

SELECTBOARD MEETING MINUTES

December 27, 2022 6:00 p.m. Orange Town Clerk's Office

Selectboard Present:

Emily Ruff-Selectboard Chair, Samantha Lefebvre-Selectboard Vice-Chair, and Sheila Stone-Selectboard Member.

Others Present:

John Barnes-Road Foreman, Angela Eastman-Town Clerk/Treasurer, Diane Waters-Assistant Town Clerk/Treasurer, Lee Youngman, Robert Richardson-Resident and Kevin Wilson-Resident.

Call meeting to order:

At 6:00pm Selectboard Chair, Ms. Ruff, called the meeting to order.

Consider approving agenda/agenda revisions:

Ms. Ruff added a discussion regarding the Gazebo, Mrs. Eastman added an introduction regarding new assistant, Mrs. Stone added a discussion regarding purchasing a new generator for the town hall/town office and Ms. Youngman added a discussion regarding her role for the next couple of weeks.

Town Treasurer Report:

Approve warrants-Payroll and Accounts Payable:

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the payroll warrant was approved as presented. The motion passed unanimously.

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Selectboard approved a \$36.24 warrant payable to the IRS. The motion passed unanimously.

On a motion made by Ms. Ruff and seconded by Mrs. Stone, the accounts payable warrant was approved as presented. The motion passed unanimously.

On a motion made by Ms. Ruff and seconded by Mrs. Stone, authorized to spend an over-budget expenditure for the Tech Group IT Support account # 01-5-15-37.00 bill. The motion passed unanimously.

On a motion made by Ms. Ruff and seconded by Mrs. Stone, the Selectboard authorized the treasurer to spend an expenditure of \$3900 for up to 44 tons of road salt to Cargill. The motion passed unanimously.

Review Current Budget:

The Selectboard reviewed year to date budgets for both the general and highway funds.

On a motion made by Ms. Ruff and seconded by Mrs. Stone, the Selectboard authorized the treasurer to spend an expenditure of a cumulative amount of \$7500 for the Capital Improvement repairs to garage. The motion passed unanimously.

Discuss OCSD billing:

A discussion was had regarding the OCSD billing. There have been some ongoing issues regarding billing from the OCSD. Ms. Ruff will discuss the problem with the OCSD via email regarding billing us for roads that are not located in our town.

Old Business:

Discuss Town Garage Furnace:

Ms. Ruff stated that she circulated the quotes from Gillespie Fuels regarding replacing the town furnace with 3 Modine heaters from the ARPA budget. On a motion made by Emily and seconded by Mrs. Stone, the

Selectboard approved the Gillespie quote to replace the Town Garage furnace in the amount of \$12,102.50. The motion passed unanimously.

New Business:

Discuss Firewall

The firewall quote from The Tech Group was discussed with the Selectboard. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre to approve the Tech Group firewall quote in the amount of \$2,550.00. The motion passed unanimously.

Discuss Personnel

Ms. Ruff introduced Ms. Diane Waters.

Ms. Ruff made a motion and seconded by Mrs. Stone that the Selectboard appoint Ms. Waters as the new Assistant Town Clerk/Town Treasurer on Mrs. Eastman's recommendation. The motion passed unanimously. On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the Selectboard appointed Mrs. Eastman as the Town Clerk/Treasurer. All in favor.

Ms. Youngman discussed what her role will be in the upcoming weeks with the Selectboard.

On a motion made by Mrs. Lefebvre and seconded by Ms. Ruff to grant Ms. Youngman access to all office systems, to train Mrs. Eastman and Ms. Waters, to close out FY 22 and to prepare for the upcoming audit.

Discuss Check Signing

Ms. Youngman discussed changing and adding check signing privileges and other banking needs. We will put this on the agenda for the January 9th Selectboard meeting.

Discuss Gazebo

Mrs. Eastman discussed the damage to the gazebo at the Town Hall with the Selectboard. Mr. Robert Richardson, original gazebo builder, joined us for the discussion.

Discuss Town Hall and Town Office Generator

This was discussed amongst the Selectboard members. The need for a generator at the town hall and town office is becoming greater as power is out more often. Mr. Barnes will contact a few electricians and generator companies and report back to the Selectboard.

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, a brief recess was called at 7:33 pm.

At 7:50pm, Ms. Ruff called the meeting back to order.

At 7:51pm, the Selectboard entered executive session.

At 8:36pm, the Selectboard exited Executive Session.

Adjournment:

On a motion made by Ms. Ruff and seconded by Mrs. Lefebvre, the meeting adjourned at 8:37 pm. The motion passed unanimously.

Respectfully submitted,

Angela Eastman, Town Clerk/Town Treasurer

The foregoing is a true copy of the Minutes of the Orange Selectboard Meeting.

A True Record. Attest,  Town Clerk/Treasurer