

TOWN OF ORFORD

Board of Selectmen GoToMeeting Minutes June 10, 2020

MEMBERS PRESENT: John Adams, Tom Steketee, Fred Kidder II
OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight

Call Meeting to Order

The meeting was called to order at 5:30

Roll Call – John Adams, present, Tom Steketee, present
(Fred Kidder II called into the meeting at 6:30 pm)

Approval of Minutes

Motion made by Adams, seconded by Steketee to accept the minutes of 05/27/2020 (as amended) Motion Passed (Adams-yes, Steketee-yes)

Reports

- A. **Fire Department** – Chief Straight presented the activity report to the Selectboard. In May there were a total of 9 calls (5 Medical, 2 Fire and 2 Mutual Aid). Thru May 2020 there have been 39 calls compared to 56 called from Jan-May 2019. Straight mentioned his concern regarding brush fires, and possible issues over July 4th weekend. With no public fireworks, individuals will most likely have their own fireworks and if conditions are dry, there is a strong possibility of fires. He will post on the Fire Department Facebook page a reminder to be cautious. Adams asked about the weather sign at the fire station – could it be more specific regarding the weather conditions. Straight said he’s looking into the “Smokey Bear” sign similar to the one Piermont has.
- B. **Highway Department** – Terry Straight reported the highway crew has been ditching & grading the roads, putting down dust control & removing branches and trees that have come down over time. The grader had it’s 4,000-hour service, and the fluid pump on the backhoe was repaired. Straight asked if the total invoice for these services (\$4,675 and \$1,800) would come out of the Heavy Equipment Maintenance CRF. *Motion made by Adams, seconded by Steketee to approve these two expenditures being paid with the Heavy Equipment Maintenance Capital Reserve Fund. Motion Passed (Adams – yes, Steketee – yes) Kidder not available for the vote*
- C. Straight reported Truck #2 was taken to Reeds on 5/29/20 for inspection and a crack in the rear end housing was found. Estimate to repair is just under \$10,000 for a new housing, hardware and labor. The warranty on the truck doesn’t cover this part, and Reeds is contacting International to see if they cover any of this work. Straight is still waiting to hear back from Reeds. Once parts are ordered, it will take 5-7 days for delivery and 10-15 days to repair. Straight said the weight capacity for this truck is less than he feels it should be, and that may have contributed to the damage. *Motion made by Adams, seconded by Steketee to have Reeds move forward with the repairs (\$9,976), and to continue to investigate warranty coverage. Motion passed (Adams-yes, Steketee-yes). Kidder not available for the vote*

Straight reported Truck #3 needs the ABS modular replaced, has a broken tail light and has an air leak. The truck was taken to Reeds for an estimate to repair.

Straight discussed the pending work at the garage – lean-to cover for the grader, addition to the office side of the garage, electrical system upgrade. The Selectboard agreed a work session at the highway garage is needed (6/17/20) so all involved are reviewing and discussing the projects together.

Uniforms – Straight obtained a quote for pants and reflective shirts for the highway crew. The Selectboard agreed the uniforms are either for all employees or none are needed. After further discussion, *Motion made by Adams, seconded by Kidder to accept the Unifirst contract for uniforms. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)*

High Bridge road bridge project - Straight and the Selectboard had reviewed the bridge and agreed work needs to be done to the supporting abutments prior to re-decking. The Selectboard agreed to have Straight work on bid specs for the entire project – from these bids, the Selectboard may need to ask the Town for additional funds (from the Roads & Bridges Capital Reserve fund) at the 2021 Town Meeting to supplement the \$22,000 approved at the 2017 Town meeting. The Selectboard agreed the highway department will need to remove trees in the right of way, and place barriers at both ends of the bridge to stop pedestrians from crossing as the bridge is unsafe at this time. Further discussion will be addressed at the work session on 6/17/20

Old Business

A. Update of Outstanding Projects

- a) **Governors Emergency Order #25** (interest & penalties) – Adams wanted to clarify that individual property owners can apply for an abatement of interest charged on all property taxes not paid after their assessment, for the period of March 13, 2020 – June 15, 2020.
- b) **Heating System at Garage** – discussed by the Road Agent under the Highway Dept. Report
- c) **Town Highway Grader cover** – will be discussed at the 6/24/20 meeting
- d) **Town Highway Building Addition Garage** – discussed by the Road Agent under the Highway Dept. Report
- e) **Long Term Paving Plan** - will be discussed at the 6/24/20 meeting
- f) **FEMA Updates**
 1. Town Road #100- NH DES has until 6/26/20 to approve the wetlands permit, therefore DuBois & King engineering firm, will adjust their timeline to begin on the same day – completion of the project is still on schedule to be completed in 2020
 2. Sawyer Brook Headwall – Adams will contact the property abutters to discuss an easement over their property to reach the project site. After this the project can be put out to bid.
 3. Mousley Brook culvert replacement-Engineer Proposals – Adams reviewed the three proposals received and needs to have discussions with each entity to clarify questions he has.
- g) **Support for better Town wide internet** – Adams will work on the letter to our state representatives.

- h) **Other** – at the last meeting, a potential illegal junkyard was discussed. If the property owner will not allow access to the site, per the NH Municipal Association, an administrative warrant would likely be required, but if the junkyard is visible from the trails or other public land, then such a warrant may not be necessary in order to determine whether a junkyard exists. The board expressed concern on the age of the aerial photos presented. Steketee will work more on this, and report back on the 6/24/20 meeting.

B. Update on Recycling in Orford

Kidder has been working with Sandra March and will post a notice on listserv addressing recycling of plastics.

C. 2020 Summer Concerts – Ann Green

Green requested clarification on the ability to have the concerts on the Mall, and added the Libraries want to hold events at the bandstand as well. Adams said currently group events are not being allowed on Town property, but this may change after the Governor's announcement on 6/15/20. The Bandstand Committee doesn't want to be policing attendees regarding social distancing and wearing masks. The committee will decide 7 days prior to a concert, based on the current NH regulations on COVID-19, whether to cancel or not.

D. Budget vs Actual Review

The Selectboard will review and email questions to Dobbins-Marsh for clarification.

New Business

A. Heating System at Town Office

Dobbins-Marsh reported the furnaces in the Town office have been red-flagged by Dead River and most likely will need to be replaced. Estimates are being obtained from various vendors, and the Energy Committee is assisting with this project as well.

B. Contracts

Dobbins-Marsh is obtaining rates for propane, heating oil & diesel. Dobbins-Marsh will make a recommendation to the Selectboard, once all rates are received. The Selectboard gave authority to Dobbins-Marsh to sign the contract if the signed contract needs to be returned to the vender the same day.

C. Correspondence

1. An email was received expressing concern about the mannequin on Townshed Road. The sender wondered if the landowner could be persuaded to rethink the display. The Selectboard discussed, but agreed as it's on private property, no action would be taken at this time.
2. Portable Toilet at the Indian Pond Beach – JJ Hebb asked if the portable toilet should be removed at India Pond beach. She is concerned about excess trash that might be left in the toilet (as has happened in the past). The board had previously decided to leave the toilet at the beach. If the Governor lifts the restrictions at his June 15th conference, the board may re-open the beaches.
3. The Planning Board asked if the Selectboard office could facilitate their meetings using ZOOM. Adams will discuss the use of ZOOM with other board chairs.
4. Veteran's Affairs letter – Jason Bachus has been cleared to return to full duty as of June 9, 2020 per the letter received from the VA.
5. Basketball Court – Ross (RISD Basketball coach) asked Parks & Playgrounds if he could use the basketball court to have open skill time. He would supervise,

and less than 10 would be in attendance. The Selectboard decided to wait until the June 15th Governors' conference, then will let P&P know of their decision.

6. Request to add public works employees to the "First Responders" stipend program – Michael Faller, director of PW in the Town of Meredith sent an email with a sample letter to be sent to the Governor to support adding public works employees to the First Responders stipend program. The Selectboard agreed to not act on this request.
7. Subdivision concern – Adams reported he authorized the Planning Board chair, Terry Martin, to discuss with issue with our Town attorney. The missing subdivision (from the early 1980's) is delaying the sale of property, and the Planning Board wants to seek legal guidance on the next steps.
8. Heritage Trail – Paul Goundrey send an email regarding the work completed on the Heritage Trail. Paul reported the trail has been cleared, marked, kiosk signage redone and trail head parking signs installed. Ken Hinchcliffe made the signs and this afternoon Althea and I finished putting them up. There is still work to do on water issues and a bridge to build but it is a nice walkable trail at this point.
The volunteers so far are, Emily Bryant, Seth Carter, Susan and Ken Hinchcliffe, myself and Althea. Dianne Stanley lent the use and paper of her laminator. More than 40 hours of time has been volunteered to date. The Selectboard thanks Paul, and all the volunteers for the hours put into the maintenance of the trail.
9. Complaint/concern of gun fire at P&V campground – Adams gave the information to Chief Bachus to look into.

D. Other

1. Dobbins-Marsh reported the First Responders payment will be process and paid on June 25th
2. Dobbins-Marsh asked the board for their approval to replace the sign in front of the Town office. A quote of \$641 was received from Russ Priestley to replace the posts and repaint the sign. The Selectboard approved the project. Adams requested Priestley look at the "Welcome" sign on Route 10 South as well.
3. Dobbins-Marsh reminded the Selectboard that July 3rd will be the day observed for Town employees as a holiday, as July 4th falls on a Saturday.
4. Kidder discussed a request from Brenda Smith, Cemetery Commission, to attend their board meeting as the board liaison. The board agreed to this.
5. The Energy Committee presented candidates to fill two positions.
Motion made by Adams, seconded by Steketee to accept the Energy Committees' recommendation to appoint Scott Gagnon as a member, and Robb Day as an alternate. Motion Passed (Adams, -yes, Kidder-yes, Steketee-yes)

A motion was made by Kidder, seconded by Adams to enter into nonpublic session under RSA 91-A:3, II(a) and (c) at 8:55 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 9:10 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 Kidder, seconded by Steketee to adjourn the meeting.

Motion Passed. (Adams, -yes, Kidder-yes, Steketee-yes)

The meeting adjourned at 9:12 pm

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary on June 11th.

Topics for Future Discussion

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

Respectfully Submitted,

Esther Dobbins-Marsh