

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

August 28, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Cecily Richardson, Chief Bachus, Steve Allen, Faith Knapp, Mike Gilbert, Ruth Hook, Kevin Follensbee, Harry Osmer, Mike Girard

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Steketee to accept the minutes of 08/14/2019

Motion Passed

Motion made by Steketee, seconded by Kidder to accept the minutes of the 08/19/2019 work session. Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of the 08/26/2019 work session (as amended) Motion Passed

Reports

- A. **Assessor**-Steve Allen has started the MS-1 – because the utility rates are not yet available, he applied for an extension until September 30, 2019 (which was granted). Dobbins-Marsh will need to add additional data also. Adams asked about the new method to evaluate utility values – Allen said this won't impact the 2019 reporting – most likely will happen next year. Allen reported that 2020 will be a re-evaluation year for the Town of Orford. Because he updates $\frac{1}{4}$ of the Town each year, he feels the data is mostly current, but he will review sales for the past 2 years and apply to the re-evaluation.
- B. **Police Department** – Chief Bachus reported in the month of July there were 81 service calls including 24 moving violations that resulted in 17 warnings and 7 citations issued. The July 4th parade went well – no issues to report. The use of the Body Worn camera is going well – no issues to report. Bachus will be attending a Taser training in November, and is still working on the grant for funds for the Bullet-Proof vest. Adams asked if there have been complaints regarding Town property – Bachus said there were a few complaints at the sand pit-he's spoken to a few non Orford residents, and reminded one resident that there is no shooting during work hours. Adams asked about any drug issues. Bachus said not at this time, but he'll be attending a training on this topic. Adams asked if there are issues with stolen goods – Bachus said nothing in Orford.
- C. **Administration** – Esther Dobbins-Marsh reported on the webinars she's attended in August – several on various DRA MS forms, and one on year end

budgeting. The MS-434 report for Revised Revenues is in the folder for the Selectboard to review. Adams asked for clarification on a few line items.

Motion made by Adams, seconded by Steketee to approve the MS-434 form for uploading thru the DRA portal. Motion Passed.

Dobbins-Marsh pulled together the Preservation Easement files for Historic barns. Letters will be sent to these property owners to notify them of a Selectboard visit. Emails were sent to several vendors to obtain estimates for printing the Annual Report, worked with Carl Schmidt on the Mall Walk easement as it pertains to trimming the trees along the walk, and scheduled a meeting with Phil Bodwell (NH DRA) regarding the 2020 audit of stewardship reports and elderly tax exemption files. A meeting is scheduled in September to go over the process.

- D. **Emergency Management** – Michael Gilbert discussed the Brook Road bridge mitigation – he feels it’s a lot of work and money for little reward, and agreed it should be removed from the FEMA project list – which will free up funds to be paid to the Town. Adams said the Selectboard had discussed with Jim Hall with DuBois & King and he agreed. Gilbert said we can always mitigate in the future for this project. *Motion made by Adams, seconded by Kidder to remove the Brook Road bridge mitigation from the FEMA project list. Motion Passed.* Gilbert will schedule a meeting with Paul Hatch to generate the letter to FEMA on this. Gilbert reported the Management Cost project didn’t meet the minimum amount, so this project was closed. As all the October 2017 storm projects are now closed, FEMA can close this disaster. A final meeting will be scheduled to close it out.

Town Road #100 is with FEMA for final approval – looking at the mid-level project which involves adding a concrete bridge. Quinttown Road dual culvert project has been submitted to NH DES – waiting for approval before moving forward with the work, and the Mousley Brook culvert project needs to be re-opened as the culvert has not been replaced yet.

- E. **Health Officer** – Faith Knapp reported on the review of P&V campground based on a complaint received by the Selectboard. Knapp, Adams and Chief Bachus visited the site on July 31st and met with the property owner Paul Magruder. While the group didn’t find violations at the sight, there is still concerns about the 55-gallon drum buried on the property. (Bachus said Magruder mentioned there were three drums buried when he purchased the property. Follensbee said he was not aware of this when he managed the property). Knapp asked the Selectboard what the next step is. Knapp sent a copy of her report and the complaint to Kevin Kaventy at NH DES. In the past he’d advised her to keep him updated on the situation. Adams said because there was no violation found, he will contact the Town attorney to see what the next step is, if any. Adams mentioned his concern on the length of time seasonal campers are allowed to stay on the property – he will verify with the RSA’s on the definition of seasonal –

if it's determined campers are there longer, the campers may be considered permanent structures, which would allow them to be taxed.

Old Business

A. Update of Outstanding Projects

Illegal Junkyard – The Selectboard received a complaint for the property at 601 Route 10, Orford owned by David Smith (or the Smith family). The Selectboard has 30 days to take action. The board will send a letter to Mr. Smith, along with a copy of the complaint, to review his property and determine if he's in violation of having an illegal junkyard. Knapp asked if there is leakage from these vehicles – Adams said there could be. The Selectboard asked Dobbins-Marsh to prepare a letter to Mr. Smith.

Furnace Maintenance Contract – *Motion made by Adams, seconded by Steketee to approve a service contract for each furnace at the Town Office. Motion Approved*

Archertown Road Rebuild Project – Adams reported on the meeting with Jim Hall from DuBois & King discussing this project. DuBois & King is moving forward with the 40% design – a public meeting should be scheduled to discuss the specifics of the project. DuBois plan to put the project out to bid in December 2019 for work to start in April 2020 – the current estimate for the project is \$550,000. Adams will work on a mailer to outline the project, costs and how the Town will fund the project. Tuesday, September 23rd is the projected date – the mailer will be reviewed at the September 11th Selectboard meeting.

Archertown Road Bridge at Jacob's Brook – DuBois & King are working on the design to meet NH State specs – the bridge work is scheduled for 2020, but the Town has a 12-month grace period, so most likely the repairs will be started in April 2021. The cost of the project will be shared 80/20 with the State of NH.

Long Range Paving Projects – Kidder met with a rep. from Blacktop to review options for road repairs. Short term solutions, such as seal coating will only last a few years. Blacktop recommends the road crew do prep work 12-months in advance of actual paving – otherwise the roads settle and the paving doesn't last. Blacktop estimated the cost to re-do River Road would be close to \$250,000.

Other – Heritage Trail Easement – Kidder felt that as long as the boundary lines of the easement remained the same, the Selectboard did not need to sign off on the trail location within the easement. The Selectboard agreed. Steketee spoke with Paul Goundrey regarding the maintenance of the trail. They will work on a plan for the future.

B. Policies – Review

1. Cash Management – this policy will be added to the 9/11/19 agenda for a second review.

C. Other

Adams reviewed several meetings that are scheduled for September – 9/9 for closed session, 9/11 Selectboard meeting, 9/18-9/19 Preservation Easement-Historical Barn reviews, 9/23 Archertown Road Rebuild information meeting and 9/25 Selectboard Meeting. In addition, the board needs to review the mowing bid specs and revision of the Community Fields agreement. Dobbins-Marsh will update the mowing bid specs for review by the board at their 9/11 meeting (then will be given to Parks & Playgrounds for their review at their 9/18 meeting).

New Business

A. 2020 Budget Timeline – Letters will be sent to departments and committee chairs with the budget time line following the 9/25 Selectboard meeting. Currently looking at budgets being submitted to the Selectboard by mid-October with Selectboard approval by the end of October.

B. Approval of Capital Reserve Expenditures (Jan-Aug 2019) – *Motion made by Adams, seconded by Steketee to accept the expenditures from the Capital Reserve account as of 8/31/19 in the amount of \$34,500.21 Motion Approved.*

C. Complaint Protocol – When signed complaints are submitted to the Selectboard they are read into the minutes, and the original is kept at the Town Office. Copies can be requested by individuals and posted if they choose.

D. Correspondence

Community Field Maintenance Estimate – *Motion made by Adams, seconded by Kidder to approve the estimates presented by Parks & Playgrounds for repairs to be made to the Baseball and Softball infields, and the Basketball court. Motion Passed.*

E-Coli water testing report – readings are higher at the Dublin Road section of Jacob's Brook. Because several locations that are regularly tested are testing with low readings, the reading in September may be taken at different locations.

DuBois & King Letter of Apology – The Town received a letter apologizing for the mistake of placing stakes and markers on personal property near the Quinttown Road bridge. Adams will write a letter from the Selectboard to the property owners and include a copy of the DuBois & King letter. As of this time all stakes and markers have been removed.

E. Topics for Future Discussion

1. Winter Road Maintenance Policy – Adams asked for this policy to clarify frequency of plowing and roads priorities for plowing.
2. RRC Impact Study
3. Employee Handbook Revision

F. Other - Dobbins-Marsh reviewed the financials and journal entries provided by the Auditor. The encumbrance total as of 12/31/18 is for \$165,480 - \$5,000 for the sand pit analysis, and the balance for road paving & projects.

G. 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) at 7:50 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 Kidder, seconded by Steketee to seal the minutes of the nonpublic session. Motion Approved.

Intent to Cut reports – Adams reported that these reports now need to be approved at a regularly scheduled Selectboard meeting. Therefore, this item will be part of the agenda for signatures when received.

V. Adjourn

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

The meeting adjourned at 8:15 PM

Respectfully Submitted,

Esther Dobbins-Marsh