

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 8, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Chris Crowley, Terry Straight

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Adams, seconded by Steketee to accept the minutes of 06/24/2020 (as amended) Motion Passed

Motion made by Kidder, seconded by Steketee to accept the minutes of 06/26/2020 work session. Motion Passed

Reports

- A. **Trustee of the Trust Fund** – Chris Crowley presented information on the Trust funds to the Selectboard. There are 18-tax payor funded trusts with their principal in savings accounts and CD's. The principal is never at risk. There are 8 donor funded accounts plus the Cemetery Perpetual account. Most are invested in savings accounts and CD's. The Alice Mann and Cemetery Perpetual accounts are invested in mutual funds and US stocks. While these investments are down from the end of 2019, Crowley is hopeful they will rebound in the near future.

Crowley discussed several challenges with the transition. Updating the account authority on the Vanguard and T Rowe Price accounts has been time consuming, and still a work in progress. The other transition is working on the NH DRA MS-9 and MS-10 reports. In the past the Trustees have been able to submit an excel spreadsheet to the DRA, but the format and requirements have changed, and converting the data to the new format will take some time. The Cemetery perpetual fund is made up of over 400 separate accounts and need to be identified within the portal, along with the rest of the accounts. Crowley has found a company that routinely provides Towns with a quarterly analysis of their Capital Reserve accounts. It's possible the Town could have them provide us with a one-time report in the format the DRA requires, then the Trustees would keep the document updated moving forward.

Another project is creating a reference document using copies of originating documents for each Trust account. This will provide a document to outline the purpose and restrictions of each trust account, and will allow the Trustees financial submissions (MS-9, MS-10) to sync to the NH DRA Permanent File Report. During the process of researching the history of the funds, Crowley found the Handicap Ramp CRF had been voted by the Town to be closed, but for some reason wasn't. It was recommended to close and move the funds into the general fund. *Motion made by Adams, seconded by Kidder to support the recommendation of the Trustees of the Trust Funds to close the Handicap Ramp CRF, with the balance of \$167 to be paid into the general fund. Motion Passed.*

B. Fire Department – Chief Straight reported there were 6 calls in June, 4 medical and 2 fire. Total calls YTD are 44 compared to 62 this time in 2019. The department was called out to search for a missing person – all turned out okay, and a thank you note was received from the daughter who much appreciated all the help provided by the Town in the search for her father. There was no training or meetings in June, but in July there will be trainings at the station while observing social distancing. Adams asked if there are any issues with lack of training, specifically around certifications. Straight said individuals take care of their EMS training as needed to maintain their certification, and currently there is no re-certification required for fire fighters 1,2 or 3. Straight said only certified EMS personnel and officers are allowed to respond to medical calls. Other members respond to calls when they are available.

Sale of Fire Truck – Straight said back in April the board agreed to wait on the sale until the fall. The board asked on the status of the trailer the Orford Volunteer Fire Department, Inc (OVFD) had agreed to purchase for the fire department. Straight said he'd asked a member for an update and was told the OVFD is looking into the purchase. Straight asked about the insurance when the trailer is being pulled by a volunteer's vehicle – Dobbins-Marsh said Primex indicated the Town policy would cover damages to the trailer, and the volunteer's personal insurance would cover damages to their vehicle. The sale of the fire truck will be revisited at the 08/12/2020 Selectboard meeting.

C. Highway Department – Terry Straight reported Truck #2 (at Reeds) should be repaired and back at the garage the week of 7/13/20. The rear housing was delivered to Reeds and will be installed. Truck #3 had a brake valve break, but parts were found and the truck was repaired by the highway crew and back working the same day. The crew has been working on Indian Pond road, ditching and grading. Over 300 loads of material were removed from the ditches, and several culverts were replaced. The crew will move to Orfordville next for ditching and grading, with more roads to come as time permits.

Straight reported on damage caused with the storm earlier today. Several trees were down on Strawberry Hill road that he and the crew removed. Straight wanted to express his thanks to Stacey Thomson who brought equipment to the sight to remove a large tree that was laying across several other trees.

The beavers are back at Indian Pond. Straight said they are checked daily, and he's contacted a trapper and he's removed the dam several times. Roadside mowing is scheduled with Murdo Limlaw the week of July 20th. Straight said he's discussed the mowing issues that occurred last year. Limlaw will plan on being in Orford for a week and is aware that all roads will be mowed 1-3 passes. Straight checked with the company that mowed several years ago – their estimate was \$11,000 compared to Limlaw at \$4,500. The board suggested Straight check with John Berryman to get a list of property owners that don't want parts of their property mowed. Straight should post on Listserv the date the mowing will take place and ask residents with concerns on their property to contact him.

Sand Pit Reclamation – Straight said the west side property line has been marked with paint, and he has the plan to walk & mark the east side. Steketee said research needs to be completed at the Grafton County Reg of Deeds to determine how the property was

conveyed. Dobbins-Marsh asked if our files would provide the same information, plus we have access to the GC Reg of Deeds records on line. Straight & Steketee will research further.

Pavement Sealing – Straight has an estimate of \$8,000 for crack sealing on Archertown road from Route 10 to the west side of the bridge (in front of Bob Palifka’s house), then from just west of Norris Road to Indian Pond road intersection, roughly 2/3 miles. The project will take 2 days and includes the cost of traffic control. *Motion made by Kidder, seconded by Adams to authorize Straight to proceed with the project. Motion Approved*

Heating system at garage – The furnace for the garage has been ordered through Thomson Heating and will be installed within the next few weeks.

High Bridge Road bridge bid specs –Straight met with a rep from Hansen Bridge, a company that specializes in restoring wooden bridges to review the bridge and support buttresses. Suggestions were given to Straight regarding the restoration. Straight and Steketee will be meeting to review the Grimes Hill bridge project and will report back to the Selectboard on 7/22/2020.

Town office parking lot – Straight said he could rent a sand removal unit for about \$600 for the day which sweeps and buckets the sand. He’s concerned about what is under the sand and will it be worse than the sand. Dobbins-Marsh said removing a few inches of sand would be a good start. The Selectboard asked Straight to get a price to put down stay pack on the parking lot.

Highway Electrical Bids – the Selectboard opened the bids for the Electrical upgrades to the Highway garage

- Fahey Electric \$16,000.00
- Gray’s Electric \$13,102.50

Concern was expressed as the date of the bid was prior to the bid posted date. Straight said most likely the companies simply updated their original estimate once the bid was posted, and resubmitted forgetting to change the date. Steketee will contact Gray’s Electric to discuss – if they verify their bid is based on the bid specs, the bid will be awarded to them. If not, Steketee will contact Fahey Electric with the same question.

Old Business

A. Update of Outstanding Projects

- a) Highway Garage north side addition – the Selectboard reviewed the bid spec for the project and approved. The notice of accepting bids will be placed in the Valley News and Journal Opinion, on Listserv and the website.
- b) Highway Garage grader cover – Kidder is still working with McCormack on finalizing this project – nothing new to report at this time.
- c) FEMA Updates Projects:
 1. **Town Road #100** – Adams reported on an issue with the wetlands permit. DuBois & King are working with NH DES to correct the document. One specific item is the requirement to use a natural stream bed vs a pump for the flow of water. Because we have this available already, due to the creation of the temporary road, D&K feel the revised wetland permit won’t delay the project. Adams authorized D&K to post the bid on their website. Dobbins-Marsh will add a link to the D&K webpage on the Orford

webpage as well, and she'll notify companies that expressed an interest in bidding the project with this information.

2. **Quinttown Road Dual Culvert** replacement – NH DES is looking into the possibility of breaking this mitigation project into its own category as a small project. If FEMA agrees it would allow the Town to receive 75% of the costs for replacement.
3. **Mousley Brook culvert and Sawyer Brook headwalls** – nothing new to report at this time

Non-Public Session

A motion was made by Steketee, seconded by Kidder to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:50 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:15 pm. A motion was made by Kidder, seconded by Steketee to seal the minutes of the nonpublic session. Motion Approved.

Update of Outstanding Projects (continued)

- a) **Illegal Junkyards** – the Selectboard received an update from David Smith. His intention is to remove 12-13 cars by the end of September 2020. Further discussion will continue at the July 22, 2020 Selectboard meeting
- b) **Town Office heating system** – Dobbins-Marsh has received several estimates. The Selectboard asked her to generate a spec sheet (using these bids) and sent to these companies to make sure all estimates are based on the same data. A copy will be sent to the Energy Committee as well.
- c) **Support for better Town-wide internet** – nothing new to report at this time.

B. Budget vs Actual Review – the Selectboard received the report for the period ending 6/30/20 – they will review and get back to Dobbins-Marsh with questions.

C. COVID-19 related issues – At this time, there are no changes to the restrictions that have been put in place by the Selectboard.

D. Review of request to use baseball field – due to the ongoing draught, summer soccer and the upcoming Rivendell soccer practice, the board agreed to deny the request.
Motion by Adams, seconded by Kidder to deny the request by the Babe Ruth baseball team for the use of the baseball field. Motion Passed.

New Business

A. Approval of Niles Committee appointment – The Selectboard will need a copy of the minutes of the committee approving this recommendation. Dobbins-Marsh will notify Ann Green with the request.

B. Correspondence – none at this time

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

Adjourn

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

The meeting adjourned at 8:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh