

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 25, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, Meghan Butts, Monique Priestly, Terry Straight

## Call Meeting to Order

The GoToMeeting was called to order at 5:30

Roll call taken – above listed members in attendance

## Approval of Minutes

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

*Motion made by Adams, seconded by Kidder to accept the minutes of the 11/16/2020 Budget Work Session (as amended) Motion Passed*

*Motion made by Adams, seconded by Kidder to accept the minutes of the 11/18/2020 Work Session (as amended) Motion Passed*

## Reports

- A. **Assessor**-Steve Allen will be printing updated reports for the assessment manual – these documents support the revaluations. DRA does review his work and sends documentation to the Selectboard with opinions and suggestions on his work. The state ratio report will be completed for the period of 10/1/19-9/30/20. He also reviews the data on the DRA portal. The Selectboard members expressed their thanks to Allen for his years of service to the Town of Orford, and regretfully accept his resignation.
- B. **Upper Valley Lake Sunapee Regional Planning Commission** – Meghan Butts, Interim Executive Director of the UVLSRPC. She reviewed what UVLSRPC provides – Regional Services, Contract Services and Member Benefits. Services Orford is provided include Planning Board support, culvert & stream assessments, Long-range facilities planning and household hazardous waste collections. Future initiatives include Hi-speed internet state efforts. Adams requested a follow up meeting to discuss the role the UVLSRPC will have with the internet initiative. Butts said part of their work will focus on accurately identifying where fiber optics are located within the Upper Valley.
- C. **Cohost Chamber of Commerce** – Monique Priestly discussed the benefits of being a member of the chamber. The chamber is a hub for economic activity in the region, serving six towns on both sides of the river. They support area businesses, host various events for workforce development and facilitate connections between towns, businesses and community leaders. Priestly suggested having a meeting with the new director, Ruth Ann Hacking to discuss the benefits of Orford reinstating its membership.
- D. **Highway Department** – Straight discussed the estimates received to replace the garage doors, motors and track. Kidder asked if quotes were received to replace the motors only. Straight said he will obtain those quotes and report back at the 12/9 Selectboard

meeting, however, Straight said both companies that provided the quotes said the doors are in rough shape and should be replaced.

## **Old Business**

### **A. Update of Outstanding Projects**

- a) Sand Pit Reclamation Plan – Steketee said he still needs to do research at the Grafton County reg of deeds to determine boundary lines, and the history of the deed transfers to determine if there are restrictions attached to the property.
- b) Long Term Paving Plan – Straight has spoken with Twin State paving and is working on a 5 to 10-year plan
- c) Safety Hazard (RSA 155-B) Properties – the Selectboard received a letter from Tom Patton regarding the Orford Inn LLC and Academy Road LLC properties. Patton feels the buildings are salvageable and wants to work with the Town for short-term repairs. The Selectboard will draft a response to Patton to request permission to enter the properties to take photos of the areas of concern and suggest a scope of work for repairs. Chief Bachus will be asked to accompany the Selectboard on their walk around. Dobbins-Marsh will draft a letter for the board to review and finalize.
- d) Updates on FEMA Projects
  1. Town Road #100 – The project is moving forward. The contractor, JP Sicard Inc. deployed equipment to the site to work on the temporary bridge access, and installed the water by-pass system. The electric company will be moving wires in early December, Topsham Communication has already moved their wires, and the culverts will be ready in early December.
  2. Quinttown Road dual culverts – this project will start the first week of December – notices will be sent to landowners, and the road will be posted notifying the road will be closed while the work is on-going.
  3. Sawyer Brook headwalls – Dobbins-Marsh will follow up with Horizons Engineering for a status of the permit filing with NH DES.

**B. Broadband Committee meeting report** – John Adams reported the Grafton County Broadband committee cancelled its monthly meeting, so there were no updates to report. NH Co-op electric is still exploring the option of offering internet services to its customer base, but that will be a long-term project for them.

### **C. Policies – Adoption**

- a) **Water Testing Procedure** – Adams suggested a few wording changes.  
*Motion by kidder, seconded by Adams to adopt the policy as amended.*  
*Motion passed.*

**D. Building Permit review for building construction not fronting a Class V or Class VI road** – an application was received from Mark Miller to request a permit to construct a building on property that does not front a Class V or Class VI road. There was an addendum also attached that needed a correction (Class IV should read Class VI). The application and addendum will be sent to the planning Board for further review and approval. There is a copy of a legal opinion received from Adele Fulton in 2003 regarding the ability to construct on this parcel. Dobbins-Marsh will send the application to the planning board to address at their next meeting.

**E. Review of Budget Advisory Committee (BAC) questions from the 11/23/20 budget work session meeting** - using the draft minutes from the 11/23/20 budget work session, the Selectboard addressed questions from the BAC that required additional information. Adjustments made to the budget: Add \$500 to office supplies for paint and

supplies for 2021 perambulation work, increase the cost of e-coli testing to allow for weekly testing at the 3 beaches, and remove \$2,000 from the Tax mapping line item. There is a Tax Mapping CRF that can be used to cover this expense in 2021 should it be needed.

Information provided to the BAC – details included on the 11/23/20 meeting minutes:

- Breakdown of the net cost of benefits by benefit and coverage type (the Selectboard agreed to remain with the current plan as it's still the lowest premium option)
- Engineering fees paid over the last 3 years, by engineering firm
- Crack sealing costs, account paid from and explanation of the decision to seal certain cracks but not others on Archertown Road
- Breakdown of paving projects over the last 5 years
- List of outstanding projects and associated costs, including the Primex report on upgrades for the Highway Garage

Warrant articles were reviewed and changes discussed as follows;

- Article 7 – Purchase of highway Truck – the board agreed to change the description of the vehicle and vehicle package to be less specific (listing the plow without specifying the width, etc.) The cost of the 6-wheeler was added as a comment (\$182,000) so the BAC would have numbers to compare in the event the decision is made to request the 6-wheeler vs the 10-wheeler
- Article 8 – High bridge road bridge – the article was rewritten to ask the voters to amend the purpose of Warrant article #7 approved at the March 14, 2017 annual meeting, to make the bridge a 3' walking/biking bridge
- Article 9 – added a new article to request funding for the replacement of the bridge over Jacobs brook on Archertown road. This is a state project, but the Town is responsible for 20% (\$240,000) of the \$1,200,000 total cost.
- Article 10 and 11 were added in an attempt to close out Capital Reserve accounts that have zero balances, at the recommendation of Chris Crowley, Trustee of the Trust Funds.

## **New Business**

**A. Review of Historical Barn Updates** – this will be moved to the 12/9/20 meeting

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

1. Property Owner: Jean Gould, Map & Lot 3001-91-61, Logger: HB Logging, LLC

**C. Correspondence**

1. Dean & Jacob Goulet submitted the Agreement and Release Permit for Construction on a Class VI Road. (284 Baker Road). It was signed by the Selectboard; the original will be filed with the Grafton County Reg of Deeds, and a copy will be provided to the Road Agent
2. A letter was received from the Orford Fire Fighters Association, Inc. addressing the trailer purchased for the Orford Fire Department. Because the Selectboard elected to keep the 1991 fire truck, the association voted to keep the trailer for them to use for their summer flea market fund raiser.
3. Adams received a concern from the owner of P&V Campground regarding his septic system. Adams agreed to work with him to review documents.

4. The Selectboard received information on a Rural Economic Development Grant from Heidi & James Peyton. This will be discussed further at the 12/9/20 meeting.

**D. Other**

1. The Town Clerk's printer is not printing properly. Dobbins-Marsh obtained a quote from our IT provider for the printer, installation and warranty for \$1,490. The Selectboard authorized this purchase.

**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 Kidder to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:55 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 8:23 pm. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.*

**Adjourn**

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

The meeting adjourned at 8:25 pm

Respectfully Submitted,

Esther Dobbins-Marsh