

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 25, 2021

MEMBERS PRESENT: John Adams, Fred Kidder II, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight

Call Meeting to Order

The meeting was called to order at 5:30 pm

Review and Discuss proposed 2022 budget and Warrant Articles

Fire Department, Chief Straight

- **Proposed 2022 budget** - the 2022 budget is slightly under the 2021 budget.
 - Fire Department Equipment – the budget request increased by \$2,000 for anticipated needs in 2022
 - Straight addressed replacing the springs in 1996 International (Engine #3) this year at a cost of \$2,750. *Motion made by Kidder, seconded by Adams to approve the spring replacement for Engine #3, and to use funds from the Fire Department Major Repairs Expendable Trust to pay for this expense. Motion Passed 3/0*
 - Fire Department Insurance – the Town has not yet received a renewal quote
 - Hose & Ladder Testing – this account was level funded, and Straight reported there were no hose failures this year.
 - Training – in 2021 the account was underspent, but was level funded in 2022 primarily due to in-person classes being available in 2022 which will allow for more trainings to be scheduled

- **Proposed 2022 Warrant Articles** as follows:
 - Article to upgrade the electrical system for Engine #3 and replace the generator in Engine #3 with a diesel generator for a cost not to exceed \$20,000. Straight said this will extend the life of the engine by 10 years, pushing the replacement year out to 2032
 - Capital Reserve Funding – Straight would like to see a higher amount added to the Fire Trucks CRF as the cost for replacement vehicles is only increasing. Last year, the funding into the Fire Dept Major Equipment CRF and the Fire Department Equipment were both zeroed out, and Straight would like this funding to be reinstated.

Adams said Bob Palifka will work on this analysis as he has done in the past.

Road Maintenance, Terry Straight

- **Proposed 2022 budget** - major changes to the 2022 budget over the 2021 budget are as follows:
 - Salaries - Straight would like to add a seasonal summer employee (May – October) to help with the work in the summer
 - Equipment Rental increased by \$1,000 – the total budget of \$6,000 will be used to rent excavators, leaf blowers, a dozer and other equipment needed for projects
 - Contracted Services increased by \$2,000 – The total budget of \$8,000 will be used for extra help with snow removal, and culvert installation
 - Roadside Mowing increased by \$1,000 – increase per contractor
 - Shop Supplies increased by \$1,500 – the total budget of \$3,000 will be used for equipment paint, oil, grease, speedy dry and other misc. supplies & cleaners
 - Vehicle Maintenance decreased by \$2,000 – the new truck (replacing the 2008 International) will arrive in 2022 which will reduce the maintenance expenses from the older truck
 - Propane increased by \$2,500 – based on usage from 2021 at the current rate of \$1.699 per gallon.
 - Building Maintenance increased by \$6,000 – the total budget of \$10,000 will be used to complete several items reflected on the Primex audit completed several years ago.
 - Straight said the 3 garage doors need to be replaced, and an exit door in the garage office needs to be added (per the Primex audit). *Motion made by Adams, seconded by Kling to purchase the overhead doors (3) and add a second exit door to the garage office, and to use funds from the Town Buildings CRF to pay for these projects. Motion passed 3/0*
 - Equipment Replacement/Repair increased by \$1,000 – the total budget of \$5,500 will be used to replace equipment (chain saws and hand tools) as needed.
 - Uniforms decreased by \$500 – the budget was reduced based on actual monthly charges
 - Culverts increased by \$5,000 – the total budget of \$10,000 will be used to purchase culverts for the replacement of culverts on many town roads, and possibly add a few new ones.
 - Gravel increased by \$5,000 – The total budget of \$30,000 is based on the amount of gravel being added to our road surfaces. There has also been a price increase for gravel
 - Asphalt Patch increased by \$1,000 – the total budget of \$4,000 will be used to repair pot holes
- **Proposed 2022 Warrant Articles** as follows:
 - Article to Purchase of an Excavator – Straight will obtain estimates for the equipment
 - Article for Paving Projects – Straight will outline the roads to be paved for this warrant article
 - Article to replace the 2013 International with a 6-Wheeler or 10-Wheeler truck – Straight will provide the estimates received for the Selectboard to review
 - Article to remove the old waste fluids stored in barrels behind the salt shed

Misc. Departments and Committees, Esther Dobbins-Marsh

- **Proposed 2022 budgets** - changes to the 2022 budget over the 2021 budget are as follows:
 - Town Clerk – overall increase of \$1,300 primarily for salary increase
 - Voter Registration – overall increase of \$4,000 as there will be 2 elections and Town meeting in 2022
 - Tax Collection – overall increase of \$1,300 for an increase in Tax Collector fees
 - Treasury – Level funded
 - Planning Board – overall increase of \$3,400 primarily due to the hiring of a planning assistant for the board
 - Cemeteries – Level funded, salary increase to be determined by the Selectboard
 - Parks & Playgrounds – overall increase of \$1,000
 - Additional portable toilet at the playground area near the boat landing
 - Additional funding for maintenance of the Mall Walk
 - Library – Salary increase to be determined by the Selectboard, which will determine the appropriation to the Libraries
 - Patriotic Purposes – Level funded
 - Conservation – Level funded
 - Comm Field Maintenance – this year the funding will NOT be included in the operating budget, but instead will be added to the Capital Reserve account funding schedule. Per the NH DRA, any money being funded into the Capital Reserve accounts needs to be identified as such, and approved by the voters at the Annual Meeting.

The Selectboard agreed to use 6% as a salary increase to budget for Full Time employees, and requested Dobbins-Marsh run salary increases at 4%, 5% and 6% for part time employees which will be discussed at the budget meeting scheduled for 11/3/2021.

Adjourn

Motion made by Kling, seconded by Kidder to adjourn the meeting. Motion Passed.

The meeting adjourned at 7:40 pm

Respectfully Submitted,

Esther Dobbins-Marsh