TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 27, 2017

In attendance: John Adams, Paul Goundrey, Davis Smith

Sandra Marsh, Justin Adams, Ruth Hook, Lawrence Hibbard, Allen Bean, Jordan Sutherlin

Meeting called to order: 5:30 PM

Steve Allen was unable to attend. Paul had wanted to verify the standing of a request submitted by Harry Pease for the review of his property which now no longer contained a shed. Paul to follow up with Steve.

**Board reports:**

It was reported that:

The Energy Committee is looking into the efficiency of the heating plant in the Town Office building.

The Planning Board wanted to make sure their funds were encumbered and be available next year.

The Quinttown Road bridge was closed as required by the state. Repairs to be conducted in the spring.

Highway Department truck 3 was out of service as a result of an oil pan failure. It was towed to Reed’s for repairs.

Trustee of the Trust Funds, Mark Blanchard sent an e-mail requesting documentation (minutes) for actions the Selectboard authorized in previous meetings so he could carry out the acceptance and movement of funds into and out of specific Capital Reserve funds. Those requested minutes were copied and Paul will deliver them to Mark so he may complete the transactions by 12/31.

Police chief search report:

3 persons contacted the Town office or Selectboard members indicating they may be interested in the Chief position. All were directed to send in their resumes for a first screening by the Selectboard and if appropriate then by the Police Selection Board for their recommendation., then to the Selectboard for final selection determination.

**Other business:**

An incident was reported that a Highway Dept. employee and some friends were working on a personnel vehicle in the Town Garage after business hours. Currently there is no prohibition for this type of work being done in the Town garage. David Smith will review with Primex our liability for such action and report at a future meeting. They also reported to be smoking while removing a gas tank. The employee handbook was consulted for the potential violation of a smoking on the premises ban. At this time there is a prohibition listed for smoking in buildings unless a “smoking section” has been specifically set up. Both “No smoking” and “Smoking allowed” areas must be clearly marked. Paul will review the status of signage in that building with the Road Agent. The current policy references RSA 155:64-77 from 1991. John Adams will research the RSAs for updates including not smoking in town builds and vehicles

Town of Orford Emergency Operation Procedure draft was discussed. David reports many mistakes in it. John Adams wanted to know how it will be corrected and how it will be maintained. It was decided to discuss this with the Emergency Management director Mike Gilbert at a future meeting.

The request by Primex to re-enroll in their liability CAP program was discussed. Since Sheri was not available to answer some questions about it and our experience level during the last year, any decision was postponed until more data was available.

Jordon asked about the rodent protection plan and status of it for the Town Office building. He and the Energy committee which had volunteered to repair the foundation were concerned how that repair might be impacted by the rodent protection “rat” fence. The Selectboard apologized for the lack of information flowing to the Energy committee on this subject.

David and Jordan will resolve this timing and the fencing materials to be used by 3/1/2018.

Lawerance wanted information on the use of personnel vehicles for town business and the apparent installation of lights on those vehicles at Town expense. The Selectboard will review and report.

Quinttown Container was authorized to haul away the plastic culverts, associated garbage and damaged metal culverts for only the Tipping Fee of $70 per ton. There was an estimated weight of 4-5 tons.

The Selectboard was asked to look into and report back on:

We have a random drug testing program for Highway Dept. persons. Do we have a pre-employment requirement to be tested before an offer to hire can be extended?

Justin A. asked why was a town vehicle plowing/sanding a non-public road (a citizen’s driveway) on Dec 25?

In the past, in a different town the insurance carrier had a lower rate for town insurance if the Volunteer firefighters have CDLs. This consisted of training session conducted at the fireman’s location and meetings, then a CDL driving test was conducted using fire vehicles. Does such a plan exist here?

7:00 Closed session (personnel issue)

7: 20 regular meeting resumed, minutes sealed from the closed session.

The replacement of the oil pan was discussed by all those listed above as being in attendance. It was believed that this oil pan had been replaced in the not to distant past by our crew. Why was the work not done this time by the crew? Paul to review with Roger and report at a future meeting.

**Adjourned 7:40.**

Respectfully submitted

John Adams.