

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

September 25, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, John Berryman, Cicely Richardson, Steve Allen, Mark Marsh, Jason Bachus, Ann Green, Eva Daniels, Kevin Follensbee, Harry Osmer, Sara Day, Robb Day, Paul Messer

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

*Motion made by Adams, seconded by Kidder to accept the minutes of 09/11/19
(as amended) Motion Passed*

*Motion made by Adams, seconded by Kidder to accept the minutes of the
09/18/19 Work Session. Motion Passed*

*Motion made by Adams, seconded by Kidder to accept the minutes of the
09/19/19 Work Session. Motion Passed*

Reports

- A. **Assessor**-Steve Allen reported he's applied for an additional extension to complete the MS-1 form as utility values have not been set by the DRA. The extension is thru 10/30/19, but Allen will check the website daily and complete and submit the form once the values are available.
- B. **Police Department** – Chief Bachus presented his report to the Selectboard for August. There were 96 calls – 32 for motor vehicle stops with 11 citations issued. Bachus continues to vary his hours to include weekends and evening hours. He received the federal grant of \$347 to go towards the bullet proof vest purchase, which he will order shortly. Bachus has borrowed the speed trailer from Piermont and will station it in several locations around town. Bachus has been at the sand pit shooting area several times, and hopes more visibility will prevent misuse of the area. Bachus wanted to thank Samantha Perry. She wants the pit to remain open for target shooting and volunteered her time cleaning up at the pit. Bachus met with Rivendell and other officers to plan a presentation for middle and high school students and parents to address issues with today's technology. Bachus reported on updates to computers that will be required. Windows 10 will need to be installed on computers that connect with the internet to be compliant with State and Federal requirements. Allan Treadwell, the Town's IT administrator, will provide more information on this topic and timelines for these updates. Bachus said the Mobile Data terminal in the cruiser will also require an

update at a cost between \$500-\$700. When the Town purchases a new cruiser, the MDT will be \$5,000-\$6,000 for a new system.

- C. **Administration** – Esther Dobbins-Marsh reported she completed the MS-434 (Estimated Income) and reviewed the MS-535 (Auditors Report) on the DRA portal. She met with Phil Bodwell, NH DRA, to review data the Town should have on file for the 2020 audit of tax credits (current use, veterans and elderly). Over the next 6 months she will review these files to make sure required documents are on file and stewardship reports are current. Dobbins-Marsh will be attending a Budget & Finance Workshop on 9/26 presented by the NH Municipal Association and NH DRA.
- D. **Cemetery Commission** – Paul Messer reported to the board on the Cemetery Commission and it's need to find additional commissioners. The commission has placed a notice on List Serve with no replies to date. The challenge is most of the work is done on the weekends for funeral services. There are three cemeteries that require maintenance – tree trimming, stay-pak on driveways, building maintenance plus record keeping. Kurt Gendron takes care of the mowing and trimming and does a great job. Kidder asked about cleaning of old head stones. Messer said it's been about 15 years due to the cost for this work. Messer said cleaning can remove the "look" of the old stones and every stone needs to be treated differently and carefully. Steketee said if the commission agrees to clean the stones, they will need to train someone to do the work properly. Messer said there are several stones that need to be straightened, but it could cause older stones to crack. To straighten all the stones in the cemeteries would require a full time person for this job alone. Green asked if there are funds in the perpetual care accounts to cover the cost to clean the stones. Messer said there is, but only the interest on the investments can be used by the commission.

Old Business

A. Update of Outstanding Projects

1. Mowing Guidelines & Bid Specs – the Selectboard reviewed the mowing guidelines and bid specs as amended by Parks & Playgrounds. After some discussion, it was agreed to accept as amended and the Selectboard requested Dobbins-Marsh post the notice to accept bids in the Valley News and List Serve
2. Illegal Junkyard – Adams presented a letter, to be signed by the Selectboard, to be sent to the property owner as a result of issues found at the time of the Selectboard's on-site inspection. Adams said it appears several other properties are looking better, but the Selectboard will continue to monitor these and others.
3. Sand Pit Analysis – Harry Burgess of Pioneer Engineering, presented an excavation plan for the sand pit plan to the Planning Board. Marsh said he did a great job presenting the situation at the pit, but there are concerns about the lack of a reclamation plan. Steketee said Burgess believes that municipalities are exempt from the excavation requirements, but will

contact Steve Griffin at the DRA to verify and obtain additional information on reclamation plans. Adams said the last time the pit was reviewed it appeared there was plenty of sand going down, but not width. This winter the highway department will start tracking sand usage.

4. Barn Easement Reviews – the Selectboard completed 5 historical barn property reviews. All are in compliance, with the exception of 1 that will need a new proposal. The Selectboard will send a letter of notification to the property owner listing the areas of concern, and will require a plan of action to be submitted to the Selectboard by October 31, 2019.
5. Archertown Road Rebuild Project – on September 23, 2019 an information meeting was held and with representatives from DuBois & King to discuss the design, detours and costs. The project will take approximately 2 months and the road will be closed for this time period. Detour route will be planned, but the High Bridge road bridge will not be open to traffic. The total estimated costs are projected to be \$667,000 which includes the construction costs, design, permitting and oversight. The Selectboard can either take out a bond or use funds from the Capital Reserve Roads & Bridges fund. As there are several other projects (Town Road #100 and the bridge over Jacobs Brook replacement) that will require some Town funding, Adams will get information on bond rates for discussion at the next board meeting.
6. FEMA Updates – none at this time
7. Other
 1. Orfordville Road Bog DuBois & King proposal – Adams said the Conservation Commission will be reviewing for future discussion
 2. Tree on common – Kidder said the new tree is being watered on a regular basis

B. Budget Meeting Timeline – the Selectboard approved the timeline. Dobbins-Marsh will send the document to department heads and committee chairs along with a copy of their budget worksheet for 2020.

New Business

- A. Highway Department Procedures** – Kidder addressed several photos that Justin Adams had presented to the Selectboard at the meeting on 9/11/19. Justin's main concern was the culvert condition and curbing during the grading process. Kidder said he's had a lengthy discussion with Justin and addressed the majority of his concerns. The highway crew will be cleaning out culverts, repairing damaged signage and ditches cleaned. Adams said the highway crew should consist of 3 full time employees, but with one employee out on workers comp it makes it difficult to find additional help as it has to be hired as seasonal.
- B. Permit Use** – Ann Green presented a survey a group ion Orford would like to send out to gather information on how to better support the aging population of

Orford. They wanted to use the Town's mailing permit, but Adams said it has to be used by 503c not for profit groups.

C. Policy Introduction

1. Winter Road Maintenance Policy – the draft policy will be placed on the webpage for review

D. Correspondence

1. Salt Contracts were reviewed from Granite State Minerals (state contracted price of \$61.25 per ton) and Cargill at \$79 per ton. Kidder will get the name of another vendor for Berryman to contact.
2. Request received to re-open the hanger and airstrip at 863 Route 10, Orford. The Selectboard discussed concerns such as fuel and oil leakage as the airstrip is close to the river. Dobbins-Marsh will forward the email to Steve Snyder at UVLSRPC for review and comments.
3. Sara Day send a letter addressing road conditions on Norris and Archertown road. The letter will be sent to the highway department and review.
4. The State of NH sent an email regarding the Bracket Brook Bridge project and Greg Miller's concerns around the construction options. A copy will be mailed to Porter & Heidi Miller. The State has not made a final determination yet on the method to be used.

E. Topics for Future Discussion

1. RRC Impact Study
2. Employee Handbook Revision

F. 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) for personnel at 7:55 PM. A roll call vote of member's present was taken with a decision in the affirmative.

The Board resumed the regular meeting at 9:04 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

Motion made by Adams, seconded by Kidder adjourn the meeting. Motion Passed.
The meeting adjourned at 9:05 PM

Respectfully Submitted,

Esther Dobbins-Marsh