# Office of the Select Board Town of Orange, New Hampshire Minutes of January 11 and 18, 2022 Select Board meeting and joint meetings with the Budget Committee

## January 11, 2022 meeting

#### Present:

- Select Board: Dorothy Heinrichs, Chair; Tamara Fairbank, and Aaron Allen,
- Budget Committee: Bob Proulx, David Stacy, and Louis Shelzi
- Minute taker: Sandi Pierson
- Others: Sharon Proulx, Michelle Goffreda, Michael Skuhersky, Scott Sanborn, and Judith Lindahl

Select Board meeting opened at 6:00 p.m. Attendance taken by the secretary.

Minutes: The minutes of December 28, 2021 were approved as submitted.

*Animal control services*: The Board reviewed and approved the 2022 animal shelter agreement with the Upper Valley Humane Society at the cost of \$300.00. The Chair signed the agreement. The Board thanked Judith Lindahl for previously negotiating this fee with the Society which was originally quoted at over \$1000.00.

*Current Use:* The Board reviewed, approved, and signed a current use application for Dean and Rachelle Vanier/Eastman Road/Map 1, Lot 25-A/60.3 acres. The recording fee was attached and Sandi will send the application to the Grafton County Registry of Deeds for recordation.

*Road maintenance contract:* The Board tabled the proposed contract for Richard Remacle for municipal road maintenance to the January 25 meeting. At the October 26, 2021 meeting, the Board had agreed that the contract renewal should be through December 31, 2022. The contract received was dated though the end of 2023.

*Tax refund:* After discussion, Tam motioned to refund \$843.30 in overpaid 2021 property taxes to Cale Perry. Aaron seconded. Motion passed unanimously in favor. Cale had put a parcel of land on Tuttle Hill into current use but was taxed the ad volerem value.

Other: n/a

Other Select Board business: n/a

Secretary's report: Sandi distributed a working draft of the 2022 warrant.

Public comment: n/a

Bills and vouchers were reviewed and signed.

## Joint meeting with Budget Committee

*Informational packets:* Handouts were available prepared by Bob Proulx which included a working draft of the MS-7 (showing all 2021 appropriations and expenditures) and a packet of general budget information.

*Election of officers*: Bob nominated Dave Stacy as Chair of the Budget Committee. Dave seconded. Motion passed unanimously in favor. Dave nominated Bob Proulx as Secretary to the Budget Committee. Bob seconded. Motion passed unanimously in favor. (Louis Shelzi arrived following the nominations.)

*Proposed budget:* (Unless otherwise noted, all proposed figures were unanimously approved by all members on the Select Board and Budget Committee.)

- Salaries: \$35,000. Judith gave a summary of the recommendations of the Salary Study Committee. The appropriation included the recommended increases.
- Elections and Registrations: \$4,505. This covers town meeting, ballot voting for the election of town officers, the September State primary, and the November elections.
- Deed recordation: \$200. Based on what was spent in 2021.
- Revaluation of property: \$4,000. Based on what was spent in 2021.
- Legal expense: \$2,500. Nominal increase in case legal action needs to be taken regarding an ongoing residential trash situation.
- FICA: \$3,000. \$200 increase over last year's appropriation due to the anticipated salary increases.
- Planning and Zoning: \$300. Level funded.
- General Government Buildings: \$9,000. Increase of \$1000 over 2021. It was noted that 2021 was overspent mainly due to one-time expenditures.
- Cemeteries: \$6,000. Increased to include necessary tree work.
- Insurance: \$2,400. As quoted from Primex.
- Memberships: \$1,750. Based on requests.
- Officer Expenses: \$7,500. Level funded. Dorothy stated that Jay Heinrichs is retiring from hosting the volunteer Orange website and it will be available for the town to keep it active. The cost has been \$250 per year for the site. The Board will take this under advisement.
- Ambulance: \$13,665. As quoted from Canaan.
- Fire: \$16,503. As quoted from Canaan.
- Building inspector: \$500. Based on what was spent in 2021.
- Emergency Management: \$1,550. Increased for a possible grant for four two-way emergency radios of which the town would pay 10% of the total cost.
- Highway: \$110,000. Level funded on the recommendation of Road Agent Scott Sanborn.
- Solid Waste: \$19,000. Increased over Canaan's quote of \$17,463.31 to possibly include another large-trash disposal day in town.
- Health Agencies and Health Officer: \$3,900. Based on quoted donation requests from health agencies and what was spent in 2021 for the Health Officer.

- Direct Assistance (Welfare): \$3,000, Level funded.
- Library: \$4,000. Level funded, as requested.
- Culture and Recreation: \$200. Level funded.
- Timber Harvest Monitor: \$1. Level funded to keep category open in case needed.
- Conservation Commission: \$300. Level funded.
- Tax Anticipation Note: \$4,000. Based on what was spent in 2021.
- Buildings Capital Outlay: \$1,000. Level funded.

TOTAL ESTIMATED EXPENDITURES: \$253,774

Proposed Capital Reserve deposits for 2022:

- Highway Equipment CRF: \$8,000.
- Town House CRF: \$15,000.
- Revaluation CRF: To be determined depending on next town-wide reval required by the State. [It was later confirmed by the Department of Revenue Administration that a town-wide reval will be required in 2025, thus at the January 18 meeting \$4,000 was added to the Revaluation CRF.]
- Town Road Improvement and Repair CRF: \$15,000.

After discussion, the Select Board and Budget Committee concurred to continue the meeting to Tuesday, January 18 at 6 p.m.

Select board vote on town meeting locale: After discussion, Aaron motioned to hold town meeting on March 9 at the Mascoma High School auditorium. Dorothy seconded. Aaron and Dorothy voted in favor. Tam voted in opposition. Tam said she preferred having town meeting at the Town House and that people want life to return to normal. Motion passed 2/1 to have the meeting at the high school. Sandi will check with Butler Bus Service about the availability of transportation, which is required by RSA to be accessible between the regular place of town meeting (Town House) and the alternate location (high school).

This meeting adjourned at 7:35 p.m., to reconvene on January 18, 2022.

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January 18, 2022 continuation, 6:00 pm.

Present:

- Select Board: Dorothy Heinrichs, Chair; and Aaron Allen. Tamara Fairbank was absent due to a required quarantine.
- Budget Committee: Bob Proulx, David Stacy, and Louis Shelzi
- Minute taker: Sandi Pierson
- Others: Scott Sanborn, Trish Weekes, and Judith Lindahl

The Select Board and Budget Committee continued their budget deliberations. Sandi reported on two items she was asked to inquire about at the January 11<sup>th</sup> meeting:

- The Butler Bus Company will again provide a bus and driver at no cost to the town to provide transportation between the Town House and the high school for town meeting.
- The Department of Revenue Administration reports that the next town-wide reval is scheduled for 2025 and that the 2022 measure-and-list phase is for verification purposes only.

The donation of transportation means no additional funds need to be added to the Elections and Registrations budget line item. The Select Board and Budget Committee unanimously concurred that the customary \$4,000 needs to be placed in the Revaluation Capital Reserve Fund to add to the funding of the 2025 town-wide revaluation.

## Anticipated Revenue:

- Land Use Change Taxes: \$3,000. Based on property with new construction that will be taken out of current use in 2022.
- Yield (timber) taxes: \$3,500. Based on the logging operations currently in progress.
- Interest and penalties on delinquent taxes: \$4,000. Based on the customary annual figure.
- Inventory penalties: \$1,000. Based on the customary annual figure.
- Business licenses and permits: \$50.00. Based on 2021 town clerk revenue figures.
- Motor vehicle permit fees: \$65,000. Decreased slightly from 2021 based on the nationwide decline of new car sales.
- Building permits: \$50.00. Conservative estimate because only minor construction is foreseen.
- Other license, permits, and fees: \$400. Based on 2021 town clerk revenue figures.
- Unanticipated revenue: \$16,000. This is the second half of the American Rescue Plan Act revenue allocation to Orange.
- Meals and Rooms distribution: \$22,000. Based on correspondence from Senator Bob Guida that outlined the increased revenues to municipalities in his district.
- Highway Block Grant: \$25,000. Based on figures from the State.
- State Land Reimbursement (Cardigan State Forest): \$2,500. Conservative estimate based on the traditional revenues received.
- Voter Checklist: \$425.00. Based on 2021 figure.
- Interest on Investments: \$85. Based on 2021 figure.
- Municipal fees: \$1,000. Based on 2021 town clerk revenue figures.

TOTAL ESTIMATED REVENUE: \$144,010

## Budget Summary to be deliberated at the public hearing:

	2021	2022
Appropriations	\$241,132	\$253,774
Capital Reserves	\$18,000	\$42,000
Total of above	\$259,132	295,744
Less revenue estimates	\$120,305	\$144,010
Estimated tax effort	\$138,827	\$151,764

The Select Board and Budget Committee discussed the FEMA liability from the July 2019 flood. Treasurer Trish Weekes reported that the Mascoma Savings Bank loan resulting from the approved warrant article from the 2020 special town meeting that authorized the appropriation of \$1,187,000 and the borrowing of that amount from MSB terminates on June 1, 2022. It was unclear if the article from the special town meeting allowed for the town to renew the loan or if a new warrant article needs to be voted on. After discussion, the Select Board and Budget Committee agreed Sandi should refer the query to both the town's attorney and the Department of Revenue Administration.

Paying the town's liability of 25% of the flood restoration projects approved by FEMA was discussed. Road Agent Scott Sanborn said that a segment of the final work project was approved, but not all. We will not know the amount of reimbursement from FEMA until all project approvals (or non-approvals) are granted. Presently the stream work at \$48,000 was not approved; Scott is asking FEMA to appeal that decision.

Discussion continued regarding a payment plan for whatever will be the town's liability. After discussion, Louis motioned to approve a ten-year amortization with a fixed annual payment based on the outstanding balance after FEMA reimbursements. David seconded. Motion passed unanimously by the Budget Committee.

Meeting adjourned at 7:30 p.m.

### DOCUMENTS ATTACHED TO THESE MINUTES: PROPOSED MS-7 AND CAPITAL RESERVE BALANCES.

### PUBLIC HEARING ON THE BUDGET: JANUARY 25, 2022 AT 7 PM AT THE TOWN HOUSE

### PLEASE NOTE: THE MASCOMA SCHOOL DISTRICT HAS A REQUIRED MASK MANDATE AND ALL ATTENDEES AT TOWN MEETING ARE EXPECTED TO COMPLY.

Dorothy Behlen Heinrichs

Tamara Fairbank

Aaron Allen

Select Board Orange NH MS-7 BUDGET OF A TOWN WHICH HAS ADOPTED THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2022 to December 31, 2022

or Fiscal Year From \_\_\_\_

#### IMPORTANT:

to

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.

2. Hold at least one public hearing on this budget.

3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date):\_\_\_

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

#### THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION MUNICIPAL SERVICES DIVISION P.O. BOX 487, CONCORD, NH 03302-0487 (603)230-5090

> MS-7 Rev. 05/12

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WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual       SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year       BUDGET COMMITTEE'S Ensuing Fiscal Year       Ensuing Fiscal Year         verification       (Recommended)       (Recommended)       (Recommended)         verification       (Recommended)       (Recommended)       (Recommended)         verification       8,000.00       15,000.00       4,000.00         11,700.00       4,000.00       4,000.00       4,000.00	3	15,000.00		15,000.00	36,000.00	1,000.00		Town Roads Improvement CRF	4312
.WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes; apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual SELECTMEWS APPROPRIATIONS Ensuing Fiscal Year (Recommended)       BUDGET COMMITTEE'S Ensuing Fiscal Year (Recommended)       Ensuing Fiscal Year (Recommended)         rior Year       (Recommended)       (Recommended)       (Recommended)         statual       \$.000.00       \$.000.00       \$.000.00	3	4,000.00		4,000.00	11,700.00	4,000.00		Revaluation CRF	4152
WARRANT ARTICLES**         titioned warrant articles; 2) appropriations raised by bonds or notes; apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         5       6       7       8         Actual       SELECTMEWS APPROPRIATIONS       BUDGET COMMITTEE'S Ensuing Fiscal Year         rior Year       (Recommended)       (Not Recommended)         (Recommended)       (Not Recommended)       (Recommended)         8,000.00       8,000.00       8,000.00		15,000.00		15,000.00		5,000.00		Town House CRF	4194
WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual       SELECTMEN'S APPROPRIATIONS       BUDGET COMMITTEE'S         Penditures       Ensuing Fiscal Year       Ensuing Fiscal Year         rior Year       (Recommended)       (Not Recommended)         (Recommended)       (Not Recommended)       (Recommended)		8,000.00		8,000.00		8,000.00		Highway Equipment CRF	4312
WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual       SELECTMEN'S APPROPRIATIONS       BUDGET COMMITTEE'S         Senditures       Ensuing Fiscal Year       Ensuing Fiscal Year         rior Year       (Recommended)       (Recommended)						0		250th Anniversary Celebration CRF	
WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual       SELECTMEWS APPROPRIATIONS       BUDGET COMMITTEE'S         Denditures       Ensuing Fiscal Year       Ensuing Fiscal Year         (Recommended)       (Not Recommended)       (Recommended)								To Exp. Tr. Fund	4916
WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8         Actual       SELECTMEWS APPROPRIATIONS       BUDGET COMMITTEES         Panditures       Ensuing Fiscal Year       Ensuing Fiscal Year         rior Year       (Recommended)       (Not Recommended)       (Recommended)								To Capital Reserve Fund	
WARRANT ARTICLES**         itioned warrant articles; 2) appropriations raised by bonds or notes;         apital reserve funds or trusts funds; or 4) an appropriation designated         5       6       7       8	E'S APPROPRIATIONS Fiscal Year (Not Recommended)	BUDGET COMMITTE Ensuing I (Recommended)	spropriations iscal Year (Not Recommended)	SELECTMEN'S Ai Ensuing F (Recommended)	Actual Expenditures Prior Year	Appropriations Prior Year As Approved by DRA	Warr. Art.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	ACCT.#
**SPECIAL WARRANT ARTICLES** Special warrant articles are defined in RSA 32:3,VI, as appropriations: 1) in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriations to or from a separate fund created pursuant to law, such as capital reserve funds or trusts funds; or 4) an appropriation designated on the warrant as a special article or as a nonlansing or nontransferable article	9	00	7	6		4	3	2	-
		onds or notes; ation designated	priations raised by bo ts; or 4) an appropria	it articles; 2) approj funds or trusts fund	in petitioned warran as capital reserve	as appropriations: 1) pursuant to law, such	32:3,VI, a	warrant articles are defined in RSA priations <u>to or from</u> a separate func rarrant as a special article or as a p	Special v 3) approj on the w
			,	ARTICLES**	CIAL WARRANT	**SPE			
				1					

MS-7	Budget - Town of Orange			FY 2022	
1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
	TAXES	19100			
3120	Land Use Change Taxes - General Fund		0	3,000.00	3,000.00
3180	Resident Taxes		0	0	(
3185	Yield Taxes		3,637.37	3,500.00	3,500.00
3186	Payment in Lieu of Taxes		0	0	(
3189	Other Taxes		0	0	C
3190	Interest & Penalties on Delinquent Taxes		4,185.81	4,000.00	4,000.00
	Inventory Penalties		1,225.00	1,000.00	1,000.00
3187	Excavation Tax (\$.02 cents per cu yd)		0	0	C
	LICENSES, PERMITS & FEES			a har been and the	
3210	Business Licenses & Permits (UCC)		561.16	50.00	50.00
3220	Motor Vehicle Permit Fees		68,922.68	65,000.00	65,000.00
3230	Building Permits		50.00	50.00	50.00
3290	Other Licenses, Permits & Fees		528.31	400.00	400.00
3311-3319	FROM FEDERAL GOVERNMENT				
	FROM STATE				
3351	Unanticipated Revenue		22,349.13	16,000.00	16,000.00
3352	Meals & Rooms Tax Distribution		24,790.05	22,000.00	22,000.00
3353	Highway Block Grant		34,071.15	25,000.00	25,000.00
3354	Special Highway Revenue SB38		0	0	0
3355	Housing & Community Development		0	0	0
3356	State & Federal Forest Land Reimbursement		3,583.15	2,500.00	2,500.00
3357	Flood Control Reimbursement		0	0	C
3359	FEMA		0	0	C
3379	FROM OTHER GOVERNMENTS				
The sector	CHARGES FOR SERVICES				
3401-3406	Statewide Voter Checklist		425.00	425.00	425.00
3409	Other Charges				
	MISCELLANEOUS REVENUES				
3501	Sale of Municipal Property		38,080.00	0	0
3502	Interest on Investments		88.70	85.00	85.00
3503-3509	Municipal Fees		1,038.00	1,000.00	1,000.00
	INTERFUND OPERATING TRANSFERS IN				
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

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-7	Budget - Town of Orange			FY 2022	
1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
	INTERFUND OPERATING TRANSFERS IN (	cont.)		and a second second	
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds		47,700.00		
3916	From Trust & Fiduciary Funds				
3917	Transfers from Conservation Funds				
	OTHER FINANCING SOURCES		化学校会社会学 化均衡		
3934	Proc. from Long Term Bonds & Notes				
	Amounts Voted From Fund Balance				
	Estimated Fund Balance to Reduce Taxes				
-	TOTAL ESTIMATED REVENUE & CREE	DITS	251,235.51	144,010.00	144,0

#### \*\*BUDGET SUMMARY\*\*

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	241,132.00	253,774.00	253,774.00
Special Warrant Articles Recommended (from pg. 6)	18,000.00	42,000.00	42,000.00
Individual Warrant Articles Recommended (from pg. 6)	0	0	(
TOTAL Appropriations Recommended	259,132.00	295,774.00	295,774.00
Less: Amount of Estimated Revenues & Credits (from above)	120,305.00	144,010.00	144,010.00
Estimated Amount of Taxes to be Raised	138,827.00	151,764.00	151,764.00

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18:	29,577.40
(See Supplemental Schedule With 10% Calculation)	

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# Town of Orange

#### CAPITAL RESERVE FUNDS

_	1/1/22 Actual Balance
Revaluation Capital Reserve Fund	4,132.60
Town House Capital Reserve Fund	18,162.58
Highway Equipment Capital Reserve Fund	10,723.43
Town Document Preservation Fund	1,074.84
Town Roads Improvement & Repair CRF	33,964.16
Land and Conservation Fund	8,836.18
Cemetery Capital Reserve Fund	1,595.02
Legal Expense Capital Reserve Fund	4,227.60
250 <sup>th</sup> Anniversary Celebration Capital Reserve Fu	nd 40.77

# Funds withdrawn from the Capital Reserve Funds in 2021:

<b>Revaluation Capital Reserve Fund</b>	11,700.00	(1/2 Reval.)
Town Roads Improvement & Repair CRF	36,000.00	(Flood Repairs)