

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 12, 2022

MEMBERS PRESENT: John Adams, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight

Call Meeting to Order

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

Approval of Minutes

Motion made by Adams, seconded by Kling to accept the minutes of 12/22/2021 (as amended)

Motion Passed 2/0

Reports

- A. **Fire Department** – Chief Straight presented the fire department report from December 2021. For 2021 there were a total of 139 calls compared to a total of 114 calls in 2020. In December the department responded to 22 calls (9 medical and 13 fire). The fire calls consisted of several calls for downed wires, however, with the cold weather Orford has been experiencing, chimney fires may be on the increase.

December training consisted of Air Pack training, and a live fire training (River Road house). At the live fire training, Orford was joined by members several stations (Lyme, Fairlee, West Fairlee and Thetford) plus five (5) NH State Fire instructors who attended at no charge to town to provide training and to work thru several scenarios with those in attendance. On December 20th the department held its annual Christmas pot luck/planning for the next year gathering.

Adams asked how members deal with COVID situations when called to a medical situation. When Hanover dispatch tones out for a medical call, they will indicate if COVID is a factor (protocol 36). In these cases, the fire department will stage outside the residence and the ambulance EMT's go into the building. If the EMT's require assistance 1 or 2 fire department members will suit/mask up before entering. If called to a fire, the department is notified of protocol 36 and the members respond accordingly.

- B. **Highway Department** – Terry Straight presented the highway department report from December 2021. The crew has been plowing and sanding roads during storms, and completing routine maintenance on the trucks and equipment. The crew has to fill in a washout by the beaver pond on Orfordville Road again. As this is an ongoing issue, Straight feels the culvert needs to be replaced as soon as possible.

Straight has started the 2022 work plan. He is also working on a plan on how to handle keeping the roads plowed and sanded if the highway crew should all become sick at the same time. We do have one contractor that has the proper equipment as well as all the necessary insurance coverage but still would like to have additional backup. Straight reported the department has used 1500 yards of sand and 60 yards of salt so far for this winter season. Straight is preparing paperwork for gravel bids. Kling asked about the culverts on Indian Pond road that need to be replaced. Straight said a NH DES Wetlands permit will be needed before removing and reinstalling the culverts. He will check with

Paul Goundrey regarding the permit, as Goundrey had started working on this in the past.

Straight discussed his concern of non-highway employees plowing at the recycling center. On December 30th someone plowed the center and left a pile of snow and dirt at the entry of the center. The snow melted but the dirt remained and froze overnight causing a barrier to the center. When the highway crew arrived Sunday morning to plow the center, they had to deal with the removal of the dirt pile. (Straight presented photos of the center). The highway crew are aware to check on the recycling center on Wednesday and Saturday mornings – if needed the center is plowed and sanded prior to the opening of the center.

Sand from the Town's sand pit – the highway crew built a gate to the sand pit that is locked at the end of the highway crew's workday. During the work day, if residents want to get sand they can enter the pit – however, if the crew is working in the pit it's best to let them know that you are there and they will NOT help you obtain the sand. The reason for the locked pit is due to excessive trash being left behind, and vehicles being used to rut up the pit. There's also a concern of non-residents coming into the pit for sand.

Adams asked if there's can be another location/solution to store clean sand near the highway garage. Straight will discuss ideas with the highway crew.

Regarding the Warrant Article to purchase a 10-Wheeler truck – questions were raised about the length of the truck and if it would fit into the garage. Straight had a 10-Wheel truck brought to the garage, and it did fit with room to walk around it. The loader was also in the garage.

Old Business

A. Update of Outstanding Projects

- Archertown Bridge at Jacobs Brook – the survey has been ordered.
- Mousley Brook FEMA Project – Kling has had discussions with residents that use the road consistently. Dobbins-Marsh asked if a meeting should be held with the NH DES rep Paul Hatch to verify what our options are. If we choose the FEMA route, the Town needs to re-bid the engineering contract in order to move forward with the project. Dobbins-Marsh will contact Hatch to schedule a meeting with the Selectboard.

B. Other - Employee forms – the Selectboard agreed for employees to start using the new Time Off Request form, and the revised timecard for Exempt Employees

New Business

A. Public Hearing (January 24th) planning – Adams said this is an in-person meeting only. There are no call-in options available which is supported by the NH Legislation. Adams asked Dobbins-Marsh to verify if the meeting can be held at Rivendell even if the school is closed. If not, she will contact the Congregational Church about using their meeting room as a back-up location.

B. Approval of received "Notice of Intent to Cut Wood" – none received

C. Complaint – a complaint was previously received from Rev. Wilson regarding the lack of notice to the Congregational Church on Main Street regarding the removal of the tree. Dobbins-Marsh will prepare a letter for the Selectboard chair to sign.

D. Contract

- UV Humane Society - *Motion by Adams, seconded by Kling to accept the annual contract between the Town and the UV Humane Society for animal surrender services. Motion passed 2/0*
- Vermont Generator - *Motion by Adams, seconded by Kling to accept the annual maintenance contract between the Town and Vermont Generator. Motion passed 2/0*

E. Correspondence

- Hazard Mitigation Quarterly Report – Adams will contact the preparer for more information, as in the past this was prepared by the Emergency Management Director, Michael Gilbert.
- NH DHHS Health Alert – Update #53 regarding COVID-19 Pandemic update on isolation and quarantine guidance. This will be posted at the Town Office.
- 2020 Cyclical Revaluation report – NH DRA has reviewed the report completed by Steve Allen, Assessor, and found the median ratio of 94.8 fall within the recommended ranges. The next revaluation year is 2025.
- The Trustee of the Trust funds, Chris Crowley, created a Summary of Responsibilities for Orford Trust Funds outlining how funds are transferred in and out of the funds and what entity has the authority to do so.
- Planning Board – Kling discussed his concern of meeting a quorum for their meetings. At the last meeting, only four members were in attendance. If any member had to leave for any reason, the meeting would have to be adjourned and that could potentially cause serious issues.

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 adjourn the meeting. Motion Passed 2/0

The meeting adjourned at 7:12 pm

Respectfully Submitted,

Esther Dobbins-Marsh