

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 12, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Nancy Murphy, Ruth Hook, Chris Crowley, Rusty Keith, John Berryman, Terry Straight, Ann Green, Eva Daniels, Cicely Richardson, Deb McGoff, Jim McGoff, Kevin Sawyer, Jordan Sutherland, Ted Nutter

## Call Meeting to Order

The meeting was called to order at 5:30 pm

## Approval of Minutes

*Motion made by Adams, seconded by Kidder to accept the minutes of 05/20/2019*

*Motion Passed.*

*Motion made by Adams, seconded by Kidder to accept the minutes of 05/22/2019 (as amended) Motion Passed.*

## Reports

- A. Fire Department** – Chief Straight presented his May activity report to the Selectboard. There were only 4 calls in May, YTD at 57. Straight said May was a quiet month, but they did assist Wentworth on a structural fire. The volunteers attended a training with Piermont as well as regularly scheduled in-house trainings. Hoses were tested and about 500' of hose didn't meet the pressure tests primarily due to the age of the hose. Straight reported the department has a new member and she will be attending the NH Fire Academy in July. The cost to attend will be covered by a scholarship. Adams asked if she was replacing any member? Straight said no. There are currently 20 volunteers, but not all of them attend every call.

McGoff questioned the lack of assistance by the fire department that arrived when he was removing a tree during the storm a few months ago. Kidder questioned the timing of McGoff's complaint and requested he contact board members on a timely basis if issues like this occur in the future.

- B. Highway Department** – Kevin Sawyer reported the highway department has been grading roads and pulling ditches. All roads have been graded at least once and about 25% of the ditches have been pulled. Sawyer has a list of culverts that need to be changed, most should take less than a day to complete. Sawyer said the culverts can be changed if no water is running through them. Adams asked if supplies are on hand for these projects and where the supplies are delivered. Sawyer said supplies are delivered to the garage, then the crew loads what they

need for various projects. Adams suggested having deliveries be made at the project site – Sawyer will look into this.

Steketee reported he, Harry Burgess and Sawyer met at the sand pit to dig test holes. The lower portion of the pit has approximately 12' of sand and seems to be consistent throughout. Burgess will submit his report to the Selectboard shortly. Adams said once the report is received, a plan to harvest the back of the pit so as not to encroach on the boundary lines needs to be created. Adams said in the past the State representative commented about run off. Steketee said Burgess indicated that isn't an issue.

Sawyer reported the Indian Pond Beach culvert within the roadway was covered with sand. Adams asked if approval was received for this – Steketee indicated that Paul Goundrey and Bruce Schwaegler had reviewed the situation and agreed the best course of action for this summer would be to cover the culvert with a metal plate and add gravel over it. Both Schwaegler and Goundrey had submitted a report to the town addressing this situation. Steketee suggested placing a few cones on East Cemetery Road where the road is getting narrow – Sawyer will take care of that.

- C. Treasurer** – Nancy Murphy reported that tax bills were mailed timely and payments are being made. She has the bill from the school, and once it has been processed she will get a cash report to the Selectboard to review. Murphy asked if there is a priority list of where FEMA funds will be spent – this will help her with the cash flow report. Murphy asked about a “Return Check” policy and suggests the Selectboard develop one for chronic offenders.

*Motion made by Adams, seconded by Kidder to create a policy to address chronic offenders for returned checks. Motion Passed.*

- D. Rivendell Review Committee** – Chris Crowley presented a report to the Selectboard addressing the impact on the Town of Orford for the errors in calculating allocations by Rivendell. While 2020 will be calculated correctly, and new procedures have been put into place, Crowley suggested the board create a group to study this report and the impact to the Town for prior years. The committee estimates between \$50,000 - \$70,000 was over charged to Orford each year. He feels the Town should decide the course of action to rectify the over charge and not leave it up to Rivendell. Crowley will send an electronic version of the report to be posted to the Town website.

## **Old Business**

- A. Bandstand Dedication** – Ann Green wanted to remind the Selectboard on the dedication ceremony being held on June 29<sup>th</sup> at 6:30 pm. She'd like them to prepare some remarks to share at that time.

- B. Tree replacement on the Mall** – Green wanted to know when the tree would be replaced as the Selectboard indicated it would be at the time the tree was

removed (near the Post Office). Adams said the board would discuss with the Tree Warden.

### **C. Update of Outstanding Projects**

- 1. Boston Post Cane Presentation** – Kidder received an email that the family of Bernard Sanborn would like to have the presentation be held on June 22<sup>nd</sup> at 11:00 am at the Orford Congregational Church. The Selectboard will be in attendance to present the Boston Post Cane to Mr. Sanborn at that time.
- 2. Sand Pit Analysis** – this was discussed during the Highway Department report
- 3. Sale of 2011 F-350 Truck** – Kidder said the sale value is approximately \$6,500 - \$7,500. He will revise the “offers to purchase” ad and Dobbins-Marsh will post in various publications.
- 4. Archertown Road Rebuild Project** – Nothing new at this time
- 5. Archertown Road Bridge at Jacob’s Brook** – Nothing new at this time
- 6. Long Range Paving Projects** – Nothing new at this time
- 7. FEMA Updates** – FEMA is reviewing two options for Town Road #100 – one to replace at \$140,000 and the second for the mitigation plan at \$261,000. The town received another payment of \$79,561 for FEMA projects – to date we’ve received \$178,699

Kidder asked about the Sawyer Brook head wall repair. Sawyer would like to replace the culvert with a larger one. Dobbins-Marsh is working on the permit process for this project.

### **D. Policies – Review**

- 1. Tree Removal Policy** – the Selectboard discussed and requested Dobbins-Marsh send the RSA 231:145 for further review. This policy will be reviewed at the next meeting
- 2. Meeting Notices, Agenda, Minutes and other Official Postings policy** – *Motion made by Adams, seconded by Steketee to adopt this policy. Motion Passed.*

### **E. Employee Handbook Personnel Policy – Review**

- 1. Highway Licensing Requirements** – the Selectboard agreed to post on the website for public review and input
- 2. Work Week/Work Hours/Flexible Work Schedule** – after discussion and minor changes, the revised policy will be posted to the Town webpage.
- 3. Audio Recording of Selectboard Meetings**  
*Motion made by Adams, seconded by Kidder to adopt this policy. Motion Passed.*

## **New Business**

Sutherland requested a minute to brief the Selectboard on work the Energy Committee had planned. Clifton Taylor has agreed to donate 1 hour of his time to do some work at the back of the Town office. Adams requested the Energy Committee submit a plan of the proposed work to the Selectboard for review prior to the start of the work.

### **A. Policy Introduction**

- 1. Junkyard Enforcement Policy** – after much discussion it was decided that the town doesn't need a specific policy as the RSA governing illegal junkyards provide the process to follow.

**B. Illegal Junkyard Review** – Adams will work on letters to be sent to the two potential offenders listed in the complaint reviewed at the last board meeting. He will also work on language for a Town wide mailer to remind all property owners of the rules around illegal junk yards. McGoff stated that lots of town have the same issue and usually property owners will work to take care of the issue when requested. Adams said the Town office will have a list of vendors for property owners to use if needed.

**C. Community Field Agreement review** – Adams reported that Rivendell (RISD) activated the 90-day non-renewal clause of the license. RISD's attorney submitted a new license agreement to the Selectboard for review. The Selectboard reviewed and made some changes of their own. Dobbins-Marsh will add the board's changes to the agreement and submit to the Parks & Playgrounds committee for their review and input. The Selectboard would like the P&P committee to provide actual costs associated with the maintenance of the Community Field to help support the annual lease fee. This should include the standard maintenance schedules as well.

**D. Trail Easement Maintenance** – the Heritage Trail was maintained by volunteers in the past, but the storm in 2010 created a lot of damage, and maintenance has fallen behind. The Selectboard agreed to have the Orford Conservation Commission take a look at the trail and report back to the board at the meeting of June 26th

**E. Indian Pond Beach Signs** – Dobbins-Marsh will contact the P&P Committee to take on this project. Kidder asked on the status of repairs to the Indian Pond Beach, Gazebo repairs, etc. Steketee plans on attending the next P&P Committee meeting and will discuss with them at that time.

**F. Highway Assistant Position** – the Selectboard reviewed the position description and made some changes. *Motion made by Adams, seconded by Kidder to create a seasonal Assistant to the Highway Department position to provide administrative assistant to the department as directed by the road agent, as well has directive by the Selectboard for reports. Approved*  
The board approved posting the help wanted ad in the Valley News, JO, Website and List serve.

- G. Highway Employee Uniforms** – Dobbins-Marsh reviewed the quote for uniforms for the Highway Dept. employees – the board asked to get a quote for additional options.
- H. Correspondence** – Adams discussed a letter received questioning the placement of a business ad at the intersection of Bridge Street and Route 10. Adams said signs place here are on state property and the town has no say in the matter.
- I. Topics for Future Discussion**
- 1. Body Worn Camera Policy**
  - 2. Use of TASER Policy**
  - 3. Winter Road Maintenance Policy**
- J. Manifests, Payroll and Accounts Payable folders**  
The manifest, payroll and accounts payable folders were reviewed and signed where necessary.

*A motion was made by Kidder, seconded by Adams to enter into nonpublic session under RSA 91-A:3, II(a) and RSA 91-A:3 (c) at 9:37 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 10:08 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.*

*Motion made by Kidder, seconded by Steketee to set the hourly rate for the position of Seasonal, Part-Time Highway Department Assistant between \$15 - \$20 per hour. Motion Passed.*

**V. Adjourn**

*Motion made by Steketee, seconded by Kidder adjourn the meeting. Motion Passed.*  
The meeting adjourned at 10:10 pm

Respectfully Submitted,

Esther Dobbins-Marsh