

TOWN OF ORFORD
Board of Selectmen
Meeting Minutes
February 26, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Mark Marsh, Marvin Harrison (Cohast Chamber), Lisa Hervey (Cohast Chamber)

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Steketee to accept the minutes of 02/12/2020 (as amended) Motion Passed

Reports

- A. **Assessor**-Steve Allen was unable to attend the meeting
- B. **Police Department** – Chief Bachus presented his January statistics to the Selectboard. In January there were 57 service calls including 15 motor vehicle stops with 11 warnings and 4 citations issued. Chief Bachus has been spending more time in the office due to cases involving more paperwork than normal (two sudden deaths, investigations into reported assaults, and warrants were issued for two theft cases).

Chief Bachus continues to research for grants at the state and federal levels. Adams asked which websites are used for the grant searches – Bachus said Grants.gov is the main source and included both federal and state grants. He is also notified of any state grants that become available. The private and commercial grants are currently for current event needs such as the homeless issues, etc.

Chief Bachus reported he attended a meeting held in Piermont, along with several police departments, to discuss the records management system and several options.
- C. **Cohast Chamber of Commerce** – Marvin Harrison discussed the Cohast Chamber and the desire for Orford to renew its membership. The Chamber is meeting with all member towns to ask how the Chamber can better serve the towns needs, and started with Orford. Adams stated most of the events and advertising seems focused on the area north of Bradford, and didn't feel the Town was getting value from being a member. Harrison said the Chamber primarily focus on "mom and pop" businesses and feels the Chamber benefits these types of small businesses. The Chamber advertises its events in the Journal Opinion, Bridge Weekly, on their Facebook page and Website. Adams suggested using the Orford List serve as well. The Chamber and Selectboard agreed to meet again in late fall 2020 to discuss the option of Orford rejoining the Chamber.

Old Business

A. Update of Outstanding Projects

- a) **Long Term Paving Plan** – The Selectboard will be meeting with the Road Agent to review outstanding projects, including paving projects, at a work session scheduled for 3/5/2020 at 5:30 pm

b) **FEMA Updates/** Completion of FEMA Projects

1. **Town Road #100** – Adams met with Ted Eck regarding the use of his property for access to a temporary bridge. This temporary easement abuts and parallels the Town Road 100 east side right of way. It will be 15 feet wide. It starts at the northeast side of the intersection of Town Road 100 and the right of way for Archertown Road. Then it continues for approximately 100 feet to Archertown Brook, crosses the brook, and continues approximately 100 feet to connect with an existing private farm road. There will a need for some gravel to be added near the brook in order to add the temporary bridge. In exchange for the easement, Eck is proposing a “not to exceed” \$5,000 reimbursement fee based on the actual cost to clear the “woody” areas, and to restore the property back to its original condition (to include seeding the area where vehicles travel), after the temporary bridge is removed.

Motion made by Adams, seconded by Kidder to take a temporary easement on Ted Eck's parcels 008-29-69 and 008-29-69A, with the easement being 15' wide and running from Archertown Road to the gate approximately 150' north of the brook on Town Road # 100. The fee to be actual costs for land clearing and land reclamation at the end of the project, not to exceed \$5,000. Motion Passed.

Adams will have the Town attorney draft the easement, and will have DuBois & King include the site for the temporary bridge in the wetland permit for the Town Road #100 culvert replacement project. Adams will also contact Paul Hatch to discuss adding the temporary bridge costs to the FEMA project for reimbursement.

Steketee reported he's been in contact with several local contractors, as well as Arnold Graton & Reno Brothers Construction to obtain estimates for the temporary bridge project. Kidder met with Ryan Morris at L&M Construction as well. Once these estimates are received, the board will know if the project cost will require the project to be put out to bid.

2. **Sawyer Brook** – Kidder spoke with Ryan Morris with L&M Construction and he indicated he'd like to look at the Sawyer Brook headwall rebuild project. He feels he has the equipment that will allow roadside access to the worksite. Adams will contact him to schedule a site visit.
3. **Mousley Brook culvert** replacement – Dobbins-Marsh will submit requests for proposals to several engineering firms for estimates for this project.

New Business

- A. **Hiring Process** – Robert Gray Hill requested to reschedule her meeting to a future Selectboard meeting
- B. **Road Postings** – The Selectboard reviewed the list of roads to be posted on 3/2/2020. Dobbins-Marsh will post the legal notice, and the list of roads being posted at the Post Office, Town Office, list serve and on the web page
- C. **Approval of Intent to Cut Wood** – none to approve
- D. **Preparation for the Annual Town Meeting** – Adams thanked the Selectboard members for their work over the past year. The Selectboard will meet on March 10, 2020 to set up at the Rivendell Gym – time to be determined once Dobbins-Marsh hears back from Rivendell.

E. Correspondence

1. **NH DOT – Notification** was received from the NH DOT regarding their paving project for Bridge Street scheduled for 2020. The specific date for this work will be provided at a later date.
2. **NH Division of Historical Resources** – Adams signed the document to officially list the Orfordville School (Orford Town Offices) in the NH State Register pending approval by the State Historical Resources Council.
3. **Twin Bridges Services** - Adams signed the contract between the Town and Twin Bridges Services for IT services for 2020.

F. Other

1. Dobbins-Marsh discussed the Inactive Solid Waste Landfills required reporting for 2019. While this has not been done in the past, NH DES is requiring the information be provided to them. NH DES suggested hiring a consultant to review the closed landfill as this will provide information required on the report. Dobbins-Marsh will contact DuBois & King to see if they can complete the report as DuBois & King currently reports on the landfill groundwater management.
2. Dobbins-Marsh is still working on the Jennifer Ballosh estate. An attorney stopped by the office who's looking to apply to become the administrator of the estate on behalf of Hales Funeral home.
3. Steketee spoke with Mary Pinkham-Langer, consultant for reclamation plans, regarding the reclamation plan for the sand pit. Steketee will set a meeting with Pinkham-Langer to discuss her consulting services and fees.

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 (a) and (c) at 7:55 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:31 pm. A motion was made by Adams, seconded by Steketee 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 8:35 pm

Respectfully Submitted,

Esther Dobbins-Marsh