

*Office of the Select Board
Town of Orange, New Hampshire
Select Board Minutes and Joint Meeting with the Budget Committee
January 28, 2020*

Present:

- *Select Board:* Dorothy Heinrichs, Chair; Robert Ells, Tamara Fairbank (Budget Committee ex-officio), and Sandi Pierson (clerical)
- *Budget Committee:* David Stacy, Chair; Robert Proulx, Secretary; and Louis Shelzi
- *Others:* Scott Sanborn and Judith Lindahl

Select Board meeting opened at 5 p.m. Attendance taken by the secretary.

Minutes:

- The minutes of January 14, 2020 were unanimously approved with a minor typo correction.
- The nonpublic minutes of January 14, 2020 were approved.

Highway:

- The Board reviewed a road maintenance contract with Richard Remacle effective through December 31, 2021. Changes recommended by Road Agent Scott Sanborn from the prior contract included a timetable for submitting invoices, expiration clarification, guidelines for snow removal and sanding, and more specific material rate breakdowns. After discussion, the Board concurred to the changes. Tamara motioned to sign the contract as amended, Aaron seconded, motion passed unanimously in favor.
- The Board and Scott concurred that the reconstruction of certain roads damaged by the July 11, 2019 flood (FEMA declaration) will be put out to bid. Scott to follow up with comprehensive project descriptions in order to draft a Request for Proposal.
- A Town Boundary Validation map was given to Scott to review and return to the State.

Warrant:

- The Board concurred to place a solar article on the warrant as prepared by Judith Lindahl. The Board thanked Judith for her follow up.
- After discussion, the Board unanimously voted in favor to place an article on the warrant which reverts the frost wall depth for residential construction from five feet (a recommendation of the previous building inspector) to four feet (per the NH State Building Code).

Other:

- A notice was received that Grafton County has made a supplemental appropriation request of \$551,498 from their fund balance. (No taxation)

Secretary's report:

- The town's counsel, Drummond Woodsum, wants to know if the Board would like a representative from their office to attend town meeting. The cost last year totaled \$1,000.00. After discussion, the Board unanimously agreed that since the warrant was relatively straightforward, it was not necessary to have legal counsel present at this year's town meeting.
- NH State Trooper Sean Smarz wants to know if the Board would like him to press charges for the items taken from the tax-deeded property at 200 Tuttle Hill if he catches the offender. If the Board declines, the incident will simply be a report, not an investigation. The Board concurred he should follow up and press charges if the offender is caught.
- Revenue from 2019 dog licensing was \$270.50 compared to \$415.00 in 2018. The Board concurred that the unexpected turnover of town clerks this year made it difficult to keep track of people not licensing their dogs. They will ask the 2020 town clerk to follow up on unregistered dogs.

Reports from other Boards and Committees:

- Tamara noted that the Orange Historical Commission will meet on February 3, 2020 at 7 PM.

Public comment: n/a

Bills and vouchers were reviewed and signed.

*JOINT MEETING WITH THE BUDGET COMMITTEE
TO DRAFT THE PROPOSED 2020 BUDGET*

Municipal operating budget:

The Select Board and Budget Committee voted unanimously on the following recommendations for 2020. (Note these figures are subject to change at the next joint meeting and at the public hearing.)

- Salaries: \$30,000. Increased to reflect actual 2019 expenditure—primarily due to increased hours for the deputy town clerk.
- Elections and Registrations: \$4,200. Based on three separate elections and town meeting.
- Financial Administration (registering deeds): \$100 (level funded).
- Revaluation of Property: \$4,000. Decreased to reflect actual 2019 expenditure.
- Legal Expense: \$3,000 (level funded).
- FICA: \$2,700. Increased to reflect actual 2019 expenditure.
- Planning and Zoning: \$300. Decreased per recommendation of Planning Board Chair Scott Sanborn.
- General Government Buildings: \$7,000. Increased to reflect actual 2019 expenditure.
- Cemeteries: \$3,000. Decreased per recommendation of Cemetery Trustee Tamara Fairbank.
- Insurance: \$1,743. This is based on the actual quote from the Primex.

- Memberships: \$1,750 (level funded).
- Officer Expenses: \$7,500 (level funded).
- Police: \$0.00. The town is covered by the NH State Police at no cost.
- Ambulance: \$11,323. This is based on the actual quote from the Town of Canaan.
- Fire: \$16,331. This is based on the actual quote from the Town of Canaan.
- Building inspection: \$1,250. Based partially on the recommendation of the building inspector.
- Emergency Management: \$300 (level funded)
- Highway: \$100,000 (level funded).
- Solid waste: \$15,828.41. This is based on the actual quote from the Town of Canaan.
- Health agencies: \$4500 (decrease of \$700). Based partially on the recommendation of the health officer.
- Direct Assistance (Welfare): \$3000 (level funded)
- Library (contribution to Canaan Library): \$4000 (level funded)
- Culture and Recreation: \$200 (level funded)
- Timber Harvest Monitor: \$1.00. This essentially keeps the line item open for possible expenditures, though they are not anticipated at this time.
- Conservation Commission: \$500 (level funded).
- Tax Anticipation Note: \$4,000: Increased to reflect actual 2019 expenditure.
- Buildings Capital Outlay: \$1,000.00 (level funded).

Total proposed 2020 budget: \$228,086.00

Capital Reserves:

After discussion, the Board and Committee voted to fund the following capital reserves which will be placed on the warrant:

- Highway Equipment Capital Reserve Fund: \$8,000
- Town House Capital Reserve Fund: \$4,000
- Revaluation Capital Reserve Fund: \$4,000

(see below for further discussion)

Total proposed 2020 capital reserve contributions: \$16,000.00

Anticipated revenue (offsets municipal budget):

- Yield taxes: \$1,000
- Interest and penalties on delinquent taxes: \$7,000
- Inventory penalties: \$1,500
- Business licenses, permits and fees: \$120
- Motor vehicle permit fees: \$60,000
- Building permits: \$100

- Other licenses, permits and fees: \$200
- Meals and Rooms Tax distribution: \$17,000
- Highway Block Grant: \$28,000
- State Forest reimbursement: \$3,300
- Statewide voter checklist: \$250
- Interest on investments: \$30
- Municipal fees: \$950

Total estimated revenues: \$119,450

BUDGET SUMMARY TO DATE

	2019	2020
Operating budget	\$217,996.00	\$228,086.00
Capital reserves	\$22,000.00	\$16,000.00
Total Appropriations	\$239,996.00	\$244,086.00
Less Estimated Revenues	\$119,775.00	\$119,450.00
Estimated amount to be raised by taxes	\$120,221.00	\$124,636.00

Discussion on the highway budget: Scott said the Board and Budget Committee should consider putting an appropriation into category 4319-Highway Other in order to start addressing the town’s portion of paying for the flood-damaged roads. FEMA reimbursement is expected to cover 75%; the town needs to pay the remaining 25%. Scott said that because the repairs are estimated to be closed to a million dollars, the town may need to provide up to \$250,000.

Aaron motioned to put \$5,000 into the Road Improvement Capital Reserve Fund. The motion was not seconded. After discussion, it was agreed to have the Select Board and Budget Committee reconvene on Tuesday, February 4, 2020 at 7 p.m. to discuss an overall plan to address flood-related costs to the town and to ask Treasurer Trish Weekes to attend.

Meeting adjourned 7:30 PM.

Dorothy Behlen Heinrichs

Tamara Fairbank

Aaron Allen