

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 10, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Terry Straight, Cicely Richardson, John Berryman, Nancy Murphy, Faith Knapp, Kevin Sawyer, Ted Nutter, Mark Marsh, Carol Boynton, Sue Kling, Deb Hadlock

Call Meeting to Order

The meeting was called to order at 5:33

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 6/26/19 (as amended). Motion Passed.

Reports

A. **Fire Department** - Chief Straight handed his June report to the Selectboard for review. There were 6 calls in June, 3 medical and 3 fire. YTD there have been 63 calls vs 64 thru June 2018. Straight reported Rescue #4 has developed a crack on the body that needs to be repaired. Four years ago it cost approximately \$4,000 to repair-he's working on estimates for this repair. The department is working on estimates to replace Engine #1 – a smaller vehicle will work better and save the Town significant funds. Adams asked if the department will need to replace the hose that didn't pass the pressure tests. Straight said they had extra hose that will be used for the remainder for this year. He will look at budgeting hoses for 2020. Straight asked about the keys to keep in the Knox Box.
Motion made by Adams, seconded by Kidder to include keys to various Town buildings and offices. Motion Passed. Dobbins-Marsh will get these keys for the box.

B. **Highway Department**-Kevin Sawyer, Acting Road Agent, introduced John Berryman as the seasonal, part-time administrative assistant to the highway department. Sawyer presented his report to the Selectboard. The department continues to grade roads and pull ditches. This week the crew will apply treatments to roads after grading. They replaced culverts on Baker Road and Forrest Tallman Road and are looking at additional culverts to replace on Orfordville road, Sawyer Brook road, Indian Pond road and possibly Mud Turtle Pond road. Berryman is working on permits for several of these culvert replacements, as well as looking at salt prices for the upcoming winter season. Sawyer would like to have a logger come to the sand pit to clear out the top of

the bank (in exchange for the wood). This would allow the department to dig out of the bank safely.

Sawyer reported Truck #3 has a missing dump body pin and will cost close to \$4,000 to repair or replace the hinge. As this is a safety issue, he felt it should be taken care of soon. Sawyer also wants to lease an excavator for 30 days to use for the culvert replacements. Using an excavator will be more time efficient than the backhoe. Adams asked if using a contractor could be more cost effective.

Berryman will check it out.

Adams requested Berryman start posting the weekly work schedule on the List Serve. Adams also reminded the department to notify abutters when adding a culvert that might impact water flow and disruptions.

Sawyer would like to box cut a section of Archertown Road, dig out and replace with hot top. At a minimum fill in bad spots with hot top as a temporary fix. He is working on estimates for these options.

Adams mentioned the bank erosion at the Heritage building. A temporary fix is needed to prevent someone from parking too close to the edge of the parking lot. Adams asked Berryman to look into options as most likely permits will be required. In the meantime, signs should be posted.

- C. **Town Clerk** – Deb Hadlock reported all is going well. She receives a lot of boat registrations, as we are one of the few towns that still registers them. Hadlock reported the printer used by the Town Clerk and Tax Collector used to be maintained and supported by the State, but this is no longer the case. When the printer needs to be replaced, it will be the Town's expense. She will look into the costs to replace. Hadlock worked with Gail Bachus, Piermont's Assistant Town Clerk during her training period. Gail worked with several area Town Clerk's to get the hours needed prior to becoming certified.
- D. **Free Library** – Carol Boynton & Sue Kling discussed several concerns they'd like the to discuss with the Selectboard. Winter plowing – they need to have their parking lot plowed whether the library is scheduled to be open or not, and need to have the road crew push the snow past the entrance to the handicap ramp. Boynton offered to meet with Berryman to show him what they are referring to. Little Free Library – This is a National program where residents can take and leave books. The Free Library has one at their location, but several years ago removed the one on Cemetery Road. They'd like permission to add one on the common – possibly near the Bandstand. Adams said there are restrictions for structures on the common, but the Selectboard is investigating the possibility of installing a Bulletin Board (on the west common by the Post Office) to use to post official Town notices. Possibly the Little Free Library could be added beside it. IT Recycling – Boynton said she usually takes electronics to Systems Plus (SPCI) and asked if they would come to Orford occasionally. SPCI said they'd come to the Town – most electronics they would take at no charge, but some items such as printers, they would charge a small fee. Adams said this could be

in conflict with our Recycling Contract. Boynton will discuss with Sandra Marsh and if she's okay with this possibly SPCI could set up at the Recycling Center.

Old Business

A. Update of Outstanding Projects

Community Field Agreement – Adams said he'd met with Rivendell personnel to discuss the agreement. They are concerned that RISD is the only organization required to pay to use the Community Field. In addition, they maintain the field for the full year, but only use for a period of time to cover sport seasons, and RISD doesn't charge the Town to use its facilities for various meetings held there. After discussion, the Selectboard agreed further discussion is needed to review what has been spent on the Community field over the last several years. *Motion made by Adams, seconded by Steketee to extend the current contract until 12/31/19. Motion Passed.* Once the contract is finalized, it will be retro-active to 9/1/19 and the Town will bill RISD for the agreed lease amount.

Indian Pond Beach Signs – Kidder reported he'd met with the Parks & Playground committee members at Indian Pond on July 8, 2019. They reviewed the signs currently in place, and agreed to order 2 new signs. The signs include language re: "No Dogs Allowed". Richardson asked if this applied to all parks and beaches in Orford. The Selectboard thought it did, but asked Dobbins-Marsh to confirm. Kidder said the P&P committee was at Indian Pond Beach for a clean-up/work session and things are looking good. Kidder reported on a dead tree near the parking lot that should come down. He thinks it's on Bruce Schwaegler's property, so he will check with him on having it removed.

Town Highway Building – Nothing additional to report at this time

2011 F350 Truck – Offers to Purchase – Four (4) offers to purchase were received. Jordan Sutherland for \$3500, MD Motors for \$5281, Matthew Scruton for \$6626.99 and Benjamin Stonewalls for \$10,000.

Motion made by Kidder, seconded by Steketee to accept the offer of purchase from Benjamin Stonewalls for \$10,000 for the purchase of the 2011 F-350, sander and plow. Motion Passed.

Archertown Road Rebuild Project – the 40% preliminary plan was received from DuBois & King. They are estimating construction costs to be \$514,000, with additional costs for supervision. The Town would need to request bids in the fall for work to start in the spring or summer of 2020.

Archertown Road Bridge at Jacob's Brook – No update at this time.

Long Range Paving Projects – No update at this time

FEMA Updates *Motion made by Adams, seconded by Kidder to accept FEMA funds in the amount of \$178,698.98 with distribution of \$138,750 to the Roads & Bridges Capital Reserve fund. Motion Passed.*

B. **Other** - Kidder reported on some equipment at the Town garage that is no longer used, such as a 4 in 1 bucket that was purchased for a case loader that the Town no longer has. It would be good to sell some of these items while there is

some value left. Gray's Auction has a consignment coming up and we can take some items to be sold. He will work with the highway department to determine specific items to go to the auction.

Dobbins-Marsh presented an estimate from Wagner Tree Care to remove the tree stump on the West Common and replace with a Sugar Maple for \$1,450. *Motion made by Kidder, seconded by Adams to accept the estimate. Motion Passed.*

Kidder said he's spoken with our Tree Warden, Bill Wilson, regarding some trees on the Community Field that need removing. P&P will have two removed and one replaced. There are also two trees along Route 25A that the State needs to remove – Kidder will contact the NH DOT. Because Wilson is extremely busy during the summer, Kidder will act as his go to for requests and questions.

New Business

A. Policy Introduction

1. **Use of Sand Pit for Target Shooting** – the Selectboard discussed and agreed a policy wasn't necessary. The sign at the sand pit identifies the rules. When the Orford Police Chief needs to use the range he will submit a form requesting permission from the Selectboard.

B. Review of Actual vs Budget Expenses Report – the Selectboard will review and bring questions to the next board meeting.

C. Correspondence

1. Adams reported the State of NH approved new water regulations PFA's addressing drinking water and ground water quality standards. Adams asked Dobbins-Marsh to contact the Water Commission to determine if they are aware of these new standards and if they are in compliance with the new regulation.
2. Adams discussed the small garage near the Heritage center – it needs some work as there are broken window panes, and the back wall is in bad shape. Adams will look into finding someone to provide an estimate for repairs.
3. All board members received an email from the Auditors with questions on fraud. All members will respond individually.
4. The Selectboard received a complaint from Kevin Follensbee regarding P&V Campground. Dobbins-Marsh will forward the information to the Health Officer, Faith Knapp. The Selectboard would like a report from her at the next meeting.

D. Manifests, Payroll and Accounts Payable folders

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

E. Topics for Future Discussion

1. Cash Management Policy
2. Winter Road Maintenance Policy

3. RRC Impact Study
4. Employee Handbook Revision

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) at 9:00 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:14 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

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

The meeting adjourned at 9:15 PM

Respectfully Submitted,

Esther Dobbins-Marsh