF*. At the March 12, 2019 Town Meeting, Warrant Article 13, requested that we change the name to *Town Buildings Maintenance CRF*. With the approval from the SB, the Highway Dept. to spend (9/22/20) \$3,885.98 for a Propane Furnace and (10/15/20 & 11/19/20) \$12,945.50 for Electrical Upgrades for the highway garage from this CRF. Not that the highway garage did not need these repairs, her point was that there have been 2 Engineer studies on the *Town Office*, and yet the town seems not to address any of those issues.
- **BAC Question:** Are the 3 overhead doors on the Primex fix it list?
- **BAC Question:** If the doors coming out of the CRF, is there room for this request to be decreased?
- **Esther** will review Primex’s list and get back us on what had not been completed.

4312.20-740 New Equipment/Repair – 2021 Budget \$4,500, 2022 request \$5,500

- **BAC Question:** Why the \$1,000 increase? What new equipment are you planning on purchasing?

4312.20-861 Culverts – 2021 Budget \$5,000, 2022 request \$10,000

- **BAC Question:** How many culverts need to be replaced?
- **BAC Question:** How many culverts were replaced by the Highway Dept. and how many were contracted out this year and at what cost?
- **BAC Question:** How many culverts where flushed out with Engine #1 and which ones were they?

4312.20-862 Gravel – 2021 Budget \$25,000, 2022 Request \$30,000

Police Department

4210.10-113 Police Dept. Wages & Benefits

BAC reviewed a chart created from information Proposed Budget Worksheet provided by the Selectboard, covering 2020, 2021, & proposed 2022 budget and actual 2020 distribution. The biggest increase is NH Retirement which the town has no control of.

Police Salary & Benefit Package

Increase just under \$9,700 from 2020 to 2022, Retirement being the biggest increase

	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2022 Request</u>
S/alary	\$ 72,842.00	\$ 73,483.32	\$ 73,882.00	\$ 77,450.00
Health Ins	\$ 22,210.00	\$ 22,210.08	\$ 23,632.00	\$ 21,718.00
HRA/FSA Ins	\$ 1,500.00	\$ 1,016.16	\$ 1,500.00	\$ 1,500.00
Dental	\$ 1,596.00	\$ 1,595.64	\$ 1,596.00	\$ 1,572.00
Life	\$ 51.00	\$ 50.40	\$ 51.00	\$ 51.00
Soc Sec	\$ 417.00	\$ 140.60	\$ 233.00	\$ 418.00
Medicare	\$ 1,154.00	\$ 1,060.93	\$ 1,126.00	\$ 1,221.00
NH Retirement	\$ 20,710.00	\$ 20,979.67	\$ 21,005.00	\$ 26,240.00
Total	\$ 120,480.00	\$ 120,536.80	\$ 123,025.00	\$ 130,170.00

Warrant Article 9. \$68,500 to purchase a new 4WD/AWD replacement police cruiser

BAC reviewed a chart created from information provided by Police Dept. – Quotes to replace current Police Dept. Cruiser

Warrant Article 9 \$68,500			
(\$8,500 from PD Major Equip & Database Update CRF)			
	Silverado	Ford F150	Interceptor
Vehicle	\$ 35,892.00	\$ 38,400.00	\$ 34,000.00
Up Fitting	\$ 22,598.00	\$ 22,598.00	\$ 20,024.00
radio	\$ 5,787.95	\$ 5,787.95	\$ 5,787.95
Programming	\$ 120.00	\$ 120.00	\$ 120.00
radar/antenna	\$ 2,708.00	\$ 2,708.00	\$ 2,708.00
Total cost	\$ 67,105.95	\$ 69,613.95	\$ 62,639.95
diff. in cost			
Truck vs SUV	\$ 4,466.00	\$ 6,974.00	

Warrant Article 11. \$218,400 purchase 10-wheeler International dump truck.

BAC Discussion: Changing Replacement Schedule from 7/10/10 to 5/7/7, members were presented a summary of past SB & SB.BAC minutes:

- 10/28/20 SB Minutes, “the SB would like to see the replacement schedule follow the schedule created in 2017”.
- 11/23/20 SB Minutes, SB met with BAC, “Adams said the SB agreed to look at using 5/7/7 years as a replacement cycle for highway trucks, but it will not be for 2021”.

- **(Not on hand out: doubled checked 2020 Annual Town Report, pg. 38, shows that the replacement schedule was changed to 5/7/7 on the Capital Reserve worksheet for 2021 Report and pg. 39 Orford Vehicle & Equipment Replacement Schedule for 2021 (revised 1/19/21) .)*
- Ruth H reported she could not find any other minutes that referred to the SB making the change from 7/10/10 replacement to 5/7/7.
- Bob P shared with the members a copy of his 12/6/2020 email and chart to the Selectboard with the latest changes to the Highway truck replacements (revised 11/19/2020) as requested per the Selectboard. He questioned the members if they had received this email, answer, no one had.

BAC Discussion: WHY would the SB consider replacing the 2012 Highway Truck #2 with only a total of 42,758 miles and used only 489 hours according to the December 2020 – November 2021 Mileage & Hours Report presented from the Highway Dept.? *(*From the Selectman's Office, we received the 2021 detailed report for the 2012 Truck #2, routine maintenance, \$272.16, unexpected repairs, \$444.37 =for a total \$716.53 spent).*

Article 12. \$100,000 River Road paving.

BAC Question: Originally asked at 11/16/21 SB/BAC meeting and not answered: brought up again during our meeting, **why did the Selectboard approve the Road Aprons?**

- **Discussion at 11/16/21 SB/BAC Meeting:** and brought up again during our meeting, **2015** Rodger Hadlock-Road Agent and **2019** John Berryman-Highway Dept. had requested a warrant article for road aprons and the SB never added a warrant article. **Oct. 22, 2020** SB Work Session Minutes – “Straight presented an additional list of items for the Selectboard to consider: * paving the entrance on Sawyer Brook Road, Orfordville Road, Baker Road and E. Cemetery Road. Straight was asked what the cost of this project would be. Adams asked how the Selectboard members felt about this project, as if the board supports this as a warrant article, Straight will need to obtain accurate quotes for the project.” **2021 budget** did not present a warrant article Road Aprons (new Project) and yet there are still past projects (i.e.: Archertown Hill Road rebuild) that have not been completed. The River Road, \$75,000, funds could have gone to the Unassigned Fund Balance and been used for the original intent as was done this last year for the addition to the highway garage and the lean-to for the grader warrant articles to increase the amount of money using the funds raised for these 2 projects that was sitting in the Unassigned Fund Balance and raising additional funds to complete the job. (i.e.: River Road Paving \$75,000 could have gone to the Unassigned Fund Balance and been added to the current 2022 proposed \$100,000 Warrant Article for the River Road.) The point is, why are we adding new projects (without a warrant article) when we haven't solved the existing roads problems we already have to get them back in shape and now we have added Road Aprons that will need to be maintained?
- **Discussion at 11/16/21 SB/BAC Meeting:** and brought up again during our meeting, **Suggesting** that Warrant Articles to be for 1 year rather than non-lapsing and removing “other paving project approved by the Selectboard” to avoid the original intent of a warrant article that was passed (i.e.: 2018 pg. 9 Warrant Article 5. \$75,000 River Road) to be used for an entirely (new road Aprons) different project.

Town of Orford Garage Addition

- **BAC Handout:** Members were presented summary of 6/9/21 & 7/28/21 SB Meeting minutes along with an updated spec sheet and design of the storage addition to the Highway Garage. One estimate was received for \$42,340, (*2020 Annual Town Report, pg. 18, Warrant Article #13 – \$40,000*)

Adjourned 6:55

Bob P Motion to adjourn, Lawrence H 2nd. Motion Passed

Respectfully Submitted

Ruth Hook

Members: Ruth Hook, Chair; Larry Duffy, Lawrence Hibbard, Bill Paxton, Bob Palifka, Tom Thomson, Ken Wiren