

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 11, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, John Berryman, Ann Green, Kevin Follensbee, Jordon Sutherlin

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 11/25/19 (as amended) Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 11/27/19 (as amended) Motion Passed

Reports

- A. **Fire Department** – The Selectboard reviewed the monthly reported provided by Chief Straight, who could not attend the meeting. Adams asked Follensbee if there were any issues with the trucks and equipment. Follensbee reported there was an issue with the drive shaft on 1996 Engine #3 – Reeds made a temporary fix and are looking into a permanent solution.
- B. **Highway Department** – John Berryman provided his report to the Selectboard. The highway crew dealt with a couple snow events, and will attempt to repair pot-holes on Orfordville and Indian Pond roads. The base radio antenna was moved to allow communication from the east side of Orford, and clean-up of the yard has started. The highway employees will be putting up more sand, and continue with yard clean-up and building maintenance. Berryman reported the yard cleanup has also uncovered equipment and parts that are no longer used. The Selectboard said to first see if they are returnable, offer to other Town departments, then try to sell to other towns or scrap them. The training by UNH T-2 scheduled for the 11th of December was cancelled due to lack of scheduled attendance. Additionally, Berryman will follow up with Primex regarding trainings they offer. Berryman is working on the inventory at the garage and hopes to complete by year end.

Old Business

A. 2020 Proposed Budget & Warrant Articles review

Operating Budget - The Selectboard agreed to increase the Highway heating oil line item to \$2,000 as the furnace is no longer using just waste oil to heat the

garage. Sutherlin reported the Energy Committee had worked on a weatherizing program for Orford residents and learned about a program for municipalities. The OEC needs to research further, but could help with winterizing the garage to help with energy concerns.

Dobbins-Marsh will contact Topsham Communication to inquire about a rate change raised by the Budget Advisory Committee.

1. Warrant Articles –

- a. The Selectboard reviewed and amended the Capital Reserve account funding to follow the schedule provided by Bob Palifka that includes an increase 3% for inflation.
- b. The Selectboard amended the article, originally written to fund an additional \$10,000 for the storage building at the highway garage, to request \$25,000 to expand the garage to be able to address safety concerns addressed by Primex.

B. Update of Outstanding Projects

1. Historical Barn status – Adams is still waiting for feedback on how to address the slate roof on the barn. However, Adams reported the plan submitted for work has not been honored by the organization that proposed work scheduled for October 2019. If they don't honor their commitments, the tax credit will be rescinded back to the original date it was applied. Adams will work with the state and report back at the January 8, 2020 meeting
2. Building at Town Garage – now that it's been decided to only construct the original structure per the 2019 warrant article, Kidder will have the contract for the structure sent to the Office for the Selectboard signatures. The cost will be encumbered for 2019.
3. Sand Pit Reclamation Plan – Steketee is waiting for a return call from Steve Griffin at NH DES to discuss the process
4. Archertown Road Rebuild Project – Adams is working on the easements and will have them ready next week, including one easement for the slope on the downhill side on the curve itself.
5. FEMA Updates
 - a. Quinttown Road Dual Culvert – FEMA will re-open the project to award additional funds for the engineering fees
 - b. Sawyer Brook head wall rebuild project - FEMA will re-open the project to award additional funds for the engineering fees
 - c. Mousley Brook culvert – FEMA will open the project for the culvert replacement. This will be considered a large project and FEMA will require an engineering study and construction estimate. Currently FEMA is estimating the project will cost approximately \$300,000
 - d. Town Road #100 – FEMA has completed its review of the project costs and will be submitting documents to the Town for approval

C. Policies – 2nd Review

1. Winter & Inclement Weather policy – the Selectboard reviewed and made a few changes. It will be posted on the Webpage for public review and comments
2. Highway Vehicle & Equipment Maintenance policy – the Selectboard reviewed and made a few changes. It will be posted on the Webpage for public review and comments
The Selectboard directed Berryman to make sure data is being collected timely as it is a requirement of the highway crew.
3. Highway Safety & Personal Protection Equipment policy – the Selectboard reviewed and made a few changes. It will be posted on the Webpage for public review and comments

D. Policies – Adoption

1. Vehicle & Equipment Use policy – *Motion made by Adams, seconded by Steketee to adopt this policy. Motion Passed.*

E. Other

New Business

- A. Encumbered Funds for 2019** – the Highway shed of \$10,000 and the new computers (2) being installed will be encumbered for 2019.
- B. Mailer for the Public Hearings** – Adams will work on the language and provide to Dobbins-Marsh. The mailer will need to be mailed by December 30th
- C. Correspondence**
 1. Intent to Cut – The Selectboard signed the Intent to Cut Wood form received from Deb O'Brien and Nancy Fleming, forester John O'Brian
 2. Engineering Quote – Horizons provided an engineering quote for the work at the Orfordville Road Bog at a cost of \$10,000 (DuBois & King was for \$16,000). The Conservation Commission will discuss the project with the Selectboard at the January 8, 2020 meeting
 3. Boat Agent Letter – *Motion made by Adams, seconded by Kidder to approve Deborah Hadlock as the Boat Agent for 2020. Motion Passed.*
 4. Audit Representative Letter – The Selectboard reviewed and signed the Audit Rep Letter for the 2018 Audit performed by Roberts & Greene
 5. Letter from Legal – the Selectboard reviewed the response from Drummond/Woodsum to the auditors regarding the pending lawsuit as it pertains to the 2018 audit
 6. Rivendell Request to Use form – the document, from the Town to Rivendell, requesting the use the Multi-Purpose Room for the Public Hearings in January 2020 was signed.
 7. Dead River Tax Exemption forms were signed by Adams

8. Health Trust 2020 contract – *Motion made by Adams, seconded by Kidder to accept the 2020 contract for benefit services from HealthTrust. Motion Passed.* The contract was signed by Adams
9. RSD Companies Annual Contract – *Motion made by Adams, seconded by Kidder to approve the contract from RSD who perform new Highway employee drug testing and random drug testing of current employees. Motion Passed.* The contract was signed by Adams

D. Topics for Future Discussion

1. RRC Impact Study
2. Japanese Knotweed – Berryman will report on this project to the Selectboard at the January 8, 2020 meeting
3. Employee Handbook Revision

E. Other

Berryman presented an invoice to the Selectboard for the removal of several 55-gallon drums that contain various amounts of liquids. Over the years, they have been left behind the fuel pump shed and have to be removed (as part of the Primex report). The estimate was for \$6,000 but could be higher depending on the amount of fluids in each drum. Kidder suggested having the vendor that provided the quote to physically look at the drums to be able to provide a more specific quote.

Kidder asked about the street lights – do we own or lease? He wanted to inquire about using LED to save money. Dobbins-Marsh will research.

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary.

A motion was made by Kidder, seconded by Adams to enter into nonpublic session under RSA 91-A:3, II(a) at 7:53 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:59 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 Kidder, seconded by Steketee adjourn the meeting. Motion Passed.
The meeting adjourned at 8:00 PM

Respectfully Submitted,

Esther Dobbins-Marsh