

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

September 11, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Cicely Richardson, Terry Straight, Mark Marsh, Sara Day, Jason Bachus, John Berryman, Gary Miller, Porter Miller, Heidi Miller, Justin Adams, Kevin Sawyer, Faith Knapp, Ann Green, Harry Osmer

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Steketee to accept the minutes of the 08/28/19 work session. Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 08/28/19 (as amended). Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of the 09/09/19 work session. Motion Passed

Reports

- A. **Fire Department** – Chief Straight presented his August report to the Selectboard. There were 13 calls in August (6 medical, 5 fire and 2 mutual aid), YTD 86 compared to 92 in 2018. The fire trucks will be taken for their annual inspection and service at Reed's. The department added a few new members, bringing the total to 20 active. On average, 8-10 respond to calls, and 14-18 to trainings. At this time there are no know issues with the equipment or building. The Fire Association did install garage door openers, which are nice to have. Adams asked about plans for the upcoming winter season. Straight said last March they held a rescue training on the Rivendell Trail, and had training for chimney fires. The department has a plan in place for the season.
- B. **Highway Department** – Kevin Sawyer presented his August report to the Selectboard. The roadside mowing of the Town roads has been completed. Culverts on Indian Pond and Mud Turtle Pond roads are complete. The department will be working on grading the roads, pit grubbing and putting up winter sands. Salt prices are not available yet. The highway department members attended a Culvert Certification class in Concord, NH. Once certified, individuals may maintain, repair, replace or modify culverts to a max diameter of 48" without NH DES permits. Examples of what is not eligible under the certification are culverts with a history of overtopping and double culverts, no matter the size.

Adams asked about plans for the upcoming winter season. Sawyer said truck #3 will be going to Sabil & Sons for service, a clutch adjustment or possible replacement, brakes, tires and inspection. Truck #2 was sent to Sabil & Sons Auto for service – clutch and brake inspection, tires and safety inspection. Truck #2 also needed new springs. The grader received its 500-hour service, and the new F-550 was sent back to HP Fairfield for warranty work on the lights and hydraulic tank. Sawyer discussed the need for a new plow on trucks #2 and #3 as both plows will need extensive repairs. He is looking at a new plow for truck #2 that is a lighter model than the current one, at a cost of \$6,460. Sawyer said it will be easier on the truck springs, but Adams asked if a lighter plow will wear out faster. Adams asked if multiply estimates were received for the plow. Kidder asked about the cost to pin & bush the old plow. Sawyer will look into prices. Adams discussed a complaint received from Sara Day regarding the condition of several roads, including Archertown and Norris roads. Sawyer was given a copy of the complaint and will look into tomorrow. Kidder will look Day's concern of heavy trucks over the weight limit crossing the Jacobs Brook bridge. Sawyer discussed hiring a seasonal highway employee – he has interview a candidate that has his CDL license, but no experience plowing. Sawyer feels confident that he can be trained. Adams asked about the impact on the department work schedule if they need to take time to train a new person. Adams asked what the plan is if this applicant doesn't work out. Sawyer said they'd need to hire contracted help if needed.

Adams suggested the department start working from 7:00am–3:30pm to get in more daylight hours. Sawyer will start these hours next week. Sawyer reported on the sand pit being locked as kids were in there drinking, shooting and doing pin wheels. Chief Bachus was concerned about where cars are being parked if they can't drive into the pit. Kidder would like to see the pit left unlocked, and requested Chief Bachus police the area often. The Selectboard agreed to leave the pit unlocked.

Justin Adams provided photos of work completed by the highway department. He asked the Selectboard to review these as he wants to discuss his concerns at the next Selectboard meeting.

- C. **Tree Warden** – Bill Wilson discussed the take down of two trees on the Community Field (one to be replaced) and several on the Town Common. Wilson will obtain quotes for the work to remove and replace the trees in 2020. Ann Green reminded Wilson when trees are replaced on the common to follow the boundary line. Wilson said the elm tree near the Equity building was supposed to be resistant to Dutch Elm disease, but that was not the case. Kidder said there are several trees in the State right of way – he's waiting for a call back from the State rep to discuss the removal of them.

Old Business

A. Update of Outstanding Projects

Bracket Brook Bridge project – Gary Miller discussed concerns about the project as it currently stands. He feels it might be better to build the bridge off site and install as one-unit vs closing one side of the bridge at a time. He feels log trucks coming down the hill may have trouble stopping and the camps are open with the soccer fields being used that are very close to the road. He is requesting the Selectboard discuss this option with the State of NH. Miller said there's a possibility that their land could be used at the staging area. Adams asked for the name and email address of the person Miller was speaking with and he will follow up.

Conservation Commission Culvert project – *Motion made by Adams, seconded by Steketee for the Town to pay ½ of the project, estimated at \$8500 for the total cost. Motion approved.*

Mowing Bid Specs review – the Selectboard reviewed the mowing bid specs and guidelines. After making a few changes, it was agreed to submit the document to Parks & Playgrounds for their review.

Illegal Junkyard – the Selectboard investigated a property on September 9, 2019 base on the complaint received. They found several unregistered and non-operational vehicles and scrap metal in excess of 500 sq. feet. Adams said the property is in violation of several RSA's (RSA 236:114, RSA 236:112, III and RSA 236:119). Also found was hazardous material of decaying oil and gasoline storage containers, tire and batteries, and unsafe storage of broken glass. *Motion made by Adams, seconded by Steketee to find the David Smith property in violation of RSA 236:114, RSA 236:112, III and RSA 236:119. Motion Passed.* Adams will notify Smith and request him to provide a plan to bring his property into compliance. Steketee asked that the minutes reflect the necessity of the Selectboard to address this situation. It's not a personal attack on the property owner. Justin Adams has offered to help Smith with cleaning up his property. He asked the Selectboard why they took such fast action on this issue, but not on road issues that are constantly complained about. Justin Adams also asked what the fines are when in violation - \$50 per day.

Preservation Easements – Historical Barn site visits – the Selectboard discussed documents they will need to complete the reviews. Dobbins-Marsh will pull the documents together

Archertown Road Rebuild Project – Dobbins-Marsh will prepare a mailer to send out for the informational meeting on 9/23/19 to discuss this project.

Archertown Road Bridge at Jacob's Brook – DuBois & King are working on the plans to replace the bridge. The NH DOT will look to have these plans completed by 6/30/21 and will put the project to bid after that date.

FEMA Updates – FEMA will withdraw the **Brook Road mitigation** which will release the funds owed to the **Town. Town Road #100** has been reviewed by FEMA and is ready for the Town to approve. Adams has concerns that the project doesn't include the design costs. Adams will contact DuBois & King to have them add to the project costs. Adams signed the letter addressed to NH DES to request moving the **Mousley Brook culvert** project to its own project number, as this will most likely be considered a large project by FEMA.

B. Review Actual vs Budget Expenses report – the Selectboard will review and discuss questions and/or concerns at the next board meeting

C. Policies – Cash Management 2nd review

Motion made by Adams, seconded by Adams, seconded by Steketee to adopt the policy. Motion Passed.

D. Other – none at this time

New Business

A. Correspondence

1. E-Coli test results – Steketee contacted NH DES to discuss the increased reading levels. Rob Livingston (NH DES) said even with higher level readings, they are still within acceptable levels. Because the readings were taken after a rainfall, this will generate higher levels normally. No further action needs to be taken, and the testing is done for the year. Knapp asked if the P&V campground owner had contact NH DES as he was asked to? Steketee will follow up on this. Adams said he'd contacted the Town attorney regarding the role of the Health Officer. While the Health Officer does not have to give advanced notice prior to an inspection of a property, the owner doesn't have to let the officer on their property. However, the health officer can contact the NH DES and their investigator will have the authority to come onto private property to investigate.

B. Topics for Future Discussion

1. Winter Road Maintenance Policy – Berryman is working on this policy using an existing policy from several years ago. Adams wants to make sure the policy addresses priorities of road maintenance based on school routes, etc.
2. RRC Impact Study
3. Employee Handbook Revision

C. Other

Dobbins-Marsh asked about the logo to be used for the sign in front of the Town office. The Selectboard agreed the logo used for the 250th celebration could be used. Green will forward the logo to the office.

D. 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 7:35 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:20 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 Steketee to adjourn the meeting. Motion Passed.

The meeting adjourned at 9:22 pm

Respectfully Submitted,

Esther Dobbins-Marsh