

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 29, 2022

MEMBERS PRESENT: John Adams, Jen Carter, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh

Call Meeting to Order

The meeting was called to order at 5:30 pm

Road Agent Job Description

The Selectboard reviewed changes made to the current Road Agent job description. These updates were based on job descriptions from other towns, and to better reflect the job of Road Agent to include hands-on work with the road crew. Adams will revise the draft job description to incorporate suggestions made by the board. A draft will be sent to Carter & Kling for a final review before posting the help wanted ad.

Highway Department Work Plan

Starting July 3, 2022, phone calls to the Highway Department will be forwarded to the Selectboard administrative assistant, as well as the highway emails. Calls/emails requiring immediate action will be given to the road crew, with Selectboard oversight.

Carter will contact Terry Straight to review outstanding projects and future planned projects for the department. She will also conduct an exit interview with Straight. Adams will meet with Straight on Saturday to collect keys and any town property he might have.

Grading out east will continue the week of July 5th thru July 7th

The board will meet again on July 6th to work on projects to be completed by the road crew.

Non-Public Session

A motion was made by Adams, seconded by Carter to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:25 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:30 pm. A motion was made by Adams, seconded by Carter to seal the minutes of the nonpublic session. Motion Approved 3/0

Correspondence

- A letter was received from Chase Kling that will be addressed at the regular Selectboard meeting of July 13, 2022
- A petition was received from residents on River Road requesting the material used on the shoulder of the newly paved road be material that will grow grass (i.e.: top soil). This will only be necessary where lawns abut the road.
 - Kling will contact paving contractors to obtain estimates to finish the shoulder work. Adams will discuss with Straight during his July 2nd meeting

- Curb Cut application was received from Don Guerin, map & Lot #008-091-018 – Kling will review the area to determine if a culvert will be needed
- NH DES responded to the alleged violation on Mud Turtle Pond road. They suggest installing siltation and erosion controls on the area affected. Kling will meet with the property owners to obtain the consent forms to complete this work.
- NH DES is requesting initial site characterization at the Town garage regarding the diesel spill. Jennifer Stonecipher was copied on the letter and will get back to the Town if we are required to provide information to the state.
- Eastern Analytical processed the water samples taken on June 20 at Indian Pond, Upper & Lower Baker ponds. The reading at Upper Baker Pond was 178.1 – the Selectboard agreed to have the pond posted.

Adjourn

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

The meeting adjourned at 7:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh