

Orford Budget Advisory Committee

Work Session – GoToMeeting Minutes

December 1, 2020

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

Meeting called to order 5:30

Result from meeting with Selectboard (SB) on 11/23/20.

List of new questions, at the end, submitted to Selectboard for 12/7/20 meeting.

Employee:

- Employee Raises – **SB** – 1.5% & 2.0%
- HRA benefit – **SB** – deductible capped at \$500 single, \$1,000 employee + one, \$1,500 family.
- Employee Benefits per employee – (**SB**) Protected Information (see 11/23/20 SB minutes for breakdown Cost of Benefits to the Town for 2021.)

TAXES

- **BA** – concern as of 10/14/20 Delinquent Taxes \$179,120.48 and Deferred Tax Bill \$98,216.59 = \$277,335.07 Total Uncollected Taxes – **SB** – historically the town runs between \$150,000 - \$200,000. Have made arrangements for collections.

HIGHWAY

Highway Salary/wages by employee

- **Salary/Wages** – **SB** – Individual salaries are not usually provided.
- **Contracting** out our highway department – **SB** – looked into this, currently concluded would not be saving money, especially in the current environment.
- Advertising Full-time Position & Part-time Seasonal Position – **SB** – only 1 new crew member, preferably full time, otherwise part-time seasonal.
- **New Snowplow** bought last year not being used, are we selling – **SB** – checking with Road Agent.
- **Create** Heavy Equipment, Road Improvement Advisory Committee – **SB** – worth exploring.
- **Culvert Steamer** – **SB** – Town owns a new one.
- **Crack sealing** Archertown Road from Indian Pond Road to Newcomb – **SB** – Cost \$8,000, Sealed areas if less than 1" wide.
- **Highway vehicle replacement schedule**, from Annual Town Reports – 2011-2014, 7yrs- ½ ton truck, 9yrs-6-wheel dump truck; 2015-2019 8yrs-1 ½ ton truck, 10yrs-6-wheel dump truck (*see chart at end of report) – **SB** – will be reviewing replacement schedule possibility moving to 5 years 1 ½ ton truck and 7 years 6-wheel dump truck replacement cycle, but will not be for 2021.

WARRANT ARTICLES

- Information requested at the 11/23/20 SB-BAC meeting: Lyme purchased a New Fire Truck, \$518,000, took out a 7-year loan with Mascoma Bank at 3% (at the time), will be making payments each year from the Vehicle CRF. – **SB** – needs to evaluate total interest charges vs the loss of investment earning at the same time of purchase.

- 2020 Town Report pg. 17 Warrant Article 13: to dispose of the current 1991 fire truck. – BAC researched town's cost to flush culverts: Spent 2014 - \$735; 2016 - \$505; 2017 - \$1120; 2019 - \$1120 = \$3,480, a total cost covering 6 years (average of \$580 covering the 6 years). – **SB** – At the request of Fire Chief Straight, the 1991 Engine will not be sold. It will be under the control of the Fire Dept. as it can be used for other purposes. It will be stored at the Fire Station and be used for small forest & grass fires, storage of forestry equipment, and be loaned to the Highway Dept. to flush culverts and wash off bridges.
- **Proposed Warrant Article #7**: \$219,000 10-wheeler 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, the savings would be \$2.66 a yard (15 yards a load) to haul gravel ourselves, based on an hour turn around trip, if over an hour, we do not save any money. 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. – Conclusion by the BAC – will NOT save any money. – **SB** – have Road Agent prepare numbers for the 6-wheeler.
- **10-Wheeler fit** in the garage with plows – **SB** – Plow would need to be removed and stored outside.
- **Beneficial to self-insure** vs extended warranty – **SB** – Isn't usually cost-effective
- **Add more funds to Heavy equipment CRF** in place of Extended Warranty – **SB** – Will discuss with Road Agent.
- **Cost for Reed** to pull a 10-wheeler out of a ditch – **SB** – Will have Road Agent check
- **Proposed Warrant Article #8**: \$68,000 reconstruction of High Bridge Road – **SB** – revised article the purpose of the bridge to become biking/walking bridge proposal.

Waiting on Cost to the Town of Orford for the following projects

- Town Road #100 is scheduled to be completed this year – **SB** – (SB) \$418,322 Town responsible 25% \$104,600
- Quinttown Road Dual Culverts is scheduled to be completed this year – **SB** – \$39,000 FEMA 75% \$25,200; Town \$20,000.
- Sawyer Brook Headwall will be completed in 2021 – **SB** – estimates to be obtained
- Mousley Brook culvert replacement is still open - **SB** – similar price to Town Rd #100
- Jacob's Brook Bridge on Archertown Road – **SB** – to be completed in 2021 (State and Town project) – (SB) \$1,200,000 State of NH 80% \$960,000 Town 20% \$240,000
- Archertown Hill Road reconstruction project, on hold – **SB** – \$45,000 spent design and preliminary engineer – additional cost regarding water run off – no estimate at this time.
- High Bridge Road bridge- **SB** – see Warrant Article #8 request above
- River Road Paving – **SB** – Warrant Art. #5 \$75,000 returned funds to the Fund Balance - Road Agent Straight is heading the long-term paving project
- Sand Pit Reclamation – **SB** – under contract – T m Steketee heading this project – need to research boundary line, abutters, deeds.
- Garage upgrades per Primex report – **SB** – on going project
- Garage Grader Cover – **SB** – Fred Kidder heading project – accepted bid \$8,800 – construction cost higher than planned, working with contractor to re-design and lower cost.
- Garage Storage Addition – **SB** – Fred Kidder heading project – re-working to downsize the scope of work
- Beaver Dam Bog on Orfordville Road – Not on original list of projects – Conservation Committee paid for Engineer cost and Town will pay for repairs. Permit expected soon. – costs unknown at this time

Orford Budget Advisory Committee
Developed from Work Session for next Selectboard/BAC 12/7/20 - GoToMeeting
Questions

Highway Salary/wages by employee

- Adams said individual salaries are not usually provided.
- In the past, we have been provided this information. Please provide the RSA that protects this information or provide the salary/wages as requested.

DELINQUENT TAXES

- John Adams responded, historically the Town runs between \$150,000 to \$200,000.
- The BAC feels the Deferred taxes, estimated \$98,216.59, should be reflected in the town report under the Delinquent tax line.

HIGHWAY

- New Snowplow bought last year not being used
 - Adams will check with the road agent as he may have plans to use in some manner, but will discuss the possibility of selling
 - BAC would like to know the decision either the plan to use in some manner or selling.
- Highway Vehicle Replacement schedule change.
 - Adams said the Selectboard agreed to look at using proposed 5yr for sm. truck & 7yr lg. truck, but not for 2021. Bob P will adjust the replacement spreadsheet for the Selectboard to review at a future date.
 - *See chart at end of report of past replacement schedules
 - Asked Bob P to send the adjusted replacement spreadsheet that he sends to the Selectboard to the Budget Advisory Committee at the same time.
- Highway - Culverts
 - Why are we contracting out culverts when we have the equipment?
 - Could you please breakdown the culverts replaced this year by Highway vs. Contracted.?

WARRANT ARTICLES

- Proposed Warrant Article #7: \$219,000 10-wheeler 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 truck and dividing by 25%. The result was our original \$41.00/hourly cost was reduced to \$31.04/hour.
 - Ruth H expressed there are 3 crew members and as you don't know who would be driving the truck, it could be the highest or lowest paid employee, wages & benefits along with fuel, wear & tear, etc. on the truck should be divided by 3. This should bring us back to the original estimated \$41.00/hours cost – resulting in the same conclusion by the BAC – will NOT save any money. BAC members who have gone to the pit in North Haverhill said it was NOT impossible to go up with a 10-wheeler, get filled, and return within an hour.

- The net \$3.00 a yard savings was based on \$31.04/hour. - What is the saving based on the original \$41.00/hour?
- What is the added cost of the 10-wheeler when you have to take in that there are 4 more wheels, extra truck chains, etc. above and beyond a 6-wheeler?
- Has the Selectboard studied the cost of a 10-wheeler vs a 6-wheeler? And what was the result?
- **10-wheeler**
 - Total length from front bumper to back bumper – 24’5” long
 - Total length from front of plow to end of sander – 29’5” long Total width with wing on – 9’4” in the up position
- What is the height of the truck with an automatic load material cover added to new truck?
- What will Reed charge to pull a 10-wheeler out of a ditch?
- What have we paid Reed in the past to pull a 6-wheeler out of a ditch?

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 recommended that we (SB) do the research on the various deeds and abutters who will have to be notified of any reclamation plan.
- Reclamation plan is on the to do list, not a high priority while we're in the middle of budget season. Tom Steketee 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 Reclamation is really important.**
 - Are we continuing to work back?
 - Are we maintaining a 3/1 slope from the boundary?
 - 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)?

Garage Grader Cover – Fred Kidder is heading this project

- How much more money would it cost beyond the \$8,800 quote that was accepted because of the increase cost for materials?

Garage Storage Addition – Fred Kidder is heading this project

- Received a response from Fred after our meeting.
- What is the most recent plan that is being worked on? We would like to see the draft drawing.

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

- How can you authorize the withdrawal of \$1,200,000 from Road Improvement CRF when the 2019 Annual town report estimated 2020 balance of \$568,307?
- 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?

Purchasing Policy

- There was a question about why when a project is put out for Engineer bids are some of the projects NOT put out and awarded to DuBois & King? Noted was the BIG difference the

Conservation Committee received for Engineer Fees for the Bog on the Orfordville Rd., Horizon \$10,000 and DuBois & King \$16,500. Horizon was awarded the bid.

- Could we please receive an update on the Miles & Hours on town vehicles and equipment.

MEETING SCHEDULE

December 7: Selectboard & Budget Advisory Committee work session – Discussion and review of the proposed budget and warrant articles (GoToMeeting)

December 16: Selectboard work session - finalize budget and warrant articles to present at the Public Hearing

January 21: Public Hearing on proposed 2021 Budget and warrant articles

January 22: Department & Committee Annual Reports due

Tom T motion to adjourn, Bob P 2nd. Motion passed

Adjourned 6:55

Respectfully Submitted

Ruth Hook

(SB) will be reviewing the (highway vehicle) replacement schedule possibility moving from 8 years to 5 years 1 ½ ton truck and from 10 years to 7 years 6-wheel dump truck replacement cycle, but will not be for 2021.

Prepared for 11/23/20 Selectboard/BAC Meeting by Ruth Hook, BAC Chair							
Information from Annual Town Reports							
Vehicle and Equipment Replacement Schedule							
Annual Report	Highway Department						
	Pg.	Yrs.	Truck #2	Yrs.	Truck #3	Yrs.	1 1/2 Ton
2011	58	9	2014/2023	9	2012/2021	7	2010/2017/2024
2012	23	9	2014/2023	9	2012/2021	7	2010/2017/2024
2013	20	9	2015/2024	9	2012/2021	7	2010/2017/2024
2014	21	7	2016/2023	9	2012/2021	7	2010/2017/2024
2015	60	10	2012/2022/2032	9	2018/2028/2038	8	2017/2025/2033
2016	53	10	2012/2022/2032	9	2018/2028/2038	8	2017/2025/2033
2017	47	10	2012/2022/2032	9	2019/2029/2039	8	2018/2026/2034
2018	45	10	2012/2022/2032	9	2020/2030/2040	8	2018/2026/2034
2019	43	10	2012/2022/2032	9	2021/2031/2040	8	2018/2026/2034