

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

February 10, 2021

MEMBERS PRESENT: John Adams, Fred Kidder II

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight

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 01/27/2021 (as amended)

Motion Passed

Reports

- A. **Fire Department** – Chief Straight reviewed the department report for January 2021. There were 10 calls for service in January (5 medical, 2 fire and 3 mutual aid) vs 7 calls in 2020. February has been a busy month as well. With more people working from home, more wood is being burnt. Homeowners must be diligent to avoid chimney fires. There were no meetings or training due to COVID, however, there was a work session to check and work on the trucks. Adams asked about the mutual aid call to Hanover – Straight said Hanover had a water main break. Norwich and Lyme were at the scene and Orford was called for coverage. This is all part of the mutual aid agreement between towns. Adams asked about certifications that could lapse due to lack of training. Straight said all certifications were updated in 2020, mostly thru on-line courses, however CPR recertification will occur in 2021. Currently the plan is for Twin State Fire school to hold this class at Blue Mt School. Most of the fire fighters have received the 1st COVID vaccine. Once all have received their 2nd shot, training can resume as restrictions are removed.
- B. **Highway Department** – Terry Straight said a 3rd employee was hired on February 8th – Jeff Roberts comes to the town with good experience with plowing, mechanical work and vehicle maintenance experience. Straight said truck #3's turbo charger is failing and can't be rebuilt. Reeds will look for after-market parts and let the highway department know the cost. The department works plowing, sanding and salting the roads as storms come in. The crew keeps the trucks well maintained on non-snow days. Straight said 624 yards of sand and 29 yards of salt were used in January 2021. Straight will be placing an order for salt in the next few weeks.

Old Business

A. Update of Outstanding Projects

- a) Archertown Bridge at Jacobs Brook – Dobbins-Marsh received information regarding the state's funding for this project. The Town has a contract with the State for this project, with costs and cost sharing agreed on. Per the state, this contract reflects their legal obligation to fund 80% of the project.
- b) FEMA Updates-Town Road #100 – work has begun – the temporary bridge and guard rails have been installed and are being maintained by the highway

department. The culverts have been removed, and the water bi-pass system installed. A letter will be sent to Stacey Thomson to officially notify him to take possession of the culverts which are currently stored at the highway garage.

- B. Budget vs Actual Review** – until the 2021 budget is approved in May, the financial report will reflect 2021 actual expenses only. Adams asked if there's a report that can compare January 2020 to January 2021. Dobbins-Marsh hasn't seen that option, but will research.

New Business

- A. Contractor Mailer** – The Selectboard agreed on the language to use for the mailer requesting information from contractors that might wish to work with the highway department when additional help is needed. Dobbins-Marsh will have printed and mailed. Straight said more detailed information should be requested from contractors than the mailer is asking. Dobbins-Marsh had created a form that contractors will complete listing various information on their vehicles and other equipment they'd use. Dobbins-Marsh will send a draft of this form to the Selectboard and Straight to review.
- B. Complaints** – The Selectboard received a complaint from Justin Adams regarding the highway department using private property as a turnaround for their trucks. Straight said he spoke with Ronnie Taylor and received permission to pull in and turnaround on his property by the fuel tanks off Route 25A. When the town plow trucks exit Quinttown Road they continue to push snow as they travel east to keep as much snow off Route 25A as possible. Using the turnaround allows the drivers to safely re-enter Route 25A. Adams said he's always concerned when using private property for turning around, and there are several other locations where this occurs. He's like to look into obtaining some type of easement for this purpose. Straight will create a list of locations where turning around currently occurs.
- C. Review of received "Notice of Intent to Cut Wood"** – there were none to review
- D. Contracts** – there were none to review, however, the MS-636 is in the signature folder (this is the NH DRA version of the budget, and is posted with the warrant for the 2021 annual meeting)
- E. Correspondence** – an email was received from Chris Crowley regarding the Rivendell Review Committee (RRC) – The RRC committee has spent countless hours reviewing the budget allocation between the four towns. While they've identified several issues, one specific area was the incorrect sharing of Federal SPED Grant Revenues, resulting in a lower allocation to Orford. At the 02/04/2021 Rivendell board meeting, the board approved repayment to Orford in restitution of \$143,627 to be paid back over a 3-year period which will result in a reduction of approximately 1.5% of the Orford Net Assessment/Property Taxes for education. While there are still several other issues to be addressed, this Orford Selectboard would like to thank the RRC members, specifically Mark Burger and Chris Crowley, for all the hours and dedication they've put into this endeavor.
- F. Other**
- 1. Street Light Project** – Adams would like to request the Energy Committee take on this project. Does the Town need more or less lights, are they energy efficient, etc. Adams would like the committee to create a report for the Selectboard to review. Adams will notify the Energy Committee of this request.

2. **Planning for the May 22, 2021 Annual Meeting Business portion** – The Town will need to obtain tents, chairs, sound system and portable toilets for this part of the annual meeting. Straight said the NH Fire Marshalls are concerned about large gatherings using tents that may not be fire rated or properly installed. If we use a company that rents the tent, puts it up and takes it down, the Town can make sure they are certified and hold liability insurance. Dobbins-Marsh will contact several vendors to obtain quotes and other information. She will also ask about chair rentals. Adams will look into a sound system to use for the day. Dobbins-marsh will check with Rivendell to see if the Town can use their system that's usually used for Town Meeting.
3. **Posting of Legal Notice for the Annual Meeting** – Adams will verify the requirement, but believes it's posted 14 days prior to the March 9, 2021 meeting and again 14 days prior to the May 22, 2021 meeting.

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(c) for tax abatement matters at 6:35 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 6:44 pm. A motion was made by Adams, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

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

The meeting adjourned at 6:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh

Topics for Future Discussion: Police Policy Updates, Employee Handbook Updates