

*Office of the Select Board
Town of Orange, New Hampshire
Minutes of September 14, 2021*

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

Others: n/a

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

Minutes: The minutes of August 24, 2021 were approved as submitted.

DRA Municipal forms:

- The Board reviewed and signed the 2021 audit schedule (MS-60A).
- The Board reviewed and signed the Summary Inventory of Valuation (MS-1). This is the assessor's itemized value of the entire town used to set the tax rate.

Town House Restoration project:

- The Board reviewed and approved a letter agreement with HEB Engineers for the Town House restoration engineering study. The Chair signed the agreement.
- The Board reviewed and approved an Agreement for Services from consultant Mae Williams for the Scope of Work for the building assessment for the Town House. The Chair signed the agreement.

Building permit: The Board reviewed and signed a building permit for renovations: Peter and Lisa Shank/627 Tuttle Hill Road/Map 4, Lot 20. The permit was already reviewed and signed by Building Inspector Doug Weekes.

Treasurer reports: The Board reviewed the July and August 2021 treasurer reports and Select Board reconciliation. All figures were on target and the Chair signed the reports.

American Rescue Plan Act (ARPA): Sandi recapped her discussion with the State in regards to the Select Board authorizing the use of ARPA funds. Orange was awarded \$32,319.00; half has been received, the second half to come in 2022. Information clarified and confirmed included:

- The town's DUNS and SAMS registrations are complete and active. (State and Federal registrations required for a municipality to receive federal money.)
- Expenditures and other pay-out data is reported on a U.S. Treasury portal; they do not have it online yet.
- Funds need to be obligated by December 31, 2024.
- Funds need to be spent by December 31, 2026.
- The first expenditure report on the web portal (if it is online) is due October 31, 2021. The Board feels there will be no expenditure data to enter at that time.

- Viable uses of the funds:
 - Premium pay for essential, public workers who performed their duties during the pandemic.
 - Town House restoration project (because the Town House is the only municipal building in Orange and is used for emergency communications, storage of emergency supplies including COVID-19, and is designated as the town's public shelter.)
 - Ventilation and air purifiers within the Town House.
 - The town's 25% of FEMA storm damage costs if the federal grant program allows it.
 - Other storm water mitigation.
- There will be further clarifications via a State webinar in the near future targeted specifically for towns.

Aaron said he would like to see a portion of the funds be used for storm water mitigation that is not covered under the FEMA declaration. Sandi asked if the Board wanted to take the \$3,450 paid recently to the Town House Restoration Fund out of ARPA. This payment was the town's portion of the matching grant from the NH Preservation Alliance for the Town House structural study. After discussion, the Board concurred the payment will come out of the municipal budget under General Government Buildings.

FEMA/Highway:

- The Board discussed the situation of the town not receiving any bids for paving. Sandi said there was a bidding package being undeliverable by the post office due to the address. In an email, Scott noted that he will reach out to local companies to see if anyone can do the job this fall. The Board asked Sandi to email Scott and request he contact potential paving contractors asap so the paving jobs can be done without delay.
- In Scott's email, he updated the overall FEMA progress:
 - Eastman Road has been completed.
 - All that remains to be done on Town House Road is the final grading.
 - Tuttle Hill Road is still in progress: short section of ditching, one or two culverts cleaned out or replaced, and finishing the prepping of asphalt areas for repaving. He has spoken to the road crew about being careful not to unnecessarily damage roadside trees.
 - New Colony Road completion is expected by the end of September.
 - A priority now is to start compiling the information for FEMA in order to receive the reimbursement revenue.

Other:

- The Board reviewed the municipal budget report ending August 31, 2021.
- The Board reviewed the FEMA payment report ending September 14, 2021. A copy was emailed to Scott Sanborn.
- A letter was received from Senator Bob Giuda regarding the State's budgeting development and some of its effect on Orange. Towns will received a 30% increase in Meals and Rooms revenue in 2022 and 2023. There will be a one-time reduction in the State Education Tax levied on the town (amount not stated).

- A notice was received from NHDES for the approval of a septic construction: Allan Kharsyntiew/365 Tuttle Hill Road/Map 4, Lot 14F.

Other Select Board business:

- Dorothy stated that Hanover Dispatch reported that a former Orange police officer's caller I.D. was portrayed as "Orange Police." The person's employment was terminated twelve years ago. Dorothy has referred this to the state police.
- The Board discussed how the large trash drop-off event worked. All agreed it was a success and that many residents had the opportunity to dispose of unwanted waste from their properties. Dorothy and Tam thanked Aaron for spending the weekend supervising the trash drop-off and his assistance to the residents. Aaron said there was an overload beyond the capacity of the dumpsters. He requested he be reimbursed the fees for bringing the overload to the Lebanon Recycling facility. The Board concurred.
- The Board thanked Sandi for the time she spent on the ARPA application process and reading through the extensive information and sifting out what was pertinent to the town.

Secretary's report:

- Follow up to a question from the last meeting: Does the town have any jurisdiction in enforcing deed restrictions and covenants. Legal counsel at the LGC said no; it is the dominion of the property owners within the subdivision of which they were put in place.
- A small piece of land owned by the late Annie Hammond situated between the properties of Todd Buckwold and Ken Steller on Route 4 is not in the assessing database nor on the tax maps. In the Grafton County Registry of Deeds online database, Sandi located a registered deed to the property as well as a recorded schematic of the area done by Chris Rollins (as part of a plan done for an abutting property). The Board concurred Sandi should forward the information to the town assessor and contact Ms. Hammond's grandson, Fred Hammond, to see what the family wants to use as a mailing address. The vacant lot will be listed as the "Estate of Annie Hammond."
- The Board concurred to have Sandi follow up on the three-year legal process of the town tax-deeding a 1.4-acre strip of land between Williams Road and Orange Brook (Map 3, Lot 60A).
- The town's alarm system needs to be updated to use the forthcoming ten-digit dialing requirement. Emergency Management Director Doug Weekes is following up.
- There are a number of current use properties that are listed under the Forest Stewardship Plan (FSP) tax classification. FSPs are done by State-registered foresters and have a five-year renewal requirement. Two properties have expired FSPs, the others have none on file. The Board concurred Sandi should contact property owners in regard and tell them they need to submit a plan or be removed from the tax classification. This does not affect the land being in current use.
- Does the Board want the secretary to renew the Notary license at a cost of \$75? The Board concurred she should since the service is used for town business and offered to residents at no cost.

Reports from Boards and Committees: n/a

Public comment: n/a

Bills and vouchers were reviewed and signed.

Meeting adjourned 7:00 p.m.

Dorothy Behlen Heinrichs

Tamara Fairbank

Aaron Allen