

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 12, 2021

MEMBERS PRESENT: John Adams, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh,

## Call Meeting to Order

The meeting was called to order at 5:30 p.m.

**Roll Call** – John Adams-present, Chase Kling-present

## Approval of Minutes

*Motion made by Kling, seconded by Adams to accept the minutes of 04/28/2021*

*Motion Passed 2/0*

*Motion made by Kling, seconded by Adams to accept the minutes of 05/05/2021 (as amended)*

*Motion Passed 2/0*

Dobbins-Marsh reported an error in the minutes of 04/14/21 – on page 2, under Update of Outstanding Projects – Planning Board – the date of the scheduled meeting was listed as April 22,2021 – the correct date was April 12, 2021

## Reports

- A. **Moderator** - Harry Pease – Annual Town Meeting – because the meeting has been moved to the Rivendell gymnasium, not as much organization and planning will be required. The Selectboard will set up the voting booths the morning of May 22nd, and the Supervisors of the Checklist and Town Clerk are set to go. The election staff will be at the gym around 12:15 pm on 5/22 to register new voters. One concern is the microphone and how to keep it clean. The best option may be to have all speakers stand away from the mic when speaking, and having someone nearby to wipe down the mic. Adams reported a few changes to committee members that are to be elected from the floor – Tim Surprenant does not want to be re-elected to the Budget Advisory Committee, Joe Davis has resigned as a Trustee of the Trust Fund, and Vicki Schwaegler will be nominated as a Trustee of the Trust Funds (and be removed as an alternate). At the Annual Meeting, Pease will remind that comments on Warrant Articles should be about the article and not Town personal.
- B. **Fire Department** – Chief Straight presented his report for April 2021 to the Selectboard. In April there were a total of 7 calls (5 Medical and 2 fire) – YTD there have been 38 calls (in 2020 at this time there were 28 calls). 8 members attended a CPR recertification on May 5, 2021, and 8 members attended a forestry pump training on May 19, 2021. The trucks and station were also sanitized. Straight worked with the State health inspector on two food preparation inspections in Orford – inspection #1 had no issues, inspection #2 is working to rectify the issued found at that establishment. Adams asked about the number of members that respond to calls – Straight said it depends on the

type of call. A structure fire will have 12 or more respond, but medical calls may only have 6-8 members respond.

- C. **Highway Department** – Terry Straight presented his report for April 2021 to the Selectboard. The department crew has been working on truck maintenance including pressure washing and painting the wings and plows, and pressure washing and oiling the spreader before putting away for the summer. As weather permits, the grading of roads has begun, along with York raking some roads. The crew brush cut and chipped along roadsides, and a culvert was replaced on Orfordville road. The guardrail on Town Road #79 was damaged due to a motor vehicle accident. With information provided to the Road Agent and Police Chief, the person responsible for the damage was identified, and his insurance policy reimbursed the Town for the total replacement cost.

Straight will be placing an order for calcium and magnesium (cost estimated to be around \$5,000) after the annual meeting. Even with recent rainfall the roads are very dry and dusty. There are two antique case-iron road markers to be restored, and the highway department is looking at the best way to remove them without causing damage. Straight asked is a Selectboard member could be present at the time of the removal. Kling suggesting calling Piermont to ask about the process they followed when they removed their signs.

Kling discussed a situation he witnessed regarding a member of the public grading Quinttown and Mousley Brook roads, both Town owned roads. He feels this is a serious issue and needs to be stopped. Kling feels either a Town ordinance or policy should be adopted to deal with this issue. The Town can start with a verbal warning, then a written warning, as only authorized personnel are allowed to maintain the Town roads. Kling will draft a letter to the specific individual, outlining the Selectboard position regarding this matter, for the Selectboard to sign.

## **Old Business**

### **A. Application to Construct a building on a lot not fronting a Class V or Class VI road**

The Selectboard is still waiting for the Town attorney to review their opinion on the application. Additionally, the application is a photo copy and an application with an original signature has not been received yet, therefore, the Selectboard will postpone the discussion until the May 26, 2021 meeting.

### **B. Update of Outstanding Projects**

- a) FEMA Updates – Town Road #100 – the excavator was removed and guardrails are scheduled to be installed on May 18<sup>th</sup>. The project is scheduled for completion as of May 31, 2021. Straight said the highway crew will grade the area once the construction company has completed their work. Adams will meet with Straight to review which entity is responsible for clean-up work at the site.
- b) Sand Pit Reclamation project – Kling will be reaching out to Tom Thomson to work with him on the plan.

## **New Business**

- A. **Review of received Truck Bids** – Sealed bids were opened and reviewed by the Selectboard to replace the current 2008 International highway truck. This purchase will be based on the outcome of the vote on Warrant Article #7 at the May 22, 2021 Annual Meeting.

The Road Agent will review the received bids against the bid specs (with consultation from Jeff Hebb, Alan Bean and Mike Wright), and make his recommendation to the

Selectboard following the Annual Meeting. Straight reminded the Selectboard that these bids do not include the cost for a 2-way radio or truck lettering. The bids are as follows:

1. Reeds Truck Services – International #HV527SFA - \$173,700
2. Reeds Truck Services - International #HV527SFA - \$172,880
3. Liberty International Trucks – International #HV527SFA - \$174,820
4. ATG Lebanon, LLC – Freightliner Chassis - \$104,435\*
5. ATG Lebanon, LLC – Western Star Chassis - \$119,600\*  
\*Also included package options from \$61,653 - \$77,899
6. Clark’s Truck Center - International #HV527SFA - \$176,084

**B. Emergency Management Director job description review** – The Selectboard reviewed the EMD job description. Adams feels it’s important to find someone competent to carry out the job requirements.

*Motion made by Kling, seconded by Adams to accept the Emergency Management Director job description draft dated 05/05/2021. Motion passed 2/0*

**C. Review of Actual vs Budget Expenses report** – The Selectboard reviewed the report – no questions at this time. Kling said of the residents that are behind on their tax payments most are on a payment plan and are on time. He would like to discuss the possibility of a Tax Anticipation Note with the treasurer.

**D. Complaints** – A complaint was received from Phil Magruder, P&V Campground. Over the winter the town plows snow too close to the campground sign and has also broken his rock wall and garden. The culvert under High Bridge Road is coming up out of the ground, and the drainage ditch and culvert are blocked with leaves. Ruts in the road need York raked (1 time this year) and graded (has not been done this year). Also, there is a tree across the closed part of the road that people use for walking (which has since been removed).

Adams said Mr. Magruder agreed to take care of the rock wall damage, and the Highway department graded High Bridge road today. The culvert most likely raised up due to ground frost, but possibly another culvert could be added to help with drainage. The tree across the road was removed, but there’s concern that the bridge is being used by 4-wheelers and not just as a walking bridge. The Road Agent will look into both these issues.

**E. Review of received “Notice of Intent to Cut Wood”**

Property Owner: Sarah Schwaegler, Map & Lot #8-27-1, 8-29-91, Forrester: T. Hahn, Foreco

**F. Correspondence** – Parks & Playgrounds sent the proposal from Vt. Recreational Surfacing to resurface the basketball court in the amount of \$5,849 as an FYI to the Selectboard.

**G. Other**

Chris Crowley, Trustee of the Trust Funds, sent an email to the Selectboard to say Joe Davis is resigning as a Trustee of the Trust Funds after serving for many years. Adams would like something written up to be read at the annual meeting. Dobbins-Marsh will work on this.

Beach Openings – Currently the Indian Pond and Lower Baker pond beaches will be open for the 2021 season, unless otherwise notified by the State of NH. Beach passes will be printed up for residents to obtain.

**Manifests, Payroll and Accounts Payable folders**

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

**Adjourn**

*Motion made by Adams, seconded by Kling to adjourn the meeting. Motion Passed 2/0*

The meeting adjourned at 7:38 pm

Respectfully Submitted,

Esther Dobbins-Marsh