

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

November 24, 2021

MEMBERS PRESENT: John Adams, Fred Kidder II, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Paul Goundrey, Bob Palifka

Call Meeting to Order

The meeting was called to order at 5:30 p.m.

Approval of Minutes

Motion made by Adams, seconded by Kidder to accept the minutes of 11/10/2021

Motion Passed 3/0

Motion made by Kling, seconded by Adams to accept the minutes of 11/16/2021 Budget Work Session - Motion Passed 3/0

Corrections made to prior minutes:

- 10/20/2021 – page 1 - Proposed 2022 Warrant Articles – amended the number of vehicles the NH State vender is purchasing to 200, with the # of vehicles claimed by NH Fish & Game to 150
- 10/27/2021 – page 2 - Orford Energy Committee – the last sentence amended to read “The Selectboard will review the draft survey at a future meeting.”

Reports

- A. **Assessor**- a report was provided for the Selectboard to review. Our assessor has been working on the cyclical data collection and the data will be entered into the program by 12/31/21. He will also be working to complete the NH Dept. of Revenue Administration’s annual equalization study which is due by 12/15/2021

The Selectboard briefly discussed the re-valuation contract and the reason to create a Revaluation Trust Fund Account, and funding for this expense at \$7,000 per year. Previously the Town paid the assessor in advance for the service as part of the operating budget. The current assessor bills us on an hourly basis, and separately for the Re-valuation contract. The difference is approximately \$7,000 less per year.

- B. **Police Department** – a report was provided by Chief Bachus. During the month of October there were 69 calls for service, with the NH State Police responding to 5 calls. There were 31 motor vehicle stops with 2 summonses issued. Loud noise and speeding are still an issue on Bridge Street, and Bachus has conducted directed enforcement at various times and days with no egregious violations observed. He will continue to do enforcement of the area as part of his regular patrol activities in the rest of the Town.

Bachus reported on a grant he’d applied to acquire funds for the Speed Traffic Cart but was unsuccessful, however, he will reapply in the first quarter of 2022.

- C. **Road Commission** – Paul Goundrey presented the Road Commission report to the Selectboard. The committee addressed several topics, summarized as follows:
- a. The commission feels the Highway department should have a streamlined record management system, such as Pub Works or a QuickBooks program.
 - b. When it's time to replace a highway truck, they recommend purchasing a 10-Wheeler
 - c. When it's time to replace major equipment, they recommending leasing with a maintenance contact
 - d. The committee would like to see the grader cover and garage storage addition completed as soon as possible
 - e. The commission reviewed the current paving plan and does not recommend it – many roads can be shimmed, and the current plan will take too many years to complete
 - i. The Commission recommends a paving project in 2022 be to shim River Road, Brook Road and possible either the first section of Archertown Road from Route 10 to Townshed road or Grimes Hill road
 - f. Contracting out Highway maintenance was not recommended
 - g. The commission recommends developing and implementing a culvert replacement plan to meet the needs outlined in the 2019 culvert study
 - h. The commission recommend the Selectboard adopt a policy to have property owners responsible for the initial installation of a driveway culvert, but the Town will be responsible for the maintenance in the future
 - i. The commission recommends that specific yearly projects be developed with a timeline for maintenance for shoulders, ditching, culvert replacement, grading, road improvements and paving.
 - j. The commission recommends the NH Highway Block Grant be used for a specific highway project
 - k. Finally, the commission recommends a permanent Road Committee be established

The full report can be found on the Orford Website under Committees and Commissions – Orford Road Commission, under documents

Old Business

A. Update of Outstanding Projects

- a) Illegal Junkyards – the Selectboard reviewed the month status report for this property
- b) Mousley Brook FEMA Project Update – a contract proposal was received from VHB for engineering services for this project. The Selectboard will review and discuss at a future meeting
- c) Archertown Road/Jacobs Brook bridge – the Town attorney is working on the title search

The Selectbaord agreed to move the next two items ahead of the discussion of the Warrant Articles under Old Business of the agenda

New Business

- A. Community Field Abutter** – Lawrence Hibbard (contractor for mowing the Community Field) addressed his concern about the property that abuts the Community Field. The previous owner had a fence that was on the Town's property

and Selectman Kling had spoken with the owners and the realtor that was selling the property to remove it prior to the sale. The previous owners removed the fence, but with the porch being extremely close to the property line there are times when the new owners have personal items on the Community Field (firewood and toys). Hibbard has to move items in order to mow but is concerned about potential injuries when he's mowing if toys and other items get under the mower and injure anyone nearby. Hibbard asked if there's a way to permanently mark where the boundary line is. Kling will meet with the new owners to review Hibbard concern and to address the boundary line location. This will be followed up with a letter from the Selectboard to provide written documentation for the property owner and the Town.

B. Capital Reserve Worksheet/Vehicle Replacement Schedule – Bob Palifka presented the updated Capital Reserve Worksheet and Vehicle Replacement Schedule to the Selectboard.

- Vehicle Replacement Schedule reflects replacement years of 5/7/7 for the highway trucks (1.5 ton, and 2 6-wheelers). This will have the town replacing both 6-wheelers in the same year, which will require additional funding into the Highway Truck Capital Reserve Account
- Capital Reserve Worksheet
 - if the Town purchases a 10-wheeler the funding will need to be increased to \$69,652 in 2022
 - Will \$6500 be enough to purchase a new mower for the Cemetery Commission

Old Business-continued

B. Warrant Articles

- a) Article 3 – Funding of Capital Reserve Funds – the Selectboard increased the funding into the Highway Truck CRF to \$69,652, and the Tree Care CRF to \$10,000
- b) Article 12 – Paving – The Road Agent will need to prove detail on the cost to reclaim vs shimming and the time frame for both. If we follow the Road Commission report, will we shim River Road, Brook Road and possible one other road? What will the cost for that be?
- c) Article 13 – Fire Engine Electrical system upgrade – still need additional information from the Fire Chief
- d) Article 14 – Cemetery Mower – will \$6,500 be enough to purchase a mower – contact Paul Messer to discuss
- e) Article 16 – Purchase of Property – the Selectboard agreed to use a total value of the purchase price plus \$50,000 towards closing costs, and to use funds from the unassigned fund balance

Kling wanted to add a warrant article to allocate funds to work on a section of Archertown Hill in the amount of \$300,000 with funding to come from the Road Improvement Capital Reserve account. Adams said previously when working on a plan to repair this section of Archertown Road there were many concerns from abutters. Adams was also concerned about allocating funds for work with no plan in place for the project. It would be better to start working on a plan for the Archertown Road hill in 2022 and have the data pulled together for a 2023 warrant article.

New Business-continued

C. Review of received “Notice of Intent to Cut Wood” – None Received

D. Complaints – None Received

E. Correspondence

- a) Letter to authorize Deborah Hadlock to act as the Boat Agent for the Town of Orford. *Motion made by Adams, seconded by Kidder to authorize Deborah Hadlock as the Boat Agent for the Town of Orford. Motion Passed 3/0*
- b) Email received from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) regarding their Road Surface Assessment/Management program. The program costs are shared between the UVLSRPC and the Town – the cost to the town would be between \$4,000-\$5,000. While the program is focused on paved roads, gravel/dirt roads could also be incorporated. The Selectboard will discuss further at the 12/8/21 Selectboard meeting.

Manifests, Payroll and Accounts Payable folders

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

Adjourn

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

The meeting adjourned at 8:20 pm

Respectfully Submitted,

Esther Dobbins-Marsh