TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 22, 2017

MEMBERS PRESENT: John Adams, David Smith

OTHERS PRESENT: Steve Allen, Eva Daniels, Deborah Hadlock, Justin Adams, Sheri Clifford

1. **Call Meeting to Order**

The meeting was called to order at 5:30 PM

**Steve Allen - Assessor**

Allen reported he is data entering the field work information he gathered over the summer and hopes to have it complete by February. Tax bills have gone out and he is also prepared to review any requests for abatements.

**Deborah Hadlock – Tax Collector**

Hadlock reported tax bills have gone out and are due December 15th, to date $350,000 has been received.

Hadlock stated BMSI tax software is now being used, however, it calculates rates differently than the assessors Avitar software and the two different software programs do not interface. BMSI technical support has its challenges as one person does this work from her home and the other is difficult to understand. Following discussions with other tax collectors who have the Avitar program she found they were very satisfied and the technical support was readily available.

The initial cost to obtain the Avitar software would be $4,026 per year for three years then be reduced to $2,200 per year. BMSI is $2,100 per year.

Adams asked if using the Avitar software would free up the tax collector from re-entering data into the system. Hadlock stated it would as the tow programs would be merged. Smith stated the funds were placed in the 2017 budget for this purpose and continued in the 2018 budget. Adams felt the upgrade would be beneficial.

A motion was made, based on the recommendation of the Tax Collector, to schedule the transition from BMSI software to Avitar software for the tax program for the beginning of 2018. The motion passed.

1. **Old Business**
2. **Board Reports**

Smith reported the Energy Committee hosted a ‘Button-Up’ workshop with Piermont and Lyme, 22 people attended. The committee is looking for assistance for the $100 charge for energy audits to assist residents, they will discuss possible funding with the Niles Committee.

Smith reported the Planning Board received a request for a temporary curb cut for a logging operation and the Planning Board felt the Selectboard should approve all curb cuts, permanent and temporary.

Adams was concerned about if the Board was responsible for permanent curb cuts what the process was and what if it is part of a sub-division.

Smith stated the Planning Board continues to work on the Mater Plan and hope to have it complete by February 2018. They have entered into an agreement with Resilience Planning & Design and request the approved funds from 2017 be accrued until the project is complete. The Board agreed.

1. **Other**

Smith reported seeing the Orford police cruiser out on the road and asked why. Adams stated the vehicle will not pass inspection without calibration work done and in order to do this the vehicle needed to be run. Adams authorized the cruiser to be driven to achieve a clear inspection.

Special Town Meeting:

Adams stated that motion that was made at the last meeting required striking the part about requesting the funds received from FEMA replace those that would come out of the Bridges & Roads Capital Reserve Fund. The replacement of the funds would be a separate warrant article for the annual town meeting in March.

With a tentative date of December 12, 2017 at 7:00 PM the following schedule was made:

* Supervisors of the Checklist must post a scheduled session to correct the checklist. Posting by November 27th for a December 2nd session.
* Selectboard must draft a warrant to be posted no later than November 27th
* Selectboard will draft a boxholder announcing the meeting, date, time, place and reason
* The Moderator and Town Clerk will be contacted as they need to attend this meeting

A motion was made to hold a special town meeting to authorize the Board to be agents of the Bridges and Roads Capital Reserve Fund on Tuesday, December 12, 2017 at 7:00 PM in the Multi-Purpose Room at Rivendell Academy. The motion passed

1. **New Business**
2. **Correspondence**

Adams reported the Conservation Commission emailed him requesting permission to contact the town attorney for advice on proper language to draft an easement. Adams gave authorization.

1. **Accounts Payable**

The correspondence and accounts payable folders were reviewed and signed where necessary.

1. **Other**

With no further applications received for the open position of Police Chief, Adams stated he would like to explore the possibility of contracting with one of the surrounding towns that employs a part-time chief to work in Orford as well.

Adams reported authorizing Clifford to contract with State Police for added patrols in town due to the recent robberies that have occurred.

1. **Comments & Questions from Public**

Justin Adams suggested placing security cameras at the highway department for two reasons, safety and a manner for the Board to keep track of the work habits of the highway department.

Justin also questioned the highway hours on town equipment from July to October. The mileage sheet does not add up and he asked what they were doing. The grading at the intersection of Orfordville Road was never done and he would like answers from the Board. John Adams said he would get answers for him.

Justin stated he would be willing to haul the old, damaged plastic culverts to the landfill if the town would pay the tipping fee and he would like the old, damaged metal culverts. The Board asked him to give them a proposal in writing.

**Approval of Minutes**

The minutes of November 8, 2017 were approved as written.

The minutes of November 15, 2017 were approved as amended.

A motion was made to enter into nonpublic session for Emergency Preparation at 7:35 PM. A roll call vote of member’s present was taken with a decision in the affirmative.

The Board resumed the regular meeting at 7:40 PM. A vote was taken with a decision in the affirmative to seal the minutes of the nonpublic session.

A motion was made to change insurance carriers from New England Employee Benefits Company to Local Government Center. The motion passed.

1. **Adjourn**

The meeting adjourned at 7:50 PM.

Respectfully Submitted,