

# TOWN OF ORFORD

Selectboard of Selectmen

Meeting Minutes

October 9, 2019

MEMBERS PRESENT: John Adams, Fred Kidder II

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Jason Bachus, John Berryman, Cicely Richardson, Mark Marsh, Nik Fiore, Jordon Sutherlin, Shay Perry

## **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 work session minutes of 09/23/19. Motion Passed*

*Motion made by Kidder, seconded by Adams to accept the meeting notes from the Public Informational Meeting of 09/23/19 as amended. Motion Passed*

*Motion made by Kidder, seconded by Adams to accept the minutes of 09/25/19 as amended. Motion Passed*

*Motion made by Kidder, seconded by Adams to accept the work session minutes of 09/27/19. Motion Passed*

*Motion made by Kidder, seconded by Adams to accept the work session minutes of 09/30/19. Motion Passed*

## **Reports**

- A. **Fire Department** – Chief Straight presented his September report to the Selectboard. The department took a total of 13 calls – 4 medical, 7 fire and 2 mutual aid. One mutual aid was from Ascutney for an accident on I-91. (The Fire department driver and truck that responded were returning from Reed's for its annual service). Straight reported all trucks have completed the annual service and inspections at Reeds. The front engine seal on truck #3 has started to seep oil – Reed's will provide an estimate to replace the seal, and truck #1 may have a leaky tank possibly due to a bad seal. Service and testing of the pumps will take place during October, and hand held lights will be upgraded. Straight will present his budget and possible warrant article requests to the Selectboard on October 25<sup>th</sup>. Adams said Primex Insurance will be in Town next week for a walk through of various buildings.

Adams asked if there are any issues with the fire station. Straight said at some point there should be some work done to help tighten up the building to help prevent heat loss. New windows and doors that seal tight when closed. Straight said that the automatic garage door openers the Fire Association installed are a great addition and are appreciated.

**B. Highway Department** – John Berryman presented the Highway departments report to the Selectboard. The highway crew has been cleaning culverts and checking on their condition, as well as grading roads. They will be putting out markers to identify road hazards and culvert locations in preparation for winter plowing. “Danger” signs will be posted on the High Bridge road bridge as the condition of the bridge deck is rotted in places.

Truck #2 has new winter tires, a new plow and passed inspection, truck #1 will go to Lebanon Ford in early October for its scheduled service, and truck #3 is at Sabils for service, winter tires and inspection. The wing tower will be installed on the grader, and all equipment will be tested. Work was completed on the salt shed to repair broken and rotted posts, which were causing a safety hazard. Because the work came in under the estimate, the Selectboard authorized repairs be made to the doors on the storage trailer.

Berryman and Adams traveled the roads of Orford and found a lot of fallen trees along the sides of the roads, along with ledge coming up to the road. The concern is having the plows hit this ledge and causing damage, therefore Berryman requested having Chief’s Excavation come to Orford to hammer out the ledge. He estimates it will take 1-3 days at \$1800 per day. No decision was made on this request.

Berryman discussed an automatic spreader control which would control the exact amount of output of material applied to the roads and would allow tracking of amounts used. The cost to upgrade would be \$6400 per truck. Adams asked who would control the setting and could it be overridden. Berryman said the Road Agent would determine the setting, and yes it can be overridden by the operator. No decision was made on this purchase request.

Berryman has started working on the 2020 budget and possible warrant article requests. The department will need to replace truck #3 and would like to trade the backhoe for an excavator.

Berryman wanted to thank Sam Perry for cleaning the shooting pit again. He said it’s becoming a real problem with people leaving their debris behind. He asked if the shooting pit can be locked which forces the shooters to walk in and would limit what they are bringing into the pit. Kidder said he would like to place cameras in the shooting pit in order to identify who’s violating the rules and have Chief Bachus address the situation with those persons. As this is considered a police action, the Selectboard will discuss further in closed session.

Salt Contracts – Berryman presented three contracts from Cargill, Morton salt and Granite State Minerals. Kidder asked Berryman to determine what vendor other towns use. Berryman confirmed that the tonnage listed on each application is not the amount the Town is locked in to purchase. The Selectboard agreed to sign each contract.

Berryman presented a “Highway Vehicle & Equipment Maintenance” policy for the Selectboard to review. Adams said this would serve as the introduction and asked Dobbins-Marsh to post on the Webpage for review. The first review will be on the October 23<sup>rd</sup> agenda. Berryman address the memorandum of understanding the highway department should have with various property owners. Straight said there are several on file in the office at the garage, along with maintenance records for the trucks and equipment. Straight also mentioned the diesel fuel pump should be replaced. Straight said Dead River may lease the Town a pump, or the Town could purchase a used pump. Berryman will look into this.

Adams addressed the recent changes of organization at the highway department. The Orford Selectboard will act as the temporary Road Agent with Tom Steketee as the Selectboard liaison to the highway department. Berryman, administrative assistant, will be responsible for project management, budgets, purchases, daily crew assignments and record keeping. Kevin Sawyer and Ted Nutter are full time highway crew employees and the Selectboard will look to hire a seasonal employee.

- C. **Police Department** – Chief Bachus wanted to update the Selectboard on the I-91 closing. The timeline is now from October 21<sup>st</sup> – November 11<sup>th</sup>. Bachus will be directing morning traffic in Fairlee Monday – Friday mornings, when school is in session. The Orange County Sheriff’s department will be assisting in the afternoons. Unfortunately, NH and Vt. State Police can only be present if their budget allows.

Bachus wanted to the minutes to reflect that he has extended authorization to respond to emergency situations, regardless of the Town uniform he’s wearing or cruiser being driven. Using blue lights in Fairlee (but in the Orford cruiser) is due to an emergency situation and not routine work.

## **Old Business**

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

1. Archertown Road Rebuild Project – At the public informational meeting on this project, there was some concerns expressed from citizens around drainage issues. DuBois & King re-worked their design to address these concerns and presented a revised design to the Selectboard. The new design includes an additional cross culvert, and a larger downhill culvert which will extend onto private property which will require easements from some property owners. The Selectboard will be discussing the plans with all abutters regarding the impact to their property.
2. FEMA Updates – Paul Hatch, NH Dept. of Safety, stopped by the office to review specific letters that need to be sent to his department. The letters will be sent for the Sawyer Brook headwall and Quinttown Road dual culvert projects to request inclusion of engineering fee payments from FEMA, and the Mousley Brook culvert project requesting FEMA re-open

(as they closed in error). Adams reported that Town Road #100 project is still at the FEMA level for review and approval.

## **New Business**

**A. Review of Flood Plain Work, Nik Fiore** – Fiore reviewed the second phase of Peter Fisher’s Connecticut River Bank Stabilization project. The NH Wetlands and Army Corps of Engineering permits have not been approved yet, but Fiore feels they will be soon as their firm has responded to all the questions NH DES has from the original application filing. Sutherland asked if an environmental study was done for the project. Fiore said in lieu of the environmental study, the site was reviewed by a group that consisted of himself, Peter Fisher, Jim Kennedy, chair of the Upper Valley Subcommittee of the Connecticut River Joint commission, Tara Bamford, Commissioner of the Connecticut River Joint Commission, Carl Cassel, Orford Conservation Commission member and Carl Schmidt, member of the Upper Valley River Subcommittee. Carl Schmidt generated a document outlining their review of the project with the group finding the site and proposed project was favorable. Kidder expressed concerns about the impact to the southern abutters property. Fiore said the current actually pulls away from the bank, so the impact should have less of an impact on that property. The Selectboard will review the proposed project in further detail prior to signing off at a future date.

### **B. Correspondence**

1. Orfordville Road Bog – This project will have further discussion at the Conservation Meeting in October
2. Treasurer- Nancy Murphy reminded the Selectboard that we are at a point where spending needs to be limited to actual needs. Until the new tax bills are generated, cash flow should be restricted as much as possible.
3. Budget Advisory Committee – Anne Duncan Cooley reminded the Selectboard that she will not be serving on the committee this year.
4. Cottonstone Farm review – The Daisey’s were concerned they missed their meeting with the Selectboard. Adams will contact them to let them know they reviewed their barn, they found no issues.
5. State of NH Electrical Department - Chief Straight and a representative from the State of NH Electrical department inspected the P&V Campground. Several violations were found that need to be addressed.

### **C. Topics for Future Discussion**

1. RRC Impact Study
2. Employee Handbook Revision

### **D. Other**

## **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 for personnel issues 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 Selectboard resumed the regular meeting at 8:20 PM. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.*

Adams discussed changes to the Parks & Playgrounds approval form and the addition of detailed descriptions for violations on sidewalk parking, alcohol consumption and clean-up after the event by the group requesting use of Town property. Dobbins-Marsh will send the document to the P&P chair for further review and comments.

Adams requested Dobbins-Marsh remind the highway department the Selectboard will be pre-approving purchases before the department commits to the purchase in an effort to slow spending, per the request of the Treasurer.

**Adjourn**

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

The meeting adjourned at 8:30 PM

Respectfully Submitted,

Esther Dobbins-Marsh