

TOWN OF ORFORD
Board of Selectmen
GoToMeeting
Meeting Minutes
May 27, 2020

MEMBERS ATTENDING: John Adams, Tom Steketee

OTHERS ATTENDING: Esther Dobbins-Marsh, Jason Bachus

Call Meeting to Order

The meeting was called to order at 5:30

Roll call taken – John Adams, Tom Steketee, Esther Dobbins-Marsh, Jason Bachus

Approval of Minutes

Motion made by Adams, seconded by Steketee to accept the minutes of 05/13/2020 (as amended) Motion Passed (Adams-yes, Steketee-yes)

Motion made by Steketee, seconded by Adams to accept the minutes of 05/20/2020 work session as presented. Motion Passed (Adams-yes, Steketee-yes)

Reports

- A. **Assessor**-Steve Allen was not available for the meeting but provided a report stating he's completed all the new construction field work and property card have been updated as needed. The first half tax bills can be processed as everything is current.
- B. **Police Department** – Chief Bachus reported the following activities were conducted or completed for April 2020 -19 calls for service (6 of which were NHSP response). Orford PD calls included Sex offender registration, citizen assists, follow-ups, and vacant home checks.

His injury continues to heal well and his projected return to full duty remains to be on/around June 10 2020. He continues to conduct in-office calls for service, vacant home checks, citizen assists in the office, animal control complaints, and other activities that can be handled from the police department. As of today, 66 of the 79 Policies for the PD have been read, re-written as needed, verified, and/or created. He anticipates having the full Orford PD Policy and Procedure Manual ready for the board to review and acknowledge at the June 24th meeting, with adoption after review. Adams asked if these policies are reviewed by legal council or any other authority. Bachus said policies are based on the NH Police Academy and current state and federal laws.

As of today, the County-wide mutual aid agreement has yet to be finalized. There is an ongoing discussion if the agreement is required or necessary because of amendments made to the statute in 2014

Chief Bachus continues to look at current or anticipated grants for police services, equipment, or activities and all current available ones are still based on COVID-19 activities, response, and assistance.

Bachus submitted a training expense request that was included in his training budget. The training is being hosted by the Nashua Police Department and is the Basic Field

Training Officer Certification. This training will allow for the training and supervision of part-time officers, if they are hired, in support of Orford and Rivendell Academy. The training includes Ethics, Professionalism, Evaluations, Observations, Legal Issues, Liability, Intervention Techniques, Adult Learning Styles, and Case Studies. It is for three days and will also satisfy his annually required continuing education. Adams said he's not sure if Rivendell will need extra police services, and may not budget for them. Bachus said the part-time officer could cover sporting events at Rivendell and cover the Town when he's unavailable.

Motion made by Adams, seconded by Steketee to approve the GSPCC training course for Bachus to attend. Motion passed. (Adams-yes, Steketee-yes)

The board discussed the recent accident that occurred on Route 10 south. State police responded, and at a later date, a Lyme police officer volunteered his services to the SP to take measurements and photos. There was concern that no one notified the Orford police department of this. Bachus said once he's back on full duty he will meet with the Lyme police chief to discuss this, and other issues with him.

Adams addressed excess speeding that's been reported in various locations in Orford. Bachus said the State Police are aware of locations to monitor, and once he's back on full duty, he will be monitoring various roads as well.

Old Business

A. Update of Outstanding Projects

- a) **Governors Emergency Order #25** – The governor is allowing municipalities to grant a blanket abatement of interest charges on all property taxes not paid after their assessment for the duration of the State of Emergency (executive order 2020-04).

Motion made by Steketee, seconded by Adams to take no action on the Executive Order #25 as it pertains to the blanket abatement of interest. Motion passed. (Adams-yes, Steketee-yes)

- b) **Town Highway Building** – Kidder has been working on this project and will report at the next meeting
- c) **High Bridge Road Bridge** – the board discussed putting this project out to bid. Two bids would be created – one to re-deck the bridge, and one to repair the supporting abutments. Dobbins-Marsh will ask Terry Straight to create specs for both projects, then post the bid.
- d) **Long Term Paving Plan**– Kidder has been working on this project and will report at the next meeting
- e) **FEMA Updates/ Completion of FEMA Projects**
1. Town Road #100 – we received a timeline for the project from DuBois & King, which will start once the wetlands permit is approved. Dobbins-Marsh will follow up with NH DES for the status of the approval.
 2. Sawyer Brook Headwall – we received a proposal from L&M to repair the headwall, but it included more work than FEMA allowed. Adams will revisit the project and report back at the next board meeting
 3. Mousley Brook culvert repair – We received three RFP's – Adams will review and compare and report back at the next board meeting
 4. Quinttown Road Dual Culverts – the bid request was posted with a due date of receipt by the Town of 6/24/20

- B. Town support for better internet availability** – Adams continues to work on the letter to our State representatives

C. Silt Fence requirements – Steketee spoke with several employees from NH DES regarding silt fence requirements when collected sand that is not near a body of water. To their knowledge, there is no requirement or best practices that address this situation. The highway department removed the sand a few days after it was piled on the side of the Town office parking lot. Adams will respond to the resident that filed the complaint.

D. COVID-19 related issues

a) **Summer Events – Swim lessons and beach closings**

Motion made by Adams, seconded by Steketee to cancel swim lessons for the 2020 season. Motion Passed (Adams-yes, Steketee-yes)

Motion made by Steketee, seconded by Adams to close Indian Pond and Lower Baker pond beaches for the 2020 summer. Motion Passed (Adams-yes, Steketee-yes)

Dobbins-Marsh will notify the Town of Piermont and Parks & Playgrounds. P&P will have signs made and posted at the beaches

b) **Concerts** – the board will address the concerts at the next board meeting

c) **July 4th parade** – *Motion made by Adams, seconded by Steketee to cancel the July 4th parade. Motion passed. (Adams-yes, Steketee-yes)*

d) **Recycling Containers** – Adams reported that Sandra Marsh may be able to reopen the recycling at the center. She hoping residents will be respectful and follow the process in place. Adams said Kidder may have more information on this issue as he's been having ongoing discussions with Sandra.

New Business

A. Appointment Approval for UVLSRPC Commissioners

a) *Motion made by Adams, seconded by Steketee to accept the Conservation Commission's recommendation to appoint Edmond Cooley as a commissioner to the UVLSRPC board. Motion passed. (Adams-yes, Steketee-yes)*

b) *Motion made by Adams, seconded by Steketee to accept the Planning Board's recommendation to appoint Mark Burger as a commissioner to the UVLSRPC board. Motion passed. (Adams-yes, Steketee-yes)*

B. Excess roadside trash – concerned citizens have reported a lot of roadside trash on Archertown road, including broken glass. Adams said this is difficult to police, but is hopeful that public awareness will help alleviate the problem.

C. Approval of received "Notice of Intent to Cut" forms

a) Property owner-Smarts Mtn Realty Co (7-33-07), logger-George Evarts

b) Property owner-Green Woodlands (1-93-1, 1-93-2), logger-John Fogarty

D. Correspondence

a) An email was received from Paul Goundrey. In looking a google maps imagery for the area of the Heritage Trail near Grimes Hill road, he noticed many vehicles in what was the Plante sand/gravel pit. He wanted to notify the Selectboard as it may be considered an illegal junkyard. The board asked Dobbins-Marsh to contact NH Municipality to determine what the Town's legal access to this site is.

b) Harry Pease sent an email regarding water testing sites, and asked the board to confirm several locations. Steketee will contact Pease to discuss.

c) Planning Board rescheduled meeting – Previously, Kidder agreed to contact Terry Martin (chair of the Planning Board) regarding the rescheduled meeting.

Most likely the meeting on June 8th will incorporate any actions taken at the 5/11/20 meeting.

- E. **Other** – the Selectboard will take down the voting booths at Rivendell and move them back to the Town office on 6/3/20. Dobbins-Marsh will schedule a work session and post in required locations.

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

Adjourn

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

The meeting adjourned at 7:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh