

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 8, 2021

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

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Kenny Cantlin, Sue Kling, Bonnie McCouch, Sarah Putnam

## 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 12/22/2021*

*Motion Passed 3/0*

*Motion made by Kidder, seconded by Adams to accept the minutes of 12/24/2021 as amended*

*Motion Passed 3/0*

## Reports

- A. **Fire Department** – Chief Straight presented the November report to the Selectboard. There were 18 calls in November bring the YTD total to 117 calls (2020 YTD was 111). The calls included 11 medical calls, and 7 for fires. On 11/1/21 five (5) members met to complete the truck checks, and on 11/15/21 seven (7) members met to reviewed equipment. Engine #3 had new springs installed. The department will conduct a controlled burn of a house on River Road, with neighboring towns being invited to attend. A local contractor has volunteered their time and equipment to clear the rubble into the cellar hole.
- B. **Highway Department** – Terry Straight – submitted November vehicle weekly inspection sheets for Trucks #1, #2, and #3, along with his November report. The crew inspects the roads every Monday & Friday. Wing have been installed on the grader, trucks #2 and #3, and the sander motor was replaced on truck #3. The crew built and installed the gate to the entrance of the west sand pit. On Friday, November 12<sup>th</sup> there was heavy rain and wind that took down many trees on the roadways. The department spent the day removing trees, with work continuing into Saturday, and finishing up on Monday. Plowing and sanding as needed has started. Rivendell's superintendent Williams contacted Straight to review the bus routes, and to confirm contact information for both entities. During one storm, Truck #3 had to be pulled from a ditch on Indian Pond Road. The truck did not sustain any damage – it was pulled out using the Town grader, then the driver continued along his route. Cantlin filed a complaint regarding the damaged caused to his property near Town Road #100. With the ground being soft, the truck caused damage when turning around on private property. Straight said, as in years past, the highway department will repair the damage in the spring to restore the road to its previous condition. Straight will have the road smoothed out next week. Adams said the Town needs to have written agreements between private landowners and the Town that allows the plows to use their property to turn around on. Straight reported that the highway crew picked up the Iron Markers and re-installed them at the intersection of Bridge Street and Route 10, and Archertown Road and Route 10.

Straight wanted to thank CT Valley Moving for donating the use of their vehicle and wrapping blankets to transport the signs back to Orford, and CT Valley Trucking for the drilling the post holes.

**C. Library Study Committee report** – Sue Kling discussed the results from the Orford Libraries Study committee report. The committee consisted of two trustees from each library, a patron from each library and a member representing the citizens of the town. The committee concluded Orford would be best served to consolidating the Orford Free and the Orford Social libraries into one entity at a new location. Libraries are becoming more than a place for books – they provide many services to the community, similar to a community center. If money were no object, the new structure would be a community center and include the library, but also a kitchen, craft room, meeting rooms, daycare for the elderly, student study room, etc. The more services, the more receptive the town may be.

There are still many details to work on, such as fund raising for this project. There are resources within the NH State Library that can assist with this project. The positives of a new building would include ample parking, updated energy systems, meeting rooms for many town groups, and no duplication of books and library services. A new library committee will need to be formed to take this project into its next phase. It was suggested the current committee have a table at the annual meeting with information on their study, and possibly send out a mailer addressing these issues. The Library Study report will be posted on the Orford Webpage Selectboard tab under Documents.

## **Old Business**

### **A. Update of Outstanding Projects**

- a) Archertown Bridge at Jacobs Brook – The Town attorney completed some additional research to see if anything could be found to establish the width of these roads in the vicinity of the bridge. She looked at the legal descriptions in deeds and at plans for the lots on either side of both roads in this area going back quite far to see if any of them included information about the width of the road, the dimensions of the intersection, or the location of any sidelines of the road.  
She is advising having the area re-surveyed, and notification be sent to the abutters which gives them a chance to disagree with the findings by petitioning the courts. The Selectboard agreed to move forward with the property being surveyed.
- b) Mousley Brook FEMA Update – The Selectboard need to decide if this will be a FEMA project, and if so, they need to select the engineering firm, then have the firm obtain construction bids. All this will be in conjunction with the NH DES.
- c) Town Road #100-DuBois & King submitted a copy of the NH DOT Form 4 Bridge Capacity Summary and the Record Drawings of the completed work
- d) Broadband – Adams reported the county received a grant that will cover the high-end design fee of \$2,500 that was previously approved by the Orford Selectboard to be paid by Orford.

### **B. 2022 Proposed Budget/Warrant Article changes from the 12/6/21 Work Session**

- a) No changes to the 2022 Operating Budget
- b) 2022 Warrant Articles:
  1. Funding to the Police Cruiser Capital Reserve account was increased to \$22,000 – this will bring the CRF balance to over \$69,000 which will

provide enough funds to purchase the new cruiser and upfitting costs if approved by the voters

2. Purchase of New Cruiser – the Warrant Article was amended to fund the purchase of the new cruiser using only the funds in the Cruiser CRF
3. Paving – the Warrant Article was amended to raise and appropriate \$250,000 to reclaim and pave River Road, and skim coat Dublin and Brook roads. Funding to come from the Road Improvement CRF (\$75,000), Unassigned Fund Balance (\$75,000) and \$100,000 to be raised by taxes
4. Purchase of Property – the amount of \$439,000 was added as an estimated purchase/closing cost total
5. The Selectboard agreed to not include Capital Reserve purpose changes in the 2022 list of warrant articles

### **New Business**

**A. Discuss UVLSRPC Road Surface Assessment/Management Program** – the board discussed the option to participate in this program – the cost would be between \$5,000 and \$6,000. At this time, the Selectboard decided not to participate.

**B. Budget vs Actual Review** – the Selectboard will review and bring questions/concerns to the next Selectboard meeting

**C. Review of received “Notice of Intent to Cut Wood”**

Property Owner: Mark Miller, Map & Lot #001-091-049, #001-091-052

Forester: Hooper Hill Forestry, LLC

**D. Complaints** – discussed during the Highway Department Report

**E. Correspondence**

a) A legal opinion from the Town Attorney on what qualifies as a Police Cruiser was received. Her opinion is a truck does qualify as many police departments now use trucks as their law enforcement vehicles.

b) CDC Health Advisory – document was received by the CDC regarding the new SARS-CoV-2 variant/Omicron variant reminding towns to remain vigilant to help prevent potential exposure. Municipalities should continue to follow the existing state guidelines for case investigations, and members of the public should use layered prevention strategies (vaccinations, masking, social distancing and hand washing) to slow the transmission of the SARS-CoV-2. If testing positive, a 10-day isolation period.

**F. Other – Items to act on**

a) Removal of tree between the Post Office and Congregational Church – the Postmaster called to express her concern with the condition of the tree between the Post Office and Congregational Church. Woodpeckers are consistently damaging the tree and branches are falling daily - she’s concerned with the safety of residents coming into the PO. She also spoke with John Adams about the same issue and Adams obtained an estimate from Thomson Tree Service to have it removed. Kling and Bill McKee determined that the tree was actually on the Town property boundary line, and because of the proximity to the power lines, Post Office and Church it should be removed as it’s become a safety issue. Kling also spoke with Orford’s Tree Warden, Bill Wilson, regarding the condition of the tree and he agreed the tree should be removed.

*Motion made by Adams, seconded by Kidder to accept the estimate from Thomson Tree Service in the amount of \$3,800 to remove the tree between the Post Office and Congregational Church. Motion Passed 3/0*

In the spring of 2022 the Town will have the area surveyed and a boundary marker placed to mark the West Common boundary line. The stump will also be ground at this time.

- b) *Trash & recycling 2022-2024 Contract – Motion made by Adams, seconded by Kling to accept the low estimate submitted by Floyd's Rubbish Removal for the 2022 – 2024 contract. Motion Passed 3/0*
- c) *Town Office basement spray foam insulation estimate – the Selectboard reviewed the estimate from Superior Spray Foam Company in the amount of \$3,961 to spray foam insulation on the basement walls of the Town office building. This will seal up cracks in the foundation to stop cold air flow and rodents from entering the basement. The Energy Committee will be notified of this project to discuss during their 12/14/21 meeting. The committee will notify the office by December 15, 2021 if there are strong objections to this project. Motion made by Kidder, seconded by Adams to accept the estimate of \$3,961 to spray foam insulation on the Town office basement walls, pending comments from the Energy Committee. Motion Passed 3/0*

#### **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 Kidder, seconded by Adams to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:55 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:59 pm. A motion was made by Kidder, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved.*

#### **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