

*Office of the Select Board
Town of Orange, New Hampshire
Minutes of November 10, 2020*

Present: Dorothy Heinrichs, Chair; Tamara Fairbank, Aaron Allen, and Sandi Pierson (clerical).

Other: n/a

Meeting opened at 6 p.m. Attendance taken by the secretary.

Minutes:

- The minutes of October 27, 2020 were approved as submitted.
- The minutes of November 4, 2020 (tax warrant) were approved as submitted.

Capital Reserve: The Board signed a request for the treasurer to deposit \$4,000 into the Town House Capital Reserve as voted on at the March 11, 2020 town meeting.

Local Hazard Mitigation Plan (5-year update): The Board reviewed the Grant Agreement for the Hazard Mitigation Plan. After discussion, Dorothy Heinrichs motioned for the Select Board to accept the terms of the Hazard Mitigation Grant Program as presented in the amount of \$6,999.75 to update the community's Local Hazard Mitigation Plan, and to acknowledge that the total cost of the project will be \$9,333.00 in which the town will be responsible for a 25% match (\$2,333.25). Aaron Allen seconded. Motion passed unanimously in favor. The Board concurred that to follow COVID 19 guidelines, the meetings will be held remotely and that they will inform the public in advance in order to invite their comments via phone calls, emails, etc. The town's 25% funding match will be provided by the work that the town residents provide at the meetings as the plan is developed. Both town officials and residents can serve. Careful tracking will be done of their hours to be sure the town meets the match number.

Audit: The Board reviewed and signed the MS-60W. This is a request for the DRA to approve an audit limited to sections 1 and 2 of the MS-60 (treasurer's records) which will be done by Cohos Advisors.

Legal representation: The Board discussed Drummond Woodsum's options of signing and paying for a retainer or paying for legal services as needed. Because six months of a retainer agreement has elapsed, the Board concurred to pay for services as needed. (The attorney retainer runs by a fiscal year, which is June 30 to July 1.)

Assessing Contract: The Board revisited the five-year contract for assessing services from Avitar Associates of New England. The contract as written included completing the 2020 town-wide revaluation in 2021 (the onsite measure and list that was postponed until 2021 due to the pandemic), routine assessing work in 2022, 2023 and 2024, and a 2025 town-wide reval. The contract listed only a statistical reval for 2025 at a cost of \$13,600 and omitted the measure and list. Tamara spoke with an Avitar representative and they told her that because they are doing a

full measure and list in 2022, they didn't think it would be necessary for the town-wide 2025 reval. The Board discussed that this would mean nine years would elapse before the next town-wide measure and list in 2030. Aaron spoke of the increase in building and renovations in the town and felt a measure and list in 2025 is warranted. After discussion, the Board concurred to request the five-year contract include a full reval for 2025 which would include both the statistical update and measure and list.

Other:

- A letter was received from Tri-County Community Action Program requesting a 2021 donation of \$650.00. This is a \$536.00 increase from 2020. The letter will be forwarded to the Budget Committee.
- A letter was received from the Grafton County Senior Citizens Council requesting a 2021 donation of \$450.00. This is the same as 2020. The letter will be forwarded to the Budget Committee.
- A notice was received from the DRA that the 2021 Grafton County tax warrant to Orange will be \$60,455.00. This is a decrease of \$5,083.00 from 2020.
- A notice was received from the State that they have deposited \$9,914.15 into the town's account for the October Block Grant payment.

Other Select Board business:

- The Board set an appointment to meet with a tax deferment applicant at 5:30 p.m. on November 24. The public segment of the Select Board meeting will begin at 6 p.m.
- The Board signed real estate documentation to Vanessa Stone to put the 200 Tuttle Hill Road property on the market.
- Aaron said that he spoke with Tim McCarville and that Tim declined to consider selling to the town the small parking area at the intersection of Cardigan Mountain and Tug Mountain roads.
- The Board concurred with legal advice that they should not send out bid opportunity letters to abutters of the 3.9-acre, landlocked Tuttle Hill property until the 90-day repurchase option has elapsed on December 17. After the letter are sent, bids will be accepted until noon on January 11, 2021 and opened at the Select Board meeting on that date.
- The Board discussed options for town meeting if COVID 19 restrictions are still in place. Dorothy said she spoke with Dave Delgenio who said that Canaan Hall (at Canaan Motorsports) may be available. The Board agreed this would allow for more appropriate social distancing. It was suggested that voting and the business meeting could be held on the same day (Tuesday, March 9, 2021). Board to discuss further as town meeting approaches and they will see if it is permissible to hold town meeting out of town.

Secretary's report:

- Sandi submitted a CARES grant application which was available for the processing of 2020 absentee ballots compared to how many were processed for the 2016 elections. A grant to the town was approved for \$366.16.
- The Board reviewed and signed a work-place drug and alcohol policy, a requirement necessary to receive COVID-related CARES grants.

- 2021 Budget process: Sandi submitted a tentative timeline that will provide ample time for the Select Board's office to have the final warrant reviewed by the DRA and for the town report to be in the hands of the voter per State statute. Dorothy thanked Sandi and requested she send the proposed timeline to the Budget Committee members for their input.
- Staples will dispose of the two obsolete printers in the Select Board's office as well as the old Supervisors computer at no cost. They will remove and return the hard drive from the computer for proper discarding.
- The broken CO2 detector has been replaced in the Select Board's office

Reports from Boards and Committees: n/a

Public comment: n/a

Bills and vouchers were reviewed and signed.

The Board expressed their appreciation for Moderator Daniel Hazelton and the entire election team for the first-rate job they did on Election Day.

The Board offered condolences to Martin Decato and his family on the unexpected loss of Martin's son George, who died in a tractor accident. Over the years the Decato family has contributed to the music program at the annual Orange Harvest Festival.

Meeting adjourned 6:45 p.m.

Dorothy Behlen Heinrichs

Tamara Fairbank

Aaron Allen