

# TOWN OF ORFORD

Board of Selectmen  
GoToMeeting Minutes  
December 16, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee  
OTHERS PRESENT: Esther Dobbins-Marsh

## **Call Meeting to Order**

**5:30 pm**

Roll Call Taken – above members present

## **Review of the 2021 proposed Budget and Warrant Articles**

The Selectboard reviewed the 2021 proposed budget and warrant articles as follows:

**Article 2 - To see if the Town will vote to raise and appropriate the sum of one million, one hundred fifty-eight thousand, four hundred fifty-four dollars (\$1,158,454) for general municipal operations.**

- The Budget advisory chair asked about funding for the sand pit reclamation project. Adams said when services from Mary Pinkham-Langer are needed, her fees will be paid out of the Engineering Line item, therefore, no additional funds need to be added to the budget. The other change to the budget was a decrease in the Tax Collectors Avitar fee – prior years included the repayment for the program – this year is for the fee only. *Motion made by Kidder, seconded by Steketee to recommend Article Two in the amount of \$1,158,454. Motion passed 3/0*

**Article 3 - To see if the Town will vote to raise and appropriate the sum of three hundred thirty-seven thousand one hundred forty-six dollars (\$337,146) for payments into the following Capital Reserve Funds.**

**Road Improvements \$146,000**

**Fire Trucks \$49,000**

**Fire Dept. Equipment \$27,825**

**Fire Truck Major Maintenance \$3,500**

**Heavy Equipment Maintenance \$6,825**

**Highway Dept. Trucks \$38,625**

**Grader \$6,180**

**Loader \$20,085**

**Police Cruiser \$12,360**

**Police Dept. Software Upgrade & Major Equipment \$7,000**

**Town Buildings \$17,510**

**Cemetery Mower/Building \$1,236**

**Tree Care & Replacement \$1,000**

- *Motion made by Adams, seconded by Kidder to recommend Article Three in the amount of \$337,146. Motion passed 3/0*

**Article 4 - To see if the Town will vote to appropriate twenty-six thousand five hundred thirty dollars (\$26,530) to be added to the Town of Orford Road Improvement Capital Reserve Fund, with said funds to come from the unassigned fund balance. This represent funds received from FEMA in 2020.**

- Dobbins-Marsh said to date only \$26,530 has been received by FEMA for reimbursement of expenses paid by the Town. Originally it was assumed more funds would be received prior to yearend, but most likely that won't happen. Dobbins-Marsh recommended revising the amount. Adams agreed and said if we do receive additional funds, we can amend prior to the annual meeting. *Motion made by Adams, seconded by Kidder to recommend Article Four as amended. Motion passed 3/0*

**Article 5 - To see if the Town will vote to establish a capital reserve fund under the provisions of RSA 35:1, to be known as the "Broadband Development Capital Reserve Fund", for the purpose of developing Town wide plans and/or business models for a Town wide Broadband system, and to raise and appropriate two-thousand dollars (\$2,000) to be placed in this fund, and to designate the Selectboard as agents of the Town to expend money from this fund for this purpose without further Town Meeting approval.**

- *Motion made by Adams, seconded by Kidder to recommend Article Five in the amount of \$2,000. Motion passed 3/0*

**Article 6 - To see if the Town will vote to raise and appropriate fifteen thousand six hundred seven dollars (\$15,607) for the following requests for appropriations: Visiting Nurse Alliance \$7,000, Tri-County CAP \$2,475, Grafton County Senior Citizen's \$2,000, West Central Behavioral Health \$1,400, Public Health Council of the Upper Valley \$932, CASA \$500, WISE \$500, Rivendell Trails Association \$450, Ammonoosuc Community Health Services \$350**

- *Motion made by Adams, seconded by Steketee to recommend Article Six in the amount of \$15,607. Motion passed 3/0*

**Article 7 - To see if the Town will vote to raise and appropriate two hundred twenty thousand dollars (\$220,000) to purchase a 10-wheel International dump truck or equivalent dump truck with a snowplow, wing plow, steel dump body, a new two-way radio, appropriate DOT regulation lighting, and including an 84 month bumper to bumper warranty to be paid as follows: To authorize the withdrawal of up to two hundred twenty thousand dollars (\$220,000) from the highway department trucks capital reserve fund and authorize the selectmen to dispose of the current 2008 International dump truck with the proceeds to be applied to the purchase price and reduce the amount to be withdrawn from the capital reserve fund.**

- The Selectboard discussed information received from HP Fairfield on the pros and cons of a stainless-steel body vs a steel body. A stainless-steel body will require less exterior maintenance than a steel body and eliminates the need to paint the body of the truck. Often resale value is higher for stainless-steel. However, a steel body has a lower up-front cost, and if the Town rotates the trucks every 5-7 years, this would be the better option. The Selectboard also discussed if this article should request a 6-wheeler or the 10-wheeler as currently written. Kidder said he felt the 10-wheeler is the better option for the Highway department, but doesn't feel this is the year to replace truck #3. A lot of work and money has gone into truck #3, so he would like the Town to keep that truck for another year. Steketee agreed that a lot of work has been done to that truck, but how reliable will the truck be moving forward. *Motion made by Adams, seconded by Steketee to recommend Article Seven in the amount of \$220,000. Motion passed 2/1*

**Article 8 - To see if the Town will vote to amend the purpose of WA #7 approved by the voters at the March 14, 2017 annual meeting (for the restoration of the High Bridge road bridge deck to a 3-ton bridge), to read “for the restoration of the High Bridge road bridge deck to three-foot (3’) wide walking/biking bridge”.**

- Dobbins-Marsh had reviewed this article with Jamie Dow, and Dow recommended having two articles to address this request. The first would ask the voters to rescind the 2017 article; the second would request funds for restoration of the bridge to a walking bridge. The issue is the second article is contingent on the first article passing or failing. Adams said if we hold a traditional annual meeting, this is easy to do, but with the possibility of having paper ballots for these articles, this would be too confusing and could create issues after the vote. The Selectboard agreed to keep the wording as is for now, and Dobbins-Marsh will work with Dow on how best to word this article. Dobbins-Marsh will follow up with the Road Agent if the cost of \$22,000 will still be adequate funding. *Motion made by Kidder, seconded by Adams to recommend Article Eight as written. Motion passed 3/0*

**Article 9 - To see if the town will vote to raise and appropriate the sum of one million two hundred thousand dollars (\$1,200,000) for the purpose of municipally managing a NH Department of Transportation State Aid Bridge grant for the design engineering, permitting, and replacement of the Archertown Road Bridge over Jacobs Brook. Of the appropriation, up to nine hundred sixty thousand dollars (\$960,000) will come from NHDOT State Bridge Aid, and two hundred forty thousand dollars (\$240,000) will come from the existing Road Improvement Capital Reserve fund. This is a non-lapsing article per RSA 32:7 VI and will not lapse until 12/31/2026 or until the project is completed, whichever comes first**

- The Selectboard discussed the verbiage for this article, and using examples from other towns agreed on this revision. *Motion made by Kidder, seconded by Steketee to recommend Article Nine as amended. Motion passed 3/0*

**Article 10 - To see if the Town will vote to discontinue the Bridge Replacement Capital Reserve Fund (2011) originally approved at the 2011 annual meeting, Warrant Article 6. Funds were never allocated to this CRF and the account has a zero balance.**

- *Motion made by Adams, seconded by Steketee to recommend Article Ten. Motion passed 3/0*

**Article 11 - To see if the Town will vote to discontinue the Community Field Expendable Trust Fund (1984) originally approved at the 1984 annual meeting, Warrant Article #39, and currently has a zero balance.**

- *Motion made by Adams, seconded by Steketee to recommend Article Eleven. Motion passed 3/0*

**Article 12 - To see if the Town will vote to discontinue the Community Field 1 (Hazen Morey) Expendable Trust Fund (1984) originally approved at the 1984 annual meeting, Warrant Article #41, and currently has a zero balance.**

- *Motion made by Adams, seconded by Steketee to recommend Article Twelve. Motion passed 3/0*

**Article 13 - To see if the Town will vote to raise and appropriate the sum of fourteen thousand dollars (\$14,000) for the purpose of constructing a permanent structure near the highway garage to house the grader and other town equipment, with eight thousand eight hundred dollars (\$8,800) to come from the previously accepted contract, and five thousand two hundred dollars (\$5,200) to come from the unassigned fund balance. This is a non-lapsing article per RSA 32:7 VI and will not lapse until 12/31/2026 or until the project is completed, whichever comes first.**

- The Selectboard discussed if the additional funds to complete the grader cover should be raised by taxes or come from the unassigned fund balance. As of 12/31/19 the Town had just over \$1,100,000 in the unassigned fund balance. After adjusted for unpaid taxes it reduces the balance to under \$800,000, which is at the top of the range that DRA suggests the Town maintain. The Selectboard agreed using \$5,200 from the unassigned fund balance will have minimal impact on the account balance. *Motion made by Adams, seconded by Kidder to recommend Article Thirteen as amended. Motion passed 3/0*

**Article 14 - To see if the Town will vote to raise and appropriate the sum of forty thousand dollars (\$40,000) for the purpose of expanding the highway garage to be used to address safety issues identified in the Primex audit report, with said funds to come from the unassigned fund balance. This is a non-lapsing article per RSA 32:7 VI and will not lapse until 12/31/2026 or until the project is completed, whichever comes first.**

- At last years annual meeting, \$25,000 was approved for the expansion of the Highway garage based on the Primex audit. Unfortunately, bids received were all higher than the funds allocated. After several design changes bids were still in excess of \$25,000. Because this was only a 1-year non-lapsing article, the \$25,000 will be allocated to the unassigned fund balance at the end of 2020. Therefore, the Selectboard is looking to use \$40,000 from the unassigned fund balance to pay for this project, which will result in no additional taxes needing to be raised in 2021. *Motion made by Kidder, seconded by Adams to recommend Article Fourteen as amended. Motion passed 3/0*

### **Other:**

Request of the Trustees for the Trust Funds for the final reimbursement for 2020 in the amount of \$67,538.62. This total represents expenses paid by the Town that the Capital Reserve accounts will reimburse. *Motion made by Adams, seconded by Kidder to accept the report. Motion passed.*

Dobbins-Marsh asked the Selectboard about the letter of intent for the Rural Business Development grant. The letter needs to be submitted as a place holder. The Selectboard can decide at a later date if they wish to submit the application. The Selectboard agreed to have Dobbins-Marsh submit the letter of intent for the Rural Business Development Grant.

### **Adjourn**

The meeting adjourned at 6:50 pm

Respectfully Submitted,

Esther Dobbins-Marsh