

## Orford Budget Advisory Committee Work Session – GoToMeeting Minutes

**December 12, 2020**

Attending Members: Ruth Hook, Chair; Lawrence Hibbard, Bob Palifka, William Paxton, Tim Surpernant;  
Tom Thomson; Ken Wiren

Public: Tim Cole

Called to order 5:30

### Reviewed Questions & Answers Developed from BAC Work Session – for Selectboard/BAC 12/7/20 GoToMeeting

**SB – Selectboard**

**BAC – Budget Advisory Committee**

#### Highway Salary/wages by employee

- Salary/wages
  - **SB** – Current Rate of Pay for regular full and part time: Jason Bachus \$72,842 per year, Esther Marsh \$23.69 per hour, Terry Straight \$62,000 per year, Roger Hadlock \$23.50 per hour, Laurel Fulford \$18.69 per hour, Kurt Gendron \$18.28 per hour

#### DELINQUENT TAXES

- **SB Chair**, Adams response, historically the Town runs between \$150,000 to \$200,000 delinquency.
  - **BAC RESEARCH** – presented a chart on the average for the past 10 years, average \$302,000 delinquency. (\*See Chart below)

#### DEFERRED TAXES

- Deferred Taxes are listed in the Town Tax Collector's Annual Report.
- **BAC** – RSA on Deferred Taxes?
- **SB** – unclear how this pertains to the budget for 2021.
  - **BAC RESEARCH, how pertains** – from NH Municipal Assoc. website (<https://www.nhmunicipal.org/>) – Property taxes are the life-blood of local governments. Each and every one of those dollars is a dollar that other taxpayers have to pay. It extends to every taxpayer in the town or city, because every tax dollar that is lost because of an exemption or credit must be paid by someone else.

#### HIGHWAY

- New Snowplow bought last year not being used
  - **SB** – decided to keep the plow as it can be used with the grader and as a backup for the trucks should one of the other plows become damaged
- Highway Vehicle Replacement schedule change.
  - **SB** – will review changing replacement schedule from 8/10/10 to 5/7/7 at a future date.
  - **BAC** – received SB's replacement schedule draft
- Highway Culverts – Breakdown of culverts replaced by Highway vs Contracted
  - **SB** – 2020, 9 culverts were replaced – 5 by the highway crew and 4 contracted out
  - **SB** – 2021 work plan is being developed

## WARRANT ARTICLES

- Proposed Warrant Article #7: \$219,000 10-wheel Internal Dump Truck – BAC felt from 11/19/20 meeting, using Wages (used \$20/hourly) and total benefit package, came up with an estimated \$41.00/hourly cost – Conclusion by the BAC – will NOT save any money. – Bob P has since talked to the Road Agent Straight and Road Agent Straight felt the original \$41.00/hour was too high.
  - **Bob P** re-adjusted the estimated \$20.00/hour by taking the wages & benefits along with fuel, wear & tear, etc. on the trucks, by dividing by 25% (4). Result, original \$41.00/hourly cost was reduced to \$31.04/hour, saving \$3.00 a load to haul gravel ourselves, based on an hour round trip.
  - **BAC members** who have gone to the pit in N. Haverhill said it was impossible to go up with a 10-wheeler, get filled, and return within an hour.
  - **Ruth H** expressed that there are 3 crew members, bringing us back to the original estimated \$41.00/hours cost, the same result, conclusion by the **BAC – will NOT save any money.**
  - Added cost of the 10-wheel dump truck as there are 4 more wheels, more chains, etc. above and beyond a 6-wheeler?
    - **Not answered**
  - **SB** – cost of a 10-wheeler vs a 6-wheeler?
    - **SB** – \$220,000 vs \$182,000 – **SB** changed the description of the vehicle and vehicle package to be less **in case Warrant Article #7 is amended from the floor at town meeting for a 6-wheel dump truck.**
- Proposed 10-wheel dump truck
  - **Road Agent** – Truck will fit into garage without plows attached.
  - Total length from front bumper to back bumper – **Road Agent 24’5” long**
  - Total length from front of plow to end of sander – **Road Agent 29’5” long**
  - Total width with wing on – **Road Agent 9’4” in the up position**
  - The height of the truck with an automatic load material cover added to new truck?
    - Height with the automatic load cover – **Road Agent 10’ 5” high**
- Trade-in value of Truck #3
  - **BAC** – Requested a written trade-in quote from the dealer that we will purchase the truck from.
    - **Road Agent Straight** spoke with Reeds, they indicated the trade in of Truck #3 will be **between \$6,000 and \$11,000** depending on the condition at the time of the purchase of the new truck.
    - **BAC** – No written trade-in quote was presented.
    - **BAC** – Cost for Reed’s to pull a 10-wheel dump truck out of a ditch.
      - **SB** – same as 6-wheel dump truck.
    - **BAC** – Reed’s past bills to pull a 6-wheel dump truck out of a ditch.
      - **SB** – \$1,500 and \$1350.

**Sand Pit Reclamation** – Tom Steketee is heading this project

### Per an email from Tom Steketee’s 12/1/20

- Not much to report on the sandpit reclamation plan.
- The Selectboard, voted to retain the services of Mary Pinkham-Langer.
- Mary Pinkham-Langer recommended that the SB do the research on the various deeds and abutters who will have to be notified of any reclamation plan.

- **Tom S** – reclamation plan is on the to do list, not a high priority while SB is in the middle of budget season. Expects it will be attended to after the new year.
- **BAC** – this project has been on the to-do list for the past 2 years+. The town office has tax maps and copies of deeds. What is the hold-up?
- **BAC** - still concerned: This Sand Pit Reclamation is really important.
  - **Question**, are we continuing to work back towards the boundary line?
  - **Question**, are we maintaining a 3/1 slope from the boundary line?
  - **Question**, have the Selectboard asked the abutter behind the pit (west side), if they would sell the town 10 – 12 acres (has been suggested in the past)?

#### **Sand Pit Reclamation** – Tom Steketee is heading this project

- **SB** – contract with Mary Pinkham.
- **BAC** – request a copy of the contract/correspondence from Mary Pinkham-Langer.
- **SB** – response, the sand pit reclamation project will be worked on in early 2021 and all aspects will be discussed then

#### **Garage Grader Cover** – Fred Kidder is heading this project

- How much more money would it cost beyond the \$8,800 bid that was accepted because of the increase cost for materials?
  - **John A, SB** – going to get back to the **BAC** with how much addition money (because materials cost had increased) is needed above the \$8,800 quote that has accepted to complete this project.
  - **SB** – will be adding an additional warrant article to request additional funding of \$5,200 to complete this project

#### **Garage Storage Addition** – Fred Kidder is heading this project

- **BAC** – Received an email from Fred K after our meeting – was not discussed.
- **BAC** – Asked for the most recent plan. – Not provided
- **BAC** – Requested the draft drawing. – Not provided

#### **Warrant Article 9 \$1,200,000 Archertown Road bridge over Jacobs Brook**

- **BAC** – How can **SB** authorize the withdrawal of \$1,200,000 from Road Improvement CRF when the 2019 Annual town report estimated 2020 balance of \$568,307?
  - **SB** – 40% of funds from the State will be available for starting the project, with additional monies come in as the project progresses.
- **BSC** – The town's 20% \$240,000 can be covered, but what happens if the State does not reimburse the town 80% \$960,000? How do we cover the shortage?
  - **SB** – have been reassured that the State of NH has the funds for their share of the project.
  - **SB – NH DOT**: The State reimburses 80% of the engineering fees after the final design is approved. Once the bid is awarded to a contractor, the State fronts 50% of their share (40%) of the bid amount. The balance of the States share is paid to the Town after the job is completed and final inspection by the state is done.

#### **Purchasing Policy**

- Engineer bids not put out to bid and awarded to DuBois & King? Noted, the difference in bids for the Bog on the Orfordville Rd., Horizon \$10,000 (awarded bid) and DuBois & King \$16,800.
  - TOWN OF ORFORD – PURCHASING POLICY  
(<http://orfordnh.us/departments/selectboard/#town-policies> )

- Pg. 6 – 7. PROFESSIONAL SERVICE CONTRACTS
- a) Major Purchase:
- A) – Revision #2. Adopted March 2017. When State or Federal procedures allow services of a previously authorized professional to be engaged without an additional selection process, the Selectboard may engage such professional without going through the selection process required under the Town’s purchasing policy.

**Update on the Miles & Hours on town vehicles and equipment.** – Received via email.

**BAC concerned that the public input was not allowed during 11/23/20 SB & BAC Meeting**

- 11/30/20 Response from Esther Dobbins-Marsh, Town Administrator
  - Regarding the Selectboard Meetings - here's the information from the NH Municipality Association: (<https://www.nhmunicipal.org/>)
  - **A.** In most cases, no. The only time public comment is required is during a public hearing, when parties whose rights may be affected have the right to be heard. For example, if the board conducts a public hearing for the layout of a new public road, the owners of the land over which the road will pass have a right to be heard. RSA 231:11. When the selectmen hold a public hearing to consider buying or selling land, or accepting unanticipated grants, any member of the public who wishes to speak should be allowed to do so. See RSA 41:14-a; RSA 31:95-b.
  - In contrast, the general public has no right to speak at an ordinary selectmen’s meeting. Meetings must be open to the public, but the right to *attend* is not the same thing as the right to *speak*. See RSA 91-A:2. Unless the board decides otherwise, the only people who may speak at a selectmen’s meeting are the board members and other people invited or permitted to speak by the board.

December 16, 2020 – Selectboard Work Session to Finalize 2021 Budget

December 22, 2020 – BAC to approve 12/1/20 & 12/11/20 Minutes, Vote on Proposed Budget

January 21, 2021 – Proposed Public Hearing

January 22, 2021 – BAC Annual Report Due

Tom T motion to adjourn, Bob P 2<sup>nd</sup>. Motion passed.

Adjourned 6:35

Respectively Submitted

Ruth Hook

**BAC RESEARCH – Average Delinquency chart on the average for the past 10 years  
average \$302,000 delinquency.**

11/23/20 SB Minutes - Delinquent Taxes - historically the Town runs  
between \$150,00 to \$200,000 in arrears.

12/05/20 Prepared by Ruth Hook				
Delinquent Property Taxes Information from Annual Town Reports				
Annual Town Reports				
Delinquent Property Taxes				
		1st issue	Deferred	Total
2020	info - tax collector	\$ 179,120.48	\$ 98,216.59	\$ 277,337.07
	info - tax collector	waiting on 2nd issue update of unpaid taxes		
2019	pg. 39	\$ 286,388.96	\$ 81,352.02	\$ 367,740.98
2018	pg. 40	\$ 294,777.68		\$ 294,777.68
2017	pg. 42	\$ 299,752.93		\$ 299,752.98
2016	pg. 47	\$ 195,654.62		\$ 195,654.62
2015	pg. 52	\$ 320,331.61		\$ 320,331.61
2014	pg. 46	\$ 303,052.31		\$ 303,052.31
2013	pg. 48	\$ 308,237.46		\$ 308,237.46
2012	pg. 50	\$ 341,840.20		\$ 341,840.20
2011	pg. 50	\$ 297,054.22		\$ 297,054.22
2010	pg. 50	\$ 297,627.01		\$ 297,627.01
Average of Delinquent Property taxes - 2010 - 2019 (10 years)				\$ 302,606.90