

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 22, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II

MEMBERS PHONING IN: Tom Steketee

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Steve Allen

## 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 04/08/2020 (as amended) Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)*

## Reports

- A. **Assessor**-Steve Allen reported he's been reviewing properties based on information provided on returned inventory forms, then updates his system with this information. Allen presented an abatement application from Daniel Storm, #008-070-070A to the Selectboard for approval.

*Motion made by Adams, seconded by Kidder to accept the abatement application. Motion passed (Adams-yes, Kidder-yes, Steketee-yes)*

Allen discussed the 5-year contract that will need the Selectboard signature. The DRA requires a separate contract for re-evaluation services, even though the fee for this service is included in Allen's existing contract with the Town. Adams has the contract in his folder at home – he will bring to the office for the other members to sign next week.

- B. **Police Department** – Chief Bachus presented his data from February and March to the Selectboard. There were 69 calls for service in February and 57 in March. Activity is consisted with prior months. Due to Chief Bachus' broken arm, he is currently on desk duty only. During this time, he is responding to phone calls, emails, updating policies for the PD and closing out case files from 2019-2020. He is hoping to be back on full duty by mid-May.

Bachus addressed an email received from the Grafton County Attorney's office regarding a County-wide police mutual aid agreement. The agreement is currently being reviewed by the County attorney and is expected to be ready for signatures shortly, which Bachus intends to sign.

*Motion made by Adams, seconded by Kidder to support the County-wide Police Mutual Aid agreement. Motion passed (Adams-yes, Kidder-yes, Steketee-yes)*

Bachus continues to search sites for grants, but currently most are specific to COVID-19 activities. Bachus has started pre-planning for the July 4<sup>th</sup> parade. While not sure if the parade will occur, he will be reaching out to the Grafton County Sheriff's department, and completing the state application, as well as having discussions with the Parade committee. Bachus reported that Fairlee camps have decided to close this year, and summer activities at Dartmouth have been cancelled as well.

- C. **Administration** – Esther Dobbins-Marsh reviewed work from March & April. Preparing for the annual meeting in early March then following the meeting, updating various forms to submit to the DRA, as well as updating the accounting software to reflect the approved budget and monetary warrant articles. Appointment letters were generated for newly elected, and Selectboard appointed officers and presented to the Selectboard for signatures. The webpage was updated to reflect new board & committee members. Inventory forms were printed and mailed to property owners– as they are returned, the Avitar property management system is updated to reflect their receipt. Charitable Organizations were mailed their A-9 and A-12 forms for completion. As “Timber Notice of Wood Cut” forms are received, worksheets, certifications and invoices for property owners are generated for Selectboard signatures and processing. Portable toilets have been ordered – one has been delivered to the Community Field and just before Memorial Day weekend one will be delivered to the Indian Pond Beach. GoToMeeting has been set up and tested and will be used for future Selectboard meetings (details discussed below under Old Business)

## **Old Business**

### **A. Update of Outstanding Projects**

- a) Town Highway Building – Kidder met with Terry Straight, Road Agent and Brad McCormack, contractor, to discuss the contract for the lean-to for the grader cover - the final plan will be completed shortly. Kidder & Straight discussed the addition to the garage on the office side of the building. Straight will work on specs for the addition so the project can be put out to bid. Two options will be presented
1. Extend the current office the length of the garage to allow for an egress door and the ability to have storage for tools & equipment
  2. Extending the garage towards the road to allow for additional space for vehicles & equipment, and to add an egress door
- Straight will present the first draft to the Selectboard at the 5/1 3/20 meeting.
- b) High Bridge Road Bridge – Kidder & Straight reviewed the decking at the site. Kidder reported there are several trees that will need to be removed as they are encroaching on the approach to the entry of the bridge. Straight will further research the condition of the abutments and determine if additional work will be required on them. Kidder will follow up with Straight regarding this.

c) FEMA Updates/ Completion of FEMA Projects

1. Town Road #100 – Adams reported the State disallowed the emergency wetlands application, so the application will go thru the normal process with an approval timeline of 3-4 weeks. Once approved, DuBois & King will put the project out to bid. Adams will check with Tom Evans (DuBois & King) to make sure FEMA has approved the current design, and if so, the Town will sign off on the FEMA portal. This will allow the NH DES to reimburse the Town (at 75%) for expenses paid to date towards this project.
2. Quinttown Road Dual Culverts – Adams signed a letter that NH DES will submit to FEMA to request additional funding for the cost of headwalls. This is in addition to the engineering fee that was previously applied for. Kidder & Straight reviewed the project and feel the labor should be contracted out with the Town providing the supplies & materials needed for the project. Straight will work on the detail for the work to be completed.
3. Sawyer Brook Headwalls – Adams is waiting for a call back from L&M Construction. The company is on hold due to COVID-19, but are hoping the State of Vt will allow them to operate soon.
4. Mousley Brook Culvert – Engineering project quotes were received, however, the Selectboard asked Dobbins-Marsh to go back to each with a very detailed list of requirements to base their quote on and to include a total project cost, for submission to FEMA.

**B. Planning for On Line Meetings** - Dobbins-Marsh has set up GoToMeeting and tested by having other Town employees call into a “meeting”. After working out a few issues, the system seems to be working. Dobbins-Marsh will schedule a 2-minute test meeting for the board to call into next week. If the Selectboard meeting is held via GoToMeeting, call in instructions will be included with the posted agenda and on the website.

**C. Other**

- a) Recycling Center – Kidder discussed concerns about the lack of recycling for cardboard and plastics. Kidder visited several surrounding towns to see what they are doing regarding recycling and found that Orford is doing more than most. Large operations like Lebanon are operating as in the past. Kidder and Sandra Marsh (Floyd’s Rubbish Removal) are working on a plan to open up recycling to include cardboard and plastics and hope to have a solution within the next few weeks.
- b) Jennifer Ballosh Estate – we are still waiting for the court to appoint a trustee for her estate. Currently mail addressed to her is being held at the Town Office, and will be turned over to the attorney once appointed.
- c) Ann Green requested permission to submit an Intent to Apply for the Moose Plate grant to restore the iron sign at the intersection of Route 10 and Bridge Street.

*Motion made by Adams, seconded by Kidder to approve the submission of the Intent to Apply. Motion approved (Adams-yes, Kidder-yes, Steketee-yes)*

If approved, Green and Dobbins-Marsh will work on the application.

- d) UV Lake Sunapee Regional Planning Commission called as they have not received our signed contract yet. Dobbins-Marsh will contact them to have another mailed to the Town.

## **New Business**

**A. Approval of “Notice of Intent to Cut Wood” forms received** –none received

**B. Correspondence** – no correspondence to review

**C. Other**

- a) Current Use Application – Allen reviewed and completed the Current Use application for Stephen & Karen Swartz, map & lot #008-089-002  
*Motion by Adams, seconded by Kidder to approve the Current Use application. Motion approved (Adams-yes, Kidder-yes, Steketee-yes)*  
The Selectboard signed the application and Dobbins-Marsh will submit the original to Grafton Country Reg of Deeds and mail a copy to the property owner.
- b) NHMA is offering several on line webinars that address topics helpful to board members. Adams has attended several and found them to be well run and informative.

## **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 7:40 pm. A roll call vote of member's present was taken with a decision in the affirmative (Adams-yes, Kidder-yes, Steketee-yes)*

*The Board resumed the regular meeting at 8:20 pm. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved (Adams-yes, Kidder-yes, Steketee-yes)*

## **V. Adjourn**

*Motion made by Adams, seconded by Kidder adjourn the meeting. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)*

The meeting adjourned at 8:25 pm

Respectfully Submitted,

Esther Dobbins-Marsh