

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 25, 2019

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee

BUDGET ADVISORY COMMITTEE: Tim Surprenant, Bob Palifka, Bill Paxton, Lawrence Hibbard, Tom Thomson, Ruth Hook

OTHERS PRESENT: Esther Dobbins-Marsh, John Berryman, Jason Bachus, Terry Straight, David Bischoff, Ken Wiren, Ann Green, Jordon Sutherlin, Mark Marsh, Paul Goundrey, Faith Knapp, Carl Johnson, Kevin Follensbee, Janice Bartley,

Call Meeting to Order

The meeting was called to order at 5:30

Thomson reported the Budget Advisory Committee (BAC) elected him to be the chair. He also reported two members (Paul Carreiro and Anne Duncan-Cooley) had stepped down and the committee wants to replace them. He listed three residents that would like to be part of the BAC. Adams had previously emailed Thomson stating as the BAC members are elected at the Annual Meeting, he felt new members should follow the same process. Bischoff read the RSA 32:15 that pertains to Budget Committees and felt that advisory committees could follow the same process. Dobbins-Marsh said she'd contacted the NH Municipality to ask about the process and they indicated the warrant article that created the committee should have stated how these issues would be addressed. Because no document can be found on this issue, it was suggested the Selectboard create one for future reference.

Hook reviewed the list of questions created by the BAC pertaining to the 2020 proposed budget

- Town Clerk Equipment
 - Equipment of \$1,000 - The Town Clerk will need a new printer next year, and the State of NH now longer provides the printer
- Informational Technology
 - Equipment increase of \$2,000 - How many computers will be replaced – 4.
 - What is the timing of the replacement – Computers will be replaced and updated to Windows 10 prior to January 14, 2020
- Government Buildings
 - Sidewalk Shoveling - What is this for? The sidewalk that runs along Bridge Street (from Route 10 across the bridge)

- Maintenance & Repairs – what does the \$1,500 represent – this amount is to cover small unexpected repairs within the Town office building. It's not for major repairs, such as repairs to the foundation
- Police Department
 - Communication increase – this covers the cost of a cellphone and office phone for communication
 - Dispatch – the BAC wanted to separate the expense between the Police Dept. and the Fire Dept. Adams explained the invoice received in 2020 will no longer be broken down by department (as in the past), so a separate line item was created.
 - Computer Software – why the increase – this is the cost charged for the IMC software (increased by \$515) and the Air Card
- Fire Department
 - Utilities – why the increase – the budget of \$6,000 was an estimation based on YTD expenses at the time the budget was created. This can be reduced back to \$5,500 for 2020
 - Equipment – Why the increase, as over the last few years this line item has been underspent. Straight explained that he's been give the directive to only purchase what's needed due to a cash flow issue. This line item is to purchase new equipment and to replace/update old and outdated equipment. This includes nozzles, fittings, flashlights, hand tools, power tools and new gear for new members. Straight suggested removing the line item for Radios, Pagers and Batteries (5,000) and include it within the Equipment line item for a total line item of \$9,000 (net decrease of \$2,000)
 - Uniforms - \$500 has been budgeted for several years and not used. Straight explained this is for dress uniform shirts, badges and name tags.
 - Training & Mileage – expenses seem to be consistently below the budget requests – Straight explained that he will have several members going to training in 2020. The department pays 50% up front, and reimburses the balance after the member has been with the department for 12 months
- Highway Department
 - Salaries & Benefits – increase of 30% over 2019 – why? The budget reflects the high end and the assumption we will hire a Road Agent at a higher hourly rate of pay. Also included is the cost of a family plan for health & dental, as well as retirement costs
 - Equipment Rental up \$5,000 – the work plan for 2020 includes renting an excavator to help with ditching and culvert replacement. The equipment can be rented for 30 days with unlimited hours.

- Contracted Services up \$3,000 – there are several trees that need to be removed – as they are in wires, the department would need to contract out this work.
- Roadside Mowing – in the past the Town has placed a warrant article for this service, however, if done on an annual basis, the DRA said it should be part of the department budget
- Personal Protection – new line item – previously included in Safety Equipment – this new line item will track OSHA required items.
- Vehicle Maintenance – increase of \$5,000, plus spent \$29,000 in 2019 – While the department has a new 1.5 ton truck, there are several other vehicles and equipment pieces that require maintenance and service. The older the vehicles, the more maintenance they require.
- Diesel -why the increase if there are only 2 drivers – the goal is to have a 3-person department that will operate the vehicles, plus the work plan will require more usage
- Propane increase of \$500 – currently we have someone working in the department office, where in the previous last two years we didn't on a regular basis
- Build Maintenance increase of \$5,000 – Adams said our insurance company, Primex, had completed an audit of the building and there are several issues that need addressing, including a second means of egress from the office, as well as upgrading the electrical service
- Road Improvement – again part of the 2020 work plan
- Equipment repair/replacement – budget up \$3,000 – for the replacement of shop tools and equipment as well as maintenance of several items. Asked about purchasing a generator (Berryman is working on a grant to purchase one similar to the one at the Town office)
- Uniforms – what is the reason for this line item? This would be a week to week service to provide work pants, Hi-Viz tee short (long sleeve for the winter), Hi-Viz jackets and a pair of overalls for working on the trucks.
- Culverts increase of \$5,000 – the work plan is planning to replace 22 culverts in 2020
- Gravel increase of \$10,000 – part of the work plan
- Asphalt increase of \$3,500 – part of the work plan – when replacing culverts under pavement, the department will need to patch over the top. Bischoff asked about the paving projects voted for at past annual meetings - he wondered if the River Road could be turned back to a gravel road vs re-paving?
- Road Salt – concerns about the overall increase in use of salt over the last several years – how can this be prevented – Berryman is working to have the spreaders calibrated to help limit the amount of salt used

- Road signs increase of \$800 – signs need to be compliant with State requirement and the Town will be replacing as needed
- Training/Travel increase of \$1,500 – the highway employees need to be kept up to date and trained in several areas. Berryman has scheduled classes to be held at the Town office which will allow employees to attend at no cost.
- Parks & Recreation
 - Mowing increase of \$3,000 – we have started a new contract period – this budgeted amount represents the lowest bid.
 - Community Field Mowing is new – the Parks & Playgrounds committee wanted to take over the mowing of the Community Field for several reasons. This represents the lowest bid for that work
- Patriotic Purposes
 - Parade Sheriff's Detail – why the new line item – this service is only for the July 4th parade and previously was part of the police department budget.
- Other Appropriations
 - Maintenance-Community Field increase of \$2,700 – this represents the amount the Town of Orford charges Rivendell to use the Community Field for 6-months of the year. We are under a new contract with the school this year, and this line item represents the transfer of the lease payment into the Capital Reserve account

Thomson reviewed the questions on the Proposed Warrant Articles

- #3–Capital Reserve Funds
 - Why increase to Police Cruiser? The cost to purchase a new cruiser will be approximately \$50,000. Currently the estimate cost is at \$38,000 so will need to increase the funding by \$6,000 for the next two years
- #4-Archertown Road Rebuild Bond of \$600,000
 - Why are we spending so much on engineering fees – we have to have a preliminary design and final design.
 - Will there be additional bills from the engineering firm – yes, as we have not paid for the total final design costs yet
 - What is the total cost of this project – it's estimated to be close to \$665,000
 - Will this project be put out to bid – yes, definitely
- #5-Permanent Structure at the Highway Garage \$10,000
 - Why are we asking for an additional \$10,000? The warrant article in 2019 was for \$10,000, but that will only by us a structure that will cover the grader – for an additional \$10,000 we can build a stand-alone shed to

store the grader and several other pieces of equipment. We currently have a contract for the grader storage structure if that's the direction the town wants to go with

- #6-Radar Signs – are there any grants to offset the cost? Bachus said at this time none that he's aware of, but he keeps an eye out for anything like this that comes across his desk. These signs will be mounted on the speed signs and can be moved to various locations. They provide data on the # of cars and speeds recorded.
- #8-Hazard Waste Collection – should this be part of the Solid Waste Disposal section of the operational budget? Dobbins-Marsh will verify with Jamie at the NH DRA
- #9-Charitable requests – there are several new requests – why? CASA and Wise made requests two years ago, and requested for 2020. Both services do provide services to the residents of Orford
- #10-Service Related Total Disability – please clarify – In 2019 it was requested to add this to the Warrant Articles, but it came late in the process and it was decided to hold for 2020. This would allow the Town to grant a tax credit up to \$4,000 for service related total disability (currently it's up to \$2,000)
- #11-New CRF for Police Major Equipment & Database updates \$7,000– what is the reason behind this? Bachus explained the cost the Town will be responsible for due to an upgrade in systems with Hanover Dispatch within the next several years that could cost over \$20,000. In addition, this fund could be used when a major piece of equipment needs replacing.
- #12-Replacement of Highway Truck #3 \$140,000
 - Why are we looking to purchase a smaller truck when we need to haul sand & salt? Berryman said the body could still haul sand & salt and is only slightly smaller than the current truck. The new truck would have a tighter turn radius and comes with 4 cameras. The crew drove the truck and said the visibility is much better than the current one.
 - Why do we need a new truck with only 2 drivers? Berryman said the goal is to have three drivers in the near future
 - Why replace the 2008 International that has less than 61,000 miles on it? The truck is costing a lot for maintenance and repairs. The scheduled replacement year has been pushed into the future a few times, and the department feels it's time to trade while we can still get some trade-in value
 - Could we contract a local truck if needed and what would this cost? Berryman will have to research this
- #13- Replacement Fire Rescue Truck \$200,000

- Explanation for early retirement. Straight said the current rescue truck is 23 years old. It's starting to require more maintenance and a trade in now would be between \$60,000 and \$80,000
- Will this truck fit into the garage as it's longer than the existing rescue truck? Straight said it would.
- #14-Purchase an enclosed Trailer & UTV \$40,000
 - What this be used for? Straight said this would be used to reach houses and provide rescue for hard to reach places. It can maneuver on roads that the larger trucks can't. If roads are blocked due to natural disasters or other situations, this vehicle can still get around, where other trucks are limited.

The BAC would like to the Selectboard to research the cost to hire out the road maintenance. This could possibly save the Town in several areas, including the cost to purchase and maintain vehicles & equipment.

The BAC suggests the Selectboard request a certificate of insurance from Asplundh and have a letter of agreement between the Town and the company.

The BAC requested Dobbins-Marsh send their members a copy of the Primex highway garage audit, the 2020 highway work plan, and copies of the specs for the highway truck and both fire department vehicles.

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) at 8:35 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:07 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

Motion made by Adams, seconded by Kidder adjourn the meeting. Motion Passed.

The meeting adjourned at 9:08 PM

Respectfully Submitted,

Esther Dobbins-Marsh