

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 11, 2020

MEMBERS PRESENT: John Adams, Tom Steketee (called in)

OTHERS PRESENT: Esther Dobbins-Marsh, Mike Gilbert, Terry Straight

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Steketee, seconded by Adams to accept the minutes of 10/28/2020 (as amended) Motion Passed

Motion made by Adams, seconded by Steketee to accept the minutes of 11/04/2020 (as amended) Motion Passed

Reports

- A. **Upper Valley Lake Sunapee Regional Planning Commission** – Meghan Butts could not attend, she will present her report at the 11/25/20 Selectboard Meeting
- B. **Mitigation Grant Acceptance** – Mike Gilbert, Orford's Emergency Management director, presented the Hazard Mitigation Grant application for the Selectboard review and signature. The mitigation plan is rewritten every 5 years, and Gilbert suggested using the same firm that generated our plan as the last time. The cost is \$10,000, but the grant will provide \$7,500 towards the total cost, and the balance of \$2,500 is applied to time spent, which equates to a zero cost to the Town.
Motion made by Steketee, seconded by Adams, to accept the terms of the Hazard Mitigation Grant Program as presented in the amount of \$7,500 to update the community's local hazard mitigation plan. Furthermore, the Selectboard acknowledges that the total cost of this project will be \$10,000, in which the town will be responsible for a 25% match (\$2,500). Motion Passed.
- C. **Fire Department** – Chief Straight presented statistics for October – there were a total of 15 calls (9 medical, 3 fire and 3 mutual aid), for a total of 103 YTD compared to 106 from last year. The department had one work detail and one training session in October, and have started preparing for winter. The recent rain is helping with the fire ponds, but the department has a protocol in place to have tankers from other towns come to Orford for fires as part of mutual aid. There is another case of COVID in Orford, and protocols are in place should the department need to respond to that residence.
Adams discussed the 1991 fire truck remaining in service as a forestry and support vehicle. While the pump is not certified for large fires, it can be used for small ones. Adams would like Straight to obtain an estimate to either repair or preplace the pump.
- D. **Highway Department** – Terry Straight presented the highway report for October. Work completed included the repairing and painting of plows and wings, cutting and picking up brush along roadsides, grading as weather permitted, culvert cleaning and leave blowing. The wing tower was reinstalled on the grader. Three culverts were replaced (one on Orfordville road, Huckins Hill road and East Cemetery road) – the Town

provided the culverts and Paige Excavation was contracted to do the work. The welder was repaired and is back in use. Truck #3 broke down again, but the crew was able to replace the thermostat and heater hose in-house. Recent purchases include 42 tons of salt, gravel and 18" and 24" culverts. Gray's Electric completed the electrical upgrades at the garage. As a result of misuse by shooters at the sand pit, the crew will be working on a new gate for the sandpit entry. Straight was asked to make a similar gate for the exit to the recycling center as well. Straight discussed with the Selectboard the plowing schedule at the recycling center. He'd like to have a better plan in place and have all parties in agreement. Steketee will contact Floyd's Rubbish Removal to start the conversation.

Straight started working on a paving plan – he met with a rep from Black Top to review the roads in Orford. He obtained quotes for to add road aprons to the end of Sawyer Brook, Baker, East Cemetery and Orfordville roads for a total of \$29,858. Blacktop also provided a cost to reclaim and pave ½ of River Road for \$79,638. Straight obtained an addition quote to replace all three garage doors, mechanics and 2 motors from Overhead Doors of Rutland for \$7,500 – a formal proposal will be sent to the department next week.

The road agent and Selectboard discussed High Bridge road bridge and if it's safe for pedestrian use. Straight it currently appears safe to walk across, the Selectboard agreed to place barricades and "Road Closed" signs at both ends of the bridge.

Straight reported that Kevin Sawyer, road crew member, gave his resignation to be effective November 13, 2020. Straight created a job description for a seasonal plow operator, as many towns in NH and the state itself are having difficulties finding full-time help. Dobbins-Marsh will place the Help Wanted ad (and one for a full-time crew member) in various publications.

Old Business

A. Update of Outstanding Projects

- a) Historical Barn Reviews – no action taken, will be moved to the 11/25/20 agenda
- b) Highway Garage Cover– no action taken, will be moved to the 11/25/20 agenda
- c) Highway Garage Storage addition– no action taken, will be moved to the 11/25/20 agenda
- d) Illegal Junkyards– no action taken, will be moved to the 12/09/20 agenda
- e) FEMA Project Updates
 1. Town Road #100 – Culvert on schedule to be delivered by December 1st, electric company to install poles to allow for relocation of the wires. The Selectboard asked Dobbins-Marsh to follow up with the Eck's regarding the contractors they used to clear additional land for the pole installation. Once information is received, Dobbins-Marsh will process payment to the individuals (NH DRA confirmed payment to contractors for the Eck's is allowed).
 2. Quinttown Road Culvert replacement – the headwalls are scheduled to be delivered the week of November 23rd. The contractor will coordinate with them for delivery. Straight will follow up with all parties.
 3. Sawyer Brook Headwall repair – the engineering firm, Horizons, is working on the submission to the NH DES for permits
 4. Mousley Brook Culvert – Adams is working with the engineering firms that submitted estimates for the project. Steketee mentioned that Green Woodlands is working on a large project and lots of equipment is going over the culvert – if this damages the culvert more, it will be a problem.

B. Policies – Water Testing Procedure – Final Review and Adoption - no action taken, will be moved to the 11/25/20 agenda

New Business

A. Format for the Selectboard and Budget Advisory Committee Meetings – the Selectboard discussed the options for holding these future meetings. It was agreed that holding virtual meetings is the only option, given the room size and the number of members that will attend. “GoToMeeting” will be used and will offer the option for computer access and phone call ins.

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

- Landowner: Jeffrey Putnam, #1-93-08, Logger: Logan Sears
- Landowner: Zachariah & Lauren Woburn, #8-31-1A, Logger: Stacey Thomson
- Landowner: Zachariah & Lauren Woburn, #8-31-1B, Logger: Stacey Thomson
- Landowner: Zachariah & Lauren Woburn, #8-31-1, Logger: Stacey Thomson

C. Contracts – none at this time to review

D. Correspondence:

- Letter from the Orford-Wentworth Perambulators requesting funding of \$250-\$500 for paint, brushes and flagging expenses for the planned work scheduled for 2021. *Motion made by Adams, seconded by Steketee to authorize the perambulation work in 2021 at a cost of \$500 to the Town of Orford. Motion Passed.*
- Dean Goulet sent an email regarding the 800’ of Class VI road from the end of Class V to 284 Baker Road. He and Jacob Goulet are requesting permission to work on this section of the road. Fred Kidder will meet with the Goulet’s to discuss further.

E. Other – Adams wanted to recognize Dobbins-Marsh for attending the Selectboard meeting on a holiday, and to make sure the hours at the board meeting are recognized at the holiday pay rate.

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

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 7:40 pm. A roll call vote of member’s present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:48 pm. A motion was made by Adams, seconded by Steketee to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

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

The meeting adjourned at 7:50 pm

Respectfully Submitted,

Esther Dobbins-Marsh