

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 15, 2022

MEMBERS PRESENT: John Adams, Jen Carter, Chase Kling

BUDGET ADVISORY COMMITTEE MEMBERS: Ruth Hook, Tom Thomson, Bob Palifka, Bill Paxton, Laurence Duffy, Lawrence Hibbard, Ken Wiren (called in)

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Williams

## Call Meeting to Order

The meeting was called to order at 5:30 pm

## Review of the 2023 Proposed Draft budget:

### Cemeteries

- \$2,000 requested for cemetery mapping
- \$2,000 requested for headstone cleaning
- \$10,000 requested for tree removal
  - It was determined these three items will be covered by the Perpetual Care Trust fund

### Fire Department

- What work qualifications are required for Officers to receive their annual stipend?
- What is the guideline on the number of officers the department can have?
  - These questions will be asked of the Fire Chief
- What do other Towns pay for officer stipends?

### Highway

- Contracted Services – the department will contract out for culvert replacement when the culvert is over a certain size, or when the area excavated is over 4' deep. Sand sifting is also included in this budget line item
- Shop Supplies – the Town is required to provide drinkable water at the garage, and currently it doesn't, therefore employees have been purchasing their own water as well as other products needed. These costs will be added to this line item.
- Office Supplies – it was agreed to reduce this line item to \$200, as office supplies can be obtained at the Selectboard office (paper clips, staples, etc). Printer toner and paper would be the main expenses under this line item.
- Vehicle Maintenance – As the department won't receive their replacement trucks until 3<sup>rd</sup> quarter 2023 at the earliest, on going repairs and maintenance will occur
- Diesel – currently we are purchasing from the State garage, but their fixed price contract ended in November 2022. Once a new contract is entered into, this line item may be adjusted
- Building Maintenance – there are still a few items on the Primex audit that need to be addressed – the eyewash station needs to be purchased and plumbed into the water system, and additional lighting added outside

- Equipment Repair/Replacement – in 2022 the department purchased a cutting edge for the grader, and it was asked why there is a warrant article to purchase another one. Williams explained the one purchased has to be replaced in its entirety, where the one that's in the warrant article allows the damaged teeth to be replaced individually.
- Uniforms – the department is looking into other options that would provide uniforms of better quality and need for the department
- Gravel – after all the gravel put down on the roads this year, why is the department looking to purchase \$60,000 of gravel in 2023? Williams said even though a lot of work was done to the roads during and after mud season, the gravel roads still need work. In 2023 the department will be ditching many roads, and doing culvert maintenance as well.

Thomson asked who authorized the purchase of over \$245,000 of gravel this year? In order to cover the material that was used during mud season, and to rebuild the roads, the Selectboard authorized the purchasing of gravel for this work.

- Road Salt – the cost of road salt is between \$88 and \$99 per ton, compared to \$72.77 per ton last season. Williams said the Town has a contract with three companies, but is still having trouble getting these companies to deliver.

### **Parks & Playgrounds (P&P)**

- Rivendell Trails – this line item was part of the P&P budget in previous years, then was moved to be included as part of the Charitable Contributions Warrant Article – it was agreed this line item should be part of the P&P operating budget, so the \$450 fee is now reflected there

### **Patriotic Purposes**

- Veterans' Day Celebration - \$200 was added to this new line item

The draft budget includes a cost of living increase of 8.7% for salaries, and an 11.7% of health coverage cost increase.

At this time, the Budget Advisory Committee is waiting for the Selectboard recommendations of any changes they will be making to this 2023 Proposed Budget.

### **Review of the 2023 proposed draft warrant articles:**

- **Funding Capital Reserve Accounts** – the amounts to fund the CRF accounts for the warrant article is still pending
- **Charitable Appropriations** – by moving the Rivendell Trails allocation of \$450 from this warrant article and adding to the P&P operating budget – the total for 2023 charitable contributions will be revised to \$16,802
- **Replace the 2019 F-550** – there was discussion on the need to replace this truck, as it was purchased with a 7-yr warranty, and still has low mileage (as of 10/31/2022 31,715). Williams said the body is rusting and should have been stainless steel, then painted, and the sander and plow aren't the best options for this truck, plus there is no wing. Recently it was determined the truck needs to have approximately \$6,000 of work (half will be covered by the warranty). Williams will look at the cost to purchase a new F550 and report back to the board. It was discussed if a warranty is needed for truck

purchases – could the Heavy Equipment Maintenance CRF cover major repairs if there is no warranty.

- **Paving** – The roads discussed to pave in 2023 include Grimes Hill road, Indian Pond road and a section of Archertown road. Williams as asked R&D Paving for an estimate for this work.
- **Highway Generator** – the board is still waiting for estimates to purchase and install a generator that would run all the equipment in the garage, and estimates to run all equipment except the welder. Thomson said there are many contractors in the area that do welding. The generator would be needed for extended power outages.
- **Highway Equipment** – Williams discussed the need for several pieces of equipment to be used by the highway department. The compactor and laser would be used when the crew is installing smaller culverts, as it's important to make sure the culverts installed properly. The leaf blower is used to remove leaves and pine needles from the roads prior to grading which allows for a smooth grade. The group discussed the size of the leaf blower – Williams will obtain pricing for a larger model. It was also recommended not purchasing a compactor, but renting on when needed.
- **Fire Department UTV and Trailer** – The Selectboard agreed to leave this warrant article as written, at a cost of \$40,000, however, a written quote will be needed from the seller
- **Amending the Police Cruiser CRF to a Police Vehicle CRF** – concern was expressed around the change of language to this warrant article. Is new equipment always needed when a new police vehicle is purchased? A better explanation of “New Condition Equipment” is needed. Also, should we cancel the Police Cruiser CRF and create a new one – some feel this would be less confusing.
- **Amending the Police Dept. Major Equipment & database CRF to a Police Vehicle PPV and Computer Equipment Maintenance CRF** – concern was expressed around the need to replace a computer if a new one is purchased and installed at the time of the police vehicle purchase? Again, should the original CRF be terminated, and an entirely new CRF be established?

These concerns will be sent to the Trustees of the Trust Funds.

Adams relayed to the Budget Advisory members the Selectboard is considering cancelling the purchase agreement for the International trucks and looking at Freightliner trucks, as they have a delivery date of August 2023, where there is no delivery date known for the International trucks.

### **Adjourn**

*Motion made by Adams, seconded by Carter to adjourn the meeting. Motion Passed 3/0*

The meeting adjourned at 7:30 pm

Respectfully Submitted,

Esther Dobbins-Marsh