

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 26, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, Chief Bachus, Ted Cooley, Robb Day, Caleb Day, Lawrence Hibbard, Ann Green, Eva Daniels, Harry Osmer, Jeff Winagle

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 06/12/2019 (as amended) Motion Passed.

Reports

- A. **Assessor**-Steve Allen reported he's started the Cyclical data collecting. Overall there is not much out of the ordinary at this time. Adams asked if it would be helpful if he could access the Avitar records on line. Allen said he always has paper files to work on, and while Avitar can be available to the public on a limited basis, not having on line access it isn't an issue for him.
- B. **Police Department** – Chief Bachus reported there were 76 calls for service to date in the month of June with the majority related to motor vehicle violations. As the weather gets nicer the calls for service increase. He's noticed an increase in illegal dumping of trash on Tillotson Falls road. Recently there were 15-20 bags trash including several bags of used litter and animal feces. Bachus asked the process to have the trash removed. Adams said it would be considered roadside litter and the highway department either collects it or we have our rubbish removal contractor pick it up. Adams suggests posting an "illegal dumping" notice on list serve if this becomes a continual issue.
Bachus attended a training at the FBI sponsored basic crisis intervention course, and will complete the grant paperwork for the E-ticket system as soon as the cancelled check is back. The Town should receive around \$900 from the State. Bachus will be taking vacation time in July & August and asked the Selectboard if the State Police should be on call, or another Town. The board agreed to have Chief Bachus ask the State Police and Lyme Police department to each take a 4-hour sessions for coverage per vacation. Bachus introduced a plaque for Chief Kilmer's service to the Town and requested the Selectboard present it to him at the July 24th meeting.

C. Conservation Commission – Ted Cooley reported on the activities of the Orford Conservation Commission (OCC) including the easement annual reviews, work on maintenance for the Heritage Trail, and the Jacob’s Brook shelf to be installed just north of the Brook Road bridge. The OCC will work with the Connecticut River Conservancy and Jim Kennedy on how to best mitigate Route 25A washouts and flooding near Brook Road. Upper Valley Land Trust is working on the culvert inventory project with the OCC.

Motion made by Adams, seconded by Kidder to delegate Ted Cooley to work with the Upper Valley Land Trust on the Culvert project. Motion approved.

The OCC also regularly tests Jacobs Brook in various spots, even though NH decided to no longer test due to the low counts in the brook.

Adams asked about the Heritage Trail maintenance – have they found volunteers to help with the work? Cooley said there are three residents that have been working on the trail. The OCC is working on a long term plan for future maintenance and grants that could help offset costs of potential major repairs. Adams said the Selectboard decided not to assign liaisons to all the committees. If the OCC wants a board member to attend one of their meetings, they should let the office know.

D. Administration – Esther Dobbins-Marsh reported on several items she’s been working on. Creating the Warrant for the July tax bills, updating the asset information with Primex for the July 1st insurance renewal, and completing the Pole Attachment application to allow hanging of flags from the utility poles for the Parks & Playgrounds committee (OPP). She has submitted various reports to the auditors who will be at the office the week of July 8th, and has been working on the Community Field Agreement with the OPP Committee. Dobbins-Marsh requested price estimates for fuel from four vendors. All rates received were lower than the current rates, with Dead River offering the lowest rates. The Selectboard authorized the contract with Dead River.

Old Business

A. Update of Outstanding Projects

Boston Post Cane – Adams reported on the presentation to Bernard Sanborn. The attendance was around 50 people and Mr. Sanborn was very happy to receive the cane.

Sale of 2011 F350 Truck – There have been a few calls to inquire about the truck, and several people have been at the Town garage to look it over, but so far no offers have been received.

Sign at the Sand Pit – Kidder said the area for target shooting is looking better, however, the trash barrels are overflowing with trash. Dobbins-Marsh will contact Sandra Marsh to request a pick up (an add on to the contact with the Town). An issue overlooked when the sign was posted at the sand pit was excluding the use of the pit for target shooting for Authorized Official Activities.

Motion made by Adams, seconded by Kidder to modify the Sand Pit Shooting Policy to include Authorized Official Activities. Motion passed.

Robb Day reported the trash barrels along the Common and at the ballfield by the Fire Department were removed and while there is some trash left behind, the areas are mostly kept clean.

Illegal Junkyards – Adams presented a mailer to go to all residents regarding the RSA that governs what is and is not a legal junkyard. Dobbins-Marsh will create and mail the mailer. Winagle addressed the board regarding the action he feels they need to take on this matter. Reading from a Town and City article, “the first task following receipt of a complaint is to investigate the facts, and make a determination as to what laws or regulations have been violated.” Adams told Winagle to file his complaint, then the Selectboard will address the potential junkyard at that specific location. Adams said after the mailer has been sent, the Selectboard will take action as the mailer serves as a notice to residents. Adams mentioned the water commission may be looking into properties that are contaminated as well.

Community Field Agreement – This was previously discussed, but Hibbard commented on the frustration he’s feeling due to the lack of trimming at the community field. He wants the Selectboard to address with the school. Adams will contact the school’s maintenance department to address.

Indian Pond Beach Signs – Kidder will be attending a work day on July 8th at Indian Pond to review the current signs and come to a consensus of what changes should be made. Hibbard asked if the Police Chief could fine residents that bring their dogs to the beach and parks as the signs specifically disallow that. Adams thinks the Town may need to adopt an ordinance for this, but will look into it.

Archertown Road Rebuild Project – no updates at this time

Archertown Road Bridge at Jacob’s Brook – no updates at this time

Long Range Paving Projects – Kidder took some time to look over all the paved roads in the Town. He scheduled a meeting with a rep from Blacktop to discuss options for the Town’s paved roads.

FEMA Updates – Adams reported on the receipt of the wetlands permit to proceed with the Brook Road mitigation project within the conditions outlined by NH DES. Steketee said he’d met with a rep from Graton Associates to look over the Town Road #100 bridge project.

Building at Town Garage – Bob Palifka brought drawings and other information for the board to review. Kidder will meet with the Budget Advisory committee (BAC) to review the project and get feedback on what their intention was when this was originally proposed.

B. Policies – Review

- 1. Tree Removal** – *Motion made by Steketee seconded by Kidder to accept the policy. Motion passed.*

2. **Highway Dept. Licensing Policy** – the Selectboard reviewed the changes made by the Town’s attorney. *Motion made by Adams seconded by Kidder to accept the policy. Motion passed.*
3. **Work Week/Work Hours/Flexible Work Schedule policy** - *Motion made by Kidder seconded by Steketee to accept the policy. Motion passed.*

New Business

A. Policy Introduction

1. **Body Worn Camera Policy** - the Selectboard reviewed the changes made by the Town’s attorney.
Motion made by Adams seconded by Kidder to accept the policy. Motion passed.
2. **Use of TASER Policy** - the Selectboard reviewed the changes made by the Town’s attorney.
Motion made by Adams seconded by Kidder to accept the policy. Motion passed.

Kidder mentioned he saw a group of young kids at Patterson’s interacting with Chief Bachus. Kidder was happy to see a positive exchange between these kids and the Police Chief.

Chief Bachus said Parks & Playgrounds have put up Handicap Parking signs at the Community field parking lot.

Adams asked how the police department handles dogs being loose on Town beaches, fields and parks, as they are not allowed in these places. Dobbins-Marsh said the Town adopted a Dog Control Law in 1980 (NH statute 466:30-a). Bachus said if the person can control their dog by verbal command they do not need to be on a leash. Unless Bachus sees a dog running loose, it’s difficult to enforce. Bachus asked how to identify a resident at the Indian Pond Beach. Adams said residents should have a beach pass to prove they are a resident. Dobbins-Marsh will send a reminder on List Serve to pick up passes at the Selectboard and Town Clerk offices.

B. Correspondence

1. The Town received a letter from the NH DRA regarding Article #15 from the 2019 Town Meeting. Originally the DRA was adding the amount of \$25,000 to the budget. Adams wrote a letter explaining the Warrant Article was amended to appropriate (not raise) prior voted funds to pay for the Archertown Road rebuild project engineering study. The letter confirms the \$25,000 will NOT be added to the budget for 2019.
2. Robb Day submitted a complaint and photos of the condition of Archertown Road. Due to recent rain storms, the side of the road are

eroding away. Steketee will address with the Highway department to review the issue and find a solution.

C. Topics for Future Discussion

1. Winter Road Maintenance Policy
2. RRC Impact Study
3. Employee Handbook Revision

D. Manifests, Payroll and Accounts Payable folders

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

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) and (c) at 8:55 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:56 PM. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

V. Adjourn

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

The meeting adjourned at 9:57 PM

Respectfully Submitted,

Esther Dobbins-Marsh