TOWN OF ORFORD

Board of Selectmen

2018 Budget Meeting Minutes

November 15, 2017

MEMBERS PRESENT: John Adams, Paul Goundrey, David Smith

BUDGET ADVISORY COMMITTEE: Bob Palifka, Kelley Monahan, Lawrence Hibbard, Paul Carreiro, Tom Thomson, Ruth Hook, Anne Duncan Cooley

OTHERS PRESENT: Clay Odell, Tim Cole, Justin Adams, Rob and Deidre O’Donnell, Sheri Clifford

**Call Meeting to Order**

The budget meeting was called to order at 5:30 PM

Adams explained the 2018 budget worksheet reflected a 2.5% increase in wages and the additional insurance for firefighters that was approved at the last town meeting was added to the budget. He pointed out the majority of the budget was level funded, and departments kept costs at a minimal due to the July 1st storm event costs. The Board will be calling a special town meeting to request withdrawing funds from the Bridges and Roads Capital Reserve Fund to pay outstanding invoices from the July 1st storm as FEMA funds may not be received until next year.

The Board and Budget Advisory Committee reviewed the 2018 Budget Worksheet.

*Executive*: No comments

*Administration*: No comments

Town Clerk: No comments

*Voter Registration*: Question was asked about how the special town meeting would be paid for. Adams stated it would come from the 2017 budget.

*Tax Collection*: Smith stated the Tax Collector wanted to change tax software from BMSI to Avitar as this is the software the assessor uses and BMSI would not interface with the program.

*Treasury*: No Comments

*Information Technology – Auditor – Revaluation of Property*: No comments

*Engineering Services*: Engineering services were discussed with regards to Town Road #100 and if the requested amount was sufficient. Adams felt this amount was sufficient.

*Planning Board*: A requested increase in Planning Board Legal/Professional Fees was for the new planning assistant to clean out and organize the Planning Board files.

*Government Building – Cemeteries*: No comments

*Insurance not Otherwise Allocated*: Addition of the approved firefighter insurance.

*Advertising & Regional Association – Contingency Fund*: No comments

*Police Department*: Adams stated the Board is actively trying to fill the position for 2018

*Ambulance*: The budget increased from $45,769.00 to $53,191.00. Clay Odell from Upper Valley Ambulance explained the operating expenses and revenue of this non-profit service and stated the increase would be for the next two years so the department can purchase a new ambulance then the rate should decrease in 2020.

*Fire Department*: Adams stated Chief Straight will have a proposed warrant article at the next budget meeting. There was a discussion if the town was a three or four engine fire department. Chief Straight will be asked to clarify at the next meeting.

*Emergency Management*: No comment

*Highway Department*: Hibbard asked how town employees who are using personal vehicles are covered by insurance during work hours. Adams will inquire about this.

Hook stated there was $940.00 of mileage reimbursement so far this year and felt it was too high when there are town vehicles to be used for work related tasks.

Carreiro felt mileage should be a separate line item.

Thomson would like to see a breakdown in wages per person within the department.

Thomson asked if gravel was being put out for bid. Goundrey stated yes, and the request for 2018 bids have already been requested and due November 22nd.

*Streetlights*: Palifka asked if there had been any discussion regarding solar streetlights. Adams stated the Energy Department discovered it was too expensive.

*Solid Waste Disposal*: No comments

*Landfill Closure*: Amount based on State required testing.

*Direct Assistance*: Carreiro felt the Board should be aware that if the low-income housing project at the Orford Academy goes through, the amounts for direct assistance would not be sufficient.

*Parks & Recreation*: The cost for portable toilets was increased due to expanding the time swim lessons will be offered, increasing from three weeks to four. This also affects swim instructor and swim aid wages.

*Library*: All questioned if the two libraries continue to be in discussion of combining the two libraries.

*Patriotic Purposes – Conservation Commission – Other Appropriations*: No comments

*Capital Reserve Funds*: Capital Reserve Funds were discussed and the Board decided to continue with the established percentage increase.

*Warrant Articles*: Monetary warrant articles will be available at the next budget meeting.

**Adjourn**

The meeting adjourned at 7:10 PM.

Respectfully Submitted,