

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

February 12, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Jason Bachus, Ann Green, Eva Daniels, Harry Osmer, Lawrence Hibbard

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 01/22/20 (as amended) Motion Passed

Motion made by Kidder, seconded by Adams to accept the minutes of the 01/23/20 Budget Public Hearing (as amended) Motion Passed

Motion made by Adams, seconded by Steketee to accept the minutes of the 01/29/20 work session (as amended) Motion Passed

Reports

- A. **Fire Department** – Chief Straight presented the January 2020 statistics to the Selectboard. There was a total of 7 calls in January – 4 medical, 2 fire and 1 mutual aid. The equipment is in good shape, except for those items mentioned last month. Adams asked about ongoing training, and reported UV Ambulance offers CPR certifications. Straight said a few members attended for re-certification, but most all of the department members are on a 2-year cycle, and the department schedules an inhouse training for all. Training is ongoing, and as training events become available, members can attend.

Ann Green asked about 911 calls that are made in NH but are being routed to Vermont. Bachus said the towers are in Vermont, and cell phone calls will transfer to Vermont – however, they do get transferred to Hanover dispatch once 911 realizes the caller is in NH.

Chief Bachus expressed his thanks to Terry Straight and Ted Nutter for their assistance when he did a welfare check, and needed access to the residents' house due to the untimely passing of Jennifer Ballosh. Bachus is in the process of securing the animals at that property. Once that is complete, the Selectboard will need to determine the next steps regarding her estate because of no known heirs. Most likely it will be turned over to the State of NH probate court – Kidder will work with Dobbins-Marsh on the process. Bachus requested approval to reimburse Bruce Hook for the lock he replaced at the Ballosh house, and for the

highway department to plow the driveway at that location as requested by the police department. The Selectboard agreed to both.

Old Business

A. Update of Outstanding Projects

- a) Town Highway Building – Kidder reported the work will not start until late spring
- b) Sand Pit Reclamation Plan – Steketee has a call into Mary Pinkham-Langer. Steketee is hoping she will have draft plans that the Town can use to create its reclamation plan.
- c) High Bridge Road Bridge – Adams said the Selectboard will begin the process on obtaining bids, after the March 2020 annual meeting, for the rebuilding of the deck
- d) Long Term Paving Plan – No update as of this time
- e) FEMA Updates/ Completion of FEMA Projects:

On February 18th, Paul Hatch from the NH DES will be at Orford to meet and review the outstanding FEMA projects.

On February 19th, DuBois & King will be at the Town Office at 7:00 pm to present information on the Town Road #100 culvert replacement project. Adams will be meeting with the abutters to the Sawyer Brook Headwall rebuild FEMA project in early March

New Business

A. Emails for Town Committees/Back up of data – Blanchard discussed the need to have the Trustee of the Trust Funds data backed up on the Town servers. He also requested email accounts for the three (3) members. The cost to add email accounts is \$60 per year. Blanchard met with Allen Treadwell to discuss the options for backing up the data on personal laptops that are currently used. Treadwell will put together a plan for the Town.
Motion made by Adams, seconded by Steketee to set up three (3) email accounts for the Trustees of the Trust Funds. Motion Passed.

Dobbins-Marsh mentioned the moderator would like one email address as well.

Motion made by Adams, seconded by Kidder to set up one (1) email account for the Moderator. Motion Passed.

B. Class VI Road use – Steketee wants to create a policy for Class VI roads. He asked Dobbins-Marsh to research policies in other towns to see how they handle activity on Class VI roads. Kidder will send a link to Dobbins-Marsh that might be helpful

C. Process for requesting design & construction for infrastructure projects – Ann Green – Green asked the Selectboard what process is used when an engineering firm is selected for various projects in the Town. She feels the purchasing policy isn't being followed, specifically regarding the Town Road #100 culvert replacement project. Adams said within the Purchasing policy (section 7, a-1-a) it allows the use of a specific engineering firm if the

Selectboard is satisfied with prior work. Because of this, the Selectboard has used DuBois & King for large construction projects. In addition, they are approved by the NH DES as an approved engineering firm, and FEMA projects involving culvert replacement and bridges must meet the NH DES guidelines, which DuBois & King are familiar with. Adams said there are situations when the Selectboard will request a firm to bid for the design and construction, and sometimes just the construction only. Green said she felt the estimated project cost from DuBois & King is too high – Kidder said that is an estimate, and formal bids, once received, will determine the final cost. Green wants to make sure that the Town goes out to bid for all engineering and construction for roads & bridges work.

D. Approval of received “Notice of Intent to Cut Wood”

1. The Selectboard approved the Intent to Cut Wood for owner George, Juanita and Clinton Schwartz #8-31-49, logger Stacey Thomson

E. Contracts

Motion made by Adams, seconded by Steketee to approve the contract for stray animal boarding with Bradford Veterinary Clinic. Motion Passed.

Motion made by Adams, seconded by Kidder to approve the contact for stray animal boarding with the Upper Valley Humane Society. Motion Passed.

F. Correspondence

1. NH DES Annual Facility Report – Dobbins-Marsh will pull last years report and complete for the Selectboard signature at a future meeting
2. US Department of Commerce – survey regarding boundaries for the Town. The Selectboard will respond as there have been no changes.
3. Orford Energy Committee has requested permission from the Selectboard to apply for Historic Places registration of the Town office building. The Selectboard discussed what this would mean for changes to the building. Blanchard said this request is primarily to allow for applying for grants to make repairs to the building. Blanchard said there are no restrictions to the work that can be done, and no penalties if found not in compliance.
Motion made by Adams, seconded by Kidder to appoint the Energy Committee to apply for Historic Places registration of the Town offices/Orfordville School Building. Motion Passed.
4. NH DRA 2018 Cyclical Monitoring – the Selectboard will discuss with Steve Allen at the 2/26/20 meeting
5. Adams reported the Election was audited by the Secretary of State’s office – a rep was here for 2 hours and found no violations. Adams also reported the ballot counting was very efficient this election and was completed in less than 2 hours

- G. Other** – Kidder reported the furnace at the Highway department stopped working due to a failed air compressor. Steketee loaned an air compressor to the department to operate the furnace, however, that leaves the highway with no air compressor to operate lifts and other tools at the garage. Kidder said

Arrow Equipment can fix the furnace for \$1,700 – Straight said he'll make calls tomorrow to see what other options are available to get the furnace working. Because of the cold temperatures coming this weekend, the garage needs to be heated.

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

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(c) at 7:25 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:38 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 Adams, seconded by Kidder adjourn the meeting. Motion Passed.

The meeting adjourned at 7:40 PM

Respectfully Submitted,

Esther Dobbins-Marsh