

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 14, 2022

MEMBERS PRESENT: John Adams, Jen Carter Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Williams, Bob Palifka

Call Meeting to Order

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

Approval of Minutes

Motion made by Kling, seconded by Adams to accept the minutes of 11/21/2022 (as amended)

Motion Passed 3/0

Motion made by Adams, seconded by Kling to accept the minutes of 11/23/2022 (as amended)

Motion Passed 2/0

Motion made by Adams, seconded by Carter to accept the minutes of 11/30/2022 (as amended)

Motion Passed 3/0

Reports

- A. **Fire Department** – The report for November 2022 was printed for the Selectboard to review (Fire Chief Straight was not present at the meeting). November had a total of 16 calls, YTD total 149 (compared to 117 in 2021). Calls included 5 medical, 9 fire and 2 mutual aid calls. There was one training & equipment check, one officers meeting and 1 mutual aid chiefs meeting in November.

B. **Highway Department**

- River Road shoulder work – will be rescheduled for a future date
- Upper Baker Pond road – will be rescheduled for a future date

Williams reported truck #2 was down again with the same issue previously reported (truck shuts off and can only go backwards). He took the truck to ATG in Lebanon to look at the issue. With the weather holding out, the highway crew has been ditching on town roads.

Williams has been working with an engineer on the Archertown Road hill – he has approximately ½ of the project priced out. Questions from the Budget Advisory Committee meeting were addressed by Williams:

- Purchase a new F-550 – can the Town keep the cab and chassis and replace the body? – Per Williams, the body is designed to work with the cab & chassis and when a new cab & chassis is purchased, a new body is also needed. For example, the new F-550 frame is longer, so the body needs to be longer as well. Williams said a new radio won't be necessary, but a new plow would be.
Motion made by Adams, seconded by Carter to authorize Williams to place a non-binding order for the Ford F-550
- Highway Equipment – how would the leaf blower be controlled to avoid spraying materials on oncoming vehicles? Williams said the leaf blower is mounted on the back of a truck and is controlled by remote control which can start/stop and change direction of the blower.

Williams mentioned the salt shed will need some work where the back-left corner has caved in, in 2023, which would be part of the Building Maintenance operating budget line item. He also requested adding funding for part-time help with plowing (in the event one of the full-time employees is out sick, etc.), plus the same person could work hours in the summer operating the loader. Using approximately 160 hours for part-time help, *Motion was made by Adams, seconded by Carter to add \$5,000 to the Highway Part-Time operating budget line item. Motion Passed 3/0*

Williams asked if the Town used anyone to update the GIS for replaced culverts. Dobbins-Marsh will reach out to UVLSRPC to see if the person that created the culvert inventory had a program the Town can use. Williams also asked if he could have Carter work with him to clean up his desk top to make it easier for him to navigate various programs.

Old Business

A. Update of Outstanding Projects

- Highway Garage Addition – the concrete floor is scheduled to be poured next Tuesday, 12/20
- High Bridge Road Bridge – The Selectboard discussed with Williams the need to place barriers at both ends of the bridge, with signs stating “bridge closed” and “private property”. Williams will start by placing waste blocks and signs at both ends of the bridge
- Truck schedule – Williams reported the truck packages have been ordered for the trucks with the 10-wheel can & chassis on schedule for April 2023, and the 6-wheel cab & chassis on schedule for July 2023. Both should be available for use in late 2023
- Vt Forestry Property – the property the Town was looking at for additional sand has been sold
- Orford Library/Community Building – The Library Consultant will be meeting with the librarians on December 19th to complete another walk-thru of the building at 485 Route 10, as well as visiting each library

New Business

- A. Review Actual vs Budget expense report** – the Selectboard will review and bring questions to the next meeting
- B. Vote to encumber funds – 2021 warrant article to purchase the 6-wheeler truck**
Motion made by Adams, seconded by Kling to encumber funds in the amount of \$193,000 for the purchase of the 6-wheel truck as approved at the May 22,2021 annual meeting. Motion Passed 3/0
- C. Review of received “Notice of Intent to Cut Wood”** – none received
- D. Complaints** – none received
- E. Correspondence**
 - Email received from John Miller re: Clough Brook culvert update – the project was put out to bid last year, and the project was awarded to Paige Excavation. Due to the unavailability of the concrete headers the project was not completed in 2022, but is on the schedule for 2023
 - NH DES is requesting a list of wells within 500’ of the land fill – Dobbins-Marsh will pull this information and submit to the DES
- F. Other**

- Dobbins-Marsh was asked to contact Aaron Daisey to obtain a water testing kit for the water at the highway garage
- Kling asked if the Bailey's have responded to the letter sent regarding the removal of the pipe they inserted into the culvert by their driveway – as of today there has been no response. Kling will try to visit the Bailey's to discuss further.
- Tiffany Vance – Kling will visit with Vance to go over the plan for winter maintenance of the Class VI section of Prettyman road, as well as the need for a septic system plan. Kling will provide a report to the Selectboard of his findings.
- Generator Warrant Article – Dobbins-Marsh will contact Vt Generator for a written detailed estimate

Non-Public Session

A motion was made by Adams, seconded by Kling to enter into non-public session under RSA 91-A:3, II(c) for a Public Assistance matters at 7:30 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:44 pm. A motion was made by Adams, seconded by Kling to seal the minutes of the nonpublic session. Motion Approved 3/0

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 Carter adjourn the meeting. Motion Passed 3/0

The meeting adjourned at 7:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh