

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 24, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Chris Kilmer, John Miller, Janice Bartley, Steve Allen, Lawrence Hibbard, Cicely Richardson, Jason Bachus, Jordon Sutherlin, David Smith, Faith Knapp, Ted Cooley, Harry Burgess, Mike Gerard

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Steketee to approve the minutes of July 10, 2019, as amended. Motion passed.

Reports

- A. **Assessor**- Steve Allen completed and presented a Land Use Change document to the Selectboard for signature. Once signed, the Tax Collector can generate the invoice to the property owner. Allen continues his cyclical data work and updating the Avitar system for changes received.
- B. **Police Department** – Selectboard Chair, John Adams, presented Chief Kilmer with the plaque in recognition of his past service to the Town. Bachus thanked Kilmer for his assistance to him since becoming to Police Chief in Orford. Bachus reported there were 62 service calls in June, primarily motor vehicle stops. Bachus has started working a staggered schedule to include hours at night and on the weekends. Bachus is still waiting on the grant for the safety vest. He has been wearing and testing the body worn camera and has received mostly positive feedback. He will attend re-certification training for the TASER in November, but will continue to look for other classes with an earlier date.
- C. **Energy Committee** – Ted Cooley presented an outline of projects the Energy Committee (OEC) has been working on. This included the foundation repair at the Town office, meeting with Andrew Cushing from the NH Preservation Alliance (requested names of engineers/contractors who specialize in old buildings), attending the Vital Communities Energy Committee Round Table and Hanover Ready for 100 sustainable seminar. The committee has gathered information on energy saving tips and programs (the Orford website lists the links to several sites), and started gathering information on understanding climate change. Sutherlin presented the work Clifton Taylor has volunteered to do. The Selectboard gave authorization to proceed with the project.

The board discussed the role of the OEC working with the Selectboard office. Adams discussed topics from past minutes from the OEC and wants to make sure there isn't a duplication of effort between the Selectboard office and the OEC. Sutherlin said he'd like a Selectboard member to attend their meetings and feels this might help bridge the work of the OEC and the Selectboard.

- D. **Sand Pit Analysis** – Harry Burgess presented the survey of the sand pit (kept under 2 acres). He's dug several tests holes and went down 10-12 feet on the lower pit – the sand was loose and dry. He also dug pits on the upper level and found course to medium sand and some gravel. Phase II would involve the upper level – it would require trees being removed and would go back about 15' (to within 50' of the property line). Phase III would be on the lower level going back to about 75' from the property line. He will complete the Excavation permit and submit to the planning Board for approval. Burgess said the Planning Board will need a timetable to implement the phases. Adams said they'd get an estimate of annual usage to help with this time line.
- E. **Health Officer** – Faith Knapp received a concern regarding P&V Campground sewerage runoff. Complaints were filed around the burial of a 55-gallon drum being used in lieu of the septic system. Knapp has not gone to the campground as she's unsure of the next step to take. Steketee said he'd contacted NH DES in late June and spoke with the Surface Water Compliance officer about this issue. He is waiting for information from them. Sutherlin asked if the Police Chief could contact the campground about the concern to see if they would rectify the situation voluntarily. Adams wants to speak with DES first. Adams also said the Health Officer would have more authority than the Police Chief in this situation.

Old Business

A. Update of Outstanding Projects

Orfordville Road Bog – John Miller gave a brief history on the Bog. Recently the patch work done in past years started to give way and the dam started leaking. At the time the Selectboard had some conversations with the NH DES, but no application was filed. The board asked the Conservation Commission (OCC) to look into the next steps – Miller completed a Wetlands Permit Application, but after review by the NH DES it was determined that an engineering study will be needed. Steketee asked if the OCC can assist with the costs of the project.

Motion made by Adams, seconded by Steketee to support the Conservation Commission moving forward with obtaining the wetland permit application and engineering study for the Orfordville Road Bog project. Motion passed.

Illegal Junkyard – Adams said the mailers were sent out, and many yards are looking better. The Selectboard now needs to look at continued violations. He suggested the Selectboard members ready thru *How to Regulate Junk & Junkyards* and review available forms the board can use to document these violations.

Community Field Agreement – Parks & Playgrounds (P&P) completed their mowing guidelines for Town property. Adams suggested meeting with P&P to discuss the Community Fields contract. The board has requested an estimate from our current Mowing Contractor on the cost to mow & trim the Community Field. Once the Selectboard and P&P can agree on the contract, we will provide to Rivendell for their input.

The mowing contract will be up for bid for 2020 and it might be helpful to have two bids provided – one for the mowing as it's currently done, and one to mow and trim the Community Field. Dobbins-Marsh will contact P&P to discuss a meeting date to work on the contract and to get the committees' input on the specs for the mowing contract.

Archertown Road Rebuild Project – Adams discussed the proposal from DuBois & King. The cost for them to generate the design plan for the Reconstruction project is \$27,000. Sutherlin agreed that the project should move forward, but asked where the specs come from and what are the benchmarks they are trying to meet. Adams said DuBois & King studied the hill, took borings and their design is a compromise between cost and longevity. The design will go down 24", putting down fabric, road base, and tar. Cross culverts will also be used to help with drainage. The project does not include ledge removal, or changing the pitch.

Motion made by Adams, seconded by Steketee to accept the Proposal for Professional Services from DuBois & King for the Archertown Road Reconstruction final design and bid services at a cost of \$27,000. Motion Passed.

FEMA Updates – Dobbins-Marsh provided an update on outstanding projects:

- Sawyer Brook Culvert – the Town received estimates from two engineering firms for this project. She will contact to verify the specs being used are the same.
- Quinttown Road Dual Culverts – DuBois & King will be completing their surveying for this project. Adams reported DuBois & King surveyors went to the wrong bridge and ended up on private property without prior notice or approval from the property owner. Adams has addressed his displeasure with DuBois & King, and will follow up on better business practices regarding notifications to the Town and property owners.
- Upper Stonehouse Mountain Road – Conn Valley Trucking will start the work on the project later this week/early next week
- Town Road #100 – FEMA is waiting for a report from the State Historical Preservation Office. Dobbins-Marsh sent FEMA a report the Town received from SHPO stating there is no issue
- Mousley Brook Road culvert – Dobbins-Marsh will check to see if permits are required for this work

- Brook Road bridge mitigation – per the engineering study, the expense for the work will most likely far exceed what FEMA will reimburse the Town. It included a coffer dam, dredging under the bridge abutments and adding stone and rip-rap. In addition, the Town will need to contract out the work and have an engineer on site while the work is on-going. Adams will contact the Emergency Management director, Mike Gilbert, to see if the Town can request removal of the mitigation from FEMA’s list of work. FEMA won’t obligate this project until the mitigation work is completed or removed.

B. Other

New Business

A. Policy Introduction

1. Cash Management Policy – Adams suggested referencing the RSA that addresses when deposits are required to be made. Dobbins-Marsh will make that change and post on the Webpage

B. Heritage Center parking Lot – Due to erosion on the back side of the parking lot, the Highway department will place some logs to prevent accidentally driving over the edge. Sign will also be added to let visitors know of the danger. While not an urgent situation at this time, the Selectboard will need to look into stabilizing the bank in the future.

C. Barn easement Reviews – Adams said the Selectboard needs to review these easements annually with a site visit to make sure the barns are being maintained properly. The Selectboard will need to contact the owners to schedule each visit.

D. Correspondence

1. Adams wanted to mention this is the 3rd anniversary of Charlie Waterbury’s passing
2. Conservation Commission Culvert project – Adams was given the contract to sign, but as it referenced an appendix, he wanted to review that first. Dobbins-Marsh will request from the OCC
3. The Highway Department requested a purchase of a color printer. The Administrative Assistant to the Highway department is completing permit applications, and colored prints of maps need to be sent with the application. Adams suggested purchasing a color printer for the Selectboard office that will print 11x17 prints. This would be helpful when printing proposals and maps, as they are often larger than 8x11. The color printer in the Selectboard office will be given to the Highway department.
Motion made by Adams, seconded by Steketee to purchase a color printer for under \$300 that will print 11x17 pages. Motion Passed
Adams will send the information to Dobbins-Marsh to order

4. The Upper Valley Trails Association requested permission to include two trails in Orford on their website. Adams referred this to the OCC to work on.
5. NH House Bills – The Town received notice of two bills – one addressing the Child Labor law for working at night, and one addressing reviewing work places when a serious injury occurs.
6. Complaints – an unsigned letter was received critical of the current Selectboard members, the highway department and a few other issues. As unsigned complaints are not read into the minutes, the author can contact Adams to discuss, if they want.
7. Adams was asked on the status of the septic system at the Town office, specifically the one across the road from the office. Dobbins-Marsh will research and report back to the board.
8. CDL Licensing – Adams asked what the board thought of assisting potential employees on obtaining their CDL license in exchange for a guarantee to work for the Town for a number of years. Dobbins-marsh will check with White Mountains Community College on the cost for their Commercial Driver Training Certificate course.

E. Topics for Future Discussion

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

F. 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) at 8:12 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:29 PM. A motion was made by Kidder, seconded by Adams 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 8:31 PM

Respectfully Submitted,

Esther Dobbins-Marsh