

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 27, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, John Berryman, Jason Bachus, Steve Allen, David Smith

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 11/13/19 (as amended) Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 11/14/19 Motion Passed

Reports

- A. **Assessor**-Steve Allen had two documents for the Selectboard to sign. The 2019 Equivalency Certificate which is based on sales within the Town from 9/1/18 – 8/31/19. There were 33 sales during this time period, and Allen verifies the sales in the Avitar program to the Reg. of Deeds to make sure we've identified all sales. Allen will upload the document to the DRA portal. The second document was a Land Use change tax document for property being removed from current use. Once signed, it is given to the Town Clerk to process the invoice to the property owner.
- B. **Police Department** – Chief Bachus reported that during the month of October there were 83 calls. Of those, 28 were for motor vehicle stops, resulting on 27 warnings and 1 citation issued, along with calls for forgery/bad checks (1), parking violations (5), assisting residents (5), follow up/investigations (10) and assisting for 911 calls. Bachus continues to vary his hours for patrolling. He's worked on two DCYF joint cases, and one adult services case. The work on I-91 from Bradford to Fairlee has ended – all lanes are open for travel. There was a major increase in traffic during the closure, and Bachus expressed his appreciation to all for their patience during this time.

Bachus completed his certification for Taser use, and receive the new bullet proof vest. Bachus discussed creating a form for residents to use for requesting the police department to monitor their home when it's empty for a period of time. This form provides permission to the police to enter their property to monitor for suspicious activity.

- C. **Highway Department** – John Berryman provided his weekly report to the Selectboard. Planned work (weather permitting) will include working on the Orfordville Road potholes, cleaning up the yard behind the salt shed, and working on smaller building maintenance issues. Truck #2 had the plow lights replaced, and the first plowing of the season the high beams of the bulbs blew out. The truck was returned to have the bulbs replaced, and extra rubber was added to prevent excess vibration. The sand screen will be repaired next week, and the Town will host a class on the Dynamics of Communication in the Niles Room on 12/11/19 from 8:30am – 2:30 pm. Berryman has requested Primex Insurance provide a list of training they offer (no cost to the Town).

Berryman asked for clarification on summer maintenance of some roads. Reading the policy for plowing routes from several years ago, it lists several roads that are not currently marked as seasonal. The Selectboard reviewed the list and agreed to change the draft policy, as currently only Tillotson Falls Road and High Bridge Road (from the campground entrance to the intersection of Tillotson Road) are considered seasonal.

Berryman obtained a price to install a propane furnace in the garage (to replace the waste oil furnace). The quote was to install 2-200,000 BTU Modine propane heaters at a cost of \$12,500. The Selectboard asked Berryman to check with Arrow Equipment to see what the options are with the current furnace.

Old Business

A. Update of Outstanding Projects

- a) **Community Field Agreement** – the Selectboard signed the agreement and Dobbins-Marsh will send to Rivendell School for their signature, along with the invoice for the 9/19-8/20 license term.
- b) **Historical Barn** – Adams is working on the document, but there was a question about the slate roof and if it needs to be maintained to qualify for the tax credit. Adams is still waiting for clarification on this.
- c) **Archertown Road Rebuild Abutter Agreements** – Adams is working on the documents to present to the abutters.
- d) **Archertown Road Bridge at Jacob's Brook** – No activity to report at this time
- e) **FEMA Updates** – The Town received \$175,522.78 in unanticipated funds from FEMA. A public hearing will be scheduled to accept these funds.
- f) **Other** – Dave Smith provided an update on the status of the clean-up of his property. He has filled another trash container and plans to have some of the vehicles removed by year end. Smith will provide another update at the last Selectboard meeting in December.

B. Policies – First Review

- a) **Personal Protection/Safety Equipment policy** – The Selectboard reviewed the policy, and made several changes. The revised policy will be addressed at the December 11, 2019 Selectboard meeting.

- b) **Billing for Outside Duty provided by the Police Department** – The Selectboard will address at the December 11, 2019 Selectboard meeting
- c) **Campaigning on Town Owner Property policy** – The Selectboard discussed language to use for this policy. Dobbins-Marsh will create the policy for review at the December 11, 2019 Selectboard meeting.
- d) **Revision to the Vehicle/Equipment Use policy** – The Selectboard reviewed the required changes to the policy. Dobbins-Marsh will post on the Website for public review and input.

C. Policies – Adoption

- a) **Winter & Inclement Weather Highway policy** – The Selectboard reviewed the draft policy, and made several changes. The revised policy will be addressed at the December 11, 2019 Selectboard meeting.
- b) **Highway Vehicles & Equipment Maintenance policy** - The Selectboard reviewed the draft policy, and made several changes. The revised policy will be addressed at the December 11, 2019 Selectboard meeting.

D. Other – the Selectboard reviewed the Equipment Replacement Cycles and Capital Reserve Fund goals from 2017. Dobbins-Marsh will send to department heads to review the cycle and provide feedback to the board by December 11th.

New Business

A. Approval of Notice of Intent to Cut Wood requests received

- a) Owner: T Beria, Forester: J Kins – *Motion by Adams, seconded by Kidder to approve the request. Motion Passed.*
- b) Owner: S Schwaegler, Forester: T Hahn – *Motion by Adams, seconded by Kidder to approve the request. Motion Passed.*

B. Correspondence

- a) **Primex Garage Audit** – the audit was received and reviewed by the Selectboard. Dobbins-Marsh will email the report to the Budget Advisory Committee.
- b) **Tom Baker** – Baker requested waiving the inventory penalties as he mailed them to the Town but were not received by the Town. The Selectboard said residents should request a copy of their filed inventory form as their proof it was received. They agreed to not remove the penalty.
- c) **Good Shepard Appropriation request** – As Orford supports the food pantry in Fairlee, *Motion made by Adams, seconded by Kidder not to accept the appropriation request. Motion Passed.*
- d) **Request to Rent the Niles Room** – a request was received to rent the Niles room for a “Town Meeting” by a political candidate. The Selectboard felt the building is not a community meeting place, *Motion made by Adams, seconded by Kidder to decline the request. Motion Passed.*
- e) **Annual Report Printing Quotes** – Dobbins-Marsh presented the estimates to print the 2020 Annual Report. The Selectboard agreed to go with the lowest estimate received from RC Brayshaw.

C. Topics for Future Discussion

- a) Japanese Knotweed
- b) Orfordville Bog and Dam
- c) RRC Impact Study
- d) 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 under RSA 91-A:3, II(a) at 8:06 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:40 PM. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

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

The meeting adjourned at 8:41 PM

Respectfully Submitted,

Esther Dobbins-Marsh