

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 8, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Jason Bachus, Mark Marsh

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 03/25/2020 (as amended) Motion Passed

Reports

- A. **Fire Department** – Chief Straight presented his activity report for February and March 2020. There were 6 calls in March (3 medical and 3 fire related). Calls to date for 2020 are 21, vs 40 calls thru March 2019. Overall calls are down in our local area, but also in Hartford, Lebanon and Hanover. The department is giving verbal approval for burn permits, and are reviewing guidelines with residents at the same time. Straight will post the guidelines on the Fire Department face book page, and Dobbins-Marsh will post on the webpage and listserv.

At the annual meeting, the voters approved the sale of the 1991 fire engine. Straight requested the Selectboard wait until later in the year to advertise the sale. He feels the sale will generate higher bids once the concern over COVID-19 resides a bit. Straight also suggested advertising the sale at a set price on specific websites that specialize in fire equipment. The Selectboard agreed to wait until later in 2020 to put the fire engine up for sale. Straight also asked the Selectboard how the department will move the trailer the Orford Volunteer Association will be purchasing for the department. If personal vehicles are used, how will insurance coverage work if there are damages. Dobbins-Marsh will contact Primex and report back to the Selectboard.

Adams asked how the department is holding meetings and trainings during the Stay at Home order. While the Stay at Home order excludes municipalities, Straight said the department members agreed to not have meetings and trainings at this time. Officers communicate thru a group text. Adams reported as part of COVID-19, except for emergencies, the Fire Station will be closed to all except emergency personnel.

B. Highway Department – Terry Straight reported to the board on several pieces of equipment that were repaired. The spreaders on truck #2 and #3 were rusted. Instead of purchasing new ones, EZ Steel rebuilt them (at ½ the cost to purchase new ones) and created a better spread process over the original design. He added two hydraulic motors as stock which will allow the department to replace the current ones that are leaking. The York rake was repaired, and new tires were purchased for truck #2 and #3, including a spare tire, and two tires were purchased for the loader so all tires are now the same size. The department replaced the tailgate valves on truck #2 and #3, as well as the tailgate piston on truck #2, and the sander control valve on truck #3.

The department has been working on cleaning the yard and shop, cold patching, rough grading to help the roads dry out, and cleaning off the bridges. Excess sand at the Town office parking lot will be removed as well.

Straight is working on the list of future projects to present to the Selectboard to include the addition to the highway garage and other work per the Primex report, obtaining pricing for chip sealing, specs to bid out the work for the High Bridge road bridge, and prioritize culvert replacements, including the dual culverts on Quinttown Road. Kidder and Straight will meet to review the plans for the addition to cover the grader. Straight reported Piermont has requested to use Orford's chipper as part of the mutual aid agreement between towns.

Straight reported that each employee is assigned a truck to operate during the COVID-19 pandemic, and it was agreed the garage is closed to non-employees. Straight wanted the board to know he does use his personal vehicle on weekends when he's out checking roads, but is not submitting mileage for reimbursement.

Old Business

A. Update of Outstanding Projects

- a) Town Highway Building – discussed during the Highway report
- b) High Bridge Road Bridge – discussed during the Highway report
- c) FEMA Updates/ Completion of FEMA Projects
 1. Town Road #100 - Adams reported the wetland permit should arrive this week and once signed, will be submitted to the NH DES for approval. Once approved, the project can go out to bid.
 2. Sawyer Brook headwall replacement – Adams spoke with L&M construction and they are working on a plan to repair the headwall that will meet the new standards that require headwalls to drop below the frost line. L&M feels the work can be completed from the road. Once the design is complete, it will be submitted to Horizons Engineering to file the wetlands permit and once approved the project can be put out to bid.
 3. Mousley Brook Culvert replacement - Engineering estimates were received. Dobbins-Marsh will complete a comparison and present the data at a future meeting.

B. Other –

- a) COVID-19 - Bachus reported a concern from a resident on the number of out of state cars at the Indian Pond beach parking lot. With the Stay at Home order in place, new and summer residents need to remember to self-quarantine for 14 days after their arrival in Orford.
- b) Green Up Day – Green Up day will occur on May 2nd, however, there will be some restriction applied due to COVID-19. More information will be posted on listserv, the Post Office, Town Office and town website in the next few days.
- c) Recycling Center – Kidder reported the center is looking into storage for plastics, paper and cardboard. Sandra Marsh is looking at smaller containers to have at the center. It's possible the additional cost for the container will be reimbursed from FEMA as the extra container needed it is an additional expense due to COVID-19. Kidder will research the availability for a zero-sort option for the center.

New Business

- A. Implementation of Teleconferencing for public meetings per Governor's Emergency Order #12** – the Selectboard are researching the use of “Go to Meeting” for Selectboard meetings. The Town will need two licenses - one for public meetings and one for closed sessions. This system can also be used by committees. Dobbins-Marsh will be training on using this system, including setting up meetings.
- B. Approval of Intent to Cut Wood forms (if any received)** – none received
- C. Contracts (if any received)** - none received
- D. Correspondence**
 - a) The Governor's emergency order #25 addresses modification of interest penalty for late payment of property taxes and allows the option for municipalities to offer a blanket abatement of interest for late payments. As additional information may come from the Governor, discussion will be deferred to a future meeting.
- E. Other** – Rivendell is progressing under VT law to figure a way to get their budget voted on. The Vermont Governor has authorized balloting for the budget (no floor session). The thought is to mail ballots to all registered voters in the district (using the voter check list), but more research is required.

Manifests, Payroll and Accounts Payable folders

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

Topics for Future Discussion

- A.** RRC Impact Study
- B.** Employee Handbook Revision

A motion was made by Kidder, seconded by Adams to enter into nonpublic session under RSA 91-A:3, II(a) at 7:32 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:15 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 9:20 pm

Respectfully Submitted,

Esther Dobbins-Marsh