

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 23, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, John Berryman, Jason Bachus, Jordon Sutherlin, Ann Green, David Smith

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 10/09/19 (as amended) Motion Passed

Reports

- A. **Assessor**-Steve Allen reported he's completed the cyclical field work for 2019. He's working on a few land use change applications and the sales ratio report.
- B. **Police Department** – Chief Bachus reported he responded to 56 calls in September. Of the 29 motor vehicle stops, he issued 21 warnings and 8 citations. Bachus also responded to an untimely death, several welfare checks, and vacant resident checks. Bachus was part of a presentation at Rivendell Academy addressing social media issues. The panel addressed the faculty, parent and students. He's working on a plan of action to present to incoming 7th graders on an annual basis, as well as presentation to high school students as needed. Bachus has ordered his bullet proof vest as part of a grant program. The Selectboard asked why we had an invoice for something we haven't received yet – Bachus said we need to submit a cancelled check in order to have the grant payment processed back to the Town, so he asked for an invoice upfront. Bachus discussed the south bound lane of I-91 closure from Bradford to Fairlee – the first day saw a lot of backed up traffic, but subsequent days was less so due to motorists taking Route 10 south past Orford's Bridge street.
- C. **Energy Committee** – Jordon Sutherlin spoke to the Selectboard about some work the Energy committee wants to do the Town office foundation. It would involve removing the rodent wall screening around the foundation, sealing some holes and cracks, and replacing the rodent wall screen. This won't strengthen the wall, but will help keep cold air from circulating under the floors. Volunteers will do the work. The Selectboard approved this project.
- D. **Highway Department** – John Berryman presented a report wrapping up the month of October. Grading of the roads on the October schedule has been completed, and the crew will be grading the recycling center by the end of the

week. The crew has replaced several road signs and placed delineator posts at culvert and hazardous areas with red markers. The crew is dealing with a beaver dam on Indian Pond road. Kidder, a state licensed trapper, put down traps and Rodney Taylor used his pulp loader to unclog the culvert involved. Grates were placed over the ends of the culvert to hopefully prevent further activity.

Truck #3 has been serviced and inspected and is ready for winter plowing.

Berryman and Kevin Sawyer will be attending green snow pro training in Claremont. The Selectboard discussed salt purchases. Berryman reported that Enfield is willing to trade a load of treated salt for a load of rock salt with Orford so the department can see how the treated salt works on the roads when the temperature is expected to be below 20 degrees. Berryman will place an order thru Morton Salt for rock salt next week.

Berryman discussed the process of using local contractors as backup for winter plowing. The Selectboard said the highway departments responsibility to negotiate with the contractors. Adams said Berryman might also look to hire qualified seasonal "on call" employees for the winter plowing – that way they could operate the highway trucks.

Kidder discussed the condition of Indian Pond road this weekend. He asked when the road was last treated as he thought it could have impacted how the road responded to the weekend rain (the road was spring-like muddy). Adams suggested reviewing the recommendations from the manufacturer on the application of magnesium chloride.

Old Business

A. Update of Outstanding Projects

1. **Illegal Junkyard** – the Selectboard continues to monitor various sites within the town that are of concern. Several properties are looking better, and Kidder feels many homeowner's' are trying to get things cleaned up.
2. **Historical Barn Update** – Adams reported he's not heard back from the NH Barn Preservation Society regarding the question if a barn is dismantled and re-located does it qualify for the preservation credit.
3. **Mowing Bids** – The Selectboard opened the three (3) bids received for the 2020-2022 mowing bids.

1. Turnkey Construction – Properties 1-11 bid for \$28,125, Brush Hogging \$550 and Community Filed \$19,750
2. Lawrence Hibbard – Community Field bid only at \$12,800
3. Timothy Godfrey Property Maintenance – Properties 1-11 bid at \$13,700, Brush Hogging \$400 and Community Filed \$60,000

*Motion made by Adams, seconded by Kidder to accept the bid from Lawrence Hibbard for the Community Fields mowing bid of \$12,800.
Motion passed.*

Motion made by Adams, seconded by Kidder to accept the bid from Tim Godfrey Property Maintenance for Properties 1-11 mowing bid of \$13,700 and the Brush Hogging bid of \$400. Motion Passed.

4. **Community Field Agreement** – the Selectboard reviewed the licensing agreement and agreed on a few minor changes. *Motion made by Kidder, seconded by Steketee to make the annual licensing fee \$10,200. Motion Passed.* The fee represents ½ of the 5-year averaged maintenance costs of \$7,600, plus the mowing bid of \$12,800. Dobbins-Marsh will make changes to the agreement and submit to P&P for review.
5. **Sand Pit Reclamation Plan** – Steketee will contact Harry Burgess for a status
6. **Archertown Road Rebuild Project** – Adams reported there are no changes to the plan since the last board meeting. He said the Selectboard will need to hold a public hearing on how to finance the project. Adams feels a bond is the best solution as there are many road projects (including re-decking of the Highbridge Road bridge) that will need funds in the Roads & Bridges CRF. Adams will have the Treasurer work with Dobbins-Marsh to start the application. Once more information is available, the Selectboard will decide on a public hearing date.
7. **FEMA Updates**
 1. Sawyer Brook Head Wall – Adams is working with the engineering firm on their plan. He also spoke with Thomson Excavating to get an idea if the site could be easily accessed from the road (vs going onto private property to access the site). Thomson will be providing an estimate for the project so we'll know the impact on the cost.
 2. General Road Repairs – this project was signed off by the Emergency Management director Mike Gilbert. The State of NH will review and be issuing payment hopefully before the end of the year.
 3. Town Road #100 – DuBois and King has completed their estimate for the project. Adams will contact D&K to discuss their plan for the time line and the access road while the culvert is being replaced. *Motion made by Adams, seconded by Steketee to accept the construction phase and engineering costs for a total project cost of \$323,500. Motion Approved.*

B. Policies – Review

1. Highway Vehicle & Maintenance Policy – The Selectboard address the appendix's and if all are needed. Berryman will make revisions then forward to Dobbins-Marsh to update and post on the webpage for public review and comments.

C. Other – none at this time

New Business

- A. Bond for Archertown Road Rebuild Project** – Discussed above under FEMA updates
- B. Approval of Capital Reserve Expenditures from Sept – Oct 2019** – The Selectboard reviewed the report of expenditures to be reimbursed from various Capitol Reserve funds. *Motion made by Adams, seconded by Kidder to authorize the Trustee of the Trust Funds to expend the amount of \$64,381.93 as designated on the appropriation worksheet. Motion Passed.*

Motion made by Adams, seconded by Kidder to request the Trustees of the Trust Funds to expend first all monies in the Community Field 1 (Hazen Morey), then Community Field 2 (Hazen Morey), then the Community Fields CRF (noting this fund was NOT funded with tax raised money) and lastly the Rivendell Sourced Town Properties Expendable Trust for expenses related to the Community Field. Motion Passed.

C. Policy Introduction

1. Lobbying on Town Owned Property – Adams said historically campaigning is allowed at the junction of Townshed Road and the Recycling center access roads. In addition, some residents have campaigned within the Recycling center itself. The Selectboard doesn't currently have a policy on this issue – do we want to create one? The Selectboard will research and discuss at the next Selectboard meeting on 11/13/19

D. Correspondence

1. Upper Valley Ambulance 2020 budget will be level funded
2. A rep from Primex will be here on 11/7/19 at 1 pm to do a walk thru of the Town garage – Adams will meet with him.
3. Municipal Land Use Regulation Survey – the request for this information will be forwarded to the Planning Board to complete as in the past.
4. 2020 Swim Program – because the swim program is now 4 weeks long, the Town will bill Piermont \$4,000 per year. Dobbins-Marsh will notify Piermont of this change.

E. Topics for Future Discussion

1. RRC Impact Study
2. Employee Handbook Revision

- F. Other** – Adams discussed the NH Municipal Aid payment of \$14,880.65 received from the State of NH. The payment is calculated based on school enrollment, but is paid to Towns to use to reduce their tax rate or expend for general use. As this is unanticipated income, a public hearing will be scheduled for 11/13/19 to discuss and accept these funds.

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 8:05 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:18 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 Kidder, seconded by Steketee adjourn the meeting. Motion Passed.

The meeting adjourned at 9:20 PM

Respectfully Submitted,

Esther Dobbins-Marsh