

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

August 11, 2020

MEMBERS PRESENT: Fred Kidder II, Tom Steketee

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Harry Pease

Call Meeting to Order

The meeting was called to order at 5:30

Approval of Minutes

Motion made by Kidder, seconded by Steketee to accept the minutes of 07/22/2020 (as amended) Motion Passed

Motion made by Kidder, seconded by Steketee to accept the minutes of the 07/29/2020 work session. Motion Passed

Reports

- A. **Town Road #100 Bids** – Dobbins-Marsh reported on the bids that were opened and read by Jim Hall, DuBois & King, at the Town office at 4:00 p.m.

a. Hansen Bridge	\$417,703
b. Cold River Bridge	\$563,440
c. CPM Construction	\$551,950
d. JP Sicard	\$317,022
e. Willey Earthmoving	\$357,440
f. Miller Construction	\$424,637
g. Neil H Daniels, Inc	\$344,965

Hall will review the bids in detail to make sure the specs match the requirements per FEMA, and will notify the contractor and Town of the winning bid. The contract will be signed at a later scheduled date.

Motion made by Steketee, seconded by Kidder to authorize Dobbins-Marsh to sign the contract if no Selectboard member can be present. Motion passed.

- B. **NH Primary Election** – Harry Pease, Moderator, discussed the upcoming state Primary election. House Bill 1266 allows for mail in absentee ballots due to COVID, and the State and Town want to encourage all to vote absentee for the protection of the poll workers and voters. Because the assumption is fewer voters will vote in person, the State is allowing for fewer voting booths. Pease said in an effort to reduce the number of people in the Niles Room, only one check-in and one check-out list will be needed with 2 poll workers on each list, and no observer of the voting process will be required. The State is providing Personal Protection equipment (PPE) for poll workers and voters. Funds are being used from the CARES Act so there will be no cost to the town for these items.

Sandwich boards will be placed at the Bridge Street intersection and at the Town Office to encourage absentee voting, and the State will be sending out a mailer to all NH voters to address Absentee voting for this election and the Presidential Election in November.

The State is allowing Town Moderators to set their own rules regarding the use of masks. Pease said he will encourage voters to wear masks, and masks will be available at the Town Office the day of the NH Primary election (September 8th), but voters will not be required to wear a mask to vote.

Absentee ballots will be accepted up to 5:00 pm on September 8, 2020. Absentee ballots can be processed by the Town Clerk and poll workers as of 1:00 pm the day of the election.

Old Business

A. Update of Outstanding Projects

- a) Town Highway Building – Kidder worked on revising the specs for the construction of the Highway Garage addition. The revision leaves the current office as is, with only the west facing window being changed into a door that will enter into the storage unit, which will be approximately 42' long. The Selectboard discussed adding a small cricket over the new north side doorway to prevent snow from sliding off the roof in front of this door, which Kidder will incorporate. The layout of the lights in the storage area provide the ability to add an office in the future if needed. Kidder will send the changes to the specs to Dobbins-Marsh who will post in the Valley News, Journal Opinion, Listserv and the Website.
- b) Town Office Furnace – Dobbins-Marsh reported the Town Office furnace will be installed starting September 9th

B. Other

- a) Richard Barrows called to discuss problems with his driveway due to run off from another driveway. Straight had looked over the site and provided photos to the Selectboard to review. Steketee and Straight will review the site to determine what the Town can do, if anything, to alleviate his concern
- b) Sheila Conley emailed a concern about a culvert on Sawyer Brook road causing issues with her driveway. Straight has reviewed and provided photos to the Selectboard to review. Its possible additional stone needs to be added to stop some erosion. Steketee and Straight will review the site to determine what the Town can do, if anything, to alleviate her concern
- c) Straight said a property owner at 77 Dublin Road contacted him as the culvert by their driveway has holes in it. Straight feels the culvert is the property owners' responsibility, but he and Steketee will review and relay their findings to the property owner.
- d) Sand Pit – Dobbins-Marsh let the Selectboard know that the warrant article that set aside \$5,000 for the reclamation plan was only for 1-year; therefore, there are no funds currently budgeted for this project. Straight has marked the east sand pit boundaries, and Steketee and Straight need to walk the west side and mark as well.

New Business

A. Approval of Appointment of Jennifer Tilden to the Niles Committee – The Selectboard reviewed the Niles Committee minutes and agreed to the appointment *Motion made by Steketee, seconded by Kidder to appoint Jennifer Tilden to the Niles Committee. Motion Approved.*

B. Other – The Selectboard instructed Dobbins-Marsh to post the Highway Crew help wanted ad in the Valley News and Journal Opinion.

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

Non-Public Session

A motion was made by Kidder, seconded by Steketee to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:00 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 7:08 pm. A motion was made by Steketee, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

E-Coli readings – Steketee said low water levels are contributing to high e-coli readings – he'll discuss further with Ted Cooley, Conservation Commission chair. However, Steketee said the Town needs to post an advisory when two or more samples at a beach exceed 88 counts of e-coli per 100 ml of water, or when one sample exceeds 158 counts of e-coli per 100 ml of water. Currently, Indian Pond and Upper Baker Pond will need advisories posted.

Adjourn

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

The meeting adjourned at 7:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh