

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 24, 2019

MEMBERS PRESENT: John Adams, Fred Kidder II

OTHERS PRESENT: Esther Dobbins-Marsh, Chief Bachus, Justin Adams, Ann Green, James Beaulieu, Mark Marsh, Eva Daniels

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 04/10/2019 as amended. Motion Passed.

Motion made by Adams, seconded by Kidder to accept the minutes of 04/22/2019 Public Hearing as amended. Motion Passed.

Reports

A. Assessor – Steve Allen was unable to attend the meeting – no report at this time

B. Police Department – Chief Bachus

Chief Bachus reported there were 86 calls for service in March – of those calls, 9 were by the State Police (5 of which occurred when the cruiser was in for service). Bachus is looking to change his schedule based on the pattern of calls he's receiving. The Taser policy and several other policies Bachus is working on will be available for the Selectboard to review and approve shortly. The Taser has been ordered, but won't be used until Grafton County Sheriff's department requalifies Bachus. Bachus is researching the Body Camera to find the best product and cost effective option. Bachus researched funding for the e-ticket system, but it is no longer available for the software. There is a program that will fund 75-100% of the hardware costs. The E-ticket system goes live on April 26, 2019 for those towns with the system.

Bachus will be attending an FBI Crisis Negotiation seminar held at the Vt. Police Academy at no cost to the town, except for meals. Bachus has been working on a joint investigation with the Orange County Sheriff's Department. Adams asked about trends occurring – Bachus said the biggest issue is vaping at Rivendell. He said Rivendell works with the students and parents first before he becomes involved. Adams asked Bachus to keep track of the cases at Rivendell as a Resource Officer might be warranted based on the time being spent there.

C. Administration – Esther Dobbins-Marsh

Dobbins-Marsh reported in addition to her regular daily work, mailers for the Public Hearing and Special Town meeting, Green Up Day and the Hazardous Waste Collection notice were created and mailed. Reminder letters were sent to

land-owners and loggers regarding the outstanding Notice of Timber Cut reports that will be due on May 15th. The inventory card data is updated in the Avitar program as received, as are the Current Use applications and the Charitable Trust forms. The Web Page is updated as data is available to post, and Dobbins-Marsh continues to search for policies that can be adopted by the Town. Dobbins-Marsh attended a training presented by the Grafton County Reg. of Deeds for their new website.

D. Bandstand – Ann Green

Green introduced James Beaulieu as the new chair of the Bandstand Committee. Green invited the Selectboard to attend the June 29th event at the Bandstand. It will be the first event of 2019 with the dedication and formal transfer of the Bandstand to the Town of Orford around 5:30 pm.

Adams asked how people can request to use the Bandstand? Green said the current process will continue – the Administrative Assistant to the Town receives the request for Parks & Playgrounds approval. The request form is available on the Orford Web Page (on the Parks & Playgrounds page) or at the Town office.

Old Business

A. Update of Outstanding Projects

Indian Pond Dam

Bruce Schwaegler sent an email that there is nothing to report as the water level needs to be lower before work can be done.

Indian Pond Beach Culvert

Dobbins Marsh reported she'd contacted the Fish & Game department regarding the culvert repair. While the Indian Pond beach access road is owned by the State of NH, the Town of Orford is responsible for maintaining it. Dobbins-Marsh will contact Craig Rennie at the NH Dept. of Safety (NHDES) to obtain the permit application.

Ford F-550

Dobbins-Marsh reported the truck has been delivered to the Town of Orford. It needs to be lettered and have the radio installed. Kidder will contact Joe Truss to complete the radio installation, and Dobbins-Marsh will let the Town Clerk know to transfer the plates from the 1-Ton to the F-550. The board will discuss the sale of the 1-Ton at the next Selectboard meeting.

Town Highway Building

Kidder reported he'd spoke with Alan Hebb, Orford resident, who provided information on a company that constructs steel buildings. Kidder will obtain a quote as an option for the board to review at a future meeting.

Long Term Paving Plans – The Selectboard agreed to postpone this discussion to the 5/8/19 Selectboard meeting

FEMA Updates

Dobbins-Marsh suggested a strategy meeting with the Selectboard, Road Agent, Paul Hatch, our FEMA rep and Emergency Management Director to game plan the FEMA projects that need to be completed. Adams said to contact Paul Hatch

to see about available dates. Adams reported DuBois & King and FEMA are discussing the options available for Town Road #100.

Sand Pit Analysis

Adams said the Harry Burgess needs to take samples at the sand pit. He will ask Tom Steketeer to coordinate a time between Burgess and Kevin Sawyer.

Sand Pit Shooting Range

Kidder has the language for the sign updated and needs to order the sign. He will check with Sawyer. The NH Correctional facility was also mentioned as places to purchase signs, as well as Russ Priestly from Piermont.

B. Policies – Final Review

1. Vehicle & Equipment Use Policy

Motion made by Kidder, seconded by Adams to adopt as amended.

Motion Passed

2. Vehicle & Equipment Incident Reporting Policy

Motion made by Adams, seconded by Kidder to adopt as amended.

Motion Passed

C. Policies – First review

1. Meeting Notices, Agenda and Minute Posting Policy

Discussion deferred until the 5/8/19 Selectboard meeting. Adams said he'd like to include a section on which meetings should be sending mailers

D. Review of Actual vs Budget YTD Report

This Selectboard agreed to move the discussion on this to the 5/8/19 Selectboard meeting

New Business

A. Policy Introduction

1. Audio Recording of Selectboard Meeting Minutes

2. Tree Removal and Replacement

Dobbins-Marsh will post on the Web Page for review and comments from the public

B. CDL and Medical Card requirement for the Town Highway Dept.

Kidder will work on the language to become part of the job requirement for the Highway Department

C. Correspondence

- The Selectboard received notice that Robert O'Donnell is stepping down as the Deputy Emergency Management Director. Michael Gilbert, Emergency Management Director, is recommending Melinda Ricker as O'Donnell's replacement. Adams spoke with Gilbert about Ricker's qualifications. Gilbert will have her attend trainings, but otherwise felt she'd do well.

Motion made by Adams, seconded by Kidder to appoint Melinda Ricker as the Deputy Emergency Management Director, with the recommendation she attend NH EMD training. Motion Passed

- The Selectboard received a complaint that had no contact information or signature. However, a site visit by the Selectboard for this location will be completed now that landmarks can be viewed.
- The Selectboard reviewed an agreement to extend the lease for the Canon copier for an additional 36 months at a reduced monthly rate. At the end of the lease, the copier will be turned over to the Town of Orford.

D. Topics for Future Discussion

Status of Road Signs – Kevin Sawyer

E. Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary.

A motion was made by Adams, seconded by Kidder to enter into nonpublic session for an Assistance Request and an Abatement Request under RSA 91-A:3, II(c) at 7:10 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:10 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

Adams asked for a status update on resumes received. Dobbins-Marsh reported as of today none have been received. Kidder suggested contacting Washington County Community College in Calais, Maine to see about graduates that might be interested in applying for the Road Crew position. Kidder said at the Riverbend board meeting he requested they revisit having students obtaining their CDL and Medical Cards before graduation. Adams said even the state is having challenges finding help.

V. Adjourn

Motion made by Adams, seconded by Kidder adjourn the meeting. Motion Passed.

The meeting adjourned at 8:30 PM

Respectfully Submitted,

Esther Dobbins-Marsh