

# TOWN OF ORFORD

Board of Selectmen  
Work Session Meeting Minutes  
November 18, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee (Phoned in)

OTHERS PRESENT: Esther Dobbins-Marsh,

## Call Meeting to Order

The meeting was called to order at 5:30 pm

## Review of comments and concerns raised by the Budget advisory Committee members

- Salaries will remain as reflected on the budget worksheet (range between 1.4% - 2%). The exception will be the highway part-time salaries that will be reduced by \$4,000
- Benefit quotes will be reviewed when received (should be later this week)
- Concerns about using Capital Reserve accounts vs the regular budgeted line items for certain expenses. The Selectboard will review these expenses mid-December to see if adjustments can be made before year end
- The warrant article to request additional funding to restore High Bridge road bridge will be reworded to see if voters will approve a change in purpose to make it a walking/biking bridge
- A new warrant article will be added to request funds from the Road Improvement CRF for the 20% the Town is responsible for to replace the Jacobs Brook bridge at Archertown Road for a total of \$235,000

The budget worksheet and other documents will be updated as of 11/30/20 and copies will be given to the Selectboard and Budget advisory Committee members for review

## Approval of Intent to Cut Wood application

Property Owner: Michael Carter, map & lot #1-91-1A, Forrester: Nathan Taylor

## Correspondence

- **NH DRA Cyclical data analysis** – the Selectboard reviewed the analysis from the NH DRA regarding the 4/2019-4/2020 cyclical data. The board has questions regarding the data provided and asked Dobbins-Marsh will follow up with Jason Bickford, the NH DRA real estate appraiser to better explain the ratings.
- **NH Municipality - # of people in a room** – the Selectboard received clarification on the number of attendees that are allowed at public meetings. The room capacity set by the Fire Marshall is the max, but social distancing must be observed, which will restrict that number.
- **Connecticut River Joint Commission** – The Selectboard reviewed their 2020 Annual Report
- **Moose Plate Grant** – the Moose Plate Grant for the restoration of two iron markers in the amount of \$10,000 was approved by the NH Executive Committee.
- **Peyton's letter regarding a Rural Economic grant** – the Peyton's presented a package of information for the Selectboard to review regarding their Rural Economic plan, and possible grant applications.

## Other

- **11/25/2020 Agenda** – the agenda was discussed for the 11/25/20 meeting as it falls the night before Thanksgiving. Normally the agenda is limited, however, the Selectboard decided to hold a virtual meeting as we have two organizations that want to present information to the board.
- **Grafton County and COVID – how should the town move forward** – due to an increase in COVID cases in Grafton County, the Selectboard agreed to have plexiglass placed in the Town Clerk’s office, and for the bottom half of the Selectboard office door remain closed.

Information received after the Selectboard met:

- *Per the Governor’s Emergency Order #74, issued and effective November 20, 2020, all persons over the age of 5 within the State of New Hampshire shall wear a mask or cloth face covering over their noses and mouths any time they are in public spaces, indoors or outdoors, where they are unable to or do not consistently maintain a physical distance of at least six feet from persons outside their own households.*
- With this order in place, all persons doing business in person at any town building will be required to wear a mask. All persons working in those buildings will wear a mask. We are also adding plexiglass dividers and utilizing existing wooden dividers to help maintain social distancing.
- **RISD Auditors request to use the Niles Room** – in light of encouraging committees to use a virtual format for meeting, the Selectboard has denied this request. Dobbins-Marsh will determine how to add additional administrators to the Town’s GoToMeeting contract and what the cost will be.

#### **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 7:30 pm. A roll call vote of member’s present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:48 pm. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.*

Mark Miller submitted his application for a permit approval for construction not off a Class V or Class VI road. The Selectboard will add to the agenda for 11/25/20 for further review and discussion.

#### **Adjourn**

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

The meeting adjourned at 8:00 pm

Respectfully Submitted,

Esther Dobbins-Marsh