

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 23, 2019

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

OTHERS PRESENT: Esther Dobbins-Marsh, John Berryman

Call Meeting to Order

The meeting was called to order at 3:00

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 12/10/2019.

Motion Passed

Motion made by Adams, seconded by Kidder to accept the minutes of 12/11/19 as amended. Motion Passed

Reports

A. **Highway Department** – John Berryman presented his report to the Selectboard.

Reed's was called to tow Truck #2 as it broke down on Grimes Hill Road, however, it was only a blown hose and was repaired on site. Later that week, another issue occurred, and when at Reed's it was discovered the exhaust manifold (still under warranty) needed replacing. When the truck was being transported, the spinner broke and needs to be welded back in place. Kidder asked why the driver didn't open the hood to see what the issue was before calling Reeds? Also, why wasn't Grimes road finished before returning to the highway garage? Better decisions need to be made in these situations.

Truck #3 is having issues with the hydraulic tank leaking. The highway crew has tried to patch several times to no avail, so E-Z Steele was called to test and repair the leak.

Recycling Center being icy – Adams asked why the center wasn't sanded timely for Saturday morning. It rained Friday night with temperatures dropping, and the Selectboard has told the highway department to make the recycling center a priority for Friday night/Saturday morning. Residents should not have to sand the center so it can safely be accessed.

Berryman questioned who was responsible for maintaining the handicap ramps and walkways at various town properties. The Selectboard re-stated this was part of the highway crews' responsibility. Berryman understood this was never done in the past, but the Selectboard restated this is part of the road crews' job.

Berryman reported Clean Harbors was calculating the amount of liquids to be

removed from the barrels behind the gas shed which will allow them to provide a more accurate quote for disposal.

Kidder asked Berryman to discuss the reason for the warrant article to purchase a truck with a GVW of 26,000 vs a truck similar in size to the existing truck. Berryman said he's working on obtaining quotes for a truck with a GVW of 34,000.

Berryman expressed concern over the lack of security at the highway garage. He feels people are coming into the building after hours and is recommending adding a combination lock that can be changed as needed. Kidder said he was at the garage after hours and lowered the temperature setting from 65 degrees to 55. The Selectboard asked Berryman to contact Tasco to see what options they would recommend for the garage.

Old Business

A. Update of Outstanding Projects

- a) Building at Town Garage - an estimate was received to construct the lean-to at the Highway garage. \$8,800 will be encumbered for the 2019 Warrant Article 4
- b) Sand Pit Reclamation – Steketee spoke with Steve Griffin, NH DRA regarding the reclamation plan for the sand pit. Griffin said the Town bears no responsibility for the reclamation plan. Adams said when a group from Orford met with Mary Pinkham-Langer, NH-DRA Gravel Tax Appraiser in 2018, she indicated a plan was needed. Griffin said if the sand is sold it's a different issue than being used for the Town roads. Steketee will ask Griffin to document his opinion and send to the Town. Adams feels the Town should have a plan to follow.
- c) Archertown Road Rebuild Project – Adams spoke with most of the abutters and is working on the abutter notification letters. David Roby requested the information be sent to him for review, which was done.
- d) FEMA Updates
 - a. Sawyer Brook Engineering – Adams said the work on the head wall rebuild can't be reached from the road, so we'll need to send the abutter letters as the project will require access from privately owned property.
 - b. Quinttown Road Dual Culverts - USACE Report has completed their report and the Town is all set to complete the project
 - c. Town Road #100 – FEMA has accepted the proposed project as designed by DuBois & King. Dobbins-Marsh is working with NH DOS to incorporate the cost of the culvert rental in the total project costs.

B. Policies – Adoption

- a) Highway Dept. Personal Protection/Safety Equipment policy – Kidder asked how this policy would impact the concern addressed by Paul Goundrey, specifically around the number of inches of snow needed prior to the roads being plowed? Berryman said this is a guideline, and weather conditions would play a role to determine when plowing would be done.

Motion made by Adams, seconded by Kidder to adopt this policy. Motion Passed

- b) Highway Dept. Winter & Inclement Weather policy

Motion made by Adams, seconded by Steketee to adopt this policy. Motion Passed

- c) Highway Dept. Vehicle & Equipment Maintenance policy

Motion made by Adams, seconded by Kidder to adopt this policy. Motion Passed

New Business

- A. Public Hearing Mailer** – The Selectboard reviewed the mailer for the Public Hearings. The mailer was approved – Dobbins-Marsh will have printed and mailed.

- B. 2018 Warrant Article #10** – at the 2018 Annual Meeting, Warrant Article #10 was put forth to the voters to “Vote to appropriate \$302,756 to be added to the Bridges & Roads Capital Reserve Fund, with said funds to come from the unassigned fund balance. This represents the FEMA funds received as a result of the two 2017 storms.”

The assumption was the Town would receive FEMA funds in 2018 which would allow the funds to be paid into the CRF. Unfortunately, only \$18,825.44 of FEMA funds were received and paid into the CRF in 2018, but the passing of the warrant article requires the total approved amount of \$302,756 to be paid to CRF anyway. To remedy this error, the Town auditors and Jamie Dow (NH DRA) agreed the Selectboard (as agents of the Roads & Bridges CRF) could make a motion to reverse this warrant article.

Motion made by Adams, seconded by Steketee to withdraw \$302,756 from the Roads & Bridges Capital Reserve Fund to reverse Warrant Article #10 approved at the March 13, 2018 annual meeting. This will be a paper transaction only. In addition, funds that were actually paid as part of this warrant article in the amount of \$18,825.44 will be paid back to the Town of Orford from the Roads & Bridges Capital Reserve Fund. Motion Passed.

- C. Notice of Intent to Cut Wood report** – The Selectboard reviewed and signed the Intent to Cut Wood filed by John O’Brien on behalf of Karen Tuller, Map & Lot #008-108-012 and 013

- D. Correspondence**

- a) Horizons Proposal for the Orfordville Bog project – John Miller will be on the agenda for Jan 22, 2020 to discuss further

- b) The Conservation Commission is coordinating a presentation by the UV Lake Sunapee Regional Planning Commission to present the results and findings of the Orford culvert study.

E. Other

- a) Topsham Communication Franchise renewal – the current franchise agreement expired in 2019 – this renewal will be from 2019 – 2029. The Selectboard signed and Dobbins-Marsh will send off for signatures from Topsham.
- b) The Harry Pease, Town moderator requested approval for him and the deputy moderator to attend a moderators' workshop. The Selectboard approved attendance and asked Dobbins-Marsh to notify Pease to sign up for the class.

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 4:40 PM. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 6:06 PM. A motion was made by Kidder, seconded by Steketee 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 6:08 PM

Respectfully Submitted,

Esther Dobbins-Marsh