

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 22, 2019

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, Jason Bachus, John Berryman, Cicely Richardson, Ann Green, Harry Osmer, Mark Marsh, Faith Knapp, Dennis Streeter

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 05/08/2019 (as amended) Motion Passed.

Reports

A. Assessor-Steve Allen

Allen reported he'd 99.9% finished with the field work – new construction and updates from the returned inventory forms. New construction has added around \$780,000 to the property values for Orford. He's reviewed work started last year and updated Avitar accordingly. He will finish up this week so taxes can be processed next week by the Tax Collector.

B. Police Department – Chief Bachus

Bachus presented his stats for April 2019 to the board. He had 85 calls (5 by the State Police) including 19 moving violations. Bachus said he's modified his schedule to accommodate the increase in activity. Bachus reported several signs around town have gone missing (2 were found in Thetford), including the Park & Ride sign at the Fire Station. The Volunteer Fire Association will be replacing that sign. A concerned citizen mentioned there are no handicap parking signs at the Community field. Dobbins-Marsh will contact the Parks & Playgrounds chair to have 2 signs put up at the field.

The Taser and Body-worn Camera but won't be used until the attorney has reviewed the policies governing the use of each, and Bachus has completed his re-certification on the use of the Taser. He ordered a hard drive to store the camera video and has applied for a grant of \$900 to apply to the e-ticket equipment. Bachus is also working on a grant to provide 100% of the cost to purchase a vest. Bachus wants to formally thank Rivendell Academy for the donation of a laptop to the Orford Police Department to use specifically for the storage of data that involve child abuses and potential pornography. He will have a letter for Adams to sign at a later date.

Several citizens have called to complain about the shooting on personal property, but because it's allowed, there nothing he can do about it. Bachus reported that the condition of the Sand Pit shooting area is a mess. People bring in furniture, old TV's and computers to use as targets, then leaving them behind. Kidder said he received the sign to post at the sand pit and if violations continue, it might result in the pit being close for target shooting. Once the sign is posted, a notice will be sent on list serve reminding residents of the rules and consequences.

C. Administration – Esther Dobbins-Marsh

Dobbins-Marsh continues to work on creating policies for the Town. She worked on an ordinance addressing Conduct on Town owned Property and sent to Chief Bachus to review. The Webpage is updated as events come in to post, as well as minutes from various board and committees. The Timber Report of Cuts have all been received and the paperwork generated so the Tax Collector can generate the invoices to the property owners.

Dobbins-Marsh attended two webinars – NH Department of Labor's Updates on Labor Law and BSMI's Year End processing.

She requested pricing for Propane, Heating Oil and Road Diesel from Irving, Thomson Fuels and Evans to compare to the rates provided by our current vender Dead River. She also received a quote for a computer for the Highway Department.

Motion made by Kidder, seconded by Adams to purchase the computer listed as option #1 from Systems Plus. Motion Passed

Old Business

A. Update of Outstanding Projects

Orfordville Road Bog – The Selectboard asked Dobbins-Marsh to contact the Conservation Commission regarding this issue.

Indian Pond Beach Culvert – Paul Goundrey is working on the NH DES Wetlands Permit so the culvert can be replaced. Bachus suggested placing one or two steel plates over the culvert to prevent further damage to it, as well as damage to cars and injuries to residents. Adams thought there might be NH DES Emergency Rules that could allow the Town to make the repairs earlier than usually allowed. Steketee will contact Goundrey and Bruce Schwaegler to discuss the options.

Town Highway Building – Kidder has received a quote for materials to construct a 40x61 structure of \$14,400. This is based on the assumption that time will be 100% donated. He will ask what the size of the building can be if the price of materials is \$10,000 (as per the Warrant Article). Kidder will check with Tom Thomson, Lawrence Hibbard and Bob Palifka regarding what they envisioned for the structure they proposed.

Archertown Road Rebuild Project – Adams reported the board agreed to have Dubois & King proceed with the development of the 40% Roadway Plans and

Estimate for Archertown Hill Road. They will request DuBois & King look at the length of the guardrail to make sure it's of adequate length.

Archertown Road Bridge at Jacob's Brook – Nothing new at this time

FEMA Updates – The board met on May 20, 2019 with Paul Hatch (NH Rep), Michael Gilbert (Emergency Management Rep) to review the outstanding FEMA projects and to discuss the status of payments to the Town of Orford.

Work to be completed:

- #2523 – Brook Road Bridge Mitigation – DuBois & King submitted the permit application to the NH DES for approval. The Town received a letter back requesting more information. DuBois & King will have the additional data submitted by the end of May 2019 and it should take another 2 weeks for the permit to be approved.
- #12694-Mousley Brook Road-install rip-rap at the outlet ends of the culverts
- #12694-Tillotson Falls Road-road repairs to restore the road to pre-disaster design, function and capacity within the existing footprint
- #84791-Town Road #100-DuBois & King are working with FEMA for this project
- #15919-Sawyer Brook Road – repair damages to the road, reclaim concrete blocks and rebuild dry stacked head wall
- #15919-Baker Road – repair/replace culvert
- #48684- Quinttown Road Dual Culverts – replace the dual culverts with one larger culvert. DuBois & King have filed the permit application for this project.
- #47743-Upper Stonehouse Mtn. Road - road repairs to restore the road to pre-disaster design, function and capacity within the existing footprint.

To date the Town has received \$89,797 of payments. FEMA has obligated funds to be processed for the following projects:

- #12694-Mousley Brook and Tillotson Falls Road \$21,755.34
- #15919-Cremery, Sawyer Brook & Baker Roads \$57,805.94
- #47741-Town wide Road Repairs (October storm) \$7,066.97
- #47743-Quinttown and Upper Stonehouse Mtn. Roads (Oct) \$9,341.11

Motion made by Kidder, second by Steketee to move forward with the work to repair Upper Stonehouse Mtn. Road per FEMA specifications. Motion Passed.

Other – Sale of 2011 F-350 Truck-Steketee said the truck has been de-lettered and radio removed. Sawyer is working on estimates for the value of the truck, sander and plow. Dobbins-Marsh will send the truck specs to the Selectboard members to put together a spec sheet.

B. Policies – First Review

1. Meeting Notices, Agendas, Minutes and other Official Required Postings policy – the Selectboard discussed several changes to this policy.

Dobbins-Marsh will update and post on the Website for public review and input

2. Audio Recordings of Selectboard Meetings policy – no changes to the policy as written. Dobbins-Marsh will send to the Town attorney for review and approval.

Motion made by Adams, seconded by Kidder to approve the policy.

3. Tree Removal Policy – this policy was moved to the next board meeting for review

New Business

A. Land Use Change Tax and Current Use Applications – Quentin Mack submitted the applications on behalf of UBP, LLC, Greg Miller. He wanted to be available in the event the board had questions on the application. After a brief discussion, the board approved and signed the application.

Motion made by Kidder, seconded by Adams to accept the Land Use Change Tax application (A-5) and Current Use application (A-10) for map/lot #7-32-20A on behalf of UBP, LLC, Greg Miller. Motion Passed.

B. Employee Handbook Policy Introduction

1. **Highway Department Employee Job Requirements** – Kidder will work to refine this policy for the next board meeting
2. **Workweek/Hours of Work/Flex Schedule** – Policy will be reviewed at the next board meeting

C. Correspondence

1. **Complaint on Illegal Junkyards** – The Selectboard received a complaint regarding the condition of property owned by Dave Smith and Arthur Dennis and the potential of being an illegal junkyard. The Selectboard will each read the RSA regulations on what constitutes an illegal junkyard and take the appropriate action.
2. **Complaint regarding notification of issues at the Fire Station** – the Orford Volunteer Fire Dept., Inc. is requesting the Orford Volunteer Fire Department notify them in a timely manner of damages to the building and property. Adams will discuss with the Fire Chief.
3. **Heritage Trail Easement** – Bruce Schwaegler sent a note to the Selectboard regarding the maintenance of the trail. Adams will discuss with Schwaegler.
4. **Document received from the US Dept. of Commerce** regarding new construction – Adams will review and report back to the board at a future date

D. Topics for Future Discussion

1. Pedestrian Trail Easement Maintenance
2. Indian Pond Beach signs
3. Winter Road Maintenance Policy
4. Highway Department Assistant Position

5. Highway Department Uniforms
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 under RSA 91-A:3, II(a) and (c) at 8:07 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:03 PM. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

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

The meeting adjourned at 9:04 pm

Respectfully Submitted,

Esther Dobbins-Marsh