

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

September 9, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Harry Osmer

## 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 08/26/2020 (as amended)*

*Motion Passed*

## Reports

A. **Fire Department** – Chief Straight could not attend due to an ongoing fire

B. **Highway Department** – Terry Straight could not attend due to an ongoing fire

## Old Business

### A. Update of Outstanding Projects

#### a) FEMA Updates

1. Town Road #100 – Adams reported the schedule for the project work was received. He will follow up with DuBois & King on the status of the final design due by September 15th. Dobbins-Marsh asked Adams to contact Mike Gilbert, EMD, to authorize him to sign off on this project in the FEMA portal.
2. Quinttown Road Dual Culverts – Dobbins-Marsh reported the Road Agent is coordinating the delivery of the headwalls with the start date of the project with the contractor. Tentative start date is the last week of September.
3. Sawyer Brook Headwall – Adams has a meeting scheduled with the abutters next week to review and sign the easement agreement.
4. Mousley Brook Culvert – Adams will contact the engineering firms that quoted the project to refine their estimates for specifics on the temporary bridge.

b) Highway Grader Cover – Kidder reported McCormack Construction is finalizing their materials list for review

c) Highway Building Addition – Kidder is still looking into a metal building addition – nothing to report at this time

d) High Bridge Road bridge – Steketee is still working on this, nothing to report at this time.

**B. Grafton County Broadband Committee** – Adams attended the Grafton County Broadband introductory committee meeting. The group is just starting and will be submitting information to their elected officials, however being an election year, it may be delayed a bit. Some towns attending the meeting have already started the process for broadband in their town and they have been working with Attorney Shawn Tanguay

from Drummond Woodsum. Adams is waiting for notification of the date of the next meeting, as they plan to meet monthly.

**C. Hazardous & Dilapidated Buildings (RSA 155-B)** – discussion tabled for the next board meeting

**D. Budget vs Actual Expenses Report** – the Selectboard members will review the report and have questions prepared, if any, for the next board meeting.

**E. Policies – Review of Employee Handbook Updates (Definitions & Sections II-V)** – 2<sup>nd</sup> reading will be scheduled for the 9/23/20 Selectboard meeting.

**F. Other**

1. Sawyer Brook Road – Steketee and Straight met with Sheila Conley to review her concern. The three arrived at a plan that all agreed to. Straight will work on the road next week.
2. Mud Turtle Pond road – Steketee will send a letter to the property owner to let them know what was done for work near his driveway.

**New Business**

**A. Regulations for Construction off Class VI Roads** – property owners that are building on Class VI roads need to complete the “Agreement and Release Permit for Construction on a Class VI Road” application for review and agreement by the Selectboard. The Selectboard requested Dobbins-Marsh prepare this document and mail to the new owner at the time of a sale. The Selectboard also discussed construction on a piece of land locked property, with the only access being via an easement designated only for logging. The Selectboard will gather additional information before addressing with the property owner.

**B. Policy Introduction – Water Testing & Posting of Results** – the Selectboard will review and readdress at the 9/23/20 board meeting.

**C. Approval of received “Notice of Intent to Cut Wood”**

1. Property #01-91-48, 01-91-52 Mountain View Hideaway, LLC  
Logger: Quentin Mack

**D. Temporary Contract - Extended Authority Agreement for Police coverage between the Town of Orford, NH/Orford Police Department and the Town of Piermont, NH** – no action was taken as Piermont’s request for a temporary administrative contract was withdrawn pending developments in their Town.

**E. Correspondence**

1. The Selectboard reviewed and signed the MS-535. Dobbins-Marsh will upload the signature page to the DRA portal.
2. The Town of Thornton notified the Town of Orford of a Site Plan review submitted by Vertex Towers Assets, LLC on behalf of SMA Realty Trust regarding their property at Upper Mad River Road, tax map #17-05-21

**F. Other**

1. Welcome to Orford signs – the sign at the Orford office has been installed. Dobbins-Marsh obtained a quote to update the Welcome to Orford signs at the north and south ends of Route 10. The cost for both signs will be \$1,132. Dobbins-Marsh will see if the Niles Committee will accept an application to cover the costs to replace the existing signs.  
*Motion made by Adams, seconded by Kidder to authorize the replacement of the Welcome to Orford signs. Motion passed.*

2. Historical Barn Tax Credit – Dobbins-Marsh will send an introductory letter to new owners of Historical Barns outlining how they retain the Historical Barn tax credit.
3. AFLAC insurance – a representative of AFLAC provided information on how employees can sign up for AFLAC insurance. This would be paid 100% by the employee, and will be payroll deducted. The plan needs to have 3 or more employees participating in order to obtain the group rates. The Selectboard agreed to offer to employees, and requested Dobbins-Marsh do a quick survey of employees to see who's interested.

### **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 Steketee to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 6:30 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 6:58 pm. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.*

### **Adjourn**

*Motion made by Adams, seconded by Kidder adjourn the meeting. Motion Passed.*

The meeting adjourned at 6:59 pm

Respectfully Submitted,

Esther Dobbins-Marsh