TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 11, 2016

MEMBERS PRESENT: Anne Duncan Cooley, John Adams, David Smith

OTHERS PRESENT: Nancy Murphy, Peter Dooley, Cicely Richardson, Ken Wiren, Chief Kilmer, Mark Blanchard, Roger Hadlock, Ruth Hook, Mark Burger, Louise Mack, Ann Green, Eva Daniels, Jordon Sutherlin, Sheri Clifford (Town Administrator)

1. **Call Meeting to Order**

The meeting was called to order at 5:30 PM

**Nancy Murphy-Treasurer & Peter Dooley-Deputy Treasurer**

Murphy explained that she has changed computer programs for reporting purposes. The Treasurer is no longer using Quicken has been changed to QuickBooks for an easier method of reporting and keeping the accounts up-to-date. She reported meeting with Dick Paulson from Rivendell School District regarding Orford’ portion of the school tax and payments. She will coordinate with Paulson to establish a more reasonable school tax payment plan.

Murphy discussed Capital Reserve Funds purchases and a regular reimbursement schedule with the Trustee of Trust Funds. Blanchard stated that the money voted into capital reserve hasn’t been sent to him on a regular schedule and he would like to be informed prior to a large purchase that is to be paid by capital reserve.

Adams asked if unpaid taxes put a strain on the budget and cash flow. Murphy stated that unpaid taxes were a burden, but that having to pay for capital reserve fund purchases then get reimbursed from the trustees was also difficult. At present the Cemetery Commission will need funds for their new building and the Niles Committee awarded $15,000 to the Bandstand Committee. Murphy would like to receive these funds prior to payment as to not further strain the working budget any more than necessary. Blanchard suggested opening a line of credit so this doesn’t happen.

Dooley asked if the Selectboard had approved the $15,000 for the Bandstand Committee. Green stated that the Niles Committee approved the request. Smith stated that this was not on the warrant and he is uncomfortable with the large amount of funds for this purpose. The Board will hear from Green at the next meeting regarding the purpose of the Niles Committee and the procedure for requesting funds.

Cooley asked Mack about the trend of unpaid taxes. Mack stated that the usual residents have not paid their 2015 taxes, with a few others added to the list, however, there are still those who have not paid their 2013 or 2014 taxes as yet.

Cooley asked to Murphy to attend a meeting in July or August to report on finances and payment schedules. Murphy agreed.

**Roger Hadlock – Road Agent**

Hadlock reported that the highway department has been grading, chipping brush and some ditching where it is dry enough. The NH Department of Transportation is conducting a traffic study at Jacob’s Brook Bridge, Newcomb Hollow Bridge and Indian Pond Bridge, they will send the results to Hadlock once they are complete.

Hadlock requested authorization to sell the power washer as it was no longer needed as the culvert thawer is also a power washer. With the funds received from this sale he would like to purchase a high speed leaf blower for clearing out ditches. The Board asked that Hadlock offer the power washer to other departments prior to offering it for sale.

Hadlock explained two culverts were purchased for Mud Turtle Pond Road, they have been installed and the seeding and mulching around the project is done. Both abutters are pleased with the job. He also explained that a culvert on Archertown Road west of Norris Road requires replacement and there would be an added expense due to the depth of the culvert. He will gather pricing and more information and report back to the Board.

Hadlock mentioned a meeting between himself and Selectboard Member Smith. Smith wanted Hadlock to consider a three-person committee to oversee the highway department and assist the Road Agent. Hadlock felt he was doing a decent job and this committee would only serve to micro-manage his department and only cause confusion. Cooley stated that this why the Board Assigns Board Representative to each department.

**Chief Kilmer – Police Department**

Chief Kilmer reported that his fuel key no longer works and the pump requires replacement, he is no longer able to log the number of gallons used. Hadlock stated that he is working on a replacement cost of both pumps for an estimate of $15,000 or have an electrician put in a power circuit box for about $3,400. He continues to research the replacement and cost of the fuel pumps.

Chief Kilmer reported that the second cruiser is at Gateway Motors for sale. He has filled out the 4th of July parade permit for the Board to sign.

A motion was made to approve and sign the parade permit. The motion passed.

Smith asked about a basketball hoop on Town Shed Road that was in the right of way. Chief Kilmer stated that hoop has been moved and Hadlock noted that the hoop is not bothering thru traffic.

Smith asked about flyers being thrown on driveways over the weekends and how to stop this from happening. Chief Kilmer suggested he contact the person or company that is distributing them and let them know he does not want them.

1. **Old Business**
2. **Board Reports**

Smith reported that he attended the Energy Committee meeting on May 10th and will be attending the next Planning Board meeting on May 16th.

Cooley reported that the letter regarding the future sale of the Wheeler House Drive property has been sent to the former owner(s) and suggested that the Board meet in a non-public session at the next meeting to discuss strategy of selling the property.

Cooley spoke with Attorney Waugh regarding the request for support of a School Funding Research Committee. Attorney Waugh will have an estimate for a legal opinion at the next meeting.

1. **Engineering Study update**

Smith stated that he not prepared to report at this time and requested assistance. Adams suggested he speak with Carl Schmidt, Orford Historical Society, and ask who they used for engineering services on the Old Town Hall building.

1. **Encroachment on Town Property**

Follow-up on the Arthur Dennis property on the East Common found limited evidence regarding encroachment. The vehicles that were parked on Town property have been moved, the only other issue is the satellite dish. Smith stated that the dish was put there by former tenants and is no longer in use.

The Board asked Clifford to write Dennis a letter requesting the dish be removed.

1. **Illegal Junkyard on Route 10**

Smith had agreed at the May 4th meeting to have a proposal to rectify the situation at his property at this meeting. Smith stated that he did not have anything in writing, but requested clarification regarding what he had to do to be compliant.

Adams stated that it is the responsibility of the Board to state the violation and give a timeline for compliance.

The Board will have written clarification at the next meeting for Smith.

1. **New Business**

Smith stated that he would like to see a time on the agenda for public input. Following the outburst at the last meeting he felt that those who came to a meeting should be heard.

Adams suggested handling situations, like the outburst at the last meeting, by asking the person to wait to address their problems at a certain time during the meeting

1. **Correspondence**
2. **Accounts Payable**

The correspondence and accounts payable folders were reviewed and signed where necessary.

1. **Comments & Questions from Public**

None at this time.

**Approval of Minutes**

The minutes of April 27, 2016 were approved as amended.

The minutes of May 4, 2016 were approved as amended.

1. **Adjourn**

The meeting adjourned at 7:35 PM

Respectfully Submitted,