

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 13, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Ann Green

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Adams to accept the minutes of 04/22/2020 Motion

Passed

Reports

- A. **Fire Department** – Chief Straight reported there were 7 calls in the month of April 2020, YTD total of 28 calls compared to 52 YTD from 2019. There was no training or meeting due to COVID-19. Adams asked about the water rescue – Straight said the person in the canoe was lying down taking photos, so couldn't been seen and the person that called for help thought he'd fallen overboard. The rescue truck was taken to Lake Region Fire Apparatus to repair the crack in the body. It should be back this week. Straight discussed the First Responders stipend for Police and Fire Fighters under the NH CARES Act. The funds will be paid out in one total amount, after the Town receives the funding from the State of NH. The Town will be able to request reimbursement from the CARES Act for our FICA expense. The Selectboard will discuss further in closed session, then vote on the decision to accept funds or not. Straight concerned about a meeting scheduled at the fire station that's not due to an emergency. Adams will address with the organization.
- B. **Highway Department** – Terry Straight discussed the work that was done by the department in April. This included spring-grading all roads at least once, cleaning up the sand pit and stumping the top, sweeping the road edges and parking lots at the fire station and Town office. All bridges have been swept as well, and chipping brush along the roadsides. Sand spreaders and front plow frames have been removed from the trucks. The John Deere grader is scheduled for its 4000-hour service, which should be done, as grading season will be here soon.

Straight is still waiting for the IT company to upgrade the software on the computers at the highway and fire departments. Dobbins-Marsh will reach out to the IT company for a status on the pending work.

Regarding upgrades to the garage, Straight has discussed the addition to the garage with Brad McCormack – waiting for feedback from him. He's also met with three electricians to obtain estimates for work to the electrical system. Straight discussed the heating situation at the garage – he'd like to have a propane heater installed. Kidder feels the current heating system, using waste oil, can work, but it requires interior maintenance, including monitoring the water content in the oil. We have a lot of waste oil

that should be used up, but may need to purchase an air compressor specifically for the furnace. The board also discussed estimates received back in January for a furnace, and authorized Straight to obtain revised estimates for a propane heating system. Straight suggested the board may need to look into spray foam insulation to help maintain the heat in the building.

Straight would like to start working 4 10-hour days. Straight would continue to monitor the roads, as he currently does, over the weekend. The board expressed concerns about this, as there are many projects that need completion this season. After much discussion, *a motion was made by Adams, seconded by Kidder to begin the 4 10-hour work days Monday June 1st, with hours of 6:30 am – 5:00 pm. Motion Passed.* The Selectboard will revisit this work schedule at the June 24, 2020 board meeting.

Straight reported after removing some sand from the Town parking lot, the underneath pavement is in bad shape. He suggested having it dug up (8"-10") and filled with stay mat. The board asked him to obtain estimates for the project. As this would be a major project it would need to be a warrant article for voter approval during an annual meeting. Straight also suggested removing the large pine tree at the east end of the parking lot – limbs continue to fall, and by removing, it would allow sun in to help keep that end of the parking lot dry.

Motion made by Adams, seconded by Kidder to have the tree removed. Motion Passed.

The Selectboard discussed a complaint received regarding a large pile of sand left at the east end of the Town office parking lot. The concern was regarding possibility of the sand ending up in Jacobs Brook without a silt fence installed. Straight said the crew was planning to return to clean up the sand, which they did. They also removed several small trees and brush in the same area. Steketee will research if the silt fence is a requirement for this type of situation, and report back to the board at the next meeting.

A second complaint was received regarding the ditch work on Lower Stonehouse Mtn road. Mike Wright volunteered his time and equipment to the Town to work with the highway department for ditching on Lower Stonehouse Mtn road. (The Selectboard would like to thank Mike for his generous offer). John Allen called to express his concern that the ditch was undermining his retaining wall and was not happy. Kidder met with Allen to review the concern and they agreed that Allen would repair his wall, and Kidder and Straight would add material into the ditch to help keep the bottom of Allen's wall from being undermined. Adams asked why the scheduled work was not posted on Listserv. Straight will start posting notices each Monday morning of upcoming projects for that week.

Straight requested the board's approval to have Clifton Taylor fix a sink hole on Upper Baker Pond road near the stone culvert. Taylor is working in the area and can make the repair quickly. Straight also mentioned an issue on Dublin Road where property owners are dumping leaves into the ditch on the side of the road. Straight requested the Selectboard either stop by or send a letter to the property owners to stop this practice.

Old Business

A. Update of Outstanding Projects

1. Heating System at Highway Garage – discussed in the Highway report

2. Town Highway Building additions – Work to construct the lean to cover for the grader will begin in late June. The addition to the office was discussed in the Highway report.
3. High Bridge road bridge – Straight is waiting for call backs from several contractors.
4. Long Term paving plan – Kidder put together a bid spec sheet for paving River Road, and Chip Sealing Dublin road and Brook road. The Selectboard will review and revise the wording for the board meeting on 5/27/20
5. Sand Pit Reclamation Plan – Straight said he’s walked the boundaries and some trees are marked indicating where the boundary lines are, but need to be made clearer. For most areas, the Town is well within its 50’ boundary, but on the north end boundary we are close. There is plenty of sand in the chute which is 300’-400’ from the chute to the boundary. Steketee will meet with Straight to walk and sharpen up the boundary markings.
6. FEMA Updates/ Completion of FEMA Projects
 - a) Town Road #100 – The wetland permit was accepted and approval should arrive shortly. Jim Hall, DuBois & King, is reviewing the final bid specs, and plans to put out to bid the week after Memorial Day. Straight said there is some old fabric and less than good gravel that can be used for the access road to the temporary bridge.
Motion made by Adams, seconded by Steketee to loan the fabric and gravel to Theodore Eck for the temporary bridge access road. Motion passed.
 - b) FEMA reimbursed the Town 75% of the Sawyer Brook engineering fees (\$3,750). Contact needs to be made with L&M regarding working the project from the road. After that discussion, the Town can place bids for the work.
 - c) Quinttown Road Dual Culvert Replacement – Kidder presented language for a legal ad to request bids for this project. Dobbins-Marsh will put together the Legal Notice and place in the JO, Valley News, Listserv and the Website. Notices will be sent to local contractors as well.

B. Budget vs Actual Review – the board reviewed – Kidder asked why the Fire Department Forest Fire line item was overspent – Dobbins-Marsh explained this expense was part of a grant, and the reimbursement of this expenses was recently received. The line item will be reduced once the deposit is posted.

New Business

- A. Town Road #79** – Kidder mentioned he was concerned about a septic system that is near the edge of the road, and noticed the landowners had placed red markers where it was installed to prevent snowplows causing damage. Kidder asked if the Town should be more pro-active and possibly install a small piece of fencing along the roadside. Straight said there are several other locations in town with the same issue, and by installing fencing for one, most likely you’d be installing fencing for all. Straight said he and Kidder should drive around and look over the “driveway” roads – plows can’t turn around (have to turn in driveways), or back down roads to exit.
- B. Governors Emergency Order #25 – modification of interest penalty for late payment of the July 2020 property tax bill** – Adams reported the NH Municipality is not supporting this order. He suggested waiting until the 5/27/20 board meeting to discuss as there may be more information release by the Governor by then.

C. COVID related issues

1. Review and Discussion of upcoming town events
 - a) Women's Softball Team – the board denied the request to use the Softball Fields at the Community Field for this event. Dobbins-Mash will notify the group and Parks & Playgrounds of the decision.
 - b) Swim lessons, opening of the beaches, Concerts at the Bandstand, July 4th parade, the Car Show and the Flea market will be addressed at the 5/27/20 and future board meetings.
2. Use of Basketball Court and Community Fields – the basketball court remains closed. The Community Field can be used by small groups (less than 10) with social distancing being observed.
3. Recycling Containers – Kidder provided quotes to purchase an additional container to handle plastic recycling. The cost is just under \$7,000 and will take 5-6 weeks to be delivered. So far, there are no containers available to be rented. Dobbins-Marsh will check to see if this cost can be reimbursed by FEMA as it's specifically needed due to COVID-19. Adams reported another temporary option for residents is to take their recycling to the Lebanon Recycling Center. Orford is a member of the UV Solid Waste district which allows residents to access their site. Dobbins-Marsh will contact Vicki Davis @ UVLSRPC to see if she has any knowledge of containers available to rent or purchase.

D. Town support for better Town wide internet availability – the Selectboard discussed their support around this issue. The Town has a contract with Topsham Communications, but it does require residents to pay for the connection. Adams said funding to expand internet in Town must come from other sources, such as the federal government, as it's a very expensive project. The Selectboard agreed to write letters to our elected state representatives and encourage them to support the bill co-sponsored by Maggie Hassen, as we need all the help we can get. Cellphone service falls into a similar category. Orford has a 20-year old ordinance for certain types of cellphone towers, but this has not hampered our ability to get services intown. Adams said there is USDA money for towns underserved thru grants, however, the process is designed for a partnership between a town and a company, such as Topsham or Consolidated Communications. Steketee spoke with a Selectboard person in Worthington, as that town voted to install their own fiber optic cable, which was very expensive. To make that happen, they formed a broad band committee to present information to the town – this was a 5-year project.

E. Moose Grant application to restore markers – Ann Green and Esther Dobbins-Marsh are working on the application to apply for funding to restore 1 or 2 Iron Markers. They asked the board if they were aware of any business that does restoration as they need an estimate for the work. Mark Drabik was one suggestion, and Ann will look into who the Town of Canaan used several years ago.

F. Approval of received "Notice of Intent to Cut Wood"

1. Landowner – K. Follensbee (#8-29-74), Logger – R. Hadlock
2. Landowner – S. Schwaegler (#8-27-1, 8-27-91), Logger – Foreco LLC
3. Landowner – S. Schwaegler (#8-29-4F, 7-32-9, 9a, 9b, 9c), Logger – Foreco LLC

G. Contracts

1. UVLSRPC Circuit Rider Planner Service agreement effective July 1, 2020 was accepted and signed
2. Eversource Pole Attachment application was accepted and signed
3. Cyclical Revaluation Contract for March 1, 2020 – December 31, 2020 was accepted and signed
4. GOFERR Corona Virus Relief Fund Grant Agreement Motion was accepted and signed. This allows the Town of Orford to submit for COVID-19 related expenses for reimbursement. *Motion made by Adams, seconded by Kidder to participate in the GOFERR Corona Virus Relief Fund Grant. Motion Passed.*

H. Correspondence

I. Other

Manifests, Payroll and Accounts Payable folders

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

Topics for Future Discussion

- A.** RRC Impact Study
- B.** Employee Handbook Revision

A motion was made by Adams, seconded by Kidder to enter into nonpublic session under RSA 91-A:3, II(a) at 9:45 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 10:09 pm. A motion was made by Kidder, seconded by Steketee to seal the minutes of the nonpublic session. Motion Passed.

Motion made by Adams, seconded by Kidder to accept the First Responder COVID-19 Stipend Program. Motion Passed.

V. Adjourn

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

The meeting adjourned at 10:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh