

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 28, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee (Call In)

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Ruth Hook

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 10/14/2020 (as amended). Motion Passed

Motion made by Kidder, seconded by Adams to accept the minutes of the 10/21/2020 Budget Work Session with the Fire & Highway departments (as amended.) Motion Passed

Motion made by Kidder, seconded by Adams to accept the minutes of 10/26/2020 Budget Work Session with the Police and Administration departments (as amended). Motion Passed

Reports

- A. **Police Department** – Chief Bachus presented his report for September 2020 to the board. There was a total of 83 calls for service which included 31 MV stops, resulting in 8 citations and 23 warnings issued. Other activity included parking issues, fraud and harassment cases, thefts and vandalism. Bachus continues to vary his hours to include evenings and weekends days. Bachus participated in the annual weapons qualification day with Hanover PD and a 12-hour training by the FBI on National Incident Based reporting. Piermont hired a new police chief, and Bachus has signed the Extended Authority Agreement with him.

For the General Election, Bachus will be available during and after voting. A concerned citizen asked about allowing voters bringing fire arms to vote. Bachus told them it's legal and as long as the voter isn't acting in a threatening manner, it's allowed. Bachus will have a Police Parking sign installed at the office before the Election which will allow his space to be reserved, as the parking lot is usually full on election day.

The last item discussed was the shooting range/sand pit. Last week someone pushed in the entry gate. The pit was a mess with lots of trash and other items left behind. He will be checking on a more regular basis as hunting season begins.

Old Business

A. Update of Outstanding Projects

- a) Garage grader cover – Kidder is still working on this and will have information to share at the next regular board meeting
- b) Garage Storage addition - Kidder is still working on this and will have information to share at the next regular board meeting
- c) Long Term Paving Plan – Steketee contacted Twin State paving to discuss options for the Town. A meeting will be scheduled for Twin State to review the paved roads and provide recommendations and cost estimates for upgrades. This will most likely be over a 5-year period.

- d) FEMA Updates/ Completion of FEMA Projects
 1. Town Road #100 – Adams reported a meeting between the landowner, contractor, engineer, himself and a rep from the Electrical company is scheduled for Friday, October 30th to discuss pole placement and the process for the temporary electrical line.
 2. Sawyer Brook culvert headwall – The Selectboard is waiting to receive the signed agreement from the Peyton's to allow access to the project site. Adams said it should arrive next week.

B. Broadband Committee Meeting – Adams attended the virtual Broadband Committee meeting – currently the committee meets the 4th Wednesday of the month at 11:00 am. The committee is working on a survey with the results being used to map broadband coverage and level. The committee is recommending for Towns to consider creating a Broadband CRF for internet access. The committee will be working on a business model of how to structure the CRF.

Motion made by Adams, seconded by Kidder to establish the Broadband Access Development CRF. Motion Approved

Adams mentioned that the NH Cooperative is seriously looking into providing internet for its customer base.

C. Sale of Fire Truck – prior concerns addressed by Chief Straight to the Selectboard regarding the delivery date of the trailer, and additional usage of the fire truck were discussed by the Selectboard. Questions were asked and discussed about where the truck will be housed, and what happens when the fire truck begins to need more maintenance as it ages, and if this is the best time to sell. Kidder said the body of the truck is in good condition, and the only issue with the tank was the failure of the PSI test for Fire department usage, but could be used for culvert and bridge cleanings for the Highway department. Dobbins-Marsh clarified with the NH Municipality if the Selectboard was required to sell based on the Warrant Article vote at the March 2020 annual meeting. The attorney said the Warrant Article that passed merely authorized the Selectboard to decide whether to sell the truck. It is within the board's authority to determine whether a sale should occur or not.

Motion made by Adams, seconded by Steketee to keep the 1991 Fire Truck. Motion passed.

D. Adoption of the Trustees of the Trust Funds recommendations – at the October 14, 2020 Selectboard meeting, Chris Crowley, Trustee of the Trust Funds reviewed the trust funds, their history and usage as approved by the voters. There are several account names that needed revisions, and one that will require a vote at the 2021 annual meeting to close it out. (see attached document)

Motion made by Kidder, seconded by Adams to adopt the recommendation of the Trustee of the Trust Funds. Motion Passed.

E. Other – End of Road signs were ordered to place at the end of the Class V section of Baker Road. Kidder will work with Road Agent Straight for the sign placement.

New Business

A. Class VI Roads – Permit for Construction – Quentin Mack, representing Mark Miller, requested Selectboard approval to upgrade 2-tenths of a mile of a Class VI road, cutting brush and adding gravel. Mack also asked for the document for Miller to complete to construct a house on property that doesn't front a Class V or Class VI road. Dobbins-Marsh will update the document and send to Mack. Once it's completed by Miller, it will be filed at the Grafton County Reg of Deeds. The Selectboard mentioned that Miller's attorney should verify the Thorndike easement allows access to Miller's property.

B. Review of received “Notice of Intent to Cut Wood”

Property Owner-Green Woodlands, 8-31-6 and 8-33-7A, Logger-John Fogarty

C. 2021 Funding for Capital Reserve Accounts – the Selectboard reviewed the appropriations from 2020 and adjusted for 2021 funding. Road Improvement \$146,000, Fire Trucks-Need more information, Fire Equipment \$27,825. Fire Truck major repairs \$3,500, Highway Heavy equipment \$6,825, Grader \$6,180, Highway Trucks \$38,625, Loader \$20,085, Police Cruiser \$12,360, Police Major Equip/Software \$7,000, Town Buildings \$17,510, Cemetery Mower \$1,236, Tree Care/Replacement \$1,000

Currently there are funds in the Tax Map CRF – the board asked Dobbins-Marsh to determine what these can be used for.

D. 2021 Vehicle Replacement Schedule update – the Selectboard reviewed the replacement schedule at the same time they discussed the funding. The Selectboard would like to see the replacement schedule follow the schedule created in 2017

E. Correspondence

1. Emergency Draught Assistance for low-income resident well owners – the town received an email addressing an initiative from the state to assist low-income well owners with help with clean drinking water. Dobbins-Marsh will research further as to how residents can apply, and what “low-income” means for Orford
2. Tri-County Community Action – for 2021, this organization has requested \$2,475 an appropriation (compared to \$1,000 in 2020). They sent a letter of explanation to support the higher request. In 2020 they aided with Energy Assistance to 15 residents for \$13,860, Electric Assistance to 15 residents for \$4,752 and Homeless assistance to 3 residents for \$855, for a total of \$19,467

Motion made by Adams, seconded by Kidder to support Tri-County Community Action with an appropriation of \$2,475 in 2021. Motion Passed

F. Other – The Selectboard discussed coverage at the General Election on November 3, 2020. Steketee will cover the early shift, Kidder and Adams will cover the afternoon and evening shift, and will also be available to help count ballots.

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. Police Policy Updates

Adjourn

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

The meeting adjourned at 8:35 pm

Respectfully Submitted,

Esther Dobbins-Marsh

Notes from Trustees of Trust Funds:

Information for 2021 Warrants and Budgets

The goal is to ensure that the Trust Names, Types and Dates for CRFs and ETFs are consistent between Town Warrants for Appropriations, the State of NH records (DOJ and DRA), and the Orford Trustees of the Trust Funds ledger. This avoids possible legal and RSA-compliance issues. When corrections are completed, the Orford Permanent File Report at NH DRA will be the master Reference List. Here is the list of changes from past practice.

- CRUISER CRF (1985) -possible date change from 1978
- HIGHWAY DEPARTMENT TRUCK CRF (1997) - *possible* date change from 1983
- ROAD IMPROVEMENT CRF (1994) -possible name change from "Bridges & Roads" and possible date change from 1989
 - **Selectboard:** Be aware of name or date changes in listing the Trusts for appropriations.
- COMMUNITY FIELD ~~ETF~~ (1984) - *possible* change in Type from ETF to Donor Trust and possible date change from 1983. This Trust was formed with a Community Council Gift Bond of \$731.58, a donation, not tax money. It should never have been called an ETF.
 - **Selectboard:** Because this Trust was fully expended in 2019
 - IF it is an ETF, then a Warrant Article and majority vote to discontinue is required, or
 - IF it is NOT an ETF, then no formal action is required to discontinue.
- DUMP CLOSURE CRF (1991) — change in Type from ETF, because the Warrant Article at formation cites RSA for CRF, not ETF. Confirmed by NH DRA
- WILDFIRE SUPPRESSION CRF (2004) - same reason for change as DUMP CLOSURE CRF.
 - **Selectboard:** Be aware of changes to Trust Type in listing the Trusts for appropriations.
- 250th ANNIVERSARY ETF (2012)
 - **Selectboard:** Since this Fund is a fully-expended ETF, a Warrant Article and majority vote is required to discontinue.
 - *Revised information: The Town DID vote & pass Warrant Article 17 in 2017 to Discontinue that Trust, therefore, no further action is required by Orford on this. DRA will be informed of the status.*
- BRIDGE REPLACEMENT CRF (2011) — a CRF that has never received any appropriations. It was amended, CRF RSA cited, but Purpose details and Agents not named.
 - **Selectboard:** If desired, it could be used by appropriations for the purpose of "Bridge Replacement". IF no plans are envisioned to use this CRF, say by continuing to include costs under ROAD IMPROVEMENTS, then a Warrant Article and majority vote to discontinue could be done.
 - *Revised information: IF it is decided to appropriate funds to the unused BRIDGE REPLACEMENT CRF, the Selectboard might want to consider a Warrant Article to name the 'Selectmen' as Agents, since no Agents are named in the 2011 Warrant Article. It might also be helpful to specify the projects to be encompassed to clarify Purpose of this CRF.*
- HANDICAP ACCESS CRF (1983) — is no longer on the Active List. It was discontinued by Warrant Article in 2007, but closed out belatedly in 2020.
 - **Selectboard:** No further action required; closed out in July as directed.

Presented by Chris Crowley, Trustee of the Trust Funds, at the October 14, 2020 Selectboard meeting