

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 22, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, Jason Bachus, John Miller, Ted Cooley, Bob Palifka, Jordon Sutherlin, Ruth Hook, Tom Thomson, Jim Hook

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 01/08/20 (as amended) Motion Passed

Motion made by Kidder, seconded by Adams to accept the minutes of the 01/13/20 Bond Public Hearing. Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 01/15/20 (as amended) Motion Passed

Reports

- A. **Assessor**-Steve Allen completed two land use change forms and gave to the Selectboard to sign. The tax collector can then process the invoice to the property owner Fred Kidder and Alexander Miller. *Motion made by Adams, seconded by Steketee to accept these forms. Motion Approved (Kidder abstained)*. Allen is working on data entry from his data collection. He received an abatement request and is reviewing.
- B. **Police Department** – Chief Bachus reported he responded to 67 service calls in December 2019 – 26 were motor vehicle stops, with 9 citations and 17 warnings issued. Bachus reported he responded to 890 service calls in 2019 – while this number is down from 2018, Bachus reported he spent considerable time with cases that require lots of paperwork. Bachus asked the Selectboard to have the highway department plow the parking area at the Community Field after a snow event. The Selectboard said normally Rivendell will request plowing prior to an event at the school (primarily sport events), otherwise it's not done. The Selectboard asked Dobbins-Marsh to remind Rivendell to make the request as needed. Bachus presented a draft for review for Billing for Outside Duty Provided by Orford Police Officers. The last revision was in 2004, and the update amends the amount charged for outside duty. *Motion made by Adams, seconded by Kidder to approve. Motion passed.*

C. **Administration** – Esther Dobbins-Marsh reported working on the budget and warrant articles for the board and entering the data into the DRA portal for review and approval of the language. She prepared for the two public hearings and posted per the legal requirements in various locations. As committee and department reports are submitted, she enters them into the annual report folders and re-formats as necessary. She attended two webinars (training for Pub-Works, and on budget preparation). The 1099's were printed and mailed and W-2's will be processed and mailed next week. All year end payroll tax reports have been filed.

D. **Highway Department** – Kidder reported truck #2 had an issue with the check valve – it's been repaired and the truck is back in service. Kidder reported the furnace stopped working again. Arrow Equipment came to the garage and did a complete review of the furnace – Arrow said it needs a built-in air compressor. Arrow indicated it looked like the original furnace compressor failed years ago, and a quick fix was to use the garage compressor to keep it running, but when using the compressor at the garage, it feeds moisture into the furnace and that causes the furnace to have issues. A new air compressor for the furnace will run close to \$1,700. An estimate from Arrow to replace the furnace would be \$10,000 after a \$1,000 trade-in. Kidder reported other estimates were received from Dead River (\$12,000) and ARC (\$8,763 - \$11,585). If the garage stays with the waste oil furnace, the Town is limited to one vender, Arrow Equip.

Adams has received reports the plowing is not following the scheduled plow route agenda. Bus routes and the main roads need to be plowed first.

Kidder addressed the complaint received by McGoff – he spoke with the Highway department staff and the drivers understand they are to pull the hood first to try to determine what the issue is before calling an outside repair company. Kidder will respond to McGoff's complaint.

E. **Conservation Commission** – John Miller presented the engineers plan to the Selectboard from Horizons Engineering to address the Orfordville Road Bog and dam issue. Miller reported concerns around the water flow and the impact on the wetland area due to the maintenance failure. The design calls for removing the headwall and replacing with a stop-log structure (similar to a beaver gate). The Orford Conservation Commission voted to fund the cost of the engineering study and plan design. The commission is looking for the Town to consider funding the actual construction of the project. At this point there are no estimates for the repairs – the engineering design would be needed to put the project out to bid. Because the wetland permit is good for 5 years, the actual work could be delayed for several years, but the commission would need the engineering plan to use to obtain bids. Adams asked if the NH Heritage Bureau had been contacted for approval on the project – Miller said he submitted a preliminary application to the

NH DES and they ran it past the Heritage Bureau and the bureau found no issues. *Motion made by Adams, seconded by Kidder to approve the agreement for engineering services with Horizons for this project. Motion Passed.*

Adams introduced the culvert study presented by the Conservation Commission and the UV Lake Sunapee Regional Planning Commission. The report provided is quite extensive – all culverts were classified and GPS tagged. Data was provided with a wall map and electronic files. Cooley said the data will be sent to the Highway department for input into their Pub-Works program. The report indicates a total of 17 culverts need replacing soon (the highway department had estimated 20 within their budget).

Old Business

A. Update of Outstanding Projects

- a) Preparation for the Budget Public Hearing
 - a. Budget Advisory – Tom Thomson presented a request from the Budget Advisory Committee (BAC) for the Selectboard to add a Warrant Article to create a Budget Committee per RSA 32:14. Some members of the BAC suggested having a petition, but others felt the Selectboard should be asked first to create the warrant article. Thomson said the BAC puts a lot of work into the process and feel suggestions to the Selectboard are not often considered. Thomson did say this year the process was better than in years past with the Selectboard making a few changes based on information provided by the BAC. Adams said the Selectboard members would need to read over the RSA before making any decision on this topic. Sutherlin said he thought a budget committee would take some work off the Selectboard plate as there are many projects the Selectboard need to focus on. Sutherlin also suggested having a roads and bridges advisory committee might be helpful to the Selectboard. Adams said having a 5-person Selectboard could also help with the work load of the Selectboard members. The Selectboard will review the RSA and come to a decision on the warrant article sometime next week.
 - b. The Selectboard requested copies of the Warrant Article and the Budget Advisory Committee's draft report to be available at the Budget Public Hearing.
- b) Sand Pit Reclamation – Steketee spoke on the process to establish a reclamation plan for both sandpits. The Planning Board and Harry Burgess, surveyor, would be part of the process, along with Steve Snyder from UVLSRPC. Steketee said Mary Pinkham-Langer, NH-DRA Gravel Tax Appraiser in 2018, currently does consulting and he will reach out to her to

- discuss the reclamation plan process. It's possible she can help create the plan, or can provide the Selectboard with a template to use.
- c) Archertown Road Rebuild Project – Adams reported the project will be postponed until at least the summer of 2022. The Selectboard and abutters have many concerns about the water drainage, and other issues around the design.
 - d) Archertown Road Bridge at Jacob's Brook – The Selectboard reviewed the NH DOT's Engineering Study. *Motion made by Adams, seconded by Kidder to accept the study. Motion passed.* Adams signed the document as the Selectboard Chair – Dobbins-Marsh will send to the NH DOT tomorrow.
 - e) High Bridge Road bridge – Steketee reported he's put a call into Graton Construction, waiting for a call back. Adams said because we don't have a design packet, it will be difficult to put the project out to bid. Graton originally gave an estimate for the design and construction. Steketee said with Grimes Hill Road bridge, the Town requested bids for construction and design. Steketee will continue to work on this project.
 - f) Long Range Paving Projects – Kidder reported he's started to look into chip-sealing to use on some of the roads in 2020. He will work with the Highway department to plan on the roads to chip-seal
 - g) FEMA Updates.
 - a. Sawyer Brook Headwall – Adams will review the revised plan and report back at the next Selectboard meeting.
 - b. Quinttown Road Dual Culverts – the Selectboard asked Dobbins-Marsh to contact Paul Hatch, NH DES, if FEMA will reimburse for the project estimate or if FEMA will still reimburse the engineering fee if we elect not to complete the project.
 - c. Town Road #100 – Adams reported he spoke with the Town attorney regarding the requirement to provide a temporary bridge for the residents that live across the bridge. Per the attorney, the Town is not responsible to provide a temporary bridge, but proper notice must be given to the residents (30 days prior to the start date). The project will probably take 5-7 days.

B. Other

New Business

A. Policy Introduction

- a) Use of Public Grounds policy – after review by the Selectboard, *Motion made by Adams, seconded by Kidder to adopt this policy. Motion Passed.*

B. Approval of received "Notice of Intent to Cut Wood" forms – Notice approved for property owner Tullando Farm, forester John O'Brien

- C. Contract Approvals** – Adams wants to discuss further with Chief Bachus for the Bradford Vet and UV Humane Society Contracts– include on the 2/12/20 agenda
- D. Orford Libraries Study Committee report** – The Selectboard will review and invite the Orford Libraries Study committee to the April 22, 2020 Selectboard meeting for discussion.
- E. Correspondence**
- a) US Census of Town Boundary Validation Program – The Selectboard reviewed and signed the document
 - b) Letter received from Rob O'Donnell regarding the Historical Barn work – Adams will respond with a list of items to be completed with a completion date of 8/31/20
- F. Other**

Manifests, Payroll and Accounts Payable folders

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

Topics for Future Discussion

- A. RRC Impact Study
- B. Employee Handbook Revision

V. Adjourn

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

The meeting adjourned at 9:15 PM

Respectfully Submitted,

Esther Dobbins-Marsh