

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 14, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee (via phone)

OTHERS PRESENT: Esther Dobbins-Marsh, Debbie Hadlock, Terry Straight, Chris Crowley, Ann Green, Larry Duffy

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 09/16/20 work session.

Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 09/23/20. Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 09/29/20 work session.

Motion Passed

Reports

- A. **Tax Collector** – Debbie Hadlock reported on the outstanding taxes as of the end of September 2020 – from the tax years 2017 – 2019, the total of unpaid taxes is approximately \$96,000. Payment plans are in place for these past due taxes and all are current. There are a few properties where the owner is deceased – the estate of the deceased is now receiving those tax bills and statements. From the July 2020 tax bills, there is an outstanding balance of \$82,000. Hadlock said there are several tax payors that prefer to pay annually in December, and are aware interest is accruing on their balance. Monthly reminders are sent out to all tax payers in arrears. Regarding the December 2020 tax bill – once Steve Allen, Assessor, completes his revaluation analysis he'll submit the MS-1 to the NH DRA. The tax rate will be set shortly after all budget information is received (Town, Village and Rivendell). At this time, Hadlock said the plan is to mail tax bills by mid-November.

Town Clerk - Hadlock requested the signature of the Selectboard members on the RSA 658:1 as notification to the inhabitants of Orford of the location (2529 Route 25A, Orford) and the time (7:00 am – 7:00 pm) for the General Election on November 3, 2020

Motion made by Adams, seconded by Kidder, to accept and sign the RSA 658:1 as presented. Motion passed.

- B. **Trustees of the Trust Funds** – Chris Crowley reviewed the work he's compiled on the Trust funds. He researched past annual report to determine the actual name of the fund, the purpose and the RSA that govern the fund. Trust funds are divided into 4 categories – Capital Reserve Funds (CRF), Expendable Fund Trust (EFT), Donor (private donations) and the Cemetery Trust Funds. The importance of naming the Trust Funds correctly is the DRA also maintains a list of trusts, and when adding or spending from these trusts, the names need to match so the DRA can track activity properly. Crowley provided a list to the Selectboard to review and discuss to create a warrant article to properly close out and/or rename trusts to match how they were voted for originally. The Selectboard will review the list and act at the 10/28/20 board meeting.

C. **Fire Department** – Chief Straight presented his August and September activity reports to the Selectboard. In September there were 16 calls (3 medical, 8 fire, 4 mutual aid and 1 trail rescue). Total calls YTD thru September are 90 compared to 96 this time last year, but activity is picking up. All the trucks have been serviced and inspected. The annual service/testing of the pumps will be next week. Straight said the department has discussed keeping the old fire truck (the sale was approved at the March 2020 town meeting) as the department hasn't received the trailer from the Fire Association yet. He said the truck came in handy at recent forest/brush fires and could also be used by the highway to flush out culverts. No decision was made on the truck. It will be addressed at a future meeting.

The department is concerned about the lack of water in Town. While the recent rain fall was helpful, the fire ponds are still extremely low. Many wells in Town are dry, including the fire department well. The burn ban is still in place as of today, and Straight doesn't expect it to be lifted anytime soon

D. **Highway Department** – Terry Straight presented his report for August and September. The trucks have been serviced and inspected. The department changed the oil and filters on trucks #2 and #3, the loader and backhoe. The crew has been preparing for winter – scraping and painting the plows and frames, and mounted plows on the trucks. The sand spreaders for trucks #2 and #3 have been rebuilt and attached to those trucks as well. Grading, weed trimming and brush cutting continues, and chipping started in September. Roadside mowing was completed in August, as well as crack sealing on Archertown Road. Culverts are being cleaned out, and culverts on Indian Pond and Archertown Roads were replaced. Gray's Electric continues to work on the electrical upgrade at the garage. Straight presented three (3) salt contracts for the Selectboard's review and signature. *Motion made by Kidder, seconded by Adams, to sign all three contracts as there is no quantity requirements. Motion Passed.*

At a prior board meeting, it was requested the Town look into some type of notification system for residents that don't have internet, or aren't on ListServ. Dobbins-Marsh spoke with Hanover dispatch regarding the use of the Code Red system. Dispatch indicated that system should be reserved for actual emergencies, and not for work project notifications. Straight reached out to several other towns to see how they handle this type of situation. Most use some type of social media, but other suggestions were sending letters or postcards, placing signs at the entrances to the roads being affected and phone calls. The Selectboard decided, specifically for the roadside mowing, to send a mailer, after Town Meeting, indicating the month mowing will occur and have any resident that might have an issue at their property to contact the Road Agent directly. Straight reported that the welder at the garage broke – the company that manufactures the welder is out of business. He's hoping to get it repaired, but may need to purchase a new one. Straight reported there are issues with the garage doors and he had Twin State Door come to the garage as the doors wouldn't open or close properly. Twin State fixed the issue, but indicated the motors are old and most likely won't last much longer. Straight presented an estimate from Twin State to replace all three doors, track and hardware, and two motors for \$8,185. Could just the motors be replaced? Straight will set a meeting between Selectboard members and Twin State Door to discuss the options.

Straight wanted to officially welcome Roger Hadlock as the third crew member to the Highway department. His first day of employment was October 5th.

Old Business

A. Update of Outstanding Projects

- a) Illegal Junkyards – the Selectboard member met with David Smith at his home on September 29th. Progress is being made on the removal of unregistered vehicles and other materials from his property. Monthly reports will be submitted from Smith to the board to report on his continued progress, as weather permits.
- b) Sand Pit Reclamation Plan – Steketee said there is nothing to report at this time
- c) Safety Hazardous Buildings (RSA 155-B) – Adams presented a letter addressed to the Orford Inn Orford, NH LLC to the Selectboard to review regarding the condition of their property. *Motion made by Kidder, seconded by Adams to accept the letter as written, to be mailed Certified, return receipt requested. Motion passed.*
Dobbins-Marsh will print the document on Town letterhead for the Selectboard to sign on 10/21/2020.
- d) FEMA Updates
 1. Town Road #100 – Adams is waiting for a response from Jim Hall, DuBois & King regarding the timeline as mobilization is scheduled to start soon. Adams will follow up this week.
 2. Sawyer Brook Headwalls – Adams will be meeting with the engineer from Horizons and the abutters on October 15th to review the site to access the work site.

B. Moose Plate Grant application completion – Dobbins-Marsh presented the Grant application to the Selectboard to approve John Adams as a duly authorized official to enter into contract on behalf of the Town of Orford. *Motion made by Kidder, seconded by Steketee to accept John Adams as the duly authorized official to enter into contracts for the Town of Orford. Motion Passed.*

The application will be signed by the Town Clerk and notarized, the submitted to the NH Executive Council for review and approval.

C. Broadband Committee update – Adams attended the initial meeting but has not received notice of additional meetings. Dobbins-Marsh will follow up with Grafton County regarding the schedule for future meetings.

D. Budget vs Actual Expenses Review – the Selectboard will review and submit questions to Dobbins-Marsh for clarification.

E. Policies Review

- a) Employee Handbook Revision – Kidder & Adams have completed their review. Once Steketee finishes his review, a separate work session will be scheduled to finalize the revisions.
- b) Water Testing & Posting requirements – Dobbins-Marsh will follow up with Ted Cooley, Orford Conservation Commission, for his comments on this draft policy

New Business

A. Tuesday Market Day – Ann Green requested use of the Niles room for Tuesday market Day. Currently they use the church vestibule, but as it's not heated, they need to find a new location. The Selectboard agreed to allow use of the Niles room, starting Tuesday, November 10, 2020. Orford Cares will sanitize the room, and vacuum as needed, and all product will be removed after each market day. Dobbins-Marsh will send the "Use of Town Properties" form to Green for the group to complete.

B. Class VI Roads webinar – Adams, Kidder and Straight attended the "Hard Road to Travel" webinar, which addressed Class VI road issues, private signs and other topics. Regarding Class VI roads, it was suggested placing a "Road Ends Here" sign

where the Class V road ends so it clear to all where the road ends. It was also suggested having a turn around at the end of Class V roads to avoid trespassing on private property when needing to turn around. Straight will order signs and start placing them where needed.

Another topic discussed was private road signs. Many towns, including Orford, bill residents when a private road sign needs replacing. Due to 911 requirements, many towns are now paying to replace all signs within their Town. The Selectboard will discuss the possibility of changing the policy of billing for private signs at a future meeting.

C. Approval of “Notice of Intent to Cut Wood - Supplemental”

- a) Property owner-Sarah Schwaegler (8-27-1, 8-29-91), logger-Tom Hahn

D. Correspondence

- a) Notice of approval for operation of individual Septic System for Tom & Sheila Thomson
- b) Community Action report verifying the clinical monitoring for 2019
- c) NH DOT driveway permit approval for Daniel Kardos
- d) Notice from Ford Motor Company extending the warranty on the 2019 Ford F-550 for the steerage linkage damper to 7 years or 100,000 miles
- e) Horizons submitted a copy of the Wetlands permit application for the Clough Brook culvert replacement on Orfordville Road

E. Other

- a) Ted Cooley asked the Selectboard to approve him as an alternate to the Local River Subcommittee. *Motion made by Adams, seconded by Kidder, to appoint Ted Cooley as an alternate to the Local River Subcommittee. Motion Passed.*
- b) The Selectboard reviewed and signed a Timber Tax assessment to the Schwarz’s

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary.

Topics for Future Discussion

- A. Police Policy Revisions
- B. RRC Impact Study

Adjourn

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

The meeting adjourned at 8:35 pm

Respectfully Submitted,

Esther Dobbins-Marsh