

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 13, 2019, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Nicole McKenzie, Steve Schneider, Nik Fiore, John Berryman, Terry Straight, Ann Green, Eva Daniels, Faith Knapp

Called the Public Hearing to Order

The meeting was called to order at 5:30 pm

Adams read the Public Notice regarding the acceptance of unanticipated revenue from the State of NH in the amount of \$14,880.65 These funds can be used however the Town wishes. There were no comments expressed by the public.

Motion made by Kidder, seconded by Steketee to accept the unanticipated revenue received from the State of NH in the amount of \$14,880.65 Motion Approved.

Called the Meeting to order

The meeting was called to order at 5:32 pm

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 10/23/19 (as amended) Motion Passed

Motion made by Adams, seconded by Steketee to accept the minutes of 10/25/19 Budget Work Session (as amended) Motion Passed

Motion made by Adams, seconded by Steketee to accept the minutes of 10/29/19 Budget Work Session (as amended) Motion Passed

Motion made by Adams, seconded by Steketee to accept the minutes of 11/05/19 Budget Work Session (as amended) Motion Passed

Reports

- A. **Floodplain Application**-Nik Fiore gave an overview of the Fisher project to complete phase II for the stabilization of the river bank of his property. Fiore received the approved Wetlands permit and approval from USACE. Steve Schneider from UVLSRPC said the project is being done correctly – permits are in place and the project has been reviewed by several experts. Fiore reported NH DES must be notified if any changes are made to the plan, and may review the completed project (if plans change, will definitely review the project). Work will start as soon as weather permits, possibly late spring/early summer. Snyder, as the designee, will provide written authorization of the approval.

Motion made by Adams, seconded by Kidder to grant the approval of the floodplain application for the Fisher project. Motion Approved.

B. US Census – Nicole McKenzie discussed the 2020 US census and why it's important to obtain accurate population numbers for Towns and States as every year, billions of dollars in federal funding go to hospitals, fire departments, schools, roads, and other resources based on census data. She asked the Town to help get the word out by posting information on our website and List Serve, and to let our residents know that the census bureau will never ask for money, or your social security number. All information provided to the census bureau is confidential. Each home will receive an invitation to respond to a short questionnaire—online, by phone, or by mail. This will mark the first time the census will be available for completion online.

C. Fire Department – Chief Straight reported the department responded to 10 calls in October – 119 calls YTD which matched 2018's YTD total. Of these 10 calls, 6 were medical and 4 fire related. Adams asked if any of the fires responded to presented opportunities to provide education to homeowners on prevention. Chief Straight said no, but noted this is "fire season" and there have been a few chimney fires. The department completed its pump tests and all pumps tested passed. The department installed Knox boxes at the Town office and garage, and received new hand lights and chimney tools.

D. Highway Department – John Berryman presented his report to the Selectboard. There were several maintenance issues that were discovered during the most recent storm. The generator wasn't working, (which locked down the fuel pumps), chainsaws needed servicing – both have been serviced and repaired. Vehicles and equipment not fueled at the end of the day, which will now be done on a daily basis. Several smaller issues came up with the trucks that will be addressed – some that should have been noticed when taken in for service. Straight said Reeds is the place to take the trucks for service, as they are an International dealer and can service and inspect at the same time.

The Town will host a class (Dynamics of Communication) on 12/11 from 8:30 – 2:30. By hosting, the Town is allowed four seats for our own training. Berryman requested approval for several expenditures – gravel (for mud season), mulch hay (for next summers' work projects), and the replacement of the mobile antenna with a fiberglass one. This will improve the ability for communication in the Town. The board approved the purchase of 250 yards of gravel, mulch hay (asking if the seller can store for the winter), and the antenna. Berryman also requested the purchase of radio for his use when he is inspecting the roads (and can also be used by flaggers when needed). The cost will be between \$2,500 - \$3,000. The Selectboard agreed to include in the 2020 budget on the highway equipment line item.

Berryman discussed seasonal roads and how to handle maintenance up to the start date. Dobbins-Marsh will research the RSA that covers seasonal road maintenance.

Old Business

A. Update of Outstanding Projects

1. **Historical Barn Plan update** – Trinity Farm presented their proposal for updates/work to the house barn (outside clean up, reinforcing the sheeting on the outside). They would like to either lift the building in order to move it to a new foundation, or disassemble the building first, then move to the new foundation. Adams heard back from the Preservation Alliance and said disassembling the barn would change the integrity of the structure, therefore Selectboard will strongly discourage this option. Adams will respond to Trinity Farm LLC to address this issue.
2. **Community Field Agreement** – The agreement is with Rivendell for review and comments. Dobbins-Marsh will follow up next week for a status.
3. **Town Highway Building** – nothing additional to report at this time
4. **Sand Pit Reclamation Plan** – Steketee still needs to contact NH DES
5. **Archertown Road Rebuild Project** – per DuBois & King, they are waiting for easement approvals from the abutters. Adams and Kidder will work on this next week. If there are issues with the abutters not agreeing with the design, other options will need to be explored.
6. **FEMA Updates**
 - **Town Road #100** – DuBois & King surveyed the site and completed the wetland survey, with this information being incorporated into CAD drawings that we should receive next week. NH DES is still reviewing the plans for approval.
 - **Sawyer Brook Road culvert head wall** – Adams is working with Thomson Excavation to determine if the work site can be accessed from the road vs from private property, which would require an easement. Once determined, a revised plan will be needed.
 - **Quinttown Road Dual Culvert** – the project is with NH DES for approval
 - **Mousley Brook Road Culvert** – NH DES has submitted the request to FEMA to re-open the project.
7. **Other**
 - The estimate received to repair **Highbridge Road bridge** was higher than the Warrant Article was approved for. The Selectboard will need to find additional funds or options for the project.
 - The **2018 financial draft** was reviewed by the Selectboard and approved. Dobbins-Marsh will let the auditors know it's okay to release the final report.

B. Budget vs Actual Review – no review at this time

C. Policies – Review

1. **Winter & Inclement Weather policy** – will be reviewed at the next meeting
2. **Highway Vehicle & Equipment Maintenance policy** – will be reviewed at the next meeting
3. **Campaigning on Town Property** – Dobbins-Marsh will research the RSA addressing this issue, and contact NH Municipality for input.

New Business

- A. Usage of Class VI Roads** – Jacob Goulet will be working on his house on Baker Road this winter. The property is about 200' beyond the end of the Class V section. He will maintain the 200' so emergency vehicles and fuel trucks can get to his house, but is concerned about possible snowmobilers using the road and causing damage to the road. The Selectboard said there is no local ordinance on the usage of Class VI roads, but will research further as there are RSA's that address this issue.
- B. Bond Timeline** – the Selectboard agreed on holding the Public Hearing on the Bond for the Archertown Rebuild project on January 13, 2020 (with a snow date of January 15, 2020). A mailer will be sent to residents addressing costs of the project and the pros and cons of a bond vs using the Capital Reserve fund account. Dobbins-Marsh will verify with the Bond attorney the dates selected and to ask on notification of the snow date and how that works.
- C. Review of Key Distribution** – the Selectboard discussed the number of people that have keys to various offices and the vault within the Town building. It was agreed to replace some door locks and keep a list of people given keys and to which doors.
- D. Correspondence** – no correspondence to review at this time
- E. Topics for Future Discussion**
 1. RRC Impact Study
 2. Employee Handbook Revision
 3. Japanese Knotweed

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) and (c) at 8:50 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:30 PM. A motion was made by Adams, seconded by Steketee to seal the minutes of the nonpublic session. Motion Approved.

Other

- The Selectboard agreed to place a help wanted ad in the Union Leader for a Road Agent to run from Friday 11/15 – Monday 11/18. The Selectboard asked Dobbins-Marsh to place the help wanted ad in Indeed as well.
- Kidder asked Dobbins-Marsh to obtain the Curb Cut file for the past two years for his review

V. Adjourn

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

The meeting adjourned at 9:43 PM

Respectfully Submitted,

Esther Dobbins-Marsh