

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 20, 2021

MEMBERS PRESENT: John Adams, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus

## Call Meeting to Order

The meeting was called to order at 5:30pm

## Review and Discuss proposed 2022 budget and Warrant Articles

### Police Department, Chief Bachus

- **Proposed 2022 budget** - major changes to the 2022 budget compared to the 21 budget are as follows:
  - Part-Time Salaries, \$4,750
    - The current Office Support (\$1,750) that bridges the gap between Orford and the prosecution office with record retention and other paperwork
    - On-Call Officer (\$3,000) to cover as needed for increased work load and when the Chief is out on vacation.

Adams asked what additional expenses would be involved with this hire. Bachus said part-time officers have their own equipment, and the cruiser would be available to them if Bachus is in the office. The Town of Orford has uniforms and boots that they could use.

- Vehicle Maintenance \$2,500 – even though Bachus will have a warrant article to ask for a new cruiser, this line item was level funded as the current cruiser will need winter tires and regular maintenance until the new cruiser arrives, if approved by the voters
- Gasoline \$3,000 – this line item was level funded – Adams asked Bachus to calculate the annual miles on the current cruiser at a range of gas cost per gallon. Bachus will report back on this
- Computer Software \$7,050
  - Body Worn Camera (BWC) cloud storage (\$516). This is FBI compliant and allows for video redaction for any case that goes to trial
  - New records management system database (\$6,500) selected by Hanover Dispatch that replaces the current IMC system.
- **Proposed 2022 Warrant Articles** as follows:
  - Purchase of a new police vehicle \$68,500 – Bachus received estimates for a Silverado and an SUV. The total estimated cost for the vehicle, including the upfit package, radio and dual Ka-band antenna is currently \$67,105 and \$64,720 respectively. Both would have a prisoner cage installed in the crew cab, with storage behind, and a storage box would be installed in back. The NH State vendor is purchasing 200 Silverado's for NH Fish & Game (they have claimed 150) and will allow NH towns to place a hold on the remaining trucks, first come first serve. The vendor understands if Towns don't approve the purchase they

won't be held responsible to purchase the truck. The Silverado would be available to purchase in April-May of 2022

Funding for the new police vehicle would come from the Police Cruiser Capitol Reserve fund, with the remaining estimated cost of approximately \$21,000 would be raised by taxes

- Purchase of an MPH Industries Mobile Solar Radar Feedback Trailer Sign 7,000 – recent concerns have been raised by residents in Orford of the speeding in Town. This purchase would help with traffic calming and reduction of speeding on town roads. The type of sign also allows provides a sate collection program to determine high violation timeframes. This would be paid for by taxes, however, Bachus is working on a grant to cover the cost of this Speed Trailer.

Adams asked about equipment needed to operate, such as batteries. Bachus said this product comes with a 2-year warranty for parts and a 1-year warranty for the trailer. The cost of replacement batteries would most likely be included in future budgets.

Kling and Adams discussed the recent Cost of Living adjustment (COLA) of 5.9% for 2022. Dobbins-Marsh will prepare a comparison worksheet for the Selectboard to review which will include a range of increases and the financial impact on related benefits, such as FICA and the Town's NH Retirement contribution.

#### **Administrative, Dobbins-Marsh**

- **Proposed 2022 Budget** – The Selectboard reviewed and discussed the following 2022 administrative budget as compared to the 2021 budget:
  - Executive – no major changes
  - Town Administration – no major changes
  - Town Report Printing – vendors have been contacted to submit estimates for producing the annual report. Final numbers are to be submitted by November 1<sup>st</sup>
  - Information Technology – an increase of \$800 from the 2021 budget primarily due to the need of a new laptop for the Trustees of the Trust Fund.
  - Auditor - vendors have been contacted to submit estimates for producing the annual report. Final numbers are to be submitted by November 1<sup>st</sup>
  - Revaluation of Property – The current assessor for Orford doesn't prebill for the 5-year revaluation, which results on a lower cost for assessing. A warrant article will be addressed below to fund the revaluation estimated cost
  - Legal & Engineering Fees – no change
  - Government Building – no major changes
  - Contingency – no changes
  - UV Lake Sunapee Regional Planning – no major change
  - Insurance – there was an increase for both Property & Casualty and Workers Compensation of \$3,763 combined
  - Emergency Services – Both the Ambulance and Dispatch service fees will be submitted by November 1<sup>st</sup>
  - Emergency Management – no major change
  - Street Lighting – no major change

- Waste Disposal
    - Waste Disposal-vendors have been contacted to submit estimates for producing the annual report. Final numbers are to be submitted by November 1<sup>st</sup>
    - Household Hazardous Waste – in 2022 Piermont will be included in the location to dispose of hazardous waste. The estimates cost is \$2,000
  - Landfill Closure – there is no review of the landfill in 2022 – 0.00 cost to the Town
  - Veterinary/Boarding and Direct Assistance – no changes
  - Maintenance-Community Field – in past years this line item has mirrored the amount received as income from Rivendell. However, per our rep at the NH DRA, any funding of our Capital reserve accounts must be thru a Warrant Article. Therefore, this line item will be at zero for 2022 and future years, and the funding will be included in the Capital Reserve Funding warrant article
- **Proposed 2022 Warrant Articles**
    - Service Appropriations – the various entities have until 11/1/21 to submit their annual requests
    - Article to appropriate \$16,115 from the Fund Balance into the Road Improvement CRF – this is for FEMA funds reimbursed to the Town in 2021
    - Article to appropriate \$68,101 from the Fund Balance into the Broadband CRF – this is for ARPA funds received in 2021
    - Article to appropriate funding into the Capital Reserve accounts – this will be addressed at a later budget meeting
    - Article to appropriate funds into the Playground CRF – the funds will come from the Parks & Playgrounds checking account with Mascoma Bank.
    - Article to appropriate up to \$6,500 from the Cemetery Mower CRF to purchase a new mower
    - Article to re-establish the Revaluation CRF and fund with \$7,000 – our prior auditor pre-billed the town annually for the cost to complete the revaluation. Our current assessor does not, but will bill the Town in full for this service
    - Article to create a permanent Road Commission committee

### **Non-Public Session**

*A motion was made by Adams, seconded by Kling to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:05 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:23 pm. A motion was made by Adams, seconded by Kling to seal the minutes of the nonpublic session. Motion Approved.*

### **Adjourn**

*Motion made by Adams, seconded by Kling adjourn the meeting. Motion Passed.*

The meeting adjourned at 7:25 pm

Respectfully Submitted,

Esther Dobbins-Marsh