

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 8, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II

BUDGET ADVISORY MEMBERS PRESENT: Tom Thomson, Bob Palifka, Bill Paxton, Ruth Hook, Lawrence Hibbard, Tim Surprenant

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Ann Green, Eva Daniels, Ken Wiren, Jordon Sutherlin

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of the 12/23/19 Public Hearing. Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 12/23/19. Motion Passed

The meeting was moved to the Niles Room for the Budget Advisory's report

Reports

A. **Budget Advisory Committee (BAC)**– Tom Thomson presented the draft of the BAC's report addressing the operating budget and each warrant article with comments and votes by the committee members

- #2 - Operating Budget of \$1,165,451 – the vote was 6 in favor, 0 opposed
- #3 – Capital Reserve Account funding \$276,700 – members discussed amending the specific amounts for CRF. By moving the schedule for a new highway truck out a year, they would like to reduce the funding into the Highway Truck CRF to \$500, and increase the funding into the Roads & Bridges CRF to \$143,000 leaving the total of \$276,700 the same. The vote was 6 in favor, 0 opposed
- #4 – Bond for the Archertown Rebuild project for \$600,000– members are concerned about the progress of the design, what the actual bid for the project will be, why the bond before having a solid bid and is there a better way to fund the project. The vote was 2 in favor, 4 opposed
- #5 – Highway Garage expansion for \$25,000– members felt this is a good start to addressing the safety issues at the garage. The vote was 6 in favor, 0 opposed

- #6 – Radar Signs for \$5,800– members would like to see if there will be grants available to purchase the signs in the future. The vote was 3 in favor, 3 opposed
- #7 – Appropriation of \$10,000 from the sale of the 1-ton highway truck into the Highway Truck Capital Reserve Account – The vote was 6 in favor, 0 opposed
- #8 – Household Hazardous Waste collection – The vote was 6 in favor, 0 opposed
- #9 – Charitable requests for \$15,482– members want to make sure that the residents Orford are receiving these services. The vote was 6 in favor, 0 opposed
- #10 – Service related total disability tax credit increased to \$4,000 – The vote was 6 in favor, 0 opposed
- #11 – to establish a Capital Reserve account for Police Department major equipment and database expenses, with an initial Deposit of \$7,000 – members discussed setting a cap for this account, but felt it could be addressed at Town meeting. The vote was 6 in favor, 0 opposed
- #12 – Replace current Fire Department Rescue truck with a 2020 Ford F550, 6 passenger crew cab truck for \$200,000, and authorizing the Selectboard to sell the replaced truck - members are concerned with replacing the rescue truck that is not scheduled for replacement until 2029. In addition, the existing rescue truck was driven less than 500 miles in 2019, and run for 64.5 hours. The vote was 3 in favor, 3 opposed (Bob Palifka suggested separating this article into 2 – one for the purchase and one for the sale.)
- #13 – Purchase a new Rescue Forestry UTV and Enclosed Trailer for \$40,000 – members discussed that this purchase will be an additional piece of equipment for the fire department. Over the past several years, rescues have been in low numbers, and members also stated that several town in the area have similar equipment. The vote was 2 in favor, 4 opposed
- #14 - To dispose of the 1991 Fire truck – the vote was 6 in favor, 0 opposed. Adams reported there will be a change in the language of this article per Jamie Dow at the NH DRA – funding into the Capital Reserve account must reflect an actual dollar amount. The wording will be changed to “authorize the Selectboard to dispose of the 1991 fire truck with the proceeds to be deposited into the general fund”. The following year, the Town can add a warrant article to move the funds into the CRF
- #15 - Appropriation of \$25,000 into the Roads & Bridges Capital Reserve fund – The vote was 6 in favor, 0 opposed

The Selectboard moved to the Selectboard's Office to resume their regular meeting

B. Fire Department – Chief Straight presented the December 2019 and calendar year 2019 statistics for the fire department. There were 12 calls in December – 5 medical related, 3 fire related and 4 mutual aid. For all of 2019 the department responded to 141 calls, compared to a total of 153 calls in 2018. Adams mentioned the thank you letter sent to Chief Straight and Carl Johnson from the Putnam's for going above and beyond. Straight said it was much appreciated. The EMS non-transport license with the state was renewed for another year. The rescue truck will be going to Lake Regional Fire Apparatus to have a crack in the poly body repaired. It will be out of service for 1-2 days.

Straight requested authorization to purchase a portable radio as an upgrade to the current one used by the chief (the old radio will be used by another fire department officer). The new radio is a multi-band, 6-watt radio and will allow communication with the Vt. State Police, (and other Vermont agencies, such as the VT DOT), as the Fire department often goes into Vermont. The purchase price of \$6,000 will be paid out of the Fire Equipment Capital Reserve Fund.

Motion by Adams, seconded by Kidder to authorize the purchase. Motion approved.

C. Highway Department – Straight said as a citizen, he's concerned about the warrant article to purchase a new highway truck being removed. He looked into a 10-wheeler that could be used to haul material year-round and the cost would be between \$120,000-130,000, with possibly better pricing with bids. The board thanked him for his comments.

Kidder reported the highway crew is down to a two-person crew, with on-call help when weather requires it.

Equipment issues - Truck #3 had a brake backing plate issue and Reeds was called to repair, Truck #2 the bracket holding the hydraulic ram failed on the wing – when the welder came to repair he said poor design contributed to the issue, and complimented the driver for recognizing there was an issue and preventing additional damage.

There was a report of a discussion with scrap dealer Jim McGoff regarding the 55-gallon drums containing unknown liquids. McGoff said he may scrap the drums with minimum liquid. Kidder reported he asked Ted Nutter to follow up with McGoff on this issue. Kidder reported he called Arrow Equipment to discuss issues with the waste oil furnace – currently when the temperature is set below 61 degrees, the furnace shuts off.

Kidder reported he reviewed recently approved policies with the Highway crew and left copies for them to read. He also discussed the 50-hour service check list and the importance of adhering to it to help prevent breakdowns, as well as a reminder to track use of salt and sand.

Adams announced John Berryman submitted his resignation as the Highway admin assistant, effective immediately. The Selectboard accepted his resignation

and expressed their thanks to Berryman for assisting the department and Selectboard with implementing the computer software program and records system for the highway department.

Old Business

A. Update of Outstanding Projects

- a) Historical Barns – Adams is still waiting for information from Carl Schmidt regarding the O'Donnell carriage house barn
- b) Sand Pit Reclamation – Steketee is waiting for the letter from Steve Griffin at NH DRA
- c) Archertown Road Rebuild Project – Adams reported that David Roby, an abutter to the project, was given permission to speak with Jim Hall from DuBois & King, to review questions and concerns about the plan. Adams will be meeting with other abutters to review the plan information. Adams reported it is recommended not to go to bid until all abutters have signed off the project.
- d) FEMA Updates
 - a. Town Road #100 – Jim Hall, project manager at DuBois & King, has indicated the state is behind on projects, but as soon as FEMA adjusts the project costs to include the culvert rentals, the Town can approve the project on the FEMA portal.
 - b. Sawyer Brook Culvert Head Wall – it has been determined that the work can't be completed from the road side of the brook. Dobbins-Marsh has requested revised letters to the abutters and the updated plan from the engineer firm.

B. Budget vs Actual Review – the Selectboard will review and discuss at a later date if necessary

C. Preparation for the Bond Public Hearing – Adams said the bond attorney will attend the meeting to answer specific questions on the process. The question was asked by the BAC regarding other ways to pay for the project. Most likely that would require raising additional funds for the Roads & Bridges CRF, but there are several projects that will also need to access that account.

D. Policies – Review

- a) Use of Public Grounds policy – this will be addressed at the 1/22/20 meeting

New Business

A. Review of estimated 2020 income for MS-636 – Dobbins-Marsh reviewed the 2019 income and the estimate for 2020. The Selectboard agreed to increase the 2020 estimated Motor Vehicle Registrations by \$5,000. No other changes were made – total estimated operating income for 2020 is \$483,000 (this does not include CRF transfers or the Bond)

B. Correspondence

- a) A complaint was received from Jim McGoff regarding the decision to contact Reeds to tow truck #2 when it broke down on Grimes Hill road. He felt this was an unnecessary expense to the Town as the issue was something that could have been repaired on site vs calling Reed's. Kidder said he'd addressed the same concern at a prior meeting, and will address with the highway crew and report back at the 1/22/20 Selectboard meeting.
- b) The Selectboard approved the application to use the community field received from Rivers Edge Soccer, Tim Goodwin.
- c) The Selectboard approved an Intent to Cut Wood received from Rendall Tuller, Tullando Farm, forester John O'Brien.
- d) An email was received from Mark Burger requesting time at the Annual meeting for a 5-minute presentation addressing an update of the findings of the Rivendell Review Committee. Dobbins-Marsh will contact Harry Pease, moderator to determine the timing of this presentation.
- e) Adams said there will be a Wetlands Compliance seminar the Conservation Commission would like John Miller to attend. The Selectboard agreed.
- f) Adams has two contracts to review and sign as the Selectboard chair - Upper Valley Humane Society is a renewal contract, and Bradford Vet Clinic appears to be a new one. Adams will address at the 1/22/20 Selectboard meeting

C. Topics for Future Discussion

- a) RRC Impact Study
- b) Employee Handbook Revision

D. Other

Manifests, Payroll and Accounts Payable folders

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

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) at 7:50 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:28 PM. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

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

The meeting adjourned at 9:30 PM

Respectfully Submitted,

Esther Dobbins-Marsh