

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 8, 2019

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee

OTHERS PRESENT: Bob Palifka, Robb Day, Faith Knapp, Mark Marsh, Harry Osmer, Cicely Richardson, John Berryman

Call Meeting to Order

The meeting was called to order at 5:30 pm

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 04/24/2019

Motion Passed.

A. Fire Department – Chief Straight

Chief Straight provided his monthly report to the board for review. Total calls for April was 12, YTD 54 compared to April 2018 at 35 YTD calls. Straight is working on grants for fire equipment. Straight discussed purchasing Knox Boxes for the highway garage and Heritage Center. This will allow access by the fire department in case of emergency with no damage upon entry.

Motion made by Kidder, seconded by Tom to purchase two lock boxes. Motion Passed.

B. Highway Department – Kevin Sawyer

Sawyer has started top grading roads, and pulled a couple ditches. He's been working by himself for a few weeks, but a new employee, Ted Nutter will start work on Monday, May 13th. Sawyer is hoping to pull the road postings by Friday, May 10th. Adams reminded Sawyer he can hire contracted help if there is a need. Adams and Steketee discussed the possibility of hiring someone to help with paperwork and punch lists for the Highway Department.

Sawyer asked the board to allow the highway department to work 4-10 hour days. There was a lot of reservations on this, but the board agreed to work on a plan before the next board meeting. Working 4-10 hour days should be okay, however, there needs to be emergency plans in place for the department. There was discussion about the 4/26/19 storm where no highway personnel could be reached. Straight said the town needs provisions in place when the road agent is unreachable. He explained the protocol that dispatch follows when trying to reach personnel. The town needs to provide a list of contacts and their phone numbers to Hanover dispatch.

Old Business

A. Update of Outstanding Projects

Replacement of Town Road Signs – Sawyer reported the missing road signs have been ordered.

Removal of Indian Pond Road Beaver Dam – Adams had a conversation with the Conservation Commission on this issue (it's on their agenda to discuss on Thursday, May 16th)

Sand Pit Analysis – Steketee and Sawyer are working with Harry Burgess on this project

New Truck Status Sale to 1-Ton Truck – The new F-550 has been lettered (Chief Bachus added the lettering to the truck) and it all set to go, minus the radio which will be installed on Friday, May 10th.

The radio in the backhoe is not working, and it was agreed the radio from the 2011 1-ton will be installed into the backhoe. The radio in truck #3 is also having issues. Steketee will have Joe Truss look at it when he comes to install the radio into the F-550

Sale of the 2011 1-Ton Truck – The lettering needs to be removed prior to it being sold. The sale of the 1-ton will be by sealed bids. It will be sold in “as is” condition as a package including the truck, plow and sander. The Selectboard was unanimous on this decision.

Long Term Paving Plan – Sawyer commented that most of the Towns blacktop was in poor condition or in need of resurfacing. The Selectboard will continue to work on a long range paving plan. Day questioned the wording on the previous years' warrant articles that allowed money to be used on other roads. He wants to be sure the funding is going where it was appropriated for.

Archertown Road Rebuild Project – the board discussed the DuBois & King report and options. After much discussion, the board agreed unanimously to move forward with the 40% option to allow the town to receive a real time estimate to rebuild.

Archertown Road Bridge at Jacob's Brook – Adams reported the engineers are still working on this project

FEMA Updates/Completion of FEMA Projects:

Town Road #100_- Adams reported the engineers and FEMA are in discussions on the project scope of work.

Brook Road Bridge mitigation – waiting for final approval from FEMA

Other - Indian Pond Access road culvert – Day asked about the status of the culvert repair. Adams said the permit process has started which is the first step.

B. Review of Actual vs Budget YTD Report

Kidder had a few questions that were explained by Adams and Steketee

C. Policies – First Review – all were moved to the next board meeting

1. Meeting Notices, Agenda and Minute Posting Policy
2. Recording Minutes of Selectboard Meetings Policy
3. Tree Removal and Replacement Policy

D. CDL and Medical Card requirements for the Town Highway Dept. – moved to the next board meeting

New Business

A. Correspondence – reviewed

B. Topics for Future Discussion – as referenced above

C. Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary.

A motion was made by Steketee, seconded by Kidder to enter into nonpublic session for Personnel discussion under RSA 91-A:3, II(a) and Tax Abatement discussions under RSA 91-A:3, II(c) at 7:46 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:08 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

Motion made by Steketee, seconded by Kidder adjourn the meeting. Motion Passed.

The meeting adjourned at 9:09 PM

Respectfully Submitted,

Esther Dobbins-Marsh