TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 8, 2017

MEMBERS PRESENT: John Adams, David Smith

OTHERS PRESENT: Cicely Richardson, Chief Straight, Roger Hadlock, Tim Cole, Justin Adams, Sheri Clifford

1. **Call Meeting to Order**

The meeting was called to order at 5:30 PM

**Chief Straight – Fire Department**

Chief Straight distributed the October Activity Report pointing out ten calls for the month with a yearly total of 114, a 16 call increase from this time in 2016.

Chief Straight reported there is no word on the AFT Grant, Engine 3 and Tanker 2 were serviced and pump tested, both tested above capacity. He continues to look for a replacement tank for the generator and the junior member of the department was promoted to firefighter.

Smith expressed his concern that following the October 29th storm event fire apparatus was being used to check roads. Straight stated both fire and highway vehicles were used as there were emergency situations.

Chief Straight stated he would like to have the 9500 feet of fire hose tested, as it should be done yearly. There is a company willing to come to the station to do the testing for $3,250. The Board agreed that the hose should be tested.

Adams pointed out that the fire department 2018 budget request was level funded, which he appreciated and asked if the continued percentage increase for capital reserve funds were acceptable or was there any need for change. Chief Straight felt it was best to keep them on the established percentage increase.

**Roger Hadlock – Road Agent**

Hadlock reported the specifications for the 2018 paving bid was done and would be mailed the following day, runner planks have been installed on the Quinttown Bridge, winter sand is screed and ready for the season, three culverts have been replaced on Archertown Road, patch paving was completed. Due to the October 29th storm event the washout on Andrews Road was repaired, Sawyer Brook culvert was cleared and rocks added to the area, the department continues to do storm related repairs, Connecticut Valley has picked up downed trees, Town Road #100 is passable once again, the culvert on East Cemetery Road is repaired, Tillotson Falls Road is opened again due to the damage on Creamery Road Bridge. The Bridge work will begin on November 9th.

Hadlock stated due to weather the grading was delayed, but able to get back on track the end of the week. The Board authorized overtime in order to complete the grading before winter as it is a priority.

Adams reviewed some on the revisions made to the highway department 2018 budget requests and asked Hadlock to have the cost for repairs and/or replacement of highway trucks for the budget advisory committee meeting.

Adams asked Hadlock about using town time to transport fire trucks for service. Hadlock felt it was town equipment and he was assisting another department, but he will not do this again.

Adams asked the status of drafting a schedule plan of action for the department. Hadlock stated he will have it done soon.

1. **Old Business**
2. **Board Reports**

Smith reported the Energy Committee will meet the 14th and will be holding a “Button Up for Winter” workshop at Rivendell Academy Multi-Purpose Room along with Piermont and Lyme to assist with energy savings and efficiency.

Adams asked if any further applications for the Police Chief had been received. Clifford stated none had been received recently.

1. **Audit Review**

Smith stated he didn’t fully understand the audit, but focused on the auditor’s report to the Board.

Adams felt any recommendations from the auditors could be resolved by speaking with the Treasurer.

1. **Other**

Adams reviewed emails to and from Attorney Fulton with regards to the cash flow problem and how to pay for storm related invoices as we have now experienced two storm damage events. He explained the process for a special town meeting for the limited reason to request funds from the capital reserve fund only. Adams suggested contacting Attorney Fulton for drafting the language of the request. Once that is completed the meeting will be warranted according to statutes and a boxholder will be sent to town residents informing them of the meeting and reason.

A motion was made to have the Board initiate a special town meeting for the purpose of requesting authorization to withdraw funds from the capital reserve fund for road damages and to reimburse the capital reserve fund with FEMA funds as appropriate.

The motion passed unanimously.

1. **New Business**

Smith reported the Tax Collector is recommending a payment plan for the Avitar Tax Program as the present software does not interface with the assessing software. The Board asked that the Tax Collect attend the next regular meeting on the 22nd when the assessor will be present as well.

1. **Correspondence**
2. **Accounts Payable**

The correspondence and accounts payable folders were reviewed and signed where necessary.

1. **Comments & Questions from Public**

None at this time.

**Approval of Minutes**

The minutes of October 25, 2017 were approved as amended.

The minutes of November 1, 2017 were approved as amended.

1. **Adjourn**

The meeting adjourned at 7:30 PM.

Respectfully Submitted,