

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 9, 2020

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

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

## Call Meeting to Order

The GoToMeeting was called to order at 5:30

Roll Call taken (above members present)

## Approval of Minutes

*Motion made by Kidder, seconded by Adams to accept the minutes of the 11/23/2020 budget work session (as amended) Motion Passed*

*Motion made by Adams, seconded by Kidder to accept the minutes of 11/25/2020 (as amended) Motion Passed*

*Motion made by Adams, seconded by Steketee to accept the minutes of the 12/07/2020 budget work session (as amended) Motion Passed*

## Reports

- A. **Fire Department** – Chief Straight presented his monthly report to the Selectboard. In November there were only 2 calls, 1 medical and 1 fire related, YTD total 109 calls compared to 106 calls last year. There was no training, due to COVID, but the department did hold a work detail in early November.
- B. **Highway Department** – Terry Straight presented his monthly report to the Selectboard. In November the snowplows and wings were repaired and painted. The crew also cut and picked up brush along roadsides. Truck #3 was taken to EZ Steel to repair the rusted and worn belly pan for the sander. Vehicles are being checked on a regular basis, greased, washed and adjusted to keep them operating smoothly. Straight is working on a plan for 2021 projects and a plan should the highway crew become sick at the same time. Straight has at least one contractor that can help with plowing and sanding, but additional backup is still needed. Straight mentioned the well being low at the town garage. After washing down the trucks, water coming thru the faucets is dirty. Dobbins-Marsh will pull the garage folder to see when the well was drilled, and Straight will contact Sargent's Well to see if they have information on it. Straight asked Steketee to contact Floyd's regarding the recycling center and the plan for plowing and sanding for the 2020-2021 season. The Selectboard and Straight discussed replacing the overhead doors at the garage. The board reviewed 3 options: 1-Replace two doors with reshuffling of panels, hardware and motors \$7,400; 2-Replace smallest door, hardware, motor and hardware and one motor on one of the large doors \$3,500; 3-Replace motors only for \$1,600. Dobbins-Marsh will clarify if the quote for motors only includes the electric eyes.

## Old Business

### A. Update of Outstanding Projects

- a) **Historical Barn Revised 79D** – Kidder said all but one of the barns in the program are looking good. The cupola on the Nichols barn is complete and looks

nice. Reports of activity on the Washburn and Cottonstone farms were also reviewed and accepted. The Selectboard will need to follow up on the Trinity Farm non-compliant barn and will draft a letter to the property owner after the first of the year.

- b) **Sand Pit Reclamation Plan** – Steketee said this project will get back on track in early 2021. Steketee will reach out to Tom Thomson to be part of the process, per Thomson’s offer
- c) **Grader Cover** – Kidder reported that due to higher than normal costs, it will take additional funds over the current contract of \$8,800 to complete this project. The current estimate is a total of \$12,000, but because construction supplies may be even higher in 2021, the board agreed that \$14,000 is probably closer to the total cost to complete this work. *Motion made by Kidder, seconded by Adams to create a Warrant Article for the 2021 annual meeting, to request an additional \$5,200*
- d) **Garage Addition** – The original amount approved by the voters of \$25,000 is significantly lower than all the bids received. The bid of \$35,150 was the lowest to complete the addition, including all the concrete work. In order to complete the project, additional funds will be needed. *Motion made by Kidder, seconded by Adams to create a Warrant Article for the 2021 annual meeting, to request an additional \$15,000*
- e) **Illegal Junkyards** – Dave Smith submitted an update to the work he’s been doing at this property - progress is being made. With winter approaching, the work will be on hold until the spring of 2021. Adams will draft a follow up letter to Smith regarding a spring visit by the Selectboard to set goals for 2021.
- f) **Safety Hazard (RSA 155-B) Properties** – a letter was sent to Tom Patton requesting permission for the Selectboard to complete a walk-around his property to determine repairs that should take place in the near future to prevent safety issues. The Selectboard is waiting for his response.
- g) **Long Term Paving Plan** – Straight presented his 10-year paving plan to the Selectboard. The plan starts in 2021 with adding road aprons on Sawyer Brook, Baker, East Cemetery and Orfordville roads for a total cost of \$29,858. The Selectboard said the encumbered funds for paving projects could be used for this work, which will eliminate the need to request funding from the voters. The second project was to reclaim and repave ½ of River Road at a total estimated cost of \$79,637. Adams felt this was not a good year to request funding for paving. Adams suggested Straight present a draft of the paving plan for residents to review and gather feedback on. Straight asked if paving becomes an annual expense, should it be part of the highway budget or always a warrant article? No decision was made on that question at this time.
- h) **Updates on FEMA Projects**
  - 1. **Town Road #100** – per Adams, once the electrical poles are set and the wires moved, the project is ready to move ahead. The concrete culvert and site work are ready, and the contractor will be installing the temporary bridge and removing the existing culvert by the end of the year.
  - 2. **Quinttown Road culvert** – this project is complete.
  - 3. **Sawyer Brook Headwalls** – the engineering firm of Horizons will be submitting the permit application to the NH DRA within the next week
  - 4. **Mousley Brook Culvert** – still on hold – working to finalize engineering bids received
- i) **Other** – Archertown Road over Jacobs Brook bridge – Adams reported that funding is available, and DuBois & King is working on the final design. Unfortunately, permitting is taking between 6-8 months for approval, so the work on the bridge won’t start until 2022. The Town will still present a warrant article for funding for this project so it’s approved for the project start date.

- B. Broadband Services** – Charlie Smith asked if there was any update on forming a committee to work on this project. He said many residents are willing to help. If Orford wants to encourage businesses to come to our Town, internet services are essential. Smith asked if Orford ever received money from federal funds that were available many years ago. Adams said he was unaware of the federal funds, but would research further. Unfortunately, there are no funds currently available to add broadband services. While NH Electric Coop is looking at adding internet for its customer base, that will most likely take 5+ years to complete. The Grafton County Broadband committee has just started as a group and hoping to have impact as a unit vs. small individual towns. Most internet companies focus on densely populated towns for providing services. Adams said a major challenge is the federal government sees on paper that towns have internet, but that doesn't identify if the entire town has coverage or if the coverage is strong. After the first of the year, Adams will look to establish a Broadband committee for Orford. Addressing this issue with local representatives can only help.
- C. Review of 2021 proposed budget and warrant articles** – Dobbins-Marsh will create the two new warrant articles for the Selectboard to review prior to the meeting on 12/16/20. The public hearing for the 2021 budget and warrant articles will be held virtually. Mailings will be necessary and packets prepared for residents to pick up at the office – this information will also be placed on the website for review.

## **New Business**

- A. Review of received “Notice of Intent to Cut Wood”**
1. Property Owner: Sarah Schwaegler, #8-27-5 and 8-27-25, Logger: Foreco, LLC
  2. Property Owner: Richard Steketee, #1-91-57 and 1-91-58, Logger: Ryan Harvey
- B. Rural Economic Development Plan** – the Selectboard will review and discuss at the 12/23/20 meeting
- C. Contracts**
1. Dimitri Gerakaris, Restoration of two Iron Markers in the Town of Orford. The Town received a grant of \$10,000 from the state of NH, and additional fund raising will be used to cover the cost above the grant (total price to restore the markers is \$14,000), and the cost remove and deliver the signs to Dimitri. *Motion made by Steketee, seconded by Kidder to accept the contract from Dimitri Gerakaris for the restoration of the two Iron markers. Motion Passed.*
  2. RSD Annual Contract for highway employee drug testing. *Motion made by Adams, seconded by Kidder to accept the contract for 2021. Motion Passed.*
  3. UVLSRPC 2021 Household Hazardous waste contract – the Selectboard agreed to wait until after the 2021 annual meeting before signing this contract.
  4. DuBois & King 2021 Ground water Permit contract - the Selectboard agreed to wait until after the 2021 annual meeting before signing this contract.
- D. Correspondence** – nothing to review
- E. Other** – Dobbins-Marsh reported the Town has received \$16,699.21 from the NH Municipal Aid for reimbursement of police and fire department wages and benefits paid between September 1<sup>st</sup> and October 15<sup>th</sup>, 2020. These funds are part of the NH Emergency Relief and Recovery (GOFERR) Coronavirus relief fund. Per the Executive Order 2020-06, the requirement to hold a public hearing for accepting funds is waived due to the COVID-19 state of emergency.

Adams restated that while measures have been taken at the Town office to allow distance between the employees and the public, the public is required to wear masks when entering town buildings. The Selectboard thanks all for helping to keep everyone safe

**Manifests, Payroll and Accounts Payable folders**

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

**Topics for Future Discussion**

- A. Employee Handbook Revision
- B. RRC Impact Study
- C. Police Policy Updates

**Adjourn**

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

The meeting adjourned at 8:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh