

# TOWN OF ORFORD

Board of Selectmen  
Meeting Minutes  
September 23, 2020

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

OTHERS PRESENT: Esther Dobbins-Marsh, Steve Allen, Jason Bachus, Lonnie Sanborn, Larry Duffy

## 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 09/09/2020 (as amended)*  
*Motion Passed*

## Reports

- A. **Assessor**-Steve Allen reported he will have completed the revaluation process by the 1<sup>st</sup> of October. He will generate a letter to all property owners reflecting their revised valuation for their home and land. Currently he has dates in mid-October available for property owners to contact him to discuss concerns and/or questions on their revised valuation. Physical visits can also be requested. Once this process is completed, Allen can generate the MS-1 which is required in order to set the tax rate.
- B. **Police Department** – Chief Bachus reported there were a total 124 calls for service (5 of which were NHSP response or assistance, three of which were the same day and same residence on a Sunday within a 3-hour window involving child custody dispute). Orford PD calls included 1 arrest and 39 motor vehicle stops resulting in 7 summons and 32 warnings. Other items of interest or note: 4 calls for service were vandalism or damage, 2 alarms, Fire emergency response assistance, and removal of road hazards.

There continues to be state level discussions on policy and procedure models in reference to fair and impartial policing, use of force, body worn and in car camera, and recommendations on response to complaints.

In early August, an individual from a local community was identified after he was observed riding his four-wheeler on private property off of Grimes Hill Rd. After contacting the caretaker, it was agreed that the individual would provide trail maintenance assistance in lieu of a criminal violation. The individual also agrees and all parties understand that if the individual does not follow through with the plan, a criminal violation would be issued. A notice was posted on the list serve as well as the Orford PD Facebook page that operators of OHRVs must have written landowner permission to operate on Private Property and there have been no further complaints.

Finally, Bachus reported he participated in the Piermont Police Chief Panel interviews and there continues to be a discussion by the Piermont Board of Selectmen on their selection. At this time, it has been decided that Orford PD is not needed to provide contracted patrol assistance in Piermont as they expect to have the new Chief in position

quickly. It was acknowledged and appreciated that Orford PD was willing to provide the service if Piermont found itself in need.

## Old Business

### A. Update of Outstanding Projects

- a) **Town garage grader cover** – Kidder reported the contractor is still working on a redesign for the project.
- b) **Town garage storage addition** – Kidder is still contacting vendors for this project
- c) **High Bridge Road Bridge** – Steketee spoke with Hansen Bridges – their suggestion would be to construct the bridge off site, then drop over the existing bridge. The Town would need to build up the road to meet the bridge. The estimation for the bridge and footers would be \$68,000. Adams said the Town authorized \$22,000 several years ago as a 5-year non-lapsing warrant article, so in order to complete the project an additional \$46,000 would need to be requested at the 2021 Annual Meeting.
- d) **FEMA Updates**
  1. Town Road #100 – Adams reported the project is on schedule to start on October 19th
  2. Sawyer Brook Culvert Headwall – Adams will be meeting with the abutters on Sunday, September 27<sup>th</sup> to review the easement and obtain their signature
  3. Quinttown Road Culvert – the headwalls are on the production schedule and should be delivered early November 2020
  4. Mousley Brook Culvert – Currently on hold until the engineering firms provide a specific estimate for the detour of traffic
- e) **Moose Plate Grant** – The Town received notice the Moose Plate grant application for the restoration the iron signs was accepted by the Division of Historical Resources. Additional paperwork will be sent to the Town for completion and submission to the Governor & Executive Council for final approval.
- f) **Other** – VPA Portable Toilet at games – JJ Hebb, Parks & Playgrounds, researched the VPA guidelines further and found “if restroom facilities (including portables) are provided for spectators they should be cleaned and disinfested regularly, consistent with CDC guidance.” The CDC guidance says they need to be cleaned daily, with a suggestion to clean every morning and afternoon the day of games. Adams wondered if this would qualify for reimbursement under the CARES Act – Dobbins-Marsh will research.

**B. Hazardous & Dilapidated Buildings (RSA 155-B)** – Adams reviewed RSA 155-B and reported the Town needs to identify if the structure poses a fire, health or safety hazard. Bachus said it is a safety hazard as he’s had to investigate criminal activity at this location several times. There are no “No Trespassing” signs along the fence, and there are several holes in the fence that allow access, specifically students leaving Rivendell that have been found drinking on the property. Bachus also reported several sections of the building have fallen into the basement on the back side of the house. Bachus asked about the other building that burnt several years ago, as this has fallen into the basement and also poses a safety hazard. *Motion made by Adams, seconded by Steketee to declare this property a public safety hazard. Motion Passed.* Adams will start the process by sending a letter to the property owner addressing this issue.

### C. Policies – Review

- a) **Employee Handbook Update** – Kidder completed his review of the revised Employee Handbook. Adams took the folder and will review next.

- b) **Water Testing & Posting of Results** – *Motion made by Kidder, seconded by Adams to accept this draft policy. Motion Passed.* Dobbins-marsh will send the draft to Ted Cooley, chair of the Conservation Commission for his review and comments.
- D. **Other** – Steketee has determined the ownership of a car that's been parked for some time at the trail access on Baker Road. He will ask the road agent to contact the individual to have the car removed.

### **New Business**

- A. **Notification System for Town Residents** – Lonnie Sanborn requested the Selectboard look into some type of Town wide phone notification system to notify residents, that don't have internet, of upcoming events, such as roadside mowing. Bachus said Fairlee, Vt. uses something similar and the system can be used to notify residents by road. Dobbins-Marsh will research and report back to the board at a future meeting. Sanborn also mentioned his concern at having some trees cut down with this years' mowing. The Selectboard will ask the Road Agent to review the area of mowing near Sanborn's home.
- B. **Complaint Form Process** – Complaints may be submitted to the Selectboard by sending an email to the Administrative Assistant or by submitting a completed Complaint Form. The complaint form must identify the person filing the complaint and include said persons signature, otherwise the Selectboard will not act. Signed complaints allow the Selectboard to reach out to that person if clarification is needed, and to let them know of action taken or not.
- C. **Class VI Roads** – Adams, Kidder and Road Agent Straight are schedule to attend a webinar addressing issues around Class VI roads. This topic will be discussed further at the 10/14 Selectboard meeting.
- D. **Approval of received "Notice of Intent to Cut Wood"** – none to review
- E. **Review of 2021 Budget Timeline** – Dobbins-Marsh presented the timeline for the 2021 budget process. Notification will be sent to committee chairs and department heads, as well as the Budget Advisory Committee members. Initial budget requests will be due by October 20, 2020
- F. **Correspondence** – A confirmation letter was received from the NH DOT regarding the Archertown Road bridge at Jacobs Brook, confirming previously agreed upon costs.
- G. **Other** – Private drive sign replacements – when residents request a private drive sign be replaced, what course of action can be taken when the invoice isn't paid. Currently, the Highway department orders the sign, and replaces it, then the Admin Asst bills the resident for the sign. Because of 9-1-1, street signs need to be posted, but when the invoice isn't paid, what is the next step? The Selectboard directed Dobbins-Marsh to contact the NH Municipality to get their opinion on this issue.

### **Manifests, Payroll and Accounts Payable folders**

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

**Non-Public Session**

*A motion was made by Adams, seconded by Kidder to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:25 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:58 pm. A motion was made by Kidder, seconded by Steketee to seal the minutes of the nonpublic session. Motion Approved.*

**Adjourn**

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

The meeting adjourned at 8:00 pm

Respectfully Submitted,

Esther Dobbins-Marsh