

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 13, 2022

MEMBERS PRESENT: John Adams, Jen Carter, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Abby Pelletier

Call Meeting to Order

The meeting was called to order at 5:30 p.m.

Adams acknowledged Abby Pelletier who is attending the board meeting as part of her Master's degree in Organizational Leadership at Plymouth State University. Her capstone project is Public Leadership: Communication Strategies for Successful Deliberation which focuses on conflict and public meetings. At the April 27th Selectboard meeting she will present her report to the board.

Approval of Minutes

Motion made by Adams, seconded by Carter to accept the minutes of the 03/30/2022 work session (as amended) Motion Passed 3/0

Motion made by Adams, seconded by Kling to accept the minutes of the 04/06/2022 work session (as amended). Motion Passed 3/0

Reports

- A. **Fire Department** – Chief Straight presented his report for March 2022. There was a total of 9 calls in March (2 medical, 3 fire and 4 mutual aid), for a YTD total of 21 call (compared to 28 calls in 2021). Straight said there are a few issues at the Fire Station building – several lights are out that have been out for several months, there are several old paint cans and other items in the basement that are leaking, there is black mold on the ceiling above the tanker in the bay, and the well pump is not working. (the department uses the pump for water to wash the fire trucks vs Village water). He suggests the Selectboard send a letter to the association to have these issues taken care of. Straight discussed the possible purchase of a tablet to have in one of the fire trucks that would be used with the CAD/CSI systems. While there may be areas in Orford where internet will not allow connecting to, Straight and others would be able to obtain information from the tablet while at the scene of a fire or other event. The cost would be between \$300-\$500. The department would like to purchase one tablet to try out, and if it proves useful, they will budget next year to purchase additional ones. Adams suggested Straight talk with Chief Bachus as Bachus has been researching tablets for the new cruiser. Adams asked about the number of volunteers that are on the departments roster – currently there are around 20 members, but due to various reasons, usually between 5-10 members will show up to calls. Straight also mentioned burn permits are required. He will post something on ListServ to remind residents of the rules and how to obtain a burn permit.
- B. **Highway Department** – Terry Straight presented his report for March 2022. In the beginning of March, the department was plowing and sanding roads. Then mud season took over. Over 4,000 yards of stone was put down on the roads (over 200 truckloads), with roads passable by the 24th of March. Some roads have been York-raked to help

them dry out, and some roads graded. Pot holes are being filled with gravel, and once the weather warms up, they will be filled with asphalt patch. Several residents called the department to complain about damaged tires due to the large stone used due to mud season. Straight said the department has started adding 1-1/2" material to the roads and grading them out. Straight would like to hire a 10-wheel truck to deliver product directly to the roads being worked on, then as roads are ready, the road posting will be removed. In addition to weekly maintenance of the trucks, truck #3 was sent to McLeod's for rear springs, and truck #3 went to Reed's for repairs to the rear and for a new oil pan. As of May 1, 2022, the Highway Department would like to start working 4 ten-hour days. When contractors are working in Town, the Road Agent will work with them if they need to work 5 days per week, and need a highway crew member available.

Motion made by Adams, seconded by Kling to change the work days/hours to 4 ten-hour days for the Highway Department from May 1st – September 1st. Motion Passed 3/0

Diesel Clean-up at the garage: Straight said all paperwork has been submitted to the State. Once the state approves the application for assistance, the clean-up work can be completed. The 55-gallon drums are being tested – results need to be received prior to them being disposed of.

Paving Bids: Straight recommended the Town accept the paving bid from Pike Industries as it was the lowest bid received. He spoke with the rep from Pike's and they can start as early as mid-May/early June with the reclaiming of River Road. Concern was expressed about Orford being a priority project if/when Pike's received a bigger job. Straight said he addressed this with Pike's and they assured him they would start and finish the project this paving season.

Motion made by Adams, seconded by Carter to accept the paving bid from Pike Industries for \$217,303.50 for the River Road, Brook Road, Dublin Road paving project. Motion Passed 2/1 (Kling voted no)

Road Committee: Straight offered a few items for the Road Committee to work on-Future Paving projects, and a course of action for Highbridge Road bridge repair. Additional items will be added by the Selectboard and will be prioritized by the Road Commission at their first meeting (to be scheduled).

Archertown Road/Jacobs Brook bridge: Straight said the wing wall has moved out approx. 2" creating a dangerous situation. He took photos and submitted to the State, and is requesting an inspection of the bridge. He asked the Selectboard if closing the bridge is an option until it can be replaced in the fall of 2023. Adams said the Town has the authority to close the bridge, but being a major commuting road, he's not inclined to do that. Straight said it's possible to place plastic jersey barriers that can be filled with sand or water (concrete ones would be too heavy), as the metal railings are not safe in their current condition. If purchased these barriers can be recycled and used on other projects. Straight will follow up with the State before acting. Adams will contact Bob Durfee at DuBois & King to see if they have any current information on the bridge condition to support closing it.

Prettyman Class VI Road condition – Straight will discuss a work plan with Ms. Vance regarding the upkeep of that section of the road, and it needs to be maintained as it was.

Truck Status: Straight said trucks are starting to come to the dealers – he has a call into Reed's for a status and is hoping to hear back soon.

Old Business

A. Update of Outstanding Projects

- a) Mousley Brook Culvert FEMA Project - the only RFQ received was from DuBois & King – *Motion made by Adams, seconded by Kling to accept the RFQ for the Mousley Brook Culvert FEMA project. Motion passed 3/0.*
The next step is to have a hydraulic study completed at this location.
- b) Hazard Mitigation Plan group update – Adams committed to creating a list of members to serve on the committee to work with June Garneau from Mapping & Planning Solutions. Orford's current grant will expire on May 29, 2023, but there are several meetings that need to occur between now and then.
- c) Outstanding List of Additional Projects:
 - Possible Road Committee projects
 1. Highway Garage storage addition and Grader Cover
 2. Highbridge Road bridge repair/replacement
 3. Paving projects
 4. Culvert replacements for future years
 - Culvert replacements for 2022 include River Road pre-paving, and Orfordville Road culvert (out to bid). Grimes Hill Road and Indian Pond Road culverts currently have water flowing thru them
 - Sand pit reclamation plan – once the pit is decommissioned, recovery of the surfaces on the south end of the pit and can start at any time. The Road Agent can start collecting material to stabilize the banks (woodchips, material pulled from ditches) which will allow vegetation to start growing.

Kling asked to add Survey Projects to the project list as there are several areas in Town that should be surveyed to determine boundary lines.

B. Other

- a) **Planning Board update** – Unfortunately Carter was ill and couldn't attend the meeting, so the Planning Board tabled the discussion. Carter will follow up with Vickie Davis, the Planning Board assistant, to determine the next step to take. The Selectboard feel the Planning Board needs to submit their recommendation to the Selectboard regarding this application, then the Selectboard can act.
- b) **McGoff Junkyard visit** – Carter has not received feedback from the McGoff's – she will follow up with the again next week.

New Business

A. Assign Selectboard Liaisons to Committees and Commissions

- Broadband – John Adams
- Cemetery – Chase Kling
- Conservation – John Adams
- Budget Advisory – Jennifer Carter
- Road Committee – Chase Kling, backup: Jennifer Carter

B. Assign Selectboard Liaisons to Town Departments – the Selectboard agreed no appointment as liaisons to departments were needed – decisions will be made as a board.

C. Review list of questions/concerns for the potential purchase of property –

Dobbins-Marsh will work on a list of questions/concerns to discuss with the property owners, and will schedule a meeting date with them as well.

D. Review Actual vs Budget Expenses Report – the Selectboard will review and address with Dobbins-Marsh as needed

E. Complaints – discussed as past of the Highway report

F. Review of received “Notice of Intent to Cut Wood” – none received

G. Correspondence

- Bob Durfee submitted a copy of the of the draft Scope for Preliminary and Final Design Phase Engineering Services for the Archertown Road/Jacobs Brook bridge project which was submitted to Charles Willeke, NH DOT on 04/13/2022
- Grafton County Senior Citizens Council sent a thank you note for the continued financial support from Orford
- Stonecipher & Clark Environmental submitted a copy of their report to the NH DES regarding the 550-gallon heating oil underground storage closure report. At this time, no further action is required.
- Elena Turevon sent an email and information regarding Community Revitalization Tax Incentives (RSA 79-E) and asked the Selectboard to review. It might be a way to stimulate development in Orford.

H. Other

- The Selectboard asked Dobbins-Marsh to contact NH DES to see if there are any funds available to help with the extra cost associated with this years’ mud season expenses
- Ratio Study for Orford – the Selectboard agreed to postpone signing the 2021 Equalization Municipal Assessment Data Certificate until they can discuss with the assessor at the April 27th meeting
- After reviewing several requests to use Town Properties, concern was addressed regarding non-Orford clubs requesting use of Orford Properties. The Selectboard would like Parks & Playgrounds to discuss these situations, and when approving the use of properties in Orford, include a brief explanation of how it benefits Orford residents. Also, they’d like P&P to look into charging a fee if the entity is a for profit business.

Manifests, Payroll and Accounts Payable folders

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

Adjourn

Motion made by Kling, seconded by Adams to adjourn the meeting. Motion Passed 3/0

The meeting adjourned at 8:07 pm

Respectfully Submitted,

Esther Dobbins-Marsh