

TOWN OF ORFORD

Board of Selectmen

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Meeting Minutes

June 24, 2020

MEMBERS PRESENT: John Adams, Tom Steketee
Fred Kidder II (joined the meeting at 5:45 pm)

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Terry Martin, Eva Daniels,
Ann Green

Call Meeting to Order

The meeting was called to order at 5:30

Roll call taken – John Adams – present, Tom Steketee - present

Approval of Minutes

Motion made by Steketee, seconded by Adams to accept the minutes of 06/10/2020 (as amended) Motion Passed (Adams-yes, Steketee-yes), Kidder was not available for the vote

Motion made by Steketee, seconded by Adams to accept the minutes of the 6/17/2020 work session (as amended) Motion Passed (Adams-yes, Steketee-yes), Kidder was not available for the vote

Reports

A. Assessor - Steve Allen was not in attendance for the meeting, but provided information that he's working to process the 3 remaining abatement applications received - one of which he's received the interior digital images and other info which he'd requested from the applicant. For the other two, he has an appointment with the property owners to view the interior of the houses with owner's present this coming Friday (6/26/20) morning. He will then finalize his recommendations for the 7/22/20 Selectboard meeting. When next at the Town office, he will begin the preliminary steps needed for sales verification and analysis for the 2020 town-wide Statistical Update due later in 2020.

B. Police Department – Chief Bachus presented his May report to the Selectboard. In May there were 34 calls for service (9 of which were NHSP response). Orford PD calls included Sex offender registration, citizen assists, follow-ups, and vacant home checks.

Chief Bachus' injury has mostly healed, and he's been cleared by the Orthopedic Surgeon to resume full duty. He's still having some physical therapy for flexibility.

The OPD Policy and Procedures Manual has been updated, including the most recent policy on Use of Force, which is up to date with current events, Presidential Executive Orders and pending State of NH recommendations. There is continual discussion and modifications of policy being discussed at the legislative and PSTC levels. This is the only paper copy and I am planning on providing each member a thumb drive. Adams asked for clarification on the Use of Force policy – Bachus said it prohibits the use of carotid restraint hold, lateral vascular neck constraint, or hold with a knee or other item to a subject's neck. Neck hold is considered deadly force and therefore is prohibited unless deadly force is authorized. The Selectboard expressed its support of the updated Police Department policies based on verbalization from Bachus. Upon receipt of the

policy, each board member will review and discuss questions and/or concerns with Bachus.

Bachus continues to look at current or anticipated grants for police services, equipment, or activities. Currently available grants are not applicable to Orford PD, but Bachus anticipates possible opportunities for training and/or equipment based on current events and federal mandates surrounding them.

Bachus completed the basic “Field Training Officer Certification” training on June 2, 2020. A lot of current event methodology and discussion was incorporated into this training. The training is based completely on the San Jose Police Dept in California and is the only program that allows for agency certification by Police Certification Entities, should the Town ever decide to venture down that path.

Adams asked if Bachus had followed up on the complaint of gun fire near the campground. Bachus said he’d received two complaints regarding this issue. Bachus said he’s spoke with both parties (after confirming with the campground owner that it was target shooting), and explained that target practice is allowed on private property. Even though the campground is a business, the definition of “compact part” is defined as having 6 or more part-time or permanent dwellings within 300’ of each other, so this enterprise doesn’t meet that definition as campers are considered “temporary” not part-time or permanent dwellings.

Another concern Adams wanted to address was the report of drinking on the Community field and wanted Bachus to keep an eye on this area. Bachus said he drives by there on a regular basis, but if citizens should call in occurrences as they happen which will allow Bachus to track when these occurrences are happening He will be patrolling on July 4th if needed and otherwise will be on call. While fireworks are legal in NH, they must be non-commercial grade.

Old Business

A. Update of Outstanding Projects

1. **Highway garage office addition** – Terry Straight is working with a contractor to finalize the design.
2. **Highway garage grader cover** – Kidder is waiting for pricing for materials from LaValley’s and Fogg’s
3. **High Bridge road bridge** – Steketee reported on a conversation with Arnold Graton construction – they agreed the entire project should be reviewed, and put to bid, as the bridge support will need upgrading prior to re-decking. Steketee and Straight will work on the bid specs for this project.
4. **Long term paving plan** – Straight asked (thru Dobbins-Marsh) if sealing cracks on paved roads would qualify as “other paving projects” as specified on warrant articles. From the warrant article passed at the March 2016 annual meeting, there remains \$10,480 of encumbered funds to be used for paving projects.
Motion made by Adams, seconded by Kidder to authorize sealing as part of “other paving projects”. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)

5. **FEMA Updates/** Completion of FEMA Projects
 - a. Quinttown Road dual culverts project bids were unsealed and read into the minutes. The Selectboard will meet on 6/26/20 for a work session to review the specifics of each bid
 - i. Paige Excavation \$13,630.00
 - ii. Thomson Excavation \$40,345.00
 - iii. Blue Mountain Trucking & Excavating \$47,777.00
 - iv. Daniels Construction \$52,275
 - b. Mousley Brook culvert project engineering RFP review – Adams is still reviewing the RFP's received
 - c. Sawyer Brook headwall project easement – Adams is still reviewing the project
 - d. Town Road #100 – The wetlands permit should be approved by Friday 6/26/20 – DuBois & King will start the bid process once received.

B. COVID-19 related issues

1. **Summer Concerts** – Adams will be attending a Q&A session on Friday, June 26th, where questions can be asked about various events and if allowed, what the criteria is.
2. **Library Story Teller** – same as for the summer concerts
3. **Use of Basketball Court** for skills clinic – The Rivendell basketball coach requested the use of the basket ball court at the Community Field so he can run a skills clinic. After some discussion, the Selectboard agreed to allow as long as the guidelines for youth sports are followed. Parks & Playgrounds will work with the coach to open and lock the court for the clinic.
Motion made by Adams, seconded by Steketee to allow the use of the basketball court by the Rivendell basketball coach to run a skills clinic. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)
4. **Use of Baseball Field** for Babe Ruth practice – due to the current drought and the impact on the Community Field, the Selectboard wants to limit the use of the playing fields as much as possible, especially with the start of school sports pre-season. *Motion made by Adams, seconded by Kidder to delay the approval to use the baseball field by the Babe Ruth team until the July 8th Selectboard meeting, due to the current field conditions. Additionally, no requests from Parks & Playgrounds will be approved for the use of the community field until they are in better condition. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)*

C. Other

1. **Broadband** –Gov. Chris Sununu launched a new program this month using \$50 million from the CARES Act Coronavirus Relief Fund. The Connecting New Hampshire — Emergency Broadband Expansion Program will address challenges for students participating in remote learning, individuals working remotely, as well as other Granite Stators utilizing the internet to access telehealth services, including vital mental health services. The program goal is to provide broadband connectivity to as many New Hampshire properties currently experiencing no or limited internet connectivity as possible. Adams will also be submitting a letter to state representatives in support of this initiative.
2. **Potential illegal junkyard near the Heritage Trail** – Steketee will be meeting with Paul Goundrey to review the satellite views.

- 3. Town office heating system** – Dobbins-Marsh reported she's still waiting for quotes to be received from several vendors. The Energy Committee contacted two vendors to look at the heating system and provide estimates also. Dobbins-Marsh will collect the estimated from all sources for the Selectboard to review at their July 8th meeting.

New Business

A. Town Office outside work

- 1. Removal of Pine Tree** at the end of the parking lot – this will be added to the 7/8/20 agenda
- 2. Clearing of the back field** – Tim Godfrey, the mowing contractor, requested the removal of fallen branches & tree limbs, to allow him to brush hog the field later this summer. Kidder walked the field and reported it would most likely take 3-4 hours to clear the blown down dead trees and limbs. In addition, Kidder feels there is a lot of over growth that stretches into the field to get to sun lite in an attempt to grow. This would require brush cutting, pruning and possibly the removal of a few mature trees.
Another issue is the tree leaning towards the back side of the office – if it were to come down, damage would most likely occur to the wooden ramp into the building and the building itself. The Selectboard will take a look at the field and trees during their work session on Friday 6/26/20, and report at the July 8th Selectboard meeting.
- 3. Parking lot sand removal** – Dobbins-Marsh asked the Selectboard to take a look at the parking lot in order to help decide on a course of action. The highway department removed sand from an area closest to the Town office, however, there's still a lot left. Steketee is concerned about what will be found underneath the sand. Kidder felt it's better to remove some so it's a known situation. The Selectboard will look over the parking lot at their 6/26/20 work session, and discuss with the road agent at the July 8th Selectboard meeting.

B. Approval of received "Notice of Intent to Cut Wood"

Property Owner: Jean Alexander, map & lot #008-029-072, Logger: Stacey Thomson

C. Contract

- 1. Bio-Spray** – annually Bio-Spray sprays the mall walk and other areas in town to control weed growth. Adams will sign the contract on 6/25/20

D. Correspondence

- 1. Boiler Inspections** – Annually the boilers at the Highway garage and Fire station are inspected as arranged by Primex, our insurance carrier. The Selectboard received a letter that Travelers found one jurisdictional violation on the boiler at the Fire station. The Orford Volunteer Firefighters Association, Inc. (the owners of the fire station) need to reply to Travelers by July 15, 2020 with a plan of action to address the violation. Dobbins-Marsh will follow up with the OVFA, Inc's chair and request a copy of their response.
- 2. Planning Board Subdivision** – there is an issue with a subdivision that was never filed, going back to 1983-84. Terry Martin, Planning Board chair, has been corresponding to the current owners' attorney and our Town attorney to

determine the legal process to follow to allow the sale of this property. Per the Town's attorney, a survey of the original plot of land (55 acres) needs to be completed, reflecting the subdivision into two properties involved. This needs to be filed with the minor subdivision application for the Planning Board to approve, then have filed at the NH Registry of Deeds. Martin is waiting to hear from the property owners' attorney in response to this opinion.

- 3. NH Local Welfare Association** – the Selectboard felt this was not necessary, as the Town is already a member of a local organization. *Motion made by Adams, seconded by Kidder to NOT join the NH Local Welfare Association. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)*
- E. Other** – The Orford Historical Society and the Orford Libraries are partnering to collect a first round of COVID-19 stories, reflections, thoughts, narratives, photos, artwork and artifacts to preserve this moment in living history. More information can be found on the Orford Webpage. Flyers are also at the Town office and libraries.

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

Non-Public Session

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) for personnel matters at 7:15 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:07 pm. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

Motion made by Steketee, seconded by Adams adjourn the meeting. Motion Passed.

The meeting adjourned at 8:10 pm

Respectfully Submitted,

Esther Dobbins-Marsh