

TOWN OF ORFORD
Board of Selectmen
GoToMeeting Meeting Minutes
July 22, 2020

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

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

Call Meeting to Order

The meeting was called to order at 5:30

Roll Call – John Adams-present, Fred Kidder-present, Tom Steketee-present

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 07/08/2020 Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)

Reports

- A. **Assessor**-Steve Allen completed 3 abatement requests for the Selectboard to sign. After a brief discussion, *Motion made by Kidder, seconded by Adams to accept the following abatement applications:*

- a. 1040 Route 25A – revised valuation \$93,000
- b. 2559 Route 25A – revised valuation \$137,500
- c. 26 Norris Road – revised valuation \$308,100

Motion approved (Adams-yes, Kidder-yes, Steketee-yes)

Allen recently attended a webinar by the NH DRA regarding the new law for utility assessments to learn a new way to process. He has a good understanding of the process to follow once the reassessment is complete. Allen will be reviewing past sales as part of the reassessing process, and once properties have been reassessed, notices will be sent to property owners reflecting the new value, which will allow them to contact him to discuss the revised valuation.

Allen was asked to review new construction on River Cottage Lane. He said the building isn't complete, but is between the house and Route 10. The Selectboard was asking if it was within the flood plain – Allen said he had no way to determine that. The Selectboard will look into it further.

Allen will be on a conference call with Philip Bodwell, along with Dobbins-Marsh and Steketee to discuss the reevaluation. Allen has been part of these conference calls for other town – several questions are asked of him as the assessor, then Dobbins-Marsh will be asked questions around documentation on file for various tax credits. This conference call is scheduled for August 3rd – Dobbins-Marsh will confirm the time once it's been set.

- B. **Police Department** – Chief Bachus reported for June 2020, the following activities were conducted or completed - 71 calls for service (6 of which were NHSP response). Orford PD calls included Sex offender registration, citizen assists, follow-ups, and vacant home checks. A total of 15 motor vehicle stops resulting in the issuance of 12 warnings and 3 citations were conducted.

The OPD Policy and Procedures Manual has been saved to a thumb drive for each of the board members for review.

Bachus is actively seeking a part-time officer for the upcoming Rivendell School year to provide security services if needed at sporting and other school events. The officer will also be available to assist with specific items as needed and or provide coverage when Bachus is on vacation or out of the area. The officer will not have a routinely set schedule or coverage, but only on an as needed basis for now. Adams asked if this was part of the 2020 budget. Bachus said he'd included because it's less expensive to have a part-time officer than using the State police to cover when he's on vacation. Also, Bachus reminded the board that Rivendell compensates the Town for the time an officer is at sporting events. Adams said the application will need to go thru all the normal pre-employment requirement such as drug testing, background checks and proof of various certifications. The Selectboard discussed if this topic should have been warned on the agenda before the Selectboard approves. It was agreed it should be, so will be added to the 8/26/20 agenda.

Bachus continues reviewing and cleaning out the PD equipment and old paperwork. Bachus presented a bill of sale for the surplus revolver that was utilized by the former Animal Control Officer. The revolver is obsolete for any use and according to the Town Purchase Policy will be disposed of by selling to a local firearms dealer. Any future Animal Control Officer, if hired, will be required to be a certified law enforcement officer in order to carry a firearm other than what would be needed to put down injured animals (which the PD currently has and utilizes, a .22 rifle). Adams will sign as the Selectboard chair.

There are no current grants available for needs that the PD has or may incur, but all opportunities are being monitored as they occur. Adams asked about grants for PPE's as with upcoming elections the Town may be required to purchase COVID related supplies. Dobbins-Marsh said the election group held a phone meeting and one topic was the State of NH will be providing all the PPE's needed for the elections – masks, hand sanitizer, and wipes, along with several items specifically for the election workers. Harry Pease, moderator, will be at the 8/12/20 Selectboard meeting to discuss in detail steps to take for the election.

Hanover Dispatch has re-started the process of looking at possible vendors or providers for the records management and dispatching software needs to possibly replace the currently utilized vendor. As the process moves forward, any decisions or feedback requested will be shared with the Selectboard.

Last, Bachus wished to thank the many agencies that responded to the missing person in Orford on June 21st. After several hours of searching, with the help of the Orford Fire Department, NH State Police, NH Fish & Game and the UV Ambulance, the missing person was safely found.

Old Business

A. Update of Outstanding Projects

- 1. Illegal Junkyards** – The Selectboard will review the entire file for the D Smith property at the 8/26 meeting, then schedule a site visit
- 2. Highway Garage Grader cover** – nothing to report at this time
- 3. High Bridge Road Bridge (HBRB) bid specs** – Steketee reported he and Terry Straight, Road agent, looked over the bridge again. They used the bid spec from the Grimed Hill road bridge as a guide. There are several things that are not applicable such as the weight limit (HBRB will be a 3-ton bridge per the warrant

article). One option would be to build the new bridge over the existing bridge, not disturbing the water in anyway. The span would be greater as the abutments would be behind the existing stone abutments – 55’ span from end to end. This would become a one-lane bridge. If we can avoid the removal of the old bridge it will save some funds, however, road work will be needed by the Highway department to allow the new bridge to be raised over the old one. The Town would purchase its own steel, like with the Grimes Bridge project. Adams will discuss with DuBois & King and ask for an opinion from them on the project. Steketee will meet with Dobbins-Marsh to create the bid specs to be posted in late October.

4. **Town Office Furnace estimates** – Dobbins-Marsh read the estimates received based on the quote specs sent to several venders:

- a) Thomson Fuels - \$ 8,895.00
- b) ARC Mechanical - \$10,472.00
- c) Gray’s Electric - \$13,215.53
- d) Dead River - \$14,380.00

Motion to accept the estimate from Thomson Fuels \$8,895 dated 7/14/20. Motion Passed (Adams-yes, Kidder-yes, Steketee-yes)

Dobbins-Marsh has contacted NH Saves to see if there are any rebates or discounts available to apply to this purchase. She will contact the vender after she has that information.

5. **FEMA Updates/ Completion of FEMA Projects**

- a) Quinttown Road Dual Culvert – the Head wall bids were opened and read into the minutes:
 - 1. CSI - \$11,486.00
 - 2. Michie Corporation - \$13,740.00

The bid was awarded to CSI – Dobbins-Marsh will contact the company on 7/23/20, and Adams will sign the proposal to be faxed later that day. Dobbins-Marsh will ask about the timeline for delivery and relay to the Road Agent so he can plan with Paige Excavation to start the project.

- b) Town Road #100 – DuBois & King held a site visit for contractors wanting to bid on the project – there were 3 companies represented. A suggestion was made to complete part of the project this fall (remove the culvert, and complete the temporary bridge), then in late spring/early summer 2021 complete the project by completing the concrete box culvert installation. The contractors at the site visit had expressed difficulty in obtaining concrete box culverts for other projects. Adams will discuss with Jim Hall and express our desire to complete the entire project this year as the temporary road was designed to last for only 5-6 weeks.

D&K will know by early next week of the revised wetlands permit was approved by NH DES. If there are no issues, the completion deadline should remain in place.

- c) Sawyer Brook headwall – Adams will discuss with Peyton’s the need for a temporary easement to access the site to repair the headwall. Once they sign the document allowing access, it will be returned to Horizons, along with the signed RR-6: Headwall Construction, Repair or Replacement permit application, which will be sent to NH DES for review and approval.
- d) Mousley Brook culvert – Adams will be contacting the engineering firms to discuss changes to the wetlands permits and requirement from NH DES and how that will impact their estimate for engineering services.

Adams reported the State has received additional funding for bridge work. The Archertown Road/Jacob's Brook bridge is on the schedule for 2021

6. **Support for better Town side internet** – The State is still working on this using CARES funding recently received. Steketee reported that Ted Cooley is following this closely and will keep the Selectboard informed of ongoing activity.
7. **Other**
 - a) Beach Activity Complaints – parks & Playgrounds have received several complaints on the activity at Indian Pond Beach. They would like the Selectboard to post on Listserv to remind residents to respect the area, and to have the Police Chief patrol the area more frequently. Dobbins-Marsh will send the notice and relay their concerns to the Police Chief.
 - b) Jennifer Ballosh Estate – David Polli from Hanover, NH has been appointed the Administrator of her estate. He picked up the key to the house and her mail from the office.
 - c) Removal of trees between the Mall and Route 10-Bill Wilson, Tree Warden, discussed the ash tree at the northern end of the Mall with Parks & Playgrounds. There are several dead limbs that need removing, and a lift will be needed to reach them. The Selectboard agreed that Wilson, as the Tree Warden, has the authority to contact a company to remove the dead tree limbs.
 - d) Bandstand Committee – the committee asked for Selectboard approval to hold the 8/22 concert. The committee would send information on rules to be followed via listserv and by posting at the event site. Adams asked how this would be enforced – as the Selectboard has denied all other events in Town, why should the Selectboard approve this event? Adams said if the State rules change around gatherings, the board can re-address at that time.

B. COVID related issues/updates – no additional changes to report at this time

New Business

A. Approval of received “Notice of Intent to Cut Wood” – there were none

B. Policy Introduction

1. **Personal Manual updates (Definitions and Sections II thru IV)** – the board will review and bring questions and comments to the next board meeting
2. **Employee Write Up form** – the board asked Dobbins-Marsh to check with Primex to have them review the form, or provide a template for the Town to use

C. Correspondence

1. **NH DOT** – letter sent regarding Local Public Agencies (LPA) Public Meeting Policy relative to COVID-19 for conducting public meetings for State and Federal LPA project – Adams said this applies to larger cities vs small towns.
2. **NH Fire Protection Bureau** – a letter was received regarding a shortage of staff for this agency. Steve Sherman will cover Orford until additional help can be hired.
3. **NH DES** – Notice that the water system at Indian Woods has been deactivated and is now considered unqualified as public water system
4. **Eastern Analytical Water testing** results were received as of 07/07/2020. There are several sites that tested higher than the recommended 88 colonies per 100ml. Dobbins-Marsh will create a historical analysis of tests over the past several years to assist the Selectboard in determining if these areas require posting. Steketee will contact the Conservation Commission to discuss further.

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 Kidder, seconded by Steketee to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 8:00 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:10 pm. A motion was made by Steketee, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

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

The meeting adjourned at 8:11 pm

Respectfully Submitted,

Esther Dobbins-Marsh