

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

August 14, 2019

MEMBERS PRESENT: Fred Kidder II, Tom Steketee

OTHERS PRESENT: Esther Dobbins-Marsh, Ruth Hook, Phil Magruder, Jim Coleman, Harry Osmer, Terry Straight, David Smith, JJ Hebb, Kevin Sawyer, Ted Nutter, Debbie Hadlock

## Call Meeting to Order

The meeting was called to order at 5:30

## Approval of Minutes

- *Motion made by Steketee, seconded by Kidder to accept the minutes of the 7/10/19 Public Hearing. Motion Passed*
- *Motion made by Kidder, seconded by Steketee to accept the minutes of the 7/19/19 Work Session. Motion Passed*
- *Motion made by Kidder, seconded by Steketee to accept the minutes of 7/24/19 as amended. Motion Passed*

## Reports

- Fire Department** – Chief Straight presented his monthly statistics to the Selectboard. The department had 8 calls for the month (3 medical, 4 fire and 1 mutual aid). Last month the department held a training at the boat landing, and overall had no issues to report.
- Highway Department** – Kevin Sawyer presented his monthly report to the Selectboard. Work completed last month includes grading and ditch pulling on Orfordville, Upper Stonehouse, Dublin, Indian Pond, Grimes, Upper Baker, Prettyman, East Cemetery and Piermont Heights roads. They patched spots on Archertown and River Roads, and replaced 3 culverts on Orfordville Road, and 1 on Sawyer Brook Road. Additional culvert work will include adding a culvert on Mud Turtle Road, and replacing the damaged culvert on Indian Pond Road. Cadwell Logging cleared the top of the bank at the sand pit at no cost to the Town as the work was completed in exchange for the wood. Roadside mowing has begun and will be completed the week of August 19. Once the culvert work is complete, the department will resume grading and ditch pulling as well as widening a section of Orfordville Road (the abutting property owners have agreed with this work)  
Repairs to Truck #2 came in significantly lower than estimated – originally thought it would cost around \$4,000, but E-Z Steel completed the work for only \$400. Future truck repairs/maintenance issues will be potentially adding heavy

duty springs to the trucks to better support the weight of the plow (similar to the same issue the NHDOT has with their trucks). These spring allow the truck to sit more level when the plow and wings are on. The cost is \$1400 per truck. Truck #2 will also need a new plow, and maintenance for the grader is scheduled for the week of 8/19. Truck #3 should have been replaced several years ago, and needs approximately \$10,000 of work, including front springs, a new clutch, Hydraulic tank, tires and brakes. The truck is currently out of service because the brakes are not holding. These repairs need to be completed prior to snow season. John Berryman has been working on obtaining quotes to replace truck #3 as well as trading the backhoe for an excavator.

Kidder asked if E-Z Steel could help with the repairs to the plow on Truck #2 vs purchasing a new one. Nutter said the current plow is very heavy which takes the weight off the back of the truck-a new plow would be lighter.

Magruder requested the department look at adding a culvert near Highbridge Road to help with water runoff, and mentioned there are several dead trees and fallen branches along the road – Sawyer will look into it.

- C. **Tax Collector** – Debbie Hadlock reported the printer previously supplied by the State is now the Town’s responsibility and will need to be replaced soon. She is working to get prices for a new printer, but is hopeful it will last into next year. She will be attending the annual training for Tax Collectors in October. Taxes are being paid, and anyone on a payment plan is on schedule.
- D. **Parks & Playgrounds (P&P)** – JJ Hebb reported on the condition of the baseball and softball fields. Repair to the fields have not been done routinely and need lots of work. She presented quotes from Diamond Turf for both and requested the Selectboard approve the costs. Total for both fields is between \$9,000 and \$12,200 depending on the option selected. (The Selectboard will review at their work session scheduled for August 19, 2019). Oxbow uses the same vender and is very happy with their work. Diamond Turf provided instructions (which will be laminated and posted at the fields) on the proper method of dragging the infield. The basketball court also needs repairs – the estimate for this work is \$918. Osmer asked if there is a way to keep people from using the court after 9 p.m. He said many people will come to use the court. Keep their headlights on and play up to 11 p.m. Hebb said they’ve tried locking the court, but people will climb over the fence and cause damage to it. Hebb will make sure the signs are very clear on the rules, and Kidder will speak with Chief Bachus about taking a drive by on the weekends
- Hebb reported the P&P committee members have donated over 100 hours of time doing repairs and maintenance at the Indian Pond Beach (including repairs to and staining the gazebo), and trimming the trees along the East Common along Route 10 and the side that borders the cemetery. Next spring the committee wants to trim the trees along the Mall walk starting at the school driveway back towards the East Common. Hebb asked if P&P are responsible to

maintain the Mall walk, and does the committee need the owner's permission to trim the trees? Dobbins-Marsh will research this and let Hebb know.

Hebb mentioned there are several trees along the East Common that need to be taken down, and a few on the West Common by the Smith's homes. Kidder said he'd spoken with our Tree Warden. He is out of town until the beginning of September, but will look at the trees when he returns.

Hebb requested a new sign be ordered for the Beach Monitor to use. The current one is old and very heavy for her to move.

## **Old Business**

### **A. Update of Outstanding Projects**

1. Mowing Bid Specs for 2020-2022 – this will be discussed when the Parks & Playgrounds committee meets with the Selectboard to discuss the Community Fields agreement.
2. FEMA Updates – Dobbins-Marsh reported FEMA was waiting for additional information from DuBois & King on the Town Road #100 project. It was recently received which allowed FEMA to move the project forward. Dobbins-Marsh requested an update on FEMA obligated project payments from the State of NH and was told FEMA payments are on hold due to NH's budget continuing resolution issues. As FEMA funds are not part of the State's budget, NH DES is trying to find a work around to allow these funds to be released.

**B. Budget vs Actual Review** – Selectboard members will review and bring questions to the next meeting

### **C. Policies – Review**

1. Cash Management – no action at this time, will add to the 8/28 agenda

## **New Business**

### **A. Correspondence**

1. Horizons proposal for the permit application on the Sawyer Brook headwall FEMA project.  
*Motion made by Kidder, seconded by Steketee to accept the proposal from Horizons Engineering for \$5,000 for the Sawyer Brook headwall FEMA project. Motion passed.*  
The Selectboard authorized Dobbins-Marsh to sign the document and send to Horizons.
2. Request from the Highway Department to purchase a Pub Works software program for \$1,200. This easy to use program is a GIS-integrated asset management package that will allow the department to better track service requests, fleet management, inventory and job costing.  
*Motion made by Steketee, seconded by Kidder to approve the purchase of the PubWorks software to be used by the Highway Department.*  
*Motion passed.*

**B. Topics for Future Discussion**

1. Winter Road Maintenance Policy
2. RRC Impact Study
3. Employee Handbook Revision

**C. Manifests, Payroll and Accounts Payable folders**

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

**V. Adjourn**

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

The meeting adjourned at 7:10 PM

Respectfully Submitted,

Esther Dobbins-Marsh