

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 26, 2022

MEMBERS PRESENT: John Adams, Chase Kling, Fred Kidder II (by phone)

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus

Call Meeting to Order

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

Approval of Minutes

Motion made by Adams, seconded by Kling to accept the minutes of 01/05/2022 (as amended)

Motion Passed 3/0

Motion made by Adams, seconded by Kling to accept the minutes of 01/12/2022 (as amended)

Motion Passed 2/0 (Kidder abstained)

Reports

- A. **Police Department** – Chief Bachus presented the departments states for December 2021. There was a total of 80 calls for service (NHSP has 2 calls for service), which included 5 animal complaints, 6 citizen assists, 5 forgery/fraud calls, 10 vacant residence checks and an untimely death response. Motor vehicle enforcement included 26 stops in which 2 summonses were issued. Bachus said the cruiser continues to show symptoms of age, and additional funds are being spent to keep it safe to operate in the police function. Two items were recently replaced, battery and tire sensor, that were still under warranty, and this past month the cruiser was out of service due to an issue with the catalytic converters. Catalytic converter cleaner was used as well as higher octane fuel to help clean the system. If the converters ultimately fail, the cost to replace will be between \$3,000 and \$3,500.

Kling asked Bachus the status of serious cases at Grafton County court. Are they being processed in a timely manner? Bachus said the Grafton County court is hearing cases, but wasn't sure about the NH Superior court. Bachus will get a status of the Superior court cases and report back to the board.

- B. **Assessor**-Todd Haywood reported on the past months' activity. The 2021 cyclical data verification has been completed, and data entered. The abatement deadline is March 1, 2022 – to date only one has been received, which the Selectboard has to review and sign off on. *Motion made by Adams, seconded by Kidder to table discussion of this abatement until no later than the 2/23/2022 Selectboard meeting. Motion passed 3/0*

The town will print and mail the inventory forms around Mid-late February 2022, with a due date of April 15, 2022. Haywood's last item was a letter he drafted for the Selectboard to sign, if they choose to, supporting HB 1522 which if passed will move the process of certifying assessors from the Dept. of Revenue to a new Assessing Certification board administered under the office of Professional Licensing & Certification. The Selectboard stated it's their policy to not take a stand on general state legislations.

Old Business

A. Discussion of the Public Hearing held on 01/24/2022 – a few language changes were made to the following warrant articles:

- #6 – To Create a Revaluation Capital Reserve fund - the article was written to create an Expendable Trust fund for the 5-year revaluation fees. The fund was re-titled to “*create a Capital Reserve fund*” on the advice of the Trustees of the Trust funds.
- #11 – Paving - the description of the section of Dublin Road to be shimmed and overlaid was changed to read “*Route 10 to the gravel section*”
- #13 – creation of a Town Road Committee - The article was rewritten to read “*The purpose of this committee will be to assist the Road Agent with project planning, estimating for bids and other major items that impact the highway department. The Selectboard shall appoint members to the committee for 1-year terms. The committee will be made up of a maximum of five people with experience in any of the following highway department related areas: road construction; road maintenance; vehicle or heavy equipment operation or maintenance; bid writing including performance specifications; safety; computer hardware or software; or building layout or building construction. The Road Agent and a Selectboard member will attend the committee meetings as non-voting participants.*”

Motion made by Adams, seconded by Kidder to confirm the Warrant Articles as amended by the Selectboard. Motion passed 3/0

B. Update of Outstanding Projects

- Archertown Bridge at Jacobs Brook – Pioneer Survey completed the survey and emailed the plan to the Selectboard. Adams will contact the company as he has a few questions that need clarification. Adams will report back to the board, and if all agreed on the survey plan, the board will establish the Right of Way per RSA 231:27. Copies will be sent by registered mail to the abutters, NH Secretary of State and filed with the Town Clerk. A copy will also be sent to the engineering firm, then the board and the engineer will meet to discuss the design.
- Mousley Brook Culvert-FEMA project – the Selectboard will schedule a work session for February 16, 2022 to meet with Paul Hatch, NH DES to discuss the options available to the town and the potential financial obligations.

C. Employee Handbook – Second Reading

- Section IV – *Motion made by Adams, seconded by Kling to accept Section IV – Compensation and Hours of Work from the Employee Handbook, as amended. Motion passed 3/0*
- Section VII (pages 31-33) - *Motion made by Adams, seconded by Kling to accept Section VII (pages 31-33) – Time Away from Work from the Employee Handbook, as amended. Motion passed 3/0*

New Business

A. Employee Handbook – Introduction

- Sections I, II, III, V, VI and VII (pages 34-40) were presented to the Selectboard to review prior to the February 9, 2022 meeting

B. 2021 Selectboard Annual report – Adams presented a first draft of the 2021 Selectboard Report to be included in the Orford Annual Report. Several changes were discussed, including adding a thank you to Paul Messer for his many year of

service as a Cemetery Commissioner. There was a question if his open seat could be included on the ballot (as the Selectboard received a written conformation after the filing opening date of 1/19/22, but verbal notice was received on 1/14/22). Dobbins-Marsh will contact the NH Secretary of State for confirmation on how to handle this issue. *Motion was made by Kling, seconded by Adams to accept Paul Messer's resignation as a Cemetery Commissioner. Motion passed 3/0*

C. Review of received "Notice of Intent to Cut Wood" – none received

D. Complaints – none received

E. Correspondence

- A temporary Curb Cut application was approved by the Road Agent for property at 68 Norris Road. However, the map & lot # were incorrectly listed. The Road Agent will have the document amended and returned to the Selectboard for approval.

F. Other

- Grafton County Broadband (GCB) committee will be holding a series of public informational meetings in February – dates to be announced. CGB applied for a \$26 million national grant. To date it has not been rejected but no confirmation of acceptance has been received. If received, it will cover the entire cost of the installation of the middle mile which will bring optic fiber to a central location to towns in the county. The GCB committee is working on a contingency plan to cover this expense if the grant isn't approved. The ARPA funds received by Orford will most likely be used to design the plan for the "last mile" which will bring internet services from the middle mile to houses. Orford should see a bit of a cost reduction because we are on one of the main lines for the middle mile, so we won't have to pay for the optic fiber on those poles.
- Action Items from Board Meetings – Dobbins-Marsh will maintain a list of action items from Selectboard meetings, along with an outstanding project list. This will be reviewed at the first meeting of the month.
- Renaming of Community Field – Ann Green recommended the Community Field be named in memory of John O'Brien. Kling felt this should be a discussion with the O'Brien/Tullar family prior to making this decision. This will remain an open item on the Action Items list
- Perambulation Report for the Orford town lines is being worked on and when completed will be presented to the Selectboard for signature.

Manifests, Payroll and Accounts Payable folders

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

Adjourn

Motion made by Kling, seconded by Adams to adjourn the meeting. Motion Passed 2/0 (Kidder was off line)

The meeting adjourned at 7:50 pm

Respectfully Submitted,

Esther Dobbins-Marsh